

Gwinnett County Music Teachers Association Procedural Manual

Adopted 4/23/14

Revised 8/24/20; 8/24/22; 8/28/24

I. Officers

- A. In order to be nominated and appointed as an officer in GCMTA (President, President-elect, Secretary or Treasurer), an individual shall be a member in good standing of GCMTA for 4 consecutive years and shall have served as chair of a committee for 2 years.
- B. Officers' dues should be paid by June 30th to remain a member in good standing (unless the due date is adjusted by MTNA).
- C. The term of office for newly installed officers commences immediately following the adjournment of the May business meeting.
- D. Officers should update their job descriptions at the end of their term(s) for a smooth transition.

1. President

- a. In addition to qualifications listed in Section IA of this document, the President must have served as President-elect for two years immediately prior to being installed.
- b. The President shall be the principal elective officer of the Association and shall preside at all meetings of the Association and the Executive Board. He/she shall recommend committees as may be required by the By-laws or as he/she may deem beneficial to the Association for appointment by the EB and shall serve as an ex officio member of all committees except the Nominating Committee (NC). He/she shall perform such other duties as assigned by the EB and applicable to the office as prescribed by the parliamentary authority adopted by the Association.
- c. The GCMTA President shall have the authority to conduct business by email, mail, telephone, or online conference with the GCMTA Executive Board (EB). When approval is needed by vote, a return by 50% of those members polled shall be necessary to constitute a quorum. Any business conducted by email, mail, telephone, or online conference shall be reported at the next GCMTA EB meeting and included in the minutes.
- d. The GCMTA President shall be the official delegate of GCMTA to the annual GMTA State Conference and MTNA National Conference. Expenses as delegate shall be paid from the GCMTA treasury for each of these events up to the amount allocated and available for these purposes in the GCMTA Budget.

2. Immediate Past President

The Immediate Past President shall serve as an advisor to the GCMTA President and shall serve as chair of both the Advisory Committee (AC), and Teacher of the Year Committee (TOTY).

3. President-elect

- a. The GCMTA President-elect (PE) shall serve the President in an assisting capacity. The President-elect, upon completion of that term in office, shall become President of GCMTA. He/she shall perform such other duties as assigned by the EB and applicable to the office as prescribed by the parliamentary authority adopted by the Association.
- b. The GCMTA President-elect shall serve as the chair of Programs and the NC.
- c. If the President-elect is unable to preside in the absence of the GCMTA President, then the President may select a committee chair or former President to preside in his/her absence.

4. Secretary

- a. The Secretary shall attend and keep minutes of all meetings of GCMTA and the GCMTA EB and shall see that the minutes are in legal form and properly preserved. If unable to attend a meeting, the Secretary, with approval by the President, shall designate a suitable substitute to attend the meeting and keep minutes.
- b. The Secretary shall email the minutes from the previous month's meeting to the GCMTA president to be posted on the GCMTA website at least 48 hours prior to the next meeting for review.
- c. A copy of the annual tax documents will be filed with the minutes of the EB meeting in which they are reported.
- d. The Secretary shall, with the cooperation of the Treasurer, other officers, and/or chairs, ensure that all documents required by MTNA and GMTA are provided annually as directed in any communication by MTNA and GMTA to officers of GCMTA.

5. Treasurer

- a. The Treasurer position requires the following skills and abilities: familiarity with word processing and spreadsheet software, ability to store documents and records electronically as provided in the PM, III, Minutes and Records, and ability to maintain and reconcile the checkbook and register manually.
- b. The Treasurer shall handle all funds of GCMTA in accordance with procedures in the job description, and shall email a current financial report to the GCMTA membership at least 48 hours prior to each meeting for review.
 - i. Prepare monthly and annual financial statements that include income and expense categorized according to the budget categories and balancing with the check register and bank statement;
 - ii. Assist the EB-appointed CPA in the preparation of all tax documents; provide a copy to the President and the EB, upon request, prior to filing or dissemination. Copies of all tax-related documents should be provided to the Secretary for filing with the minutes of the Association.
 - iii. Facilitate the business of the Association by creating uniform procedures for funds dispersal in a timely and conscientious manner.

- c. The GCMTA Treasurer and President shall sign the signature card required by GCMTA's bank. If the President is unwilling to be a signatory on the GCMTA account, then the Immediate Past President or current President-elect may be designated to remain on the account.
- d. The Treasurer shall attend all business, EB and AC meetings as requested and shall attempt to recover losses resulting from returned checks. The records of the Treasurer shall be reviewed biennially by the AC.
- e. The Treasurer will maintain and distribute the membership listing of GCMTA.

II. Executive Board (EB)

- A. Members who serve on the GCMTA EB are: Officers and all committee chairs (Advisory, Anti-Trust, Certification, Digital Resources, Directory, Federated Festivals [Central, North, and West], GMTA Auditions, GMTA/GATE Theory, Hospitality, Jr./Sr. Scholarship, MED/PED Scholarship, Member at Large, Membership, Music Day, Music Link, MTNA Foundation/GMTA Awards, Newsletter, Performance Day).
- B. The Executive Board will meet on the fourth Wednesdays of April and August or on another date in either of those months which is mutually acceptable to the EB. Meetings will be conducted like the monthly ones, but with the purpose of addressing business matters that require more extensive discussion than is reasonable in a large group setting.
- C. At the April EB meeting, the Treasurer, in collaboration with the AC, will present the budget for the upcoming fiscal year to be discussed, amended as necessary and approved, for presentation and approval by vote of the membership at the May meeting.
- D. The EB shall conduct business consistent with Article II and other provisions of the By-laws.

III. Minutes and Records

- A. A link to the minutes from the previous meeting should be emailed to the EB or membership (depending on the month) at least 48 hours prior to each EB or monthly GCMTA meeting. Since these are sent in advance of the meetings, the minutes do not have to be read at the EB or monthly GCMTA meeting, nor is it necessary to call for a motion to approve minutes or financial reports. The GCMTA President shall ask for any additions or corrections to the minutes and reports, and declare them accepted (or corrected, if necessary).
- B. All GCMTA records required to be maintained by MTNA, GMTA, or legally for tax purposes are to be backed up into an electronic data storage unit at regular intervals (no less often than at the end of each fiscal year, June 30), and at least one hard copy retained and stored by the Secretary and/or Treasurer.
- C. All GCMTA records including, but not limited to, minutes, financial reports, budgets, legal documents, and job descriptions are the property of GCMTA. No officer, EB member, or chair shall destroy any records without notifying and gaining the approval of the AC and President.
- D. GCMTA officers and chairs should not release, share, or disseminate any GCMTA legal document and/or record to any non-member without approval by the EB.

E. Records and forms required by GMTA or MTNA do not need EB or membership approval. However, copies should be maintained as provided herein. Mention of the records provided will be made at the next EB meeting and recorded in the minutes.

F. Records that should be provided but are not limited herewith:

By Jan 31 to MTNA for 501(c)3 status:

- A statement describing any changes during the year in the purposes, character, or method of operation of the Association.
- A copy of the Association's current Constitution and By-laws.
- A copy of the most current Form 990 or 990-T, if applicable.
- A copy of the Association's current officer directory with mailing addresses (a street address is required for the President).

By December 31 to the MTNA Meeting and Member Services Manager:

- The confirmation form of the Association's membership categories and fees.

IV. Chairs and Committees

A. A chair's dues should be paid by June 30th to be considered a member in good standing (unless the due date is adjusted by MTNA).

B. Chairs (specified under **II. EB**) shall perform duties applicable to their positions as requested by the GCMTA President and EB and as described in the GCMTA Directory and/or their respective event notebooks.

C. Chairs are not limited to one term in office.

D. Chairs should update their job event procedures at the end of their terms.

E. Procedures pertaining to committees which are not herein listed are detailed on the GCMTA website under that particular area.

1. Advisory Committee (AC)

- a. The GCMTA President shall appoint the members of the AC which will include the Immediate Past President as chair, the President-elect, and two to three other members. The term of service for the two members serving on the committee due to the office they hold (President-elect and Immediate Past President) will expire when their term ends. The term for non-officers will be three years. Past committee members may be asked to serve in an advisory capacity.
- b. The AC shall be responsible for reviewing the Procedural Manual (PM) every two years (in even years) or as needed. Any revisions to the PM must be approved by the GCMTA EB.
- c. The AC reports to the President and the EB, and is available to all GCMTA members in good standing. All matters brought to the Committee remain strictly confidential. The Committee's scope of authority is only advisory--to listen, to consider, and to recommend.

2. Directory

- a. The GCMTA Directory will be available on the GCMTA website for members in good standing. The Directory will be password protected, and the information contained in this document (address, phone #, etc.) should not be shared with non-members without the expressed approval of said member.
- b. Since membership information comes directly to the Treasurer, he/she will, in conjunction with the webmaster, update the Directory one to two times each year or as deemed necessary.

3. Nominating Committee (NC)

- a. The President-elect shall chair this committee, which exists only for the several months prior to GCMTA officer elections. It will include 2 other appointed members (but not the current President). The President decides who he/she would like to serve on the NC with the advice of the President-Elect. Once these persons have agreed to serve in this capacity, the President officially appoints them at the September meeting.
- b. NC shall nominate a slate of officers in odd numbered years (when PE is to take office) to be presented to the membership at the February meeting and in the March newsletter. At the March meeting, the active members present shall vote on the slate of officers.

4. Teacher of the Year Award (TOTY)

- a. The GCMTA TOTY Award is given to encourage and reward excellence and effectiveness in teaching, to give honor and recognition for service to GCMTA and to increase GCMTA's visibility to the general public through media promotion.
- b. One GCMTA TOTY Award will be presented annually.
- c. Current officers are not eligible for the award. The officers and the Immediate Past President, who serves as the chair, make up the selection committee.
- d. Members may nominate one candidate each but may not nominate themselves.
- e. Nominations must be submitted by December 31. The award will be presented at the May luncheon, unless circumstances prevent the May meeting. The TOTY Award recipient will attend the luncheon as a guest of the Association, and will be featured as the recipient on the GCMTA website.
- f. The name and documents submitted for the TOTY Award shall be retained for four years so that the nominated teacher may be considered again if not selected.

V. Judged Events and Monthly Program Speakers

- A. Judges for all GCMTA events will be paid \$40 per hour (prorated for each ¼ hour judged; lunch hour is not compensated) plus .50 per mile, not to exceed \$75 in mileage reimbursement. If the lunch hour falls during the event, a meal will also be provided. The minimum compensation for the Jr./Sr. Scholarship judge shall be \$200.
- B. Judges for each event should complete the related compensation form listing hours judged and mileage and give it to the event chair. Chairs will review the forms before giving them to Treasurer, who will write the checks.

- C. Judges will be given guidelines to assist them in evaluating students in accordance with each particular event (Music Day, Federated, Auditions, etc.).
- D. Names of student winners and their teaches will be published in the GCMTA newsletter.
- E. Monthly program speakers will be given a \$150 honorarium plus .50 per mile with a maximum of \$75 for travel reimbursement. Program chair should complete request for funds form accordingly and submit to Treasurer.

VI. Membership

- A. Membership classifications include Active, Senior, Collegiate, Honorary Lifetime and Patron as defined in the GCMTA By-Laws.
- B. No member shall engage in a pattern or practice of noncompliance, divisiveness, arguing, or intimidation that interferes with the administration of the Association.
- C. Membership may be terminated by the member or revoked by GCMTA as prescribed in the GCMTA Bylaws or the MTNA Bylaws. No person who has been convicted of a crime involving the sexual or other abuse of a person shall be a member of GCMTA. Any accusation that a member of GCMTA has been convicted of a crime involving sexual or other abuse of a person shall be reported to the GCMTA President, who shall immediately report the accusation to the President of GMTA and President of MTNA for further handling as provided for in the GMTA Procedural Manual. GCMTA will abide by and follow the decision of GMTA and MTNA in any particular case.
- D. Recipients of the Honorary Lifetime Membership will be listed in the GCMTA Directory.

VII. GCMTA Recognition

- A. GCMTA honors newly certified teachers with a \$50 stipend. GCMTA also presents one TOTY award annually. Other special recognition of a GCMTA member must be approved by the AC.
- B. The President-elect shall have a plaque prepared (to be reimbursed by GCMTA) to present to the outgoing GCMTA President following installation of the new officers.
- C. Unless approved by the GCMTA EB, no other officer, chair, committee member, etc. shall receive a plaque or other item of recognition for serving a regular term of office.

VIII. Website, Communications and Publicity

- A. The GCMTA domain name is gcmta.org. A commercial web firm is contracted to host and manage the GCMTA website. The Treasurer in collaboration with the Webmaster ensures that the domain name and the hosting services are renewed as needed.
- B. Included on the GCMTA website are the GCMTA mission statement, membership information, names (and photos when appropriate) of the GCMTA EB members, committee chairs, GCMTA By-laws, MTNA Code of Ethics, calendar, Professional Certification Standards, and Procedural Manual. In addition, the GCMTA Newsletter shall be posted and archived on the GCMTA website.

- C. Additional information featured on the GCMTA website shall include, but is not limited to, current and past Teachers of the Year, GCMTA history, Event information, Resources, Links, and Forms.
- D. The GCMTA email database is to be used to disseminate information from and about MTNA, MTNA Southern Division, GMTA and GCMTA only. Requests to use the GCMTA database by individuals, local associations, businesses, other professional organizations, and educational institutions will be denied. There is no advertising or announcement page on the GCMTA website.
- E. Officers and Chairs should use a moderated email list provided by the website manager for all GCMTA group communications. Use of the moderated email is restricted to GCMTA business only. GCMTA minutes and financial reports should be emailed via the moderated list.
- F. Individual communication between GCMTA members should not be handled via the moderated email list.
- G. Student pictures published in any GCMTA communications must have prior written parental consent. A digital copy of that consent must be maintained in our records.
- H. Our **GCMTA Facebook page** is a public forum; that is the place to post events of general interest, such as association and individual studio events, performance opportunities, and topics for open dialogue among music colleagues everywhere. Our **GCMTA Facebook Group** is a closed group, exclusively for GCMTA members and close friends, and membership must be approved by the moderator. That is the place to post association and individual studio events, photos, job opportunities and other topics of a more personal nature specific to GCMTA members.
- I. Neither passwords nor any type of individual, professional promotion of any member shall be printed in the GCMTA newsletter consistent with Article II and other provisions of the By-laws. The GCMTA newsletter will be disseminated to the membership via email and maintained on the GCMTA website.

IX. Procedural Manual (PM)

- A. The AC shall review the PM in even-numbered years or as needed. Upon recommendation of the AC, the PM may be updated by a simple majority vote at a meeting or via email or other media ballot open to the members of the GCMTA EB. The proposed update(s) must be submitted to the GCMTA EB at least two weeks prior to the voting deadline.
- B. The PM shall be posted on the GCMTA website. Every time the PM is updated, the updated version shall be posted to the GCMTA website within a reasonable time.

X. Miscellaneous Financial Policies

- A. No GCMTA member shall receive any compensation from GCMTA (including travel, food, or lodging) for serving in any capacity except in those cases specifically provided by GCMTA policy or by GCMTA EB decision.
- B. GCMTA provides an online Expense Report form for the GCMTA officers and chairs to be reimbursed for eligible expenses. Eligible expenses include necessary office supplies, copies, and postage necessary to complete their duties. GCMTA will not reimburse expenses for printer cartridges. Receipts must be uploaded to the expense report form. The form will be emailed to the Treasurer.
- C. GCMTA's fiscal year ends on June 30th. All expense reports must be submitted prior to May 31st.

- D. As funds allow and are provided in the budget, limited mileage and travel expenses are paid only to the GCMTA President (or designee) as GCMTA's official representative to the MTNA Conference and GMTA Conference. As the budget allows, limited funds are also provided to the GCMTA President-elect as additional representative to the GMTA Conference.
- E. Officers' requests for expenses more than \$25 outside of budgeted items, should be submitted to the Treasurer and approved by the AC prior to any purchase.
- G. Approved changes in income or expense need to be recorded in the minutes from the meeting and reflected in the next year's budget.
- H. Hiring of outside vendors to use, store or handle GCMTA documents and records must be approved by the EB.
- I. The GCMTA tax return, prepared by the Treasurer, must be reviewed by at least one officer, and signed by the President. Copies will be maintained according to the record keeping procedures listed in Section 3.B of the Procedural Manual.
- J. No GCMTA financial document or report is to be shared with any non-member except as otherwise approved by President and EB.
- K. Any check that is misplaced or not cashed within six months should be voided. If the check is reissued, the stop payment fee will be deducted.

XI. General Policies

- A. Monthly meetings are held the fourth Wednesday of the months of September, October, November (sometimes 3rd Wednesday due to Thanksgiving), January (off site brunch), February and March at PianoWorks, unless designated at a different location or done digitally. The May Luncheon is held on the 2nd or 3rd week as decided by the EB. At this meeting the budget for the next fiscal year will be approved, the Teacher of the Year awarded, and, in odd years, the new slate of officers will be inducted.
- B. Neither GCMTA letterhead nor titles may be used by individual GCMTA EB members when expressing opinions – internally or externally – that are not officially those of GCMTA. Individuals may not imply that GCMTA shares their views. In all cases, the GCMTA President (or his/her designee) represents and speaks for the GCMTA EB and for the entire Association.
- C. Established procedural guidelines, which are adequately serving GCMTA, shall not be changed solely for the purpose of accommodating individual officers.
- D. Any differences in interpretation of the policies and procedures of GCMTA will be referred to the AC who, in consultation with the President, will seek resolution.

APPENDIX A – FEE STRUCTURE FOR NON-MEMBER PARTICIPATION IN GWINNETT COUNTY MTA EVENTS

To be fully compliant with the April 3, 2014 Federal Trade Commission (“FTC”) Antitrust Settlement with Music Teachers National Association, Gwinnett County Music Teachers Association (“GCMTA”) is offering access for competitive and non-competitive events to non-members of GCMTA. The FTC’s rationale for this is the belief that “for music teachers, the success of students in these competitions can elevate the teachers’ reputations and marketability” (ATCG, pg. 8).

GCMTA sponsoring a competition may charge non-members and their students higher fees than those of its members and still be FTC antitrust compliant. However, “the fee differential should not be so high that it effectively compels a teacher to join MTNA, GMTA, or its affiliates” (ATCG, pg. 9). The GCMTA Executive Board approved on September 20, 2022, a schedule of fees for non-members who wish to participate in GCMTA events. Note: The FTC does NOT require that GCMTA advertise this fee schedule or specific competition events to non-members.

MUSIC DAY

Current Active Member Dues & Fees:

\$176 MTNA/GMTA/GCMTA Dues (Teacher)

\$25/10 Student Fee (\$25 for Student per 1st event, \$10 per event thereafter)

Non-Member Fee:

\$100 Teacher Fee

\$50 Student Fee (per event)

FEDERATED FESTIVAL (Central, North, or West)

Current Active Member Dues & Fees:

\$176 MTNA/GMTA/GCMTA Dues (Teacher)

\$12 NFMC Teacher Dues

\$32 NFMC Student Dues (up to 16 students, \$2 each additional student)

\$28/15 Student Registration Fee (\$28 for Student per 1st event, \$15 per event thereafter)

Non-Member Fee:

\$100 Teacher Fee

\$50 Student Fee (per event)

JR./SR. SCHOLARSHIP

Current Active Member Dues & Fees:

\$176 MTNA/GMTA/GCMTA Dues (Teacher)

No Teacher Fee

\$35 Student Fee (per event)

Non-Member Fee:

\$100 Teacher Fee

\$50 Student Fee (per event)