

ALBERTA REGISTERED MUSIC TEACHERS' ASSOCIATION (1982)

BYLAWS

Revised October 23, 2020

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.
- (J) CFMTA means Canadian Federation of Music Teachers' Associations (FCAPM Federation Canadienne des Associations de Professeurs de Musique).

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)', corporate access number 502568751 as a registered society and non-profit, according to the Societies Act, RSA 2000 S-14.

III. MEMBERSHIP

- (A) Any person 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.
- (B) Types of membership include Full Member, Affiliate Member, Retired Member, and Life Member as further defined in the Policies and Procedures.
- (C) Because ARMTA is a member association in CFMTA, ARMTA members are part of CFMTA and benefit from the services of CFMTA.
- (D) Members 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.
- (E) Only Full Members (and retired Full Members, and Life Members who are Full Members) may use the designation 'Registered Music Teacher' or the abbreviation RMT.

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 3rd Delegate, 2nd Delegate, and 1st Delegate. An additional term may be allowed if the 1st Delegate becomes CFMTA 1st 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 Convenor to represent Members-at-Large who shall be appointed by the President with approval by the Board.
- (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.
 - (1) The President shall call the meeting and notify the Board members.
 - (2) 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 ARMTA shall consist of President, Vice-President, Past President, and Provincial Administrator. The President and Vice President shall be elected by majority vote at the Annual General Meeting. A secret ballot may be called for if deemed necessary.
- (B) The immediate Past President of ARMTA shall sit as a voting member of the ARMTA Board.
- (C) 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 ARMTA 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.
 - (c) 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;
 - (b) maintain accounts and receipts, disbursements and membership;
 - (c) present an audited statement at the Annual Board Meeting.
 - (d) ensure all disbursements are authorized by two signing authorities.
- (3) REGISTRAR and shall:
 - (a) receive and record all applications for membership.
 - (b) issue ARMTA membership certificates to qualified applicants.
 - (c) issue membership renewals to qualified applicants.

VII. MEETINGS

- (A) The members of ARMTA shall meet at least once annually in Alberta. When possible, the required Annual General Meeting shall be held in conjunction with a professional development event. Members must be notified at least 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 ARMTA 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.

- (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.

VIII. VOTING

- (A) Each ARMTA member present (excluding the President, or Vice-President, who is presiding) shall be entitled to one vote.
- (B) No member may vote by proxy.
- (C) Each question shall be decided by the majority of votes.
- (D) In case of a tie vote, the President shall be entitled to cast the deciding vote.

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 23, 2020 AGM