

# **BYLAWS OF THE CAPMT SAN FRANCISCO CHAPTER**

## **ARTICLE I – NAME**

The name of this organization shall be CAPMT San Francisco Chapter, hereafter referred to as the CAPMT SF Chapter. The CAPMT SF Chapter affiliated with the California Association of Professional Music Teachers and CAPMT, District 2, and the Music Teachers National Association.

## **ARTICLE II – PURPOSE**

**Section 1.** The primary purpose of this organization is to raise the standards of music education and to promote the art of music in the Chapter and community. Educational activities, which heighten awareness and understanding of the art of music by students, teachers, and the general public, can include such events as master classes, workshops, student evaluations and competitions, newsletters, and scholarship opportunities.

**Section 2.** The CAPMT SF Chapter is not organized for profit, and no part of its net earnings benefits any private individual.

## **ARTICLE III – GOVERNMENT**

The CAPMT SF Chapter shall be governed by this Constitution and the Bylaws, which shall not conflict with the Constitution and Bylaws of the State Association or with the Charter and Bylaws of the Music Teachers National Association. Every amendment to the Bylaws of the State and/or National Association shall become effective and binding on the Chapter.

## **ARTICLE IV – MEMBERSHIP**

**Section 1.** All members of CAPMT SF Chapter shall hold membership in the California Association of Professional Music Teachers (CAPMT) and the Music Teachers National Association (MTNA). Such membership provides opportunities for participation in the activities of the organization, attendance at meetings, receiving a subscription to the newsletters, and with the exception of Collegiate and Patron members, the right to vote and hold office.

**Section 2.** Membership classifications and privileges shall be as prescribed in the Constitution and Bylaws of the state association. Membership implies agreement with the Code of Ethics of the MTNA.

**Section 3.** The membership year shall be the same as the fiscal year – July 1 through June 30.

**Section 4.** Dues may be assessed as determined by the Executive Board and approved by the membership.

## **ARTICLE V – OFFICERS**

**Section 1.** The officers of the chapter shall be President, Vice-President, Secretary and Treasurer. These officers shall perform the duties prescribed by these Bylaws and by the parliamentary authority adopted by the Association.

### **Duties of Officers**

a) The President shall preside at all meetings of the chapter, shall call and preside at all meetings of the officers, shall appoint all standing committees, shall appoint all special committees as needed, and shall perform all other duties implied by this title.

b) The Vice-President shall assume all duties of the President in the absence of that officer and shall perform other duties designated by the President. The Vice-President shall also serve as program chairperson.

c) The Secretary shall keep the minutes of all chapter and officer meetings, shall see that the minutes are in legal form and properly preserved, and shall perform other duties designated by the President.

d) The Treasurer shall be responsible for the payment of all bills authorized by the chapter, shall keep an itemized account of all receipts and disbursements, shall present an official report to the chapter upon request, and shall perform other duties designated by the President.

**Section 2.** A nominating committee shall be appointed by the President and approved by the board every two years to name a slate of officers for the ensuing term. The slate will be distributed via email and published in the spring newsletter.

**Section 3.** Voting will be by ballot at the Annual Business Meeting. Nominations may be made from the floor provided that candidates have given prior consent and meet the qualifications for that office. A majority of votes cast for one candidate will constitute an election.

**Section 4.** Officers shall be elected for two-year term. Elections will occur every two years. The term of office shall coincide with the fiscal year – July 1 to June 30.

**Section 5.** No member shall hold more than one office at a time and no member shall be eligible to serve more than two consecutive terms in the same office.

**Section 6.**

a) Any Officer may resign effective upon giving written notice to the Executive Board, unless the notice specifies a later time for the effectiveness of such resignation. No Officer may resign if the organization would then be left without a duly elected Officer in charge of its affairs, except upon written notice to the State's District II Coordinator.

b) Should a vacancy occur in any office, the President shall appoint a replacement, contingent upon Board approval. A person appointed to fill a vacancy shall hold office until the term expires, or until a successor is duly elected.

**Section 7.** Any Officer may be removed by a majority vote of the Board of Directors at any time.

**Section 8.** Officers shall serve without compensation except that they shall be allowed and paid their actual and necessary expenses incurred in the performance of their regular duties. Officers may be compensated for rendering services to the organization in any capacity other than Officer, such as adjudicator, as approved by the Board.

## **ARTICLE VI – EXECUTIVE BOARD**

**Section 1.** The Executive Board shall be composed of the President, vice-President(s), Secretary, Treasurer and all appointed chairs.

**Section 2.** The Executive Board shall determine policies of the Association within limits of the Bylaws. It shall actively pursue the purposes of the Association. It may adopt such rules and regulations for the conduct of the Association as shall be deemed advisable.

**Section 3.** The Executive Board shall meet at the call of the President.

**Section 4.** A majority of the Executive Board, including three officers, shall constitute a quorum for the transaction of the business.

## **ARTICLE VII – MEETINGS**

**Section 1.** A minimum of one meeting yearly shall be held at such time and place as decided by the Executive Board.

**Section 2.** The number of active members present including a majority of the Executive Board shall constitute a quorum.

**Section 3.** The spring meeting shall be known as the Annual Business Meeting for the purpose of electing officers, for receiving officer and committee chair reports, and for any other business that may arise.

**Section 4.** Members of the Executive Board who are not physically present at a meeting of the Executive Board or members who are not physically present at an advisory council or committee meeting may attend the meeting by the use of authorized communication equipment that enables the member an opportunity to participate in the meeting, including an opportunity to read, hear, or see the proceedings of the meeting, participate in the proceedings, and contemporaneously communicate with the persons who are physically present at the meeting. Any member who uses authorized communication equipment is deemed to be present in person at the meeting whether the meeting is held at a designated place or solely by means of authorized communication equipment. The Executive Board may adopt procedures and guidelines for the use of authorized communication equipment in connection with a meeting of the Executive Board, an advisory council, or a committee to permit verification that a person is a voting member and to maintain a record of any vote or other actions taken at the meeting. Any action required or permitted to be taken by the Executive Board may be taken by written or oral communication without a meeting if all members of the Board shall consent to such action. Such consents shall be recorded by the Secretary and filed with the minutes of the proceedings of the Board and shall have the same force and effect as the unanimous vote of the Officers.

## **ARTICLE VIII – COMMITTEES**

**Section 1.** The President may appoint chairpersons and/or committees to advise or to administer various programs of the Association.

**Section 2.** Committees for specific purposes or activities may be designated from time to time by resolution of the Executive Board. Chairs of such committees shall be appointed by the President and approved by the Executive Board. Members of such committees may be appointed by their respective Chair in such number as the Chair deems advisable, unless otherwise provided by the Executive Board in its resolution designating such committee.

**Section 3.** Standing committees shall be Membership, Audit, Program and Nominating.

**Section 4.** The President shall be an ex-officio member of all committees except Nominating.

**Section 5.** The Chair or any member of any committee may be removed from that committee by a majority vote of the Executive board, or directly by the person authorized to appoint that member when, in the judgment of the person who appointed the member, the organization will be best served by such removal.

## **ARTICLE IX – PARLIAMENTARY AUTHORITY**

The rules contained in the current edition of Robert's rules of order, newly revised shall govern the Chapter in all cases to which they are applicable, and in which they are not inconsistent with these Bylaws and any special rules of order which the Chapter may adopt.

## **ARTICLE X – AMENDMENTS**

These Bylaws may be amended via written ballot by a two-thirds vote of ballots received from active members, the proposed amendment having been submitted in writing to the members thirty days prior to voting.

## **ARTICLE XI – DISSOLUTION**

In the event of the dissolution of San Francisco Chapter, any funds remaining in the treasury after the payment of any outstanding debts shall revert to the District Association, namely, CAPMT, District II.

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Revised: October 22, 2015