

**New Brunswick Registered Music Teachers' Association  
L'Association Des Professeurs De Musique Du Nouveau-Brunswick Enregistre**

**By-Laws 2001 (Revision)**

**Article I - Name**

This organisation shall be called "The New Brunswick Registered Music Teachers' Association".

**Article II - Definitions**

In these by-laws, unless the context otherwise requires:

"Act" means " The Registered Music Teachers' Act - 1961" - presented to the New Brunswick Legislature at its first session of 1960 by George Keith, and passed after its third reading;

"Council" means the Provincial Executive Council;

"Council Meeting" means a meeting of the Provincial Executive Council;

"Association" means the New Brunswick Registered Music Teachers' Association;

"Federation" means the Canadian Federation of Music Teachers' Associations;

"Council Member" means a member of the Provincial Executive Council;

"Annual Meeting" means a meeting of the members of the Association;

"Local Association" means a local organization of music teachers, all of whose members may or may not be Registered Music Teachers.

**Article III - Aims And Objectives**

1. To promote progressive ideas on the teaching of music, and to encourage definite preparation for the profession of teaching music.
2. To promote and maintain the professional status of music teaching in the community.
3. To encourage definite ethical standards of professional conduct among music teachers.
4. To promote and assist all movements designed to improve the teaching of music and to foster the interest of the public in music and music teaching.

5. To stimulate a spirit of comradeship among members of the Association by means of workshops and social activities.

#### **Article IV - Conditions of Membership**

1. Active Membership is open to anyone who:

There shall be two classes of membership – Active and Life.

(a) Possesses the qualifications stated in Section 12, Sub-section 2 of the Act, and Section 13, also of the Act, viz:

12-2 - (1) Is over eighteen years of age.

(2) Has resided in New Brunswick for at least six months prior to making application for membership.

(3) Has been teaching music in a professional capacity and under conditions satisfactory to the Board of Examiners for at least two years, or has passed such tests and examinations and has satisfied such conditions as to teaching experience as may be required by the Board of Examiners.

13 - All examinations, tests, recognition of certificates and diplomas (see # below) and matters pertaining thereto shall be conducted and determined by the Board of Examiners subject to such approval as the regulations may prescribe.

# Such recognition shall depend on a degree or diploma equivalent to that of a teaching/performing associateship or licentiate from a School of Music, Conservatory, or University recognised by the Council.

(b) is a member in good standing of a Registered Music Teachers' Association of a province other than New Brunswick and who presents a letter of transfer and completes a New Brunswick application form, and in such case Article III, Section I, subsection 12-2 (2) regarding residency shall not apply;

(c) Has an established reputation in the fields of performance and teaching, and an application is approved by the Board of Examiners and the Council.

2. Active Members shall be entitled to use the designation "Registered Music Teacher" or the abbreviation "R.M.T." so long as dues are not in arrears.

3. An applicant for membership (Section I, subsection a, this article) shall fill out an official application form and send it, together with a copy or copies of his music credentials, and the amount of the current annual dues to the Registrar.

4. An applicant for membership (Section I, subsection b, this article) shall fill out an official application form and send it, together with a letter of transfer from his former Provincial Association, and the amount of the current annual dues to the Registrar.

5. An applicant for membership (section I, sub-section c, this Article) shall fill out an official application form and send it along with a complete resume of both academic and music education, performance, and teaching in the field of music; supported by at least three letters of recommendation from members of the Association; and the amount of the current annual dues to the Registrar.

6. An Active Member shall be made a Life Member upon recommendation of the Council and election at the Annual Meeting. A Life Member shall have all the privileges of membership without payment of annual dues.

7. The annual membership dues to the Association shall be set from time to time by the Provincial Executive Council.

### **Article V - Provincial Executive Council**

1. The property and business of the Association shall be managed by the Provincial Executive Council.

2. The Council shall consist of the President, Vice-President, Secretary, Treasurer (or Secretary-Treasurer), Registrar, First Delegate to CFMTA, Second Delegate to CFMTA, and eight Council Members representing local Associations or membership locations in as many areas of the province as possible. The Past-President shall be an ex officio member of the council and be notified of all Council meetings.

3. Council Members shall serve for a term of three years, with three Council Members retiring each year. New Council Members shall be elected at the Annual Meeting. A retiring Council Member shall not be eligible for re-election for one year from this date of retirement unless he is appointed by council to fill a vacancy which must be filled immediately.

4. In the case of vacancies because of resignations, death, or other reasons, Council shall carry out its duties without replacements provided there is a minimum of eight members left. Should a member of Council be elected or appointed as an officer, his position shall be filled by another member from the Local Association of which he is a member, or from the location in which he resides and teaches, if possible.

5. A quorum shall consist of six members. The President shall cast a vote only to break a tie.

6. The council shall ordinarily meet three times annually: in the fall, spring, and immediately prior to the Annual Meeting. Emergent meetings may be called if the President deems it necessary. Council Members shall be notified of meetings in writing at least two weeks prior to regular meetings and notified at least one week prior to emergent meetings.

7. A Provincial Executive Council Member shall not receive, as such, any remuneration for his Services, but by resolution of the Council he may be reimbursed for his

reasonable expense while traveling on Association business. Nothing herein contained shall preclude any Provincial Executive Council Member who is serving the Association as an officer, or in any other capacity, from receiving remuneration for so serving.

8. Each Council member shall be responsible for Association business in the Local Association or area which he represents.

## **Article VI - Officers**

1. The officers of the Association shall be the President, immediate Past President, Vice-President, Secretary, Treasurer (or Secretary-Treasurer), and Registrar.

2. The President, Vice-President, Secretary and Treasurer shall be elected at an Annual Meeting to serve a term of two years.

3. The Registrar shall be appointed by the Council to serve until he or the Council terminates the tenure.

4. No person shall be elected as President or Vice-President who has not served at least one three year term on Council and attended at least four Council Meetings.

5. A President shall not hold office as such for more than two consecutive terms.

6. If the President resigns his office or ceases to be a Provincial Executive Council Member, the Vice-President shall become President for the balance of the term.

7. If the Vice-President resigns his office or ceases to be a Provincial Executive Council Member, the Local Association of which he is or was a member shall designate his replacement for the balance of the term. If he is not a member of a local Association the Council shall appoint his replacement.

8. The remuneration of any officer shall be determined from time to time by resolution of the council.

9. Contracts, documents, or any instruments in writing requiring the signature of the Association shall be signed by two officers and all contracts, documents, and instruments in writing so signed shall be binding upon the Association without any further authorization or formality. The Council shall have power from time to time by resolution to appoint an officer or officers on behalf of the Association to sign specific contracts, documents, and instruments in writing. The officers may give the Association's power of attorney to any registered dealer in securities for the purposes of transferring of and dealing with any stocks, bonds, and other securities of the Association.

## **Article VII - Duties of Officers**

1. The President shall be the chief Executive officer of the Association and shall preside at all General Meetings and all Council Meetings. He shall have the general supervision of all the work of the Association and shall be an ex-officio member of all standing committees and of all special committees. He shall countersign all cheques for accounts approved by the Council and signed by the Treasurer or Secretary-Treasurer, as the case may be, and perform such other duties and functions as are prescribed by these by-laws.

2. In the absence or disability of the President, the Vice-President shall perform the duties and exercise the powers of the President and shall perform such other duties as shall from time to time be required of him by the Executive Council. The Vice-President shall, in the absence of the countersignature of the President, counter-sign all cheques for accounts approved by the Executive Council and signed by the Treasurer or Secretary-Treasurer, as the case may be, and perform such other of his duties as are prescribed by these by-laws.

3. The Secretary shall keep an accurate list of and receive and file reports of the officers, the Executive Council, all standing and special committees, presidents and secretaries of Local Associations, and appointed executive members of the Canadian Federation of Music Teachers' Association and the Provincial Vice-President of the Federation. He shall send out or have notices sent out as requested of the Annual Meeting, Council Meetings, and emergent meetings. Notice of the Annual Meeting must be given at least four weeks before the meeting. He shall prepare all correspondence as directed by the Council, and shall take and keep minutes of all Council and Annual Meetings. He shall prepare an agenda for all meetings of Council and the Annual Meeting.

4. The Treasurer shall be the trustee of the Association funds and securities and shall keep full and accurate account of receipts and disbursements and books belonging to the Association and shall deposit all moneys and other valuable effects in the name and to the credit of the Association, and in such depositories may be designated by the Executive Council, taking proper vouchers for such disbursements and shall render to the President and Executive Council at the regular Council Meetings, or whenever they may require, do account of all transactions as Treasurer and of the financial position of the Association. He shall perform also such other duties as may from time to time be determined by the Executive Council. He shall receive all annual dues from members and shall keep a list of all paid up members. Further, he shall send the levied amount per member and list of members to the Treasurer of the Federation before October 31 of each year. He shall present a signed and audited report including a statement of all assets and liabilities of the Association every three years and whenever there is a change of Treasurer. All cheques drawn on the bank account of the Association shall be signed by the Treasurer, or Secretary-Treasurer, as the case may be, and countersigned by the President or Vice-President.

5. The Registrar shall receive all applications for membership in the Association. He shall process all applications as per these by-laws and shall transfer all moneys received with successful applications to the Treasurer, or Secretary-Treasurer, as the case may be, and further shall notify the Treasurer of names of new members for the membership list. He shall keep on file all application forms, letters and other documents received with successful or unsuccessful applications.

### **Article VIII - Committees**

1. The Executive Council may establish such committees as it deems appropriate for the attainment of the objects of the Association.

2. All Committee Chairmen shall be appointed by the Executive Council for a two-year term.

3. The Nominating Chairman shall:

- (a) Accept nominations for the positions of President, Vice-President, Secretary, Treasurer (or Secretary-Treasurer) and Council Members;
- (b) Ascertain the eligibility and willingness of the nominees to serve;
- (c) Prepare a slate of eligible and willing nominees.
- (d) Chair the elections.

4. If any Committee Chairman resigns or ceases to be a Committee Chairman, the Executive Council shall elect or appoint his replacement for the balance of the term.

5. Each Committee Chairman may appoint other members to his committee.

6. Each Committee Chairman shall present or send a written progress report to the Annual Meeting and Council Meetings as requested.

7. No member of any committee shall, as such, receive any remuneration for his services, but by resolution of the Executive Council, he may be reimbursed for his reasonable expenses while traveling on Association business.

### **Article IX - Canadian Federation Executive Committee**

1. The Council shall appoint members who will represent the Association as Executive Members of the Federation.

2. At least two months prior to the Federation Annual General Meeting the Association Secretary shall notify the Federation Secretary in writing of:

- (a) the name of one member, newly appointed, who will represent the Association as a Federation Executive Member for a term of two years in place of the Federation Executive Member whose term of office will expire that year (and also the name of the member, previously appointed, whose two-year term of office will not expire until the following year);

(b) which of the two Federation Executive Members representing it during the coming year will do so as Vice-President.

3. A Federation Executive member shall not serve for more than four consecutive terms unless he is serving as First Vice-President, President, or Past President of the Federation.

4. The office of a Federation Executive Member shall not be vacated except:

(a) if he dies;

(b) if he resigns, in which case he shall submit a written resignation to the Secretary of the Association, who shall notify the Secretary of the Federation by registered mail at least one month prior to the Annual General Meeting;

(c) if he is convicted of any offense under the law of Canada or of the province, which in the opinion of the Federation Executive Committee indicates that the Federation Executive Member is not of good character or that his continued membership on the Federation Executive committee would be detrimental to the Association and Federation; or

(d) if for any reason a resolution is passed at any General Meeting of the Federation at which a quorum is present removing him from office.

5. If a member so appointed vacates his office the Provincial Council shall designate his replacement for the balance of the term.

6. A Federation Executive Committee Member whose term is expiring shall remain in office until the close of the Annual General Meeting in a non-convention year and until the close of the convention in a convention year.

7. Any Federation Executive Member must have held office for at least two years in the Provincial Association before being appointed as such.

#### **Article X - Meetings of the Association**

1. The Annual Meeting shall be held on a date and at a place determined by council members representing a simple majority of the total votes of the Executive Council.

2. A special General Meeting shall be held on a date and at a place determined by council members representing two-thirds of the total votes of the Executive Council.

3. The Executive Council shall, as soon as practical, convene a Special General Meeting on receipt of a written requisition by five per cent or more of the members.

4. One month's prior written notice of any Annual Meeting and two weeks prior written notice of any Special General Meeting shall be given to the membership.

5. Each member present at a General Meeting shall have the right to execute one vote and 20 members present in person at the Annual Meeting or any General Meeting shall constitute a quorum.

## **Article XI - Finance**

1. The Fiscal Year of the Association shall be from June 1 to May 31. Annual membership dues shall become due and payable on June 1 in each year. After October 15 of each year, a member whose current dues have not been paid shall be considered to be in arrears and his name shall be deleted from the official membership list until all dues in arrears have been paid.

## **Article XII - Amendments to By-Laws**

1. The By-Laws may not be amended or repealed in whole or in part unless notice of the proposed amendment or repeal is forwarded in writing by a member or Local Association at least one month prior to the Annual Meeting or a special General Meeting called for that purpose.

2. No amendment or repeal of a By-Law shall be passed except with the approval of a majority of five votes of the members voting on the amendment or repeal at a General Meeting at which a quorum is present.

## **Article XIII - Resolutions**

1. All resolutions which Local Associations or members propose to present to an Annual Meeting or an Executive Council Meeting shall be sent to the Secretary of the Association at least two months prior to the meeting.

2. Copies of all resolutions shall be sent by the Secretary to the general membership at least one month prior to the date of the meeting at which they shall be considered.

## **Article XIV - Rules and Regulations**

1. The Executive Council or the Annual Meeting may prescribe rules and regulations, not inconsistent with these By-Laws, relating to the management and operation of the Association, as may be deemed expedient provided that such rules and regulations shall have force and effect only until the next Annual Meeting when they shall be confirmed and in default of such confirmation shall at and from that time cease to have force and effect.

2. In these By-Laws a reference to the singular number includes a plural number and a reference to the masculine gender includes the feminine gender.

**These By-Laws were adopted at The Annual Meeting of the New Brunswick Registered Music Teachers' Association in October 1989. A copy of this document is on file with the Cultural Development Branch of the Department of Tourism Recreation and Heritage of the Province of New Brunswick.**