



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

**PROVINCIAL BY-LAWS**

**Revised 2024**

**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-around 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 and teachers.
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 Office Administrator. 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	Student Programming Coordinator
Vice-President	Member Programming Coordinator
	Members-at-Large (2)
Branch Representatives (Representatives from each of the Branches in the Province of Manitoba, appointed by the Branch)	

To ensure greater continuity, the elected members listed under IV (2) shall be elected at the Annual General Meeting of the Association to serve a two-year term. In even-numbered years the following THREE (3) positions will be elected:

1. President
2. Past President
3. Vice-President

In odd-numbered years the following FIVE (5) positions will be elected:

1. Events/Social Coordinator
2. Student Programming Coordinator
3. Member Programming Coordinator
4. Member-at-Large
5. Member-at-Large

A member may subsequently be re-elected to the same position for one additional two-year term. At the end of the term, a member may be elected to a different position.

3. In the 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.
4. Any MRMTA member holding an Executive Office (i.e., President, Vice-President, or Past President) cannot concurrently hold an Executive Office in another CFMTA association.
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 and submit the annual MRMTA Provincial Report to the CFMTA secretary;
  - h. appoint a member to be responsible for Provincial news in the CFMTA Newsletter;
  - i. ensure that an annual review is conducted for all contracted positions;
  - j. maintain a manual of operating procedures for future Executives;
  - k. assist in social media communications as needed;
  - l. assist the Office Administrator in creating and updating the yearly calendar and current executive list;
  - m. perform other duties as required;
  - n. this is a voting position only to break a tied vote.
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. assist in social media communications as needed;
  - e. perform other duties as required;
  - f. this is a voting position.
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 and submit a written report to the Executive and implement directives from the CFMTA;
  - e. chair the Membership Committee, including reviewing new applications and supporting membership drives;
  - f. assist the Events/Social Coordinator in planning the Annual General Meeting;
  - g. maintain a manual of operating procedures for future Executives;
  - h. assist in social media communications as needed;
  - i. perform other duties as required;
  - j. this is a voting position.
4. THE EXECUTIVE MAY APPOINT AN **OFFICE ADMINISTRATOR** that encompasses any or all of the Executive positions of SECRETARY, TREASURER, REGISTRAR, COMMUNICATION COORDINATOR and ARCHIVIST as outlined below. In the event that the position of OFFICE ADMINISTRATOR cannot be filled, the position will revert to SECRETARY, TREASURER, REGISTRAR, COMMUNICATION COORDINATOR, and ARCHIVIST, dividing these positions, contracts, and honoraria as required.

THE **OFFICE ADMINISTRATOR** shall:

- a. attend executive meetings as set by the President;
  - b. be contracted for a two-year period with an annual performance review by the Provincial Executive;
  - c. receive an honorarium;
  - d. this is a non-voting position.
5. THE **SECRETARY** shall:
- a. notify the Executive of, and attend all meetings as set by the President;
  - 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, both the CFMTA and the MRMTA webmasters, and *The Canadian Music Teacher Magazine* Editor immediately following elections, as well as to the following music schools and organizations:

- Desautels Faculty of Music, University of Manitoba (UofM)
- School of Music, Brandon University (BU)
- Canadian Mennonite University (CMU)
- Manitoba Conservatory of Music & Arts (MCMA)
- Royal Conservatory of Music (RCM)
- 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 such as condolence and thank you cards, etc.;
- h. assist the President in creating and updating the yearly calendar and current executive list;
- i. submit a report for the Annual General Meeting;
- j. maintain a manual of operating procedures for future Executives;
- k. perform other duties as required;
- l. this is a non-voting position.

6. THE **TREASURER** shall:

- a. attend executive meetings as set by the President;
- b. 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 the financial position of the Association;
- c. in consultation with the President, Past President and Vice-President, prepare a proposed budget for the upcoming year to be approved by the executive at least 30 days prior to the AGM;
- d. prepare the necessary documents concerning authorization of signatures which are required by any financial institutions;
- e. deposit all funds in any financial institutions designated by the Executive in the name of the Association, and disburse the funds of the Association as may be authorized by the Executive;
- f. have cheques signed by any one of the three empowered members (Treasurer, President and Vice-President);
- g. ensure that the President has online access to all Association bank accounts as a safeguard for all parties as pertains to the Association's finances;
- h. ensure that the President and Treasurer receive any receipts generated by the bank pertaining to e-Transfers;
- i. arrange for an annual financial review of the books and accounts at the close of the fiscal year;

- j. present the complete financial statements and the annual financial review report-to the full membership for approval;
  - k. in consultation with the President, and/or Vice-President, and/or Past President, recommend a professional to conduct the annual financial review or arrange for an internal financial review by 3 non-executive members for the upcoming year to be ratified by the General membership at the AGM;
  - l. be a member of all committees involving finances, except the annual financial review committee;
  - m. communicate with all Chairs when money is received ie: membership registration fees, event fees, etc.;
  - n. send monies to the insurance company after annual membership renewals are confirmed. Upon receiving the new certificate, forward it to the Registrar to disperse to the membership;
  - o. maintain a manual of operating procedures for future Executives;
  - p. perform other duties as required;
  - q. be contracted for a two-year period with an annual performance review by the Provincial Executive;
  - r. this is a non-voting position.
7. THE **REGISTRAR** shall:
- a. attend executive meetings as set by the President;
  - b. be a liaison between the Association and the public through the electronic mail provided by the Association;
  - c. provide an address for the MRMTA (Criminal Record Checks or Grant and Membership Applications etc.);
  - d. keep an up-to-date membership list of the Association, including addresses, phone numbers, e-mail addresses, and disciplines;
  - e. send the member list to CFMTA Secretary twice a year;
  - f. maintain Child Abuse Registry and/or Criminal Record Check (Vulnerable Sector) records and notify membership of expiry;
  - g. mail out all insurance certificates;
  - h. in the event that the position of Communication Coordinator is vacant, prepare an e-newsletter to send to the membership regularly, and send extra notices when necessary;
  - i. work with the phoning committee to keep all members informed;
  - j. work with the Webmaster to update online membership forms, on-line directory and keep all pertinent information up-to-date on the website;
  - k. prepare the membership list after all the annual dues have been paid;
  - l. receive all applications and fees for membership and transfers, and communicate regularly with the Treasurer regarding these fees;
  - m. submit a written report on any changes to the Membership;
  - n. submit a report for the Annual General Meeting;
  - o. maintain a manual of operating procedures for future Executives;
  - p. perform other duties as required;

- q. be contracted for a two-year period with an annual performance review by the Provincial Executive;
  - r. this is a non-voting position.
8. THE **ARCHIVIST** shall:
- a. maintain the archives, including archiving minutes, amendments, reports and all materials pertaining to other activities of the MRMTA;
  - b. submit a report for the Annual General Meeting;
  - c. maintain a manual of operating procedures for future Executives;
  - d. perform other duties as required;
  - e. this is a non-voting position.
9. THE **COMMUNICATION COORDINATOR** shall:
- a. attend executive meetings as set by the President;
  - b. at the call of the President, chair a committee responsible for all publicity of the Association, such as advertising in local and provincial publications or programs;
  - c. act as the liaison between the Executive and any advertising agency hired by the Executive to help execute b. above;
  - d. act as a liaison between the Executive and the *Take Note* Editor and assist in the distribution of the magazine;
  - e. prepare an e-newsletter to send to the membership as required, and send extra notices when necessary;
  - f. update the MRMTA social media platforms;
  - g. submit a report for the Annual General Meeting;
  - h. maintain a manual of operating procedures for future Executives;
  - i. perform other duties as required;
  - j. be contracted for a two-year period with an annual performance review by the Provincial Executive;
  - k. this is a non-voting position.
10. THE **STUDENT PROGRAMMING COORDINATOR** shall:
- a. attend executive meetings as set by the President;
  - b. oversee the committees responsible for events such as Canada Music Week programming, Young Artist Series, Scholarship Series, Musicthon and CFMTA Competition, etc.;
  - c. collect and submit all reports from the above committee Chairs for all executive meetings;
  - d. assist the President in creating and updating the yearly event calendar;
  - e. maintain a manual of operating procedures for future Executives;
  - f. perform other duties as required;
  - g. hold office for one term of 2 (two) years, with re-election possible for a further two-year term;
  - h. this is a voting position.

11. THE **MEMBER PROGRAMMING COORDINATOR** shall:
  - a. work with committee Chairs and the Executive to assist in programming for all workshops, and recitals;
  - b. act as the liaison between the MRMTA Student Group and the Executive;
  - c. assist the President in creating and updating the yearly event calendar;
  - d. be responsible for programming for the Biennial Mini-Convention;
  - e. maintain a manual of operating procedures for future Executives;
  - f. perform other duties as required;
  - g. hold office for one term of 2 (two) years, with re-election possible for a further two-year term;
  - h. this is a voting position.
  
12. THE **EVENTS/SOCIAL COORDINATOR** shall:
  - a. attend executive meetings as set by the President;
  - b. chair a committee to be responsible for arrangements and venues for the Annual General Meeting, Biennial Mini-Convention, workshops, and any other public meetings, events and social affairs of the Association;
  - c. maintain a manual of operating procedures for future Executives;
  - d. perform other duties as required;
  - e. hold office for one term of 2 (two) years, with re-election possible for a further two-year term;
  - f. this is a voting position.
  
13. THE **MEMBERS-AT-LARGE** shall:
  - a. attend executive meetings as set by the President;
  - b. assist other Executive members as required;
  - c. chair an ad-hoc committee when needed for such things as By-laws, membership recruitment, Awards of Appreciation;
  - d. maintain a manual of operating procedures for future Executives;
  - e. perform other duties as required;
  - f. hold office for one term of 2 (two) years, with re-election possible for a further two-year term;
  - g. this is a voting position.
  
14. THE **BRANCH REPRESENTATIVES** shall:
  - a. act as the liaison between their Branch and the Provincial Executive;
  - b. attend Provincial meetings;
  - c. be reimbursed for travel expenses to and from Executive meetings;
  - d. provide a Branch report for the Provincial AGM;
  - e. provide a Branch report to the President by April 30 annually, for inclusion in the MRMTA Provincial report to the CFMTA;
  - f. maintain a manual of operating procedures for future Executives;
  - g. perform other duties as required;
  - h. this is a voting position.



15. THE **WEBMASTER** will be contracted by the Executive Committee from within the MRMTA membership or from outside the membership to oversee the MRMTA Website. The Webmaster shall attend the Annual General Meeting when required.

THE **WEBMASTER** shall:

- a. format and update the website and all plugins as needed;
  - b. check daily for spambots and block all suspected IPs;
  - c. in communication with the Officers, re-design the website as necessary to reflect the current needs of the organization, ensuring a user-friendly website;
  - d. review the website bi-weekly to confirm that all information is current;
  - e. keep track of competition deadlines and post when registration deadline is closed;
  - f. remind Chairs to update information and online forms after each event;
  - g. update and revise all online forms as needed;
  - h. forward results of online form submissions to the appropriate committee Chair after deadlines;
  - i. post competition winners' names within 72 hours of such winners being announced;
  - j. forward all member information/changes to the Registrar;
  - k. respond to inquiries or forward to the appropriate person;
  - l. provide a report for the Annual General Meeting including website usage analytics;
  - m. perform other duties as required;
  - n. be contracted for a two-year period with an annual performance review by the Provincial Executive;
  - o. keep in regular contact with the hosting provider to ensure SSL is up to date;
  - p. this is a non-voting position.
16. THE **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. Examples of some of these positions include Communication Coordinator, Young Artist Convenor, Performance Scholarships Competition Convenor, Canada Music Week Convenor, *Take Note* Magazine Editor, Musichthon Convenor, and Webmaster.

## **VI. COMMITTEES**

1. Any special committees appointed shall be asked to submit a plan of estimated expenses and disbursements to the Executive.
2. If required, Committee Chairpersons may receive a petty cash fund as approved by the Executive.
3. Accounts shall be submitted to the Office Administrator for the report at an Executive meeting.
4. 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 Office Administrator 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:
  - a. the local Branch shall be closed upon approval by the membership at the Annual General Meeting of the Association;
  - b. the membership will be transferred to the Branch(es) closest to where the members reside and/or teach;
  - c. the assets of the Branch shall be divided on a per-member basis to said Branch(es);
  - d. the records and documents of the Branch shall be sent to the Provincial Office Administrator 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 at a date to be 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 reviewed Financial Statement, and minutes of the last Annual General Meeting shall be made available to the General Membership. The nominated slate of executive members shall be presented followed by elections.

3. Each Annual General Meeting may 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 Office Administrator. All applications for membership are subject to approval by the Membership Committee and ratification by the Executive.
2. All applicants must submit a Child Abuse Registry (CAR) or Criminal Record Check (Vulnerable Sector) (CRC) dated within 3 months of their application date. All teaching members must keep their CAR or CRC up to date and renew it upon expiration. The Registrar will maintain the Child Abuse Registry and Criminal Record Check records and notify the membership of expiry. Members whose CAR or CRC has expired will not be able to renew their membership until such time as the Registrar has received a current CAR or CRC.
3. Branch affiliation will normally be with the Branch closest to a member. If a member lives further than 80 km from a Branch the member's affiliation may be as an Independent Member or a Branch of their choice, as approved by the Membership Committee. Members may hold membership concurrently with other associations within the Canadian Federation of Music Teachers' Associations.
4. The Membership Committee shall consist of the Vice-President (Chair), Office Administrator, and two other members representing the Piano, and Vocal disciplines who shall be approved 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. Full Membership applications that do not meet all requirements may be granted temporary Affiliate Membership status until all requirements for Full Membership have been met. At that time the Affiliate Member may re-apply (fee waived) for Full Membership.
6. The following definitions apply to pedagogy and documentation requirements for membership purposes:
  - a. "advanced training in pedagogy" shall refer to a full credit course from a recognized institution, certification in a recognized music teaching methodology, or attendance at pedagogy workshops, summer courses, and/or masterclasses with supporting documentation.
  - b. "qualifying teaching experience" shall include a personal letter of introduction from the applicant describing their teaching and documentation of at least two (2) of the following:
    - participation in pedagogy workshops, summer courses, or masterclasses
    - participation of students in festivals, recitals, workshops, summer programs, examinations, or competitions
    - At least three (3) letters of recommendation from current or previous students, parents, or associated teachers.

7. Categories of membership:

a. **Full Membership**

- i. Full members may vote at Provincial Association meetings, are eligible to serve on committees, and may hold executive office at the Provincial Level.
- ii. One of the following qualifications is required:
  1. a music degree (Bachelor of Music or higher) from a recognized post-secondary institution, with evidence of advanced training in pedagogy and documentation of qualifying teaching experience;
  2. an Associate or Licentiate Teacher's Diploma from a recognized institution and documentation of qualifying teaching experience;
  3. an Associate or Licentiate Performer's Diploma from a recognized institution, with evidence of advanced training in pedagogy and documentation of qualifying teaching experience;
  4. an established reputation as a distinguished artist in the field of performance with some teaching experience, as accepted by the Membership Committee. Supporting materials (letters of reference re: instructional skills, proof of performances and types of repertoire) to be submitted on request;
  5. an established reputation as a teacher, as determined by the Membership Committee, with a minimum of five (5) years' experience, evidence of advanced training in pedagogy, and documentation of qualifying teaching experience.

b. **Affiliate Membership**

- i. Members at this Level must be 18 years of age or older.
- ii. Affiliate members benefit from all programs offered through the MRMTA.
- iii. Affiliate members may vote at Provincial Association meetings and are eligible to serve on committees, but may not hold executive office at the Provincial Level. They will be recognized as "Affiliate Members of the MRMTA" and are only eligible to become full members and use the designation "RMT" upon completion of any remaining requirements for that category.
- iv. One of the following qualifications is required:
  - all requirements for Full Membership have been met, except for the documentation of qualifying teaching experience;
  - an established reputation as a teacher, with documentation of qualifying teaching experience.
- v. Affiliate members who are teaching must have a current criminal Record Check (Vulnerable Sector) or a Child Abuse Registry Check.

c. **Student Membership**

- i. Student members are studying at a level consistent with Level/Grade 8 or are studying music in a post-secondary institution. A letter of recommendation from their principal teacher, documentation of current post-secondary registration status or a certificate from a recognized institution shall be provided upon request.

- ii. Student members who are teaching must have a Criminal Record Check (Vulnerable Sector) or a Child Abuse Registry Check.
- iii. Student members are not Registered Music Teachers and may not use the designation RMT. However, they can be recognized as “Student members of the MRMTA.”
- iv. Students of Student members may be eligible to participate in non-competitive programming pending approval by the executive or the appropriate chairperson. They should consult program guidelines for rules governing their participation.
- v. The MRMTA Student Group is self-governed with its own executive led by an RMT.
- vi. Student members may vote at Provincial Association meetings and are eligible to serve on committees, but are not eligible to hold office at the Provincial level.

**d. Retired Membership**

- i. May be granted to any member of long-standing who is no longer teaching.
- ii. Retired Members shall enjoy privileges associated with their previous category of membership, but are not eligible for group insurance.
- iii. Application for this category of membership must be made in writing to the Registrar who will submit it to the Executive for approval.
- iv. Retired members may vote at Provincial Association meetings and serve on committees. They are not eligible to hold executive office at the Provincial Level but may hold executive office at the Branch Level.

**e. Auxiliary Membership**

- i. An Auxiliary Member is not teaching, but supports the objectives and goals of the Association. Annual dues shall be paid to retain membership.
- ii. An Auxiliary member will receive communications to inform them of MRMTA events. They will benefit by paying member fees, rather than non-member fees at all events.
- iii. Auxiliary Members are not entitled to use the designation “Registered Music Teacher” or the abbreviation “RMT.” They are not entitled to vote at Provincial Association meetings.

8. **The designation “R.M.T.”** (Registered Music Teacher) shall only be used by those members who hold Full Membership status or retired as full members.

9. **If a member is in good standing** with the Registered Music Teachers’ Association of any other Canadian province/territory and moves their domicile into Manitoba, they 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 they meet MRMTA’s requirements for Full Membership. If the requirements are not met, they may be eligible for Affiliate or Student Membership status until such time as the requirements for Full Membership are met.

## **XI. MEMBERSHIP AWARDS**

Awards shall be given for twenty, thirty, forty, fifty years etcetera 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 they belong 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.

Transfer members are eligible for membership awards through the Canadian Federation of Music Teachers' Associations' National Membership Recognition Certificate (NMRC) initiative. They will be celebrated by the MRMTA and recognized at the AGM upon completion of the application form sent to the national secretary.

## **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:
  - a. 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;
  - b. may be presented by the Executive of the Association or By-laws Committee under its jurisdiction;
  - c. 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 called duly 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 Office Administrator.

**XV. DELEGATES TO CFMTA 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 complained will then be notified in writing of the decision.

**XVII. DISSOLUTION OF ASSOCIATION**

After fulfillment of the requirements of the law on dissolution or after discontinuance of business and payment of debts, any surplus shall be transferred as a gift to the Canadian Federation of Music Teachers' Associations, or to another Association or corporation having purposes similar to this Association, or shall be distributed for charitable purposes related to the purposes stated herein, or shall be given to the Canadian Federation of Music Teachers' Associations for safekeeping until such time as this Association is reactivated, such time not to exceed ten years.

February 2004

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Revised March 2022

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