

ARMTA

ALBERTA REGISTERED MUSIC TEACHERS' ASSOCIATION (1982)

B Y L A W S

Approved October 24, 2009

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I. INTERPRETATION

- (A) In these Bylaws, unless the context otherwise requires, words imparting the singular number or the masculine gender shall include the plural number or the feminine gender, and where context requires reference to persons, shall include firms and corporations.
- (B) 'Board' means Board of Directors.
- (C) 'ARMTA' means Alberta Registered Music Teachers' Association (1982) herein referred to as "The Association".
- (D) 'President' means President of ARMTA.
- (E) 'Director' means Director of ARMTA.
- (F) 'Secretary' means Secretary of ARMTA.
- (G) 'Treasurer' means Treasurer of ARMTA.
- (H) 'Administrator' means Administrator of ARMTA.
- (I) 'Term' means Term of Office.

II. NAME

The name of the organization shall be '**Alberta Registered Music Teachers' Association (1982)**', hereinafter referred to as **ARMTA**. This Association is incorporated under the name 'Alberta Registered Music Teachers' Association (1982)', according to the Societies Act, RSA 2000 S-14.

III. MEMBERSHIP

- (A) Any person residing in Alberta and being the full age of 18 years may become a member by a favourable vote passed by the Board of Examiners which reviews all applications. A person registered as a Full Member of ARMTA:
 - (1) may use the designation 'Registered Music Teacher' or the abbreviation RMT;
 - (2) is a member of the Canadian Federation of Music Teachers' Associations upon becoming a member of the Alberta Registered Music Teachers' Association (1982);
 - (3) shall pay membership dues on time and in full annually as recommended by the Board of Directors and approved by the membership at an Annual General Meeting;
 - (4) may withdraw from membership by giving notice in writing to the Board through its administrator. If any member is in arrears for fees, such member shall be automatically suspended at the expiration of membership fees and shall thereafter be entitled to no membership privileges or powers in the society until reinstated.

(B) REINSTATEMENT

If a member has allowed membership to lapse without official notification to the Administrator, the member will be required to pay a reinstatement fee assessed by the Board.

(C) RETIRED STATUS APPLICATION

- (1) If a retired member (non-practicing teacher) wishes retired status, he/she shall apply to the Administrator.
- (2) Retired Status allows the member to pay 1/2 of the ARMTA dues and receive the Provincial Newsletter.

IV. CANADIAN FEDERATION OF MUSIC TEACHERS' ASSOCIATIONS

Election of ARMTA members to the CFMTA Board is provided for as follows:

- (A) ARMTA members may be nominated and elected to serve on the CFMTA Board for a term of up to six (6) years in the capacity of Third Delegate, Second Delegate, and Provincial CFMTA First Delegate. An additional term may be allowed if the Provincial CFMTA First Delegate becomes CFMTA First Vice-President.
- (B) All CFMTA delegates must have served a minimum of two (2) years on any Provincial Board, as a Board Member or Convenor. A CFMTA Delegate may simultaneously hold any current ARMTA Board position.

V. BOARD OF DIRECTORS

- (A) The Board of Directors, Executive Committee or Board, shall consist of President, Vice-President, Administrator, CFMTA Delegates, and Board Members who are elected by the membership of the Branch they represent on the basis of one Director for each 100 members of any branch, and one Director to represent Members-at-Large who shall be elected to the Board at the Annual General Meeting from nominations submitted to them by the Members-at-Large.
- (B) The Board shall, subject to the bylaws or directions given it by majority vote at any meeting properly called and constituted, have full control and management of the affairs of the Association.
- (C) Meetings of the Board shall be held as often as may be required, but at least two times annually and shall be called by the President via any means of communication. Four members of the Board will constitute a quorum, providing that proper notification has been given to all Board Members.
- (D) Any director or officer, upon a majority vote of all members in good standing, may be removed from office for any cause which the Association may deem reasonable.

VI. OFFICERS

- (A) The officers of ARMETA shall consist of President, Vice-President and Administrator. The Board of Directors shall elect the President and Vice-President by secret ballot from amongst the Directors at the close of the Annual General Meeting. Election to office shall be by majority vote.
- (B) The Board Seat to which the new President is elected shall immediately be declared vacant, and it shall be filled as soon as possible thereafter by the Branch originally the electorate for that seat, or, in the case of the Member-at-Large, by the Board.
- (C) The immediate Past President of ARMETA shall sit as a voting member of the ARMETA Board.
- (D) The Administrator shall be a non-voting member of the Board of Directors, and shall be appointed annually at the pleasure of the Board.

THE ADMINISTRATOR SHALL ACT AS:

- (1) SECRETARY and shall:
 - (a) keep, or cause to be kept, records and minutes of the proceedings at all meetings of ARMETA and Board of Directors; and shall give notices required to be given to members and directors;
 - (b) be custodian of the Seal of the Society and of all books, papers, record correspondence, contracts, and other documents belonging to the Association, and shall perform such duties as may from time to time be determined by the Board.
- (2) TREASURER and shall:
 - (a) deposit or cause to be deposited all funds in whatever bank the Board may order; maintain accounts and receipts, disbursements and membership; and present an audited statement at the Annual Board Meeting.
 - (b) All monies shall be paid by cheque.

VII. MEETINGS

- (A) ARMETA shall meet at least once annually in Alberta. The required Annual General Meeting shall form a part of the program of the Annual Conference. Members must be notified by letter 21 days prior to the meeting.
- (B) A Special Meeting shall be called by the President or Board Officers upon receipt of a petition signed by 10 percent of the ARMETA members in good standing. Members must be notified 14 days prior to the meeting.
- (C) Fifteen members shall constitute a quorum at the Annual General Meeting or Special Meeting. Each member present shall be entitled to one vote.

VIII. VOTING

- (A) No member may vote by proxy with the exception of Board Members at a Board Meeting.
- (B) Each question shall be decided by the majority of votes.

- (C) In case of a tie vote, the President shall be entitled to cast the deciding vote.
- (D) The President shall preside at each meeting, but if the President is not present, the Vice-President shall preside.
- (E) Each Annual General Meeting shall be recorded by appropriate technology.

IX. REMUNERATION

Unless authorized at any meeting and after notice for same shall have been given, no officer, director or member of the association shall receive any remuneration for his/her services.

X. WITHDRAWAL AND EXPULSION OF MEMBERS

- (A) The Board may, by a majority vote of Directors present, expel or suspend any member who willfully commits a breach of the Bylaws of ARMTA.
- (B) The Board is empowered to lay a charge with the proper authorities if considered appropriate.

XI. BOOKS AND RECORDS

- (A) The books and records of ARMTA may be inspected by any member of ARMTA at the Annual General Meeting, or at any time convenient to the Administrator.
- (B) Membership Lists are available annually to members of ARMTA.

XII. REVENUE AND FINANCE

- (A) The fiscal year shall be from April 1st to March 31st. The books and accounts of ARMTA shall be audited by a duly qualified accountant or by two members of the association elected for that purpose at the Annual General Meeting. A copy of the audited financial statement shall be available to all members with the Annual Report and at the Annual General Meeting.
- (B) The first board meeting of each calendar year shall be designated as the Budget meeting.

XIII. SEAL OF THE SOCIETY

- (A) The Board shall adopt a seal that shall be:
 - (1) the common seal of ARMTA;
 - (2) affixed to all deeds, transfers and contracts on behalf of ARMTA authenticating the signature of the President and Administrator; and
 - (3) in the custody of the Administrator.

XIV. ACQUISITION OF PROPERTY

- (A) ARMTA may acquire and hold real and personal property, alienate, lease, mortgage or otherwise dispose of it, or any part of it as occasion requires.
- (B) All dues receivable or recoverable belong to and become property of ARMTA.

XV. BORROWING POWERS

The Board may borrow or raise or secure the payment of money in such manner as it may deem fit for the purpose of carrying out the objectives of ARMTA.

XVI. BRANCHES

- (A) A Branch shall be an association of no less than five voting members, who reside in the same vicinity, who may elect their own officers and set their own dues.
- (B) New Branches shall elect one Board Member for every 100 Branch members to serve on the ARMTA Board of Directors.
- (C) Members wishing to form a Branch may apply to the Administrator who shall submit the application to the Board for approval.

XVII. AMENDMENTS, ALTERATIONS, OR ADDITIONS TO THE BYLAWS

- (A) Any proposed alterations, amendments, or additions to The Association's Bylaws shall be submitted in writing to the Administrator 60 days before an Annual General Meeting for consideration by the Board of Directors.
- (B) At least 30 days before the Annual General Meeting or a Special Meeting, the Administrator shall notify all members of the amendments and special resolutions that have been proposed for consideration.

Approved at the October 24, 2009 AGM