

East Portland District Bylaws
December 5, 2018
Revised September 13, 2023

ARTICLE I – Name

The name of this organization shall be East Portland District, Oregon Music Teachers Association (henceforth referred to as East Portland district), affiliated with Oregon Music Teachers Association, Inc. (OMTA), and with Music Teachers National Association, Inc. (MTNA), Cincinnati, Ohio, a Code Section 501(c)(3) organization.

ARTICLE II – Purpose

Section 1. The purpose of East Portland District is the advancement of musical knowledge and education, and in specific furtherance thereof:

- A. To conduct programs and activities to build a vital musical culture and an enlightened musical public for the benefit and the general welfare of all persons:
- B. To ensure that every student shall have access to a balanced, comprehensive, and high-quality program of music instruction;
- C. To improve the quality of teaching, research, performance, and scholarship in music;
- D. To promote the involvement of persons of all ages in learning music;
- E. To foster the utilization of the most effective techniques and resources in music instruction; and,
- F. To facilitate the education of music teachers.

Section 2. The Association is not organized for profit and no part of the net earnings may inure to the benefit of any private individual.

Section 3. In the event of the dissolution of East Portland District, any funds remaining in the treasury after the payment of any outstanding debts shall be contributed to the OMTA Scholarship Fund, the Music Teachers National Association or another nonprofit organization, which qualifies under Section 501©(3) of the Internal Revenue Code.

ARTICLE III – Membership

Section 1. Membership Classifications

The following membership classes are open to those who meet the respective qualifications and pay the annual dues provided for the respective classification pursuant to Section 2 hereof. All members of East Portland District shall hold membership in OMTA and MTNA.

- A. Active membership shall be open to all individuals who are/were professionally engaged in music teaching, upon application and payment of requisite fees. Active Membership conveys the privileges

of participation in all Association activities, the right to attend meetings and programs, to vote, hold office, to enter students in Association programs, and receive the official Association publications.

- B. Collegiate membership shall be open to all collegiate students through the age twenty-six (26) who are currently involved in regular music study, or full-time college students currently involved in music study. Collegiate student members need not be studying with a member of OMTA. Collegiate members may enter their own students in OMTA Syllabus, OMTA festivals and other OMTA sponsored event upon payment of registration fees. Collegiate members may attend conferences and other programs of the Association upon payment of registration fees. However, collegiate members may not enter students in MTNA competitions, shall not have the right to vote, or hold office.
- C. High school membership shall be open to all students from grade nine (9) through grade twelve (12) who are currently involved in regular music study. High School Student members are required to be studying with an OMTA teacher. High School Student members may enter their own students in OMTA Syllabus, OMTA festivals and other OMTA sponsored events upon payment of registration fees. High School Student members may attend conferences and other programs of the Association upon payment of registration fees. However, High School Student members may not enter students in MTNA competitions, shall not have the right to vote, apply for National certification or hold office.
- D. Associate membership is available for persons interested in music and the performance thereof. They shall not be engaged in the teaching of music. As associate member does not have the right to vote or hold office.
- E. Honorary life membership may be conferred by the East Portland District Board. This tribute shall be to a member who has rendered long and distinguished service to East Portland District. All rights and voting privileges shall be retained by those holding Honorary Life Memberships.
- F. Termination of membership: Membership in East Portland District is a privilege and not a right. Termination of membership for non-payment of dues within the time prescribed in Section 1 of Article IV is automatic and not subject to the procedures stated herein. Other than for non-payment of dues, the Executive Board, by a two-thirds vote, may terminate a membership if the Board determines that termination is in the best interest of East Portland District or the purposes of East Portland District as stated in Article II of the Bylaws. The Executive Board shall only consider and vote upon the proposed

termination of a membership after the member has been advised of the alleged reason for termination and been provided an opportunity to present information to the Executive Board on his or her behalf. If membership is terminated, the individual may appeal for reconsideration of that decision to the Executive Board. The Executive Board will determine whether to uphold the membership termination by a majority vote. In the event of a membership termination, a dues refund will not be given.

- G. Reinstatement of membership: A member who resigned in good standing or who allowed annual dues to lapse may reactivate his or her membership by requesting such action and paying the current dues. If continuous membership is desired, the member must pay all dues accruing from the time of non-renewal through the current year.

Section 2. Annual Dues and Membership Year

- A. In addition to the OMTA and MTNA dues, annual District dues for all categories of membership will be established by the Executive Board. The Executive Board shall establish the annual dues amount, present it to the District for vote, and publish the dues information on the website.
- B. Senior members in good standing who have been active members for a minimum of five (5) successive years in OMTA immediately preceding application for special billing will be eligible for a senior discount on State dues required for Active Membership classification. Age requirement will be aligned with the National senior status.
- C. The membership year shall be the same as the MTNA fiscal year, beginning July 1 and ending June 30. Dues are delinquent June 30 for active members, September 30 for student members, after which time members are not in good standing or entitled to any privileges of membership until dues are paid for the current membership year.
- D. Active, associate and collegiate members shall pay annually national, state and local dues (if residing in an organized district) through the MTNA renewal or new member site. High school members shall pay annually state and applicable local dues by completing the form found on the OMTA website and returning as instructed with appropriate fees.

ARTICLE IV – Officers

Section 1. Officers and Duties

The officers of East Portland District shall be President, President-Elect, Recording Secretary, Corresponding Secretary and Treasurer.

- A. The President shall preside at all meetings of the District and the Executive Board, shall appoint all standing and special committees,

and shall perform such other duties applicable to the office. He or she shall serve as an ex officio member of all committees.

- B. The President-elect shall assume all duties of the President in the absence of that officer and shall assume the duties of the President when the President's term of office has expired. The President-elect will serve as Program Chair and shall plan and execute programs for each regular meeting of the District and shall distribute information to the membership and the OMTA-East Portland District website. The President-elect shall perform such other duties as may be assigned by the President or required by the District.
- C. The Recording Secretary shall keep the minutes of all meetings of the District and the Executive Board, and shall perform such other duties as may be assigned by the President or required by the District.
- D. The Corresponding Secretary shall conduct all correspondence of the District as directed by the President. The Corresponding Secretary shall alert members of the passing of a member and propose a memorial to the State Scholarship Fund.
- E. The Treasurer shall be responsible for the payment of all bills authorized by the District, shall keep an itemized account of all receipts and disbursements, shall prepare an annual budget, shall present reports to the District at each business meeting, and shall perform such other duties as may be assigned by the President or required by the District. As East Portland District is a 503(c) non-profit organization, the Treasurer shall file the appropriate Federal forms annually by the November 15th deadline. The treasurer shall oversee payment of all budgeted items that are submitted and ensure that a record is kept to indicate for what purpose the payment was issued. Any bill that exceeds the amount listed in the budget or any bill that is not a budgeted item must have the approval of the Executive Board before being paid.

Article V – Election of Officers

Section 1. Nominating Committee

The Nominating Committee shall consist of East Portland District officers and the immediate Past President. The nominating committee shall announce a slate of one candidate for each office at the May meeting; additional nominations from the floor are permitted with consent of the member being nominated.

Section 2. Election

The election of officers shall be held biennially at the regular May meeting in even-numbered years. Officers shall be elected by either a show of hands or voice vote by active members. In the event of only one

nominee for an office, the presiding officer may declare the nominee elected by acclamation.

Section 3. Vacancy

A vacancy of any office, except that of President, shall be filled for the unexpired term by presidential appointment and approval by the Executive Board. A President-elect, appointed in this manner must be elected to office by vote in the same manner as the other officers.

Section 4. Removal of Officer

Any officer shall cease to hold office upon termination of membership, or may be removed from office by two-thirds vote of the members present and voting at a regularly scheduled meeting. Such action may be taken when it appears evident that an officer has been or is unable to serve or is otherwise unqualified.

Article VI – Executive Board and Executive Committee

Section 1. Government

The Executive Board shall consist of the President, President-Elect, Recording Secretary, Corresponding Secretary, Treasurer, and Immediate Past President. The Executive Committee shall include Chairman of each Standing Committee, and other committee Chairs as designated by the President.

Section 2. Duties

The Executive Board, within the limits of the Bylaws, shall have general supervision of the affairs of the District between its business meetings, fix the hour and place of meetings, make recommendations to the District, and perform such other duties as are specified in these bylaws.

Section 3. Meetings

- A. Meetings of the Executive Board shall be held as needed, or at the request of a majority of the Board.
- B. Minutes of the Executive board meetings may be made available to members at the next regularly scheduled District meeting.
- C. Action taken by unanimous written consent of the Executive Board members via mail or electronic transmission shall be a valid action of the Board. Such actions of the Board shall be preserved and reported in the minutes.

Article VII – Committees and Chairs

- A. The Adult Playing Class Chair shall be responsible for arranging adult playing classes, scheduling the venue and distributing information to the membership.

- B. The ETHICS Chair shall be responsible for reporting to the State Ethics Chair any violations of the Code of Ethics occurring in the District.
- C. The FESTIVAL Chairs shall be responsible for administration of the Festival including scheduling the venue and distributing information to the membership and the OMTA-East Portland District website, printing and distribution of materials, selecting and finalizing contracts with adjudicators and arranging for their compensation, coordinating volunteers, scheduling the participants, and reporting income to the district.
- D. The FINANCE AND BUDGET COMMITTEE shall outline a budget of income, outgo and savings of all funds of the District. The annual budget shall be prepared by the Finance and Budget Committee and adopted by the Executive Board, then presented to the membership for approval. This presentation of the budget may be made by electronic means.
- E. The SOCIAL COMMITTEE shall greet all members, see that name tags are given out, and make all guests welcome. The committee is responsible for refreshments for all district meetings.
- F. The MEMBERSHIP/MENTORSHIP Chair shall act upon the names of all persons submitted for membership, shall introduce new members at District meetings and shall keep a listing of teachers willing to mentor newer members, promote the mentorship program to new members, and pair interested new members with a mentor.
- G. The PARLIMENTARIAN shall assist the President by giving advice on procedure according to specifications of the Bylaws of the district and/or Robert's Rules of Order.
- H. The SYLLABUS Chairs shall oversee the administration of syllabus evaluations within their assigned area, including assigning adjudicators.
- I. The WEB MANAGEMENT Chair shall be responsible for keeping the East Portland District website up-to-date and making changes to the site as approved by members of the Executive Board.

ARTICLE VIII – Meetings and Quorum

The meetings of the District shall be held periodically during the academic year as determined by the Executive Board. They shall be held at such hour and place as may be designated by the Executive Board. The day and hour of the meeting may be changed by a majority vote of the Executive Committee. A District quorum shall consist of a minimum of eight members, four of whom shall be Committee Chairpersons or members of the Executive Board. Three members of the Executive Board shall constitute a quorum for the Executive Board.

ARTICLE IX – Parliamentary authority

The rules contained in the current edition of Roberts Rules of Order Newly Revised shall govern East Portland District in all cases where applicable unless inconsistent with the State of National Association.

ARTICLE X – Amendments

Section 1. These bylaws may be amended at any regular meeting (in-person or remote) of the District by a two-thirds vote, provided that the amendment has been submitted to the members at least ten days before the meeting.

Section 2. All amendments must be consistent with Article II of the Bylaws and a copy of the same must be filed with the State Legislative Committee and sent to the MTNA National Office.