

ARTICLE I – NAME

The name of this organization is HILLSBORO AREA DISTRICT, OREGON MUSIC TEACHERS ASSOCIATION, (hereafter referred to as Hillsboro Area District or the Association), 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 Hillsboro Area District is the advancement of musical knowledge and education. Activities of the Association are aimed at the promotion of the art of music, the advancement of musical educational activities, and the appreciation of music among the people of the community.

Section 2. No part of the net earnings of the organization shall inure to the benefit of any individual. No substantial part of the activities of the organization shall be the carrying on of propaganda, or otherwise attempting to influence legislation, and the organization shall not participate in, or intervene in any political campaign on behalf of, or in opposition to, any candidate for public office. Notwithstanding any other provision of this document, the organization shall not carry on any other activities not permitted by an organization exempt from federal income tax under Section 501(c)(3) of the Internal Revenue Code.

Section 3. In the event of the dissolution of Hillsboro Area 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(c)(3) of the Internal Revenue Code.

ARTICLE III – MEMBERSHIP

Section 1. 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 Hillsboro Area District (except associates) shall hold membership in OMTA and MTNA.

A. Active membership in Hillsboro Area District shall be open to all individuals who are/were professionally engaged in music teaching, upon application and payment of requisite fees. Active Membership provides the privileges of voting, holding office, and participating in the activities of the Association.

B. Retired membership is open to those who have been active members, are age 65 or greater, and are essentially retired from teaching. A member must send a written notice to MTNA for this class of membership to be activated. A retired member may vote but cannot hold elective office at the division or national levels or enter students in MTNA competitions. A retired member must also be a member of OMTA.

C. Student membership is open to all students from grade nine (9) through age twenty-six (26) who are currently involved in regular music study, or full-time college students currently involved in music study as directed in the OMTA Bylaws. Student members may enter their own students in OMTA sponsored events upon payment of the registration fees. Student members may attend all meetings of the Association, but do not have the right to vote 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. An associate member does not have the right to vote or hold office. Dues are paid to the local association.

E. Honorary life membership may be conferred by the Hillsboro Area District Board. This tribute shall be to a member who has rendered long and distinguished service at the district level. All rights and voting privileges shall be retained by those holding Honorary Life Memberships.

Section 2. Annual dues will be established by the Executive Board and approved by the members. 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.

Section 3. The membership year shall be the same as the MTNA fiscal year, beginning July 1 and ending June 30 for active members; the collegiate membership year begins October 1 and ends September 30.

ARTICLE IV-OFFICERS

Section 1. The officers of Hillsboro Area District shall be President, President-Elect, Secretary and Treasurer.

A. The President shall preside at all meetings of the Association and the Executive Board, shall appoint all standing and special committees with the approval of the Executive Board, shall appoint a Parliamentarian, and shall perform such other duties applicable to the office. The President shall serve as an ex officio member of all committees except the Nominating Committee.

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 shall perform such other duties as may be assigned by the President or required by the Association.

C. The Secretary shall keep the minutes of all meetings of the Association, the Executive Board and the Executive Committee, and shall perform such other duties as may be assigned by the President or prescribed by the parliamentary authority of the association.

E. The Treasurer shall be responsible for the payment of all bills authorized by the Association, shall keep an itemized account of all receipts and disbursements, shall prepare an annual budget, shall present reports to the Association as requested and shall perform such other duties as may be designated by the President or prescribed by the parliamentary authority of the association.

Section 2. Each officer shall be elected for a two-year term of office and shall serve until a successor assumes office. The term of office shall begin at the end of the last meeting within the fiscal year, and end upon the installation of the next officer. No member shall be eligible to serve more than two consecutive terms in the same office, except the office of treasurer.

ARTICLE V – ELECTION OF OFFICERS

Section 1. A Nominating Committee of three members shall be elected by the members or Executive Board, or appointed by the president. The nominating committee shall announce a slate of one candidate for each office at the June meeting; additional nominations from the floor are permitted with consent of the member being nominated.

Section 2. The election of officers shall be held biennially at the regular June meeting in even-numbered years. Officers shall be elected by ballot, except in the event of only one nominee for an office in which case the presiding officer may declare the nominee elected by acclamation.

Section 3. 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, cannot assume the office of President unless elected to the office in the same manner as the other officers.

Section 4. 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. The Executive Board shall consist of the President, President-Elect, Secretary, Treasurer, Immediate Past President, Parliamentarian, the chair of each Standing Committee, and other committee chairs as designated by the President.

Section 2. The Executive Board shall have general supervision of the affairs of the association between its business meetings, fix the hour and place of meetings, make recommendations to the association, and perform such other duties as are specified in these bylaws. The Board shall be subject to the orders of the association, and none of its acts shall conflict with action taken by the association.

Section 3. Meetings of the Executive Board shall be held as needed, or at the request of a majority of the Board.

Section 4. 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.

Section 5. The Executive Committee shall consist of the President, President-Elect, Secretary, Treasurer, and Immediate Past President.

Section 6. The Executive Committee shall be convened by the President to act in emergencies of the Association. All actions of this committee shall be reviewed by the Executive Board at its next meeting.

ARTICLE VII – COMMITTEES AND CHAIRS

Section 1. Standing Committees shall be appointed by the President with the approval of the Executive Board and/or members to facilitate and accomplish the work of the association.

Section 2. Other committees, such as task forces or special committees, may be appointed by the President with the approval of the Executive Board and/or members to facilitate and accomplish the work of the association.

Section 3. The President shall be an ex officio member of all committees, except the Nominating Committee.

A. The FINANCE AND BUDGET COMMITTEE shall outline a budget of income, outgo and savings of all funds of the Association. 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.

B. The MEMBERSHIP Chair shall act upon the names of all persons submitted for membership, shall introduce new members at Association meetings, and shall ensure that new members receive their New Member Packet and are listed in the OMTA Membership Directory in a timely fashion.

C. The PROGRAM Chair shall plan and execute programs for each regular meeting of the Association and shall distribute information to the membership via email and the association website.

D. The EVENTS Chair shall oversee and report to the board actions of committees for events such as Recitals and the Ribbon Festival

E The SYLLABUS Chair(s) shall oversee the administration of syllabus evaluations, including assigning or doing the printing and distribution of all syllabus materials, the accounting of income and expenditures, and the recording of grades.

F. The WEB MANAGEMENT Chair shall be responsible for keeping the Hillsboro Area District website up-to-date and making changes to the site as approved by members of the Executive Board.

ARTICLE VIII – MEETINGS and QUORUM

Section 1. Regular meetings of the association will be held at such time and place as are decided upon by the Executive Board of the Association, but they shall be guided by the wishes of the membership.

Section 2. Annual meeting of the association will be held at the regular meeting designated as the annual meeting by the Executive Board. The election of officers, annual reports of officers and committees, and any other business that may arise will take place at this meeting.

Section 3. Special meetings may be called by the President or by the Executive Board or upon the written request of one quarter of the members. The purpose of the meeting shall be stated in the call.

Section 4. A quorum shall consist of a minimum of 25% of district members, two of whom shall be elected officers.

ARTICLE IX – PARLIAMENTARY AUTHORITY

The rules contained in the current edition of Robert’s Rules of Order Newly Revised shall govern Hillsboro Area District in all cases where applicable and in which they are not inconsistent with these bylaws, any special rules of order the association may adopt, or a higher-level rule, i.e. the state or national association.

ARTICLE X – AMENDMENTS

Section 1. These bylaws may be amended at any regular meeting of the Association by a two-two-thirds vote, provided that the amendment has been submitted to the members in writing at the previous regular 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 OMTA Legislative Committee and sent to the MTNA National Office