

## LIVONIA AREA PIANO TEACHERS FORUM

### ARTICLES OF ASSOCIATION

- ARTICLE I. The name of the Corporation is Livonia Area Piano Teachers Forum, a Michigan Domestic Non-Profit Corporation.
- ARTICLE II. The Corporation is organized and operated exclusively for educational purposes. The objective of this organization is to encourage the understanding, appreciation and study of the teaching of music through our instrument, the piano, thereby, raising the standards of teaching.
- ARTICLE III. The motto of this Corporation shall be: "One who dares to teach must never cease to learn."
- ARTICLE IV. No part of the net earnings of the Corporation shall inure to the benefit of, or be distributed to its members, trustees, officers, or other private persons. No substantial part of the activities of the Corporation shall be the carrying on of propaganda, or otherwise attempting to influence legislation, and the Corporation shall not participate in, or intervene in (including the publishing or distribution of statement) any political campaign on behalf of any candidate for public office. Notwithstanding any other provision of these articles, the Corporation shall not carry on any other activities not permitted to be carried on (a) by a corporation exempt from federal income tax under section 501(c)(3) of the Internal Revenue Code, or corresponding section of any future federal tax code, or (b) by a corporation, contributions to which are deductible under section 170(c)(2) of the Internal Revenue Code, or corresponding section of any future federal tax code.

## LIVONIA AREA PIANO TEACHERS FORUM BY-LAWS

### ARTICLE I

#### MEMBERSHIP

- Section 1. Membership in this organization is limited to piano teachers.
- Section 2. This organization shall be affiliated with the Michigan Music Teachers Association. All of the members will be paid members of MMTA and MTNA.
- Section 3. The definition of a member in good standing is: one who has paid annual dues and who has attended a minimum of three meetings during the twelve month period prior to the activity for which good standing is a

requirement. "If having another employer prevents regular attendance at Forum meetings, good standing may be earned by accumulating four (4) points."

#### ARTICLE I - ( Continued)

- Section 4. Participation in Student Recitals shall be limited to members in good standing as defined in Article I, Section 3.
- Section 5. An Honorary Membership may be conferred upon one who has given distinguished service to the cause of music. She or he shall have professional membership privileges.

#### ARTICLE II

##### ELECTION OF OFFICERS

- Section 1. Election of officers shall be by ballot of the membership at the Annual May Meeting each year. A member nominated to serve as an officer shall have been a member in good standing for a period of two years.
- Section 2. The regular term of office of the President shall be a one (1) year term. An incumbent President may be re-elected to serve an additional one (1) year term. The President shall remain on the Board of Directors as Immediate Past-President for the term of office of her or his successor. After the lapse of one regular one (1) year term, after serving as Immediate Past-President, she or he may be re-elected to the Board of Directors.
- Section 3. The regular term of office of Vice-President, Secretary, and Treasurer shall be one (1) year terms. These officers may be re-elected to the same office for more than one additional year.

#### ARTICLE III

##### BOARD OF DIRECTORS

- Section 1. The Board of Directors shall consist of the President, Vice-President, Secretary, Treasurer, Immediate Past-President, and if desired, up to two committee chairpersons. Four members shall constitute a quorum.
- Section 2. The Board of Directors shall hold periodic meetings as needed, at a place and time to be determined by the Board.
- Section 3. In the event of a vacancy in any office of the Board of Directors, the President may, with the approval of the Board of Directors, appoint a new officer to fill the unexpired term.

Section 4. After three consecutive absences of a Board member from a Board of Directors meeting, or upon a Board member's ceasing to be a Forum member in good standing, it shall be at the discretion of the Board to declare the office vacant, and to appoint someone to complete the unexpired term.

#### ARTICLE III - (Continued)

Section 5. Not less than one month previous to the Annual May Meeting of the membership at which shall be held the election of officers, a nominating committee shall be appointed by the Board of Directors. The Nominating Committee shall include the Immediate Past President, who shall serve as chairperson, and one or more members-at-large of the Forum, none of whom shall be candidates for an office in the election for which the Nominating Committee is to prepare the slate of nominees. The Nominating Committee shall determine the slate of nominees, and report the slate to the Board of Directors.

#### ARTICLE IV

##### OFFICERS

Section 1. The President shall preside at all meetings of the Forum, maintain general supervision, and when necessary, appoint committee chairpersons with approval of the Board. The President is an ex-officio member to standing and special committees with the exception of the nominating committee.

Section 2. The Vice-President shall assist the President, and in the absence of the President shall perform all duties of the office. The Vice-President shall also assume the duties of Program Chairperson for the Forum and shall be empowered to appoint Committee members for program assistance.

Section 3. The Secretary shall keep all minutes of the Board and Membership business meetings. She or he shall keep a running record of all amendments to the By-laws of the Forum and shall keep a fully corrected copy of the By-laws on file. The Secretary shall be in custody of the official records of the organization and the maintenance of those records. The Secretary shall write such letters and notes as usually attached to this position as well as other which may be designated from the Board of Directors or President. The Secretary is responsible for the Chapter Report to the Michigan Music Teacher.

Section 4. The Treasurer shall keep an itemized account of all money, funds and properties of the Forum. She or he shall pay all bills approved by the Board, shall present an itemized statement of financial affairs of the Forum at each meeting of the Board, and an annual report of receipts and disbursements at the Annual May Meeting. The Treasurer shall keep an

accurate record of the membership as reflected by receipt of dues from MTNA.

Section 5. The Immediate Past-President shall serve in an advisory capacity with voting privileges

## ARTICLE V

### STANDING & SPECIAL COMMITTEES

Section 1. The chairpersons of standing committees shall be appointed by the President with the approval of the Board of Directors, and shall include: Student Recitals, Welcoming, Social, Historian, MMTA Student Achievement Testing, Awards, Certification, Publicity, Delegates, and Yearbook.

Section 2. The Student Recitals Committee shall consist of Chairperson and Co-Chairperson with the authority to appoint as many members to the committee as deemed necessary. Duties: arrange recitals, programs and printing of programs, give and receive applications and fees for auditions, give necessary information to teachers.

Section 3. The Welcoming Committee shall consist of one or more members who shall be responsible for all social activities connected with the Forum, such as student recitals, the annual May luncheon, and any other events where the Board needs their participation.

Section 4. The Social Committee shall consist of one or more members who shall be responsible for all social activities connected with the Forum, such as student recitals, the annual May luncheon, and any other events where the Board needs their participation.

Section 5. The Historian shall assemble all articles of interest concerning the Forum such as published publicity, and to maintain a record of the club's activities.

Section 6. Special Committees may be created or discontinued by action of the Board of Directors.

Section 7. The Delegates Committee shall consist of two people who shall be MMTA members and represent the Forum in the Local Association Co-ordinating Council of the MMTA. These delegates shall report to the Board of Directors after each meeting of MMTA.

Section 8. The MMTA Student Achievement Testing Committee shall consist of the chairperson and assistants with the authority to appoint as many members as deemed necessary. The committee shall secure the testing

facility, instruments and adjudicators as well as oversee testing procedures. It is the duty of this committee to keep the membership informed of dates, requirements and testing procedures.

- Section 9. The Awards Committee shall consist of a chairperson with the authority to appoint as many members as deemed necessary. The Committee shall be responsible for the administration of policies and procedures adopted by LAPTF regarding all aspects of award monies and grants.
- Section 10. The Publicity Committee shall consist of one or more members who shall be responsible for keeping the press and public informed of the activities of the Association.
- Section 11. The Certification Committee shall consist of one or more members whose duty shall be to act as a resource for those members who pursue certification. These committee members must hold State Certification.
- Section 12. The Yearbook Committee shall consist of one or more persons whose duty shall be to publish and distribute an annual yearbook/directory, containing a calendar of events, listing of members, and the Articles of Association and By-Laws.
- Section 13. The Teacher of the Year Committee shall consist of a chairperson who is a previous Teacher of the Year, with the authority to appoint as many members as deemed necessary. The Committee shall be responsible for compiling a list of one or more teachers recommended for designation as Teacher of the Year, and propose names to the Board. The Board will make the final decisions.

## ARTICLE VI

### MEETINGS

- Section 1. Regular meetings shall be held each month from October to May inclusive, the exact day to be decided by the Board of Directors.
- Section 2. The Annual Membership Business Meeting shall be held in May. Reports shall be given by the officers and committee chairpersons. The election of officers for the following year shall be held.
- Section 3. One-third of the membership in good standing shall constitute a quorum at any regular meeting.

## ARTICLE VII

### DUES

- Section 1. Membership dues shall be fixed by vote of the Forum upon recommendation of the Board of Directors.
- Section 2. All Dues shall be payable at the beginning of the fiscal year.
- Section 3. Guests are limited to no more than two program visits before joining.
- Section 4. Honorary members shall be exempt from payment of dues.

## ARTICLE VIII

### FISCAL YEAR

- Section 1. The Fiscal Year of the Forum shall be from July 1 through June 30, inclusive.

## ARTICLE IX

### AMENDMENTS

- Section 1. By-Laws may be amended by one-third of the membership in good standing at any regular meeting. The full text of the proposed amendment, as well as the amendment it is to replace, shall be distributed to all members prior to the meeting at which the vote shall be taken.

## ARTICLE X

### PARLIAMENTARY AUTHORITY

- Section 1. The rules contained in the current edition of the Robert's Rules of Order shall govern the Association in all cases to which they are applicable, and in which they are not inconsistent with the By-Laws of the Association or any special rules of order the Association may adopt.

## ARTICLE XI

## DISSOLUTION

Section 1. In the event of dissolution of the Corporation, any remaining assets shall be distributed to one or more organizations exempt under section 501©(3) of the Internal Revenue Code or corresponding section of any future federal tax codes.

As amended May 2, 2001