

**MANITOBA REGISTERED MUSIC TEACHERS'  
ASSOCIATION INC.**

**PROVINCIAL BY-LAWS**

**Revised 2011**

**PROVINCIAL BY-LAWS  
Of the  
Manitoba Registered Music Teachers' Association Inc.**

**I NAME**

Manitoba Registered Music Teachers' Association Inc. hereinafter referred to as the Association.

**II OBJECTIVES**

1. To develop public awareness of the value of qualified music education and to stimulate the acquisition of all-round musicianship and culture.
2. To encourage and assist in the improvement of standards in music education.
3. To encourage and provide systematic preparation for the arts of teaching and/or performing, and to work for the improvement of the professional status of music teachers in the community.
4. To advocate for the system of music credits provided by the Department of Education.
5. To provide assistance, through scholarships and awards, to deserving students.
6. To encourage and foster the existence of branches affiliated with the Association.
7. To provide for interaction and friendship among music teachers.

**III SEAL**

The official business seal of the Association shall be in the custody of the Executive Director. This seal shall be used on all contracts and other instruments sealed by the Association, as well as on all membership certificates.

**IV GOVERNMENT**

1. The Association shall be managed by the Provincial Executive which shall, subject to the provision of the Act, By-laws and policies of the MRMTA and/or at the order of the CFMTA, subject to the provision of the CFMTA Act, govern, control and administer the affairs of the Association, and may exercise all rights and powers vested in it by the Act.

2. The Executive shall consist of the following elected & voting members:

President	Events/Social Coordinator
Past President	Students Programming Coordinator
Vice President	Members Programming Coordinator
Communications Coordinator	Members-at-Large (2)

Representatives from each of the Branches in the Province of Manitoba, appointed by the Branch

3. To ensure greater continuity in the Executive, the elected members listed under IV (2) shall be elected at the Annual General Meeting of the Association to serve a two year term, five elected one year and four the following year. A member may subsequently be re-elected to

the same position for one additional two year term. At the end of his/her term, a member may be elected to a different position.

4. In case of a vacancy through resignation or otherwise, the Executive may appoint a duly qualified member of the Association to fill the vacancy until the next Annual General Meeting at which time a member may be elected to complete the two year term.
5. The election of the Executive and all other questions voted on at a meeting of the Association shall be decided by a majority of the votes of the members present. The President will vote only in the case of a tie.

## V. **DUTIES OF ELECTED AND APPOINTED MEMBERS:**

1. THE **PRESIDENT** shall
  - a) preside at all meetings of the Provincial Executive;
  - b) enforce strict observance of all By-laws;
  - c) convene all general and special meetings;
  - d) prepare an agenda for all meetings of the Executive;
  - e) be an ex-officio member of all committees except the nominating committee;
  - f) keep a record of all the meetings and projects for future Presidents and Executives;
  - g) be a delegate to CFMTA meetings;
  - h) appoint a member to be responsible for Provincial news in the CFMTA Newsletter;
  - i) maintain a manual of operating procedures for future Executives;
  - j) perform other duties as required.
2. THE **PAST PRESIDENT** shall
  - a) in the absence of the President and Vice-President, be empowered to preside at meetings of the Executive;
  - b) be the alternate delegate to CFMTA meetings;
  - c) maintain a manual of operating procedures for future Executives;
  - d) perform other duties as required.
3. THE **VICE-PRESIDENT** shall
  - a) assist the President in the carrying out of the administrative duties of the Association;
  - b) perform all duties of the office of the President should the President be absent, resign or be removed from office;
  - c) be expected to stand for election as President;
  - d) be a delegate to CFMTA meetings;
  - e) chair the Membership Committee;
  - f) maintain a manual of operating procedures for future Executives;
  - g) perform other duties as required.

4. The **EXECUTIVE DIRECTOR** position encompasses the former Executive positions of SECRETARY, TREASURER, REGISTRAR and ARCHIVIST.

The **EXECUTIVE DIRECTOR** will be hired by the Provincial Executive and the position will be renewed annually upon review by the Provincial Executive. This is a non-voting position.

In the event that the Executive Director position cannot be filled, the position will revert back to SECRETARY, TREASURER, REGISTRAR and ARCHIVIST with duties as outlined in the attached addendum.

The **EXECUTIVE DIRECTOR** shall:

- a) notify the Executive of all meetings
- b) take the minutes at all Executive meetings and distribute copies to all members of the Executive within two (2) weeks following the meeting
- c) receive and file a copy of all reports of the Executive and chairs of all committees
- d) receive, copy and collate the Annual Reports from the Executive, chairs of all committees, and the Branches, excluding the Financial Report
- e) forward copies of minutes including amendments and reports to the Archivist at the end of each two year term of office
- f) forward names of the new Provincial Executive to the CFMTA Secretary immediately following elections, as well as to the following music schools and organizations:
  - Editor, Canadian Music Teacher (CFMTA magazine)
  - Faculty of Music, University of Manitoba (UofM)
  - School of Music, Brandon University (BU)
  - Canadian Mennonite University (CMU)
  - Providence College
  - Manitoba Conservatory of Music & Arts (MCMA)
  - RCM Examinations
  - Conservatory Canada (CC)
  - Canadian National Conservatory of Music (CNCM)
  - Winnipeg Music Festival
  - Associated Manitoba Arts Festivals (AMAF)
  - Manitoba Music Educators Association (MMEA)
  - Others as the Executive may deem necessary
- g) be responsible for all social correspondence;
- h) assist Communications Coordinator with the distribution of Directories and 'Take Note' to members and CFMTA;
- i) Maintain the archives, including archiving minutes, amendments, reports and all other activities of the MRMTA;
- j) keep a full and accurate record of all funds and financial transactions of the Association, and render to the President and Executive at the regular Executive meetings an account of all receipts and disbursements, and of the financial position of the Association;

- k) prepare the necessary documents concerning authorization of signatures which are required by the financial institution;
  - l) deposit all funds in a financial institution designated by the Executive in the name of the Association, and disburse the funds of the Association as may be authorized by the Executive with cheques which shall be signed by two of the three empowered members (Executive Director, President, and Vice-President). Arrange for auditing of the books and accounts before the Annual General Meeting;
  - m) present the signed financial statement and audited report and distribute copies of the financial report at the Annual General Meeting;
  - n) recommend a professional auditor or an internal audit by 3 non-executive members for the following year to be ratified by the General Membership;
  - o) forward the annual financial statements and auditor's report to the CFMTA Secretary/Treasurer;
  - p) be a member of all committees involving finances, except audit committee ;
  - q) be a liaison between the Association and the public through the business telephone and electronic mail provided by the Association;
  - r) keep an up-to-date membership list of the Association, including addresses, phone numbers, e-mail addresses and disciplines;
  - s) maintain Child Abuse Registry records and notify membership of expiry;
  - t) prepare an e-newsletter to send to the membership, and send extra notices when necessary;
  - u) work with the web designer to keep the website and on-line directory up-to-date;
  - v) prepare the membership list after all the annual dues have been paid;
  - w) receive all applications and fees for membership and transfers;
  - x) submit a written report on any changes to the Membership;
  - y) submit a report for the Annual General Meeting;
  - z) maintain a manual of operating procedures for future Executives;
  - aa) perform other duties as required.
5. **THE COMMUNICATIONS COORDINATOR** shall
- a) chair a committee responsible for all Publicity of the Association, such as the Directory and its distribution, the 'Take Note' and its distribution, and any other communication to the Membership and the community, as authorized by the Executive;
  - b) work with the chair of the Phoning Committee regarding communication with the membership;
  - c) act as a liaison between the Executive and the 'Take Note' Editor;
  - d) maintain a manual of operating procedures for future Executives;
  - e) perform other duties as required.
6. **THE STUDENT PROGRAMMING COORDINATOR** shall
- a) work with the committees responsible for events such as Canada Music Week, Young Artist Series, Scholarship Series, Musicthon and CFMTA Competition, etc.;
  - b) confer with Canada Music Project convenor;

- c) maintain a manual of operating procedures for future Executives;
  - d) perform other duties as required.
7. THE **MEMBERS PROGRAMMING COORDINATOR** shall
- a) chair a committee which will set all the programming for all workshops, and recitals;
    - Programs and dates should be set early enough so that a calendar of events for the coming year can be sent to the editor of ‘Take Note’, before the submission deadline, to be included in the Fall issue of Take Note.
  - b) be responsible for programming for the Biennial Mini Convention General Meeting;
  - c) maintain a manual of operating procedures for future Executives;
  - d) perform other duties as required.
8. THE **EVENTS/SOCIAL COORDINATOR** shall
- a) chair a committee to be responsible for arrangements and venues for the Annual General Meeting & Mini Convention Biennial General Meeting, workshops, and any other public meetings, events and social affairs of the Association;
  - b) maintain a manual of operating procedures for future Executives;
  - c) perform other duties as required.
9. **MEMBERS-AT-LARGE** shall
- a) assist other Executive members as required;
  - b) chair an ad-hoc committee when needed for such things as by-laws, membership recruitment, Awards of Appreciation;
  - c) maintain a manual of operating procedures for future Executives;
  - d) perform other duties as required.
10. **BRANCH REPRESENTATIVES** shall
- a) act as the liaison between their Branch and the Provincial Executive ;
  - b) maintain a manual of operating procedures for future Executives;
  - c) perform other duties as required.
11. The following **non-Executive positions** shall be filled by members appointed by the Executive for a two year renewable term. These members do not attend Executive meetings unless requested by the Executive and do not have voting privileges, but shall provide a written report to the appropriate Executive member listed above if requested. All convenors should maintain a manual of operating procedures for future Executives.
- Young Artist Convenor
  - Canada Music Week Convenor
  - Canada Music Week Project
  - Musichon Convenor
  - Scholarship Series Convenor
  - Telephoning Committee Chair
  - ‘Take Note’ Editor

## **VI. COMMITTEES**

Any special committees appointed may be asked to submit a plan of estimated expenses and disbursements to the Executive. If required, Committee Chairpersons may receive a petty cash fund as approved by the Executive. Accounts shall be submitted to the Executive Director for the report at an Executive meeting.

All Committee Chairpersons may be asked to submit an Annual Report and should maintain a procedure manual of their duties for future Executives.

## **VII. ELECTION OF EXECUTIVE**

1. At least five months before the Annual General Meeting the President shall appoint a nominating committee of three: two from the current Executive, one of whom is retiring from their position that year, and one from the Membership at large. The President shall appoint the Chairperson from the committee.
2. The Nominating Committee must be informed of those Executive and non-Executive positions which need to be filled.
3. The slate of officers must be presented to the Membership by the President at least three weeks prior to the Annual General Meeting. All nominees must be Full Members and agree to serve.
4. Further nominations may be made in writing to the Chair of the nominating committee or from the floor at the Annual General Meeting provided the consent of the nominee has been secured.

## **VIII. BRANCHES**

1. The President and Executive Director may organize a new branch in the Province by calling a meeting in the largest centre of a district in which there are at least five active and qualified music teachers. At such a meeting a President, Secretary and Treasurer of the Branch shall be elected.
2. Any Branch may send to the Provincial President, in writing, items to be included as new business on the agenda of an Executive meeting; such items should reach the President at least one week prior to the date of the meeting.
3. Concerns from Branches or Independent Members shall be made in writing and submitted to the Provincial President.
4. Where local branches are in difficulty or conflict and it is felt that the needs of its members are not being met, the Provincial Executive should be contacted to assist in solving the problems.
5. Where it becomes necessary to close a Branch and transfer members to another branch or under the auspices of the provincial organization, these procedures must be followed:
  - The local branch shall be closed upon approval by the membership at the Annual General Meeting of the Association;
  - The membership will be transferred to the branch(es) closest to where the members reside and/or teach;
  - If no branch is nearby membership will be transferred to the provincial organization;

- The assets of the branch shall be divided on a per member basis to the branch(es) or provincial organization receiving new members;
- The records and documents of the branch shall be sent to the Provincial Executive Director for the Association archives.

## **IX. MEETINGS**

1. A minimum of four Executive meetings per year shall be called, at the discretion of the President. A Quorum shall consist of the majority of voting members.
2. The Annual General Meeting shall be held in late September or early October as determined by the Executive. Notice of this meeting shall be submitted to the Membership at least six weeks prior to the date and any Notice(s) of Motion from the Executive shall be presented to the Membership at least three weeks prior to the date. Annual Reports of all officers and committees, the Treasurer's report and the audited Financial Statement, and minutes of the last Annual General Meeting shall be made available to the General Membership. The nominated slate of officers shall be presented followed by elections.
3. Each Annual General Meeting shall be recorded by appropriate technology.
4. A Mini-Convention can be held in the non CFMTA convention year.
5. Robert's Rules of Order Newly Revised, current edition, shall apply on all questions of procedure and parliamentary law not specified in these By-laws.

## **X. MEMBERSHIP**

1. Completed application forms and the accompanying registration fee shall be submitted to the Executive Director. All applications for membership are subject to approval by the Membership Committee and ratification by the Executive.
2. All teaching members must have a completed Child Abuse Registry or Criminal Record Check (vulnerable Sector).
3. Branch affiliation will be with the branch closest to a member (within 80 km). If a member lives further than 80 km from any branch the member's affiliation may be as an Independent Member or a branch of their choice.
4. The Membership Committee shall consist of the Vice-President (chair), Executive Director, and two other members representing the Piano and Vocal disciplines who shall be appointed by the Executive. The Committee chair is empowered to appoint members to the committee representing other disciplines as needed for specific applications for membership.
5. The following membership criteria shall apply to all applicants.
  - "Training in pedagogy" shall refer to a full credit course from a recognized institution, or attendance at workshops, summer courses, master classes, and/or certification in a recognized music teaching methodology.
  - "Successful teaching experience" may include examination results for six or more students representing at least three different levels with at least Honours standing, results in recognized competitions and/or music festivals, students' acceptance into advanced programs of study, or students' receiving prestigious scholarships or awards.



- a) **Full Membership:** One of the following qualifications is required.
- (i) A music degree (Bachelor of Music or higher) from a recognized post-secondary institution, with evidence of training in pedagogy and documentation of two years of successful teaching experience;
  - (ii) An Associate or Licentiate Teacher's Diploma from a recognized institution and documentation of two years of successful teaching experience;
  - (iii) An Associate or Licentiate Performer's Diploma from a recognized institution, with evidence of training in pedagogy and documentation of two years of successful teaching experience;
  - (iv) An established reputation as a distinguished artist in the field of performance or teaching, as accepted by the Membership Committee;
  - (v) An established reputation as a teacher with a complete Grade 10, a minimum of ten years experience and documentation of successful teaching.
- b) **Interim Membership:** One of the following qualifications is required.  
Interim Membership will only be granted until the requirements for Full Membership have been met, at which time an Interim Member may apply for Full Membership.
- (i) All requirements for Full Membership have been met, except for the documentation of two years of successful teaching experience;
  - (ii) An established reputation as a teacher with a complete Grade 10, a minimum of six years teaching experience and documentation of successful teaching.
- d) **Student Teacher Membership:** The following qualifications are required.  
Student Teacher Membership is subject to periodic review by the Membership Committee. Student Teacher Members may apply for Full Membership once requirements have been completed.
- (i) Applicants must have completed Grade 9 and must be studying with a Full Member.
  - (ii) All Winnipeg and Region Pre-Diploma Group members can be Student Members.
  - (iii) Applicant must be eighteen years or older.
- d) **Retired Membership** may be granted to any member of long standing who is no longer teaching. Retired Members shall enjoy Full Membership privileges. Application for this category of membership must be made in writing to the Executive Director who will submit it to the Executive for approval.
6. The designation "R.M.T" (Registered Music Teacher) shall only be used by those members who hold Full Membership or Retired Membership status.
7. If a member is in good standing with the Registered Music Teachers' Association of any other Canadian province and moves his/her domicile into Manitoba, he/she shall, by virtue of the Manitoba Registered Music Teachers' Association's membership in the Canadian Federation of Music Teachers Associations, become eligible for acceptance by the Manitoba Registered Music Teachers' Association provided he/she meets MRMTA's requirements for Full Membership. If the requirements are not met, he/she may be eligible for Interim or Student Teacher Membership status until such time as the requirements for Full Membership are met.

## **XI. MEMBERSHIP AWARDS**

Awards shall be given for thirty, forty and fifty years of membership in the Association. Members receiving these awards shall be honoured at the Annual General Meeting.

An Honorary Life Membership Award may be bestowed upon a member for years of outstanding service to the benefit of the Association. This member must be nominated by the Branch to which he/she belongs or be recommended by the Provincial Executive. This award shall be presented at the Annual General Meeting or a meeting of the general Membership. The annual membership fee will no longer be required from these members. Honorary Life Members who are teaching must pay the liability insurance premium.

## **XII. FEES**

The schedule of fees for all levels of membership will be determined by the Provincial Executive and approved by the Membership. Branch fees will be determined by the Branch. The Executive is empowered to negotiate with suppliers of liability insurance for the Membership, in conjunction with CFMTA. Insurance premiums shall only be added to membership fees with the approval of the General Membership.

## **XIII. RESOLUTIONS**

All resolutions pertaining to CFMTA shall be presented by the Executive to the Secretary-Treasurer of CFMTA as requested prior to the Annual Executive Meeting of CFMTA.

## **XIV. BY-LAWS**

1. These By-laws have been drawn up in accordance with the Constitution of MRMTA, the Act which came into force on the 25<sup>th</sup> day of May, 1968, and the Act and By-laws of the CFMTA, August 3, 1989.
2. By-laws may be made by the Executive or a committee appointed by such, not contrary to the provisions of the Act, for all purposes relating to the affairs, business and property of the Association, its management, government, aims, objectives and interests.
3. **Amendments, Alterations, or Additions to the By-laws:**
  - i) shall be presented in writing to the By-laws Committee chair at least sixty (60) days before an Annual General Meeting for consideration by the Executive Members;
  - ii) may be presented by the Executive of the Association or By-laws Committee under its jurisdiction;
  - iii) must be approved by the Executive and then submitted in writing to the Membership thirty (30) days prior to the Annual General Meeting or a Special meeting of the Association duly called for the purpose.
4. Approval of amendments by both the Executive and the Membership shall be confirmed by a two-thirds majority of the voting members present.
5. The by-laws shall be posted to the website and extra copies of the Provincial By-laws shall be in the custody of the Executive Director.

**XV. DELEGATES TO C.F.M.T.A. ANNUAL MEETINGS**

The Provincial Executive may send two delegates to the Annual CFMTA Executive Meetings, subject to the CFMTA By-laws. The President shall be designated the First Delegate, the Vice President shall be the Second Delegate and the Past President shall be the Alternate Delegate. Expenses shall be paid for each delegate as determined and voted upon by the MRMTA Executive.

**XVI. DISCIPLINE**

When the action(s) of (a) member(s) is (are) believed to be placing the name or reputation of the Association in jeopardy, or causing such disharmony within the Association as to be contrary to its best interests, these actions shall first be investigated by a committee set up by the President. Any decision made by this committee will require a two-thirds vote. The decision will then be submitted to the Provincial Executive, who by a two-thirds affirmative vote, will have the right to cause the member under consideration to be suspended of all rights and privileges of membership in the Association for a definite period decided by the Executive, or be expelled from the Association. Deliberations will be held in strict confidence. The individual who lodged the complaint will then be notified in writing of the decision.

February 2004  
Revised October 2008  
Revised November 2011

## ADDENDUM

- V. 4. The **SECRETARY** shall:
- i. notify the Executive of all meetings
  - ii. take the minutes at all Executive meetings and distribute copies to all members of the Executive within two (2) weeks following the meeting
  - iii. receive and file a copy of all reports of the Executive and chairs of all committees
  - iv. receive, copy and collate the Annual Reports from the Executive, chairs of all committees, and the Branches, excluding the Financial Report
  - v. forward copies of minutes including amendments and reports to the Archivist at the end of each two year term of office
  - vi. forward names of the new Provincial Executive to the CFMTA Secretary immediately following elections, as well as to the following music schools and organizations:
    - Editor, Canadian Music Teacher (CFMTA magazine)
    - Faculty of Music, University of Manitoba (UofM)
    - School of Music, Brandon University (BU)
    - Canadian Mennonite University (CMU)
    - Providence College
    - Manitoba Conservatory of Music & Arts (MCMA)
    - RCM Examinations
    - Conservatory Canada (CC)
    - Canadian National Conservatory of Music (CNCM)
    - Winnipeg Music Festival
    - Associated Manitoba Arts Festivals (AMAF)
    - Manitoba Music Educators Association (MMEA)
    - Others as the Executive may deem necessary
  - vii. be responsible for all social correspondence;
  - viii. assist Communications Coordinator with the distribution of Directories and 'Take Note' to members and CFMTA;
  - ix. maintain a manual of operating procedures for future Executives;
  - x. perform other duties as required.

The **TREASURER** shall:

- i. keep a full and accurate record of all funds and financial transactions of the Association, and render to the President and Executive at the regular Executive meetings an account of all receipts and disbursements, and of the financial position of the Association;
- ii. prepare the necessary documents concerning authorization of signatures which are required by the financial institution;
- iii. deposit all funds in a financial institution designated by the Executive in the name of the Association, and disburse the funds of the Association as may be authorized by the Executive with cheques which shall be signed by two of the three empowered members

- (Executive Director, President, and Vice-President). Arrange for auditing of the books and accounts before the Annual General Meeting;
- iv. present the signed financial statement and audited report and distribute copies of the financial report at the Annual General Meeting;
  - v. recommend a professional auditor or an internal audit by 3 non-executive members for the following year to be ratified by the General Membership;
  - vi. forward the annual financial statements and auditor's report to the CFMTA Secretary/Treasurer;
  - vii. be a member of all committees involving finances, except audit committee;
  - viii. maintain a manual of operating procedures for future Executives;
  - ix. perform other duties as required.

The **REGISTRAR** shall:

- i. be a liaison between the Association and the public through the business telephone and electronic mail provided by the Association;
- ii. keep an up-to-date membership list of the Association, including addresses, phone numbers, e-mail addresses and disciplines;
- iii. maintain Child Abuse Registry records and notify membership of expiry;
- iv. prepare an e-newsletter to send to the membership, and send extra notices when necessary;
- v. work with the web designer to keep the website and on-line directory up-to-date;
- vi. prepare the membership list after all the annual dues have been paid;
- vii. receive all applications and fees for membership and transfers;
- viii. submit a written report on any changes to the Membership;
- ix. submit a report for the Annual General Meeting;
- x. maintain a manual of operating procedures for future Executives;
- xi. perform other duties as required.

The **ARCHIVIST** shall:

- i. maintain the archives, including archiving minutes, amendments, reports and all other activities of the MRMTA;
- ii. maintain a manual of operating procedures for future Executives;
- iii. perform other duties as required.