

New England Region of the American Music Therapy Association **Bylaws**

ARTICLE I: NAME AND COMPOSITION

Section 1: The name of the organization shall be the New England Region of the American Music Therapy Association, Incorporated (NER-AMTA).

Section 2: The organization shall be composed of members from Connecticut, Maine, Massachusetts, New Hampshire, Rhode Island, and Vermont.

Section 3: The organization may authorize auxiliary organizations, including a regional student organization within its structure.

ARTICLE II: PURPOSE AND GOALS

Section 1: The purpose of the organization shall be to advance the aims, purposes, and goals of the American Music Therapy Association (AMTA) within a regional organization.

ARTICLE III. MEMBERSHIP

Section 1. Membership shall be comprised of eight categories: Professional, Associate, Student, Retired Professional, Inactive Music Therapist, Patron, Honorary Life, and Affiliate Organization.

~~3.2 Membership privileges will be specified in the regional bylaws.~~

Section 2. Professional membership shall be open to music therapists and other professionals interested in music therapy, who reside in the New England Region and are not professional members of any other AMTA region. Such membership will provide the privilege of participation in the activities of the Association at the national and regional levels, including but not limited to, the right to vote, to hold office, and the right to receive **all publications, electronic news and notices of the region and AMTA** ~~the Journal of Music Therapy, Music Therapy Perspectives, the New England Regional Newsletter and other national and regional publications of the Association.~~

Section 3. Associate membership shall be open to others, not including music therapists, who support the Association. Such membership will provide the

Commented [je1]: Proposed: will now be called Bylaws, no longer Constitution

Commented [je2R1]:

Commented [je3]: Rationale for merging the documents: Merging the Constitution and Bylaws is in line with AMTA who has only one document and makes future amendments easier since we will be working from one document.

Article 1

Section 1,2,3

Using one way of designating the sections, following what is used in the bylaws, makes for a more coherent document.

Commented [je4R3]: Directly from Article 1 of the Constitution

Commented [je5]: Article III Sections 2, 3, 4, 5, 6, 7, 8, 9 Bylaw sections renumbered to reflect their place in the new document.

Commented [je6]: Article III Sections 2,3,4,5,6,7,8,9 are from the Bylaws Article 3 Section I is from the Constitution

Commented [je7]: Will omit from new document, because we are outlining it in this document

Commented [je8]: New language proposed: to be inclusive and forward-thinking, we decided that listing the items in general terms rather than the journals/newsletter in case of change/renaming

privilege of participation in the activities of the Association at the national and regional levels and the right to receive **all publications, electronic news and notices of the region and AMTA** ~~the Journal of Music Therapy, Music Therapy Perspectives, New England Regional Newsletter and other national and regional publications of the Association.~~ **Such membership does not include the right to vote or hold office on the national and regional level.**

Commented [je9]: New language proposed: to be inclusive and forward-thinking, we decided that listing the items in general terms rather than the journals/newsletter in case of change/renaming

Commented [je10]: New language to clarify this membership

Section 4. Student membership shall be open to declared music therapy majors enrolled in AMTA-approved schools, or other interested students. Such membership will provide the privilege of participation in the activities of the Association, both on the national and regional levels, and the right to receive **all publications, electronic news and notices of the region and AMTA** ~~the Journal of Music Therapy, Music Therapy Perspectives, New England Regional Newsletter and other national and regional publications of the Association.~~ **Student membership does not include the right to vote or to hold office on the national and regional level. Students may serve as ex-officio committee members.**

Commented [je11]: New language proposed: to be inclusive and forward-thinking, we decided that listing the items in general terms rather than the journals/newsletter in case of change/renaming

Commented [je12]: New language to clarify this membership

Section 5. Retired Professional membership shall be open to professional music therapist and other retired professionals interested in music therapy. Such membership will provide the privilege of participation in the activities of the Association, both on national and regional levels, and the right to receive **all publications, electronic news and notices of the region and AMTA** ~~the Journal of Music Therapy, Music Therapy Perspectives, New England Regional Newsletter and other national and regional publications of the Association.~~

Commented [je13]: New language proposed: to be inclusive and forward-thinking, we decided that listing the items in general terms rather than the journals/newsletter in case of change/renaming

Section 6. Inactive music therapist membership shall be open to professional music therapists who are not currently practicing music therapy. Music therapists seeing inactive membership must complete an application available from the national office. Inactive membership will provide the privileges of participation in the activities of the Association and the right to receive selected publications of the Association, but does not include the right to vote or to hold office on the national and regional levels.

Section 7. Patron membership shall be open to individuals, organizations, institutions, business firms, or foundations who contribute substantial sums to the Association. They may be used by the Association for scholarships, endowments, research, or special projects as designated by the donor with the approval of the Executive Board. Patron membership may be assigned to a person

designated by the organization, institution, firm, or foundation from which the funds are received. For each contributing year, the Association will confer upon that person the rights and privileges of Associate membership.

Section. 8. Affiliate organization membership shall be open to any organization interested in supporting the aims, objectives, and purposes of the Association. Rights and privileges for the designate of the organization shall be the same as those for the Associate membership.

Section 9. Honorary Life membership may be conferred upon any person in recognition of distinguished service in the field of music therapy. Such an election will be made by the AMTA Board of Directors. Rights and privileges of an Honorary Life member are defined in the AMTA Bylaws.

ARTICLE IV. **ELECTED OFFICERS**

Section 1: The ~~voting~~ officers of the Association shall be ~~elected. and appointive.~~
~~The elective process, duties, and terms of the office shall be defined in the regional bylaws.~~

Section 2: The elective officers of the Association shall be: President, President-Elect, Immediate Past President, Vice-President, Vice-President Elect, Treasurer, and Secretary, and the Primary and Alternate Delegates to the Assembly of the AMTA.

~~Section 3: The officers elected by the New England Association Music Therapy Students (NER-AMTAS) shall be the President and the President Elect of the NERAMTAS.~~

Section 3: The elective officers of the region shall be elected by ballot as specified in these Bylaws. The President-Elect is elected to serve two years as President-Elect, two years as President and two years as Immediate Past President. The vice-President Elect is elected to serve two years as Vice President-Elect and two years as Vice-President. If a position is inherited or appointed by default, more than one half of a term is considered a full term. The Secretary and Treasurer are elected to serve two years and may be reelected for consecutive terms. The term begins at the close of spring conference, at which time the President-Elect assumes the office of the President, the Vice-President Elect assumes the office of

Commented [je14]: New language change to clarify elected vs appointed officers

Commented [je15]: New language to further clarify this voting position

Commented [je16]: No longer combination of elective and appointed offers, rationale for decision to omit.

Article IV
Section 1

4.2 of the Constitution (The officers of the Association shall be elective and appointive. The elective process, duties, and terms of the office shall be defined in the regional bylaws.) moved to become Section 1 for clarity and the second sentence is removed because there is no need to refer to bylaws if the documents are merged.

Section 2

Renumber 4.1 of Constitution to reflect its place in the new document.

Commented [je17]: Omit from this section, will discuss in Article V section 9

Vice-President, and the President assumes the office of Immediate Past-President.

Section 4: Primary and Alternate Delegates to the Assembly of the AMTA shall be elected by the region. The number is determined by the AMTA Board of Directors.

Section 5: Primary and Alternate Delegates to the AMTA Assembly shall be elected at the annual meeting and shall serve for a term of two years as specified by the AMTA. The regional President shall serve as one of the Delegates to the Assembly. Delegates pro tempore may be elected by quorum of regional membership convened officially to fill an unforeseen Assembly vacancy. **There are no limits to the number of consecutive terms Primary and Alternate Delegates may serve. Duties of Delegates are to represent the Region at AMTA Assembly and to make reports to the Region at least twice annually in conjunction with regional and national conferences.**

Commented [je18]: Section 2 of the current Bylaws is renumbered to Section 5 in this document.

Commented [je19]: New language proposed to further clarify no limits and duties of the Primary/Alternate delegate positions

Section 6: The President shall preside at all meetings of the region, shall call and preside at Executive Board meetings, shall serve as the New England Region-AMTA spokesperson and as Delegate to the AMTA Assembly, shall appoint the Newsletter Editor, Webmaster or Webmistress, Social Media Representative, and standing committee representatives with the approval of the Executive Board, shall serve as ex-officio member of standing committees except the nominating committee, and shall perform all other duties commensurate with the slated purpose of the organization. The President will also notify officers and committee members of their elections or appointments. A vacancy in the office of the President is filled by the President-Elect.

Section 7: The Immediate Past President shall serve as a member of the Executive Board, shall assume all duties of the President in case of resignation, disability or absence of the President and President-Elect, shall chair the Nominating Committee, shall keep current the job descriptions of the Executive Board and shall perform other duties as may be assigned by the President and Executive Board.

Section 8: The President-Elect shall assist the President as requested, shall study the duties of the President to be prepared at the proper time to take over the responsibilities of the presidency, shall assume all duties of the President in case of resignation, disability or absence of the President, shall coordinate review of

the Bylaws and present proposed amendments at annual meetings, and shall assist the Vice-President with conference planning as assigned.

Section 9: The Vice-President shall act as Chairperson of the annual regional conference and shall perform other duties as may be assigned by the President and Executive Board.

Section 10: The Vice-President Elect shall assist the Vice-President as requested, shall study the duties of the Vice-President to be prepared at the proper time to take over the responsibilities of the Vice-President, shall assume the duties of the Vice-President in the case of resignation, disability or absence of the Vice-President, and shall assist the Vice-President with all conference planning activities as they pertain to the region.

Section 11: The Secretary shall keep the minutes of the meetings of the Executive Board and of the general membership, and within two weeks of the meeting, shall submit all minutes to the Executive Board and committee representatives.

Section 12: The Treasurer shall pay bills authorized by the Executive Board, shall keep an itemized account of all receipts and disbursements, shall present a financial report to the President on request, shall present financial reports to the Executive Board and region at annual meetings, shall serve as member of the Budget Committee, and shall, with the Student Affairs Advisory board (SAAB) representative, maintain oversight of the NER-AMTAS accounts.

Commented [je20]: Proposed to merge instead of two separate sections from original document

Section 13: Retiring officers shall deliver to their successors all records, papers and other regional property within two weeks of ceding office.

Section 14: In the case of resignation, disability, incompetence, or absence of an executive member, the President, with the approval of the Executive Board, has the power to appoint another person to complete the term of office.

Section 15: No person shall occupy two elected positions simultaneously.

ARTICLE V. APPOINTED OFFICERS

Section 1: The non-voting officers of the Association shall be appointive.

Commented [je21]: New language to delineate appointed versus elected officer.

Commented [je22]: New language proposed to further clarify the appointed officers are non-voting

Section 2: The appointed officers of the Region shall be Newsletter Editor, Historian, Webmaster or Webmistress, Social Media representative, Standing Committee Representatives, and Student Representatives of the Board.

Commented [je23]: New language: added positions that are current however not represented in our bylaws

Section 3: The Newsletter Editor shall be appointed by the President with the approval of the Executive Board, shall serve as ex-officio member of the Executive Board, and shall be responsible for editing and updating the electronic newsletter The Muse and blog under the guidance of the Executive Board.

Commented [je24]: New language proposed to further clarify and represent the job description of our newsletter editor

Section 4: The Historian shall be appointed by the President with the approval of the Executive Board, shall serve as ex-officio member of the Executive Board, and shall be responsible to collect materials (both digital and print format) to contribute to the archives of the AMTA and NER, send materials to the national archives in Colorado, digitize materials pertinent to the NER history, coordinate efforts at regional and national conferences as well as other events held throughout the NER to capture and preserve history, communicate with the board regarding ongoing efforts to preserve and document history, delegate tasks to other members/board members to help with collection of NER historical materials.

Commented [je25]: New language proposed to include the historian appointed position and to include the job description

Section 5: The Webmaster or Webmistress shall be appointed by the President with the approval of the Executive Board, shall serve as ex-officio member of the Executive Board, and shall be responsible for maintaining the website.

Commented [je26]: New language proposed to include this current position and to further describe the job

Section 6: The Social Media Representative shall be appointed by the President with the approval of the Executive Board, shall serve as ex-officio member of the Executive Board, and shall be responsible for updating social media platform in tandem with the webmaster or mistress.

Commented [je27]: New language to further clarify the job and responsibilities of this current and existing position

Section 7: Representatives to the AMTA committees shall be appointed by the President with the approval of the Executive Board, and shall serve for a term of two years. Representatives may serve consecutive terms.

Section 8: Committee Representatives and Assembly Delegates shall be minimally required to submit written summary reports at the region's annual meeting and to submit written summary reports to the Newsletter Editor or Co-Editors for publication in the Newsletter a minimum of once annually, with interim reports to be similarly submitted as appropriate.

Commented [je28]: The decision to omit, because Article IV sections 4 and 5 go into great detail about the Assembly delegates and is disjointed because no further information is provided here.

Commented [je29]: No co-editor position exists, permission to omit

Section 9: The Student Representatives to the Executive Board shall be the President and President Elect of the NER-AMTAS, elected by the members of the NER-AMTAS. The Student Representatives shall communicate information between the NER-AMTAS and the Executive Board and shall perform other duties as assigned by either the Executive Board or the NER-AMTAS as approved by the Executive Board.

Commented [je30]: New language to further clarify job responsibilities and duties. First sentence taken from original Article IV section 3
Section 9 - original section 11 of the bylaws, was changed to reflect the current practice. The words "shall be appointed by the President with the approval of the Executive Board" were changed to "shall be the President and President Elect of the NER-AMTAS, elected by the members of the NER-AMTAS. The letter s was also added to Representative to reflect the current practice of having both the President and President-elect of NER-AMATS as officers.

ARTICLE VI. EXECUTIVE BOARD MEETINGS

Section 1: The Executive Board of the region shall consist of the President, President-Elect, Immediate Past President, Vice-President, Vice-President elect, Treasurer, Secretary, and Delegates to the AMTA Assembly; **Representatives to the Standing Committees, Webmaster or Webmistress, Newsletter editor, Social Media representative,** and Student Representatives are invited to attend Executive Board meetings as ex-officio members.

Commented [je31]: Sections 1,2,3 of Bylaws re numbered to Sections 2,3,4 in this document. Section 5 needs to be written but also there needs to be reference to the historian in article V

Section 2: Only elected officers of the region may vote at Executive Board meetings.

Commented [je32]: New language to include, because we see the appointed members as part of the executive board, even though they are non-voting.

Section 3: No official voting may occur without a quorum of 7 voting members.

Section 4: The Executive Board shall have oversight and power to transact the general business of the NER-AMTAS and shall be responsible for the control of its funds. ~~as specified in the regional bylaws~~

Commented [je33]: This should be Section 2 of the current document. Section 4 of this document should follow as section 3. This is what is currently in the Constitution.
Section 2 and 3 would then become sections 4 and 5. Article 7.1 of Constitution is removed because documents are merged.
Article 7.2 becomes Section 5.
Section 3 of bylaws becomes section 6 in this document.
Section 4 of the bylaws becomes section 6 in this document. Section 4 of bylaws states, "The President or designee shall send notice to all Executive Board, Primary and Alternate Delegates, Editor or Co-Editors of the newsletter, Student Representative, and representatives to AMTA committees, we omitting all of the listed and just keeping Executive Board

Section 5: The Executive Board shall meet to conduct business a minimum of three times a year.

Section 6: The President or designee shall send notice to all Executive Board of the date of the Executive board meetings prior to a scheduled meeting, including date and place of the meeting, at least two weeks prior to a scheduled Executive Board meeting.

Commented [je34]: Omit, because of the merge

ARTICLE VII. ANNUAL BUSINESS MEETING

Section 1: The **annual business meeting** of the region shall be held in the spring, the exact date and place being determined by the Executive Board.

Commented [je35]: Article 8.1 8.2.8.3.8.4 of Constitution becomes Article VII, sections 1, 2, 3, 4 of this document. The title of the article has been changed from General Meetings to Annual Business Meeting

Section 2: Additional business meetings may be called at the national conference.

Section 3: All members in good standing must be notified of the meeting date, in writing, 30 days before any business meeting.

Section 4: No official voting may occur at business meetings of the NER-AMTA without a quorum. A quorum is defined as 10 voting members, or one-tenth of the active membership, whichever is greater.

ARTICLE VIII. NOMINATIONS AND ELECTIONS

Section 1: Elections for the elective regional officers and Primary and Alternate Delegates to the AMTA Assembly shall be held every odd year at the annual meeting.

Section 2: A slate of nominees for elective officers shall be presented by the Nominating Committee. Additional nominations may be accepted from the floor at least 24 hours before the vote is held.

Section 3: Following the election of regional officers, the membership shall vote for one nominee for each Delegate and Alternate position. Total votes will be tabulated and nominees ranked from highest to lowest. Primary Delegates will be those persons receiving the highest ranks in descending order; Alternate Delegates will be those receiving the next highest ranks.

Section 4: Election shall be by ballot, with active members present, providing there is a quorum. A mail vote may be conducted at the discretion of the Executive Board.

~~Section 5: Elective officers, with the exception of the Secretary, the Treasurer, and the Primary and Alternate Delegates to the AMTA Assembly, shall serve for a term of two years.~~

ARTICLE IX. AWARDS

Section 1: A committee of the President, Immediate Past President, and the President-Elect may, at the discretion of the Executive Board, present a service award to no more than two people per fiscal year.

Section 2: Two student awards shall be granted to candidates from each of the New England AMTA-approved educational institutions as deemed appropriate by the New England Region Executive Board, one consisting of a one year student membership to AMTA and the other consisting of a professional membership to

Commented [je36]: Rather Article V - Nominations and Elections is changed to Article VIII.

Commented [je37]: Decision to omit because Article VIII section 5, all of the information is detailed throughout the document: Article IV sections 3-12 and then it discusses the term limits specifically in sections 3, 4, 5 as well. With the addition of the new language after the primary delegates, we have covered it.

AMTA. Each institution's Music Therapy Director will select its candidates who are not professional members of the Association. Candidates for the first award must have successfully completed their first year of training and showed an interest in the activities of the Association to be nominated for the award. Candidates for the second award must be active in the Association and have successfully completed their internship by the end of the current academic year to be nominated for the award. Awards will be granted based upon the availability of funds in the regional budget. The availability of funds will be determined annually by the Executive Board and funds will be disbursed directly to AMTA by the regional Treasurer.

Section 3: Additional NER-AMTA Member Award Programs
Conference Scholarship, Membership Support Program, and other programs for the benefit of NER-AMTA members will be determined by the Board of Directors and financial availability. Policies and procedures created will be maintained in writing.

Commented [je38]: New proposed language- general info about current programs and the possibility of new programs without making bylaws changes each time.

ARTICLE X. COMMITTEES

Section 1: The Auditing Committee shall consist of the Treasurer and at least two Executive Board members, or the Treasurer and an accountant, who shall audit the Treasurer's books at the end of the fiscal year, July 1 to June 30, and shall report findings to the Executive Board and the region.

Section 2: The Budget Committee shall consist of all Executive Board members including the Treasurer, who shall serve as the chairperson. The committee shall present a proposed budget for the upcoming fiscal year at its first meeting following the annual audit.

Section 3: The Nominating Committee shall consist of the Chairperson and two to four members, who shall prepare a slate of nominees for elective regional offices, with the slate of nominees equal to the number of Primary and Alternate Delegates to the AMTA Assembly, to be presented to the membership at the annual business meeting of the region. The Nominating Committee must receive written or verbal consent from the nominees before submitting his/her name on the slate to the membership.

Section 4: The President, with the approval of the Executive Board, may appoint other committees for which there is a special need.

Commented [je39]: Article VII of the bylaws becomes Article X in this document.

ARTICLE XI: AMENDMENTS

Section 1: Bylaws may be adopted, amended or repealed at the business meetings by a two thirds vote of the quorum, provided that the proposed amendments have been submitted to the membership twenty-four hours in advance of the meeting.

Commented [je40]: Article 9.1 of the constitution is removed because the documents are merged. Article 9.2 of the constitution becomes Article XI section 1 of this document.

ARTICLE XII. AUXILIARY ORGANIZATIONS

Section 1: The establishment of auxiliary organizations, including those for regions, is authorized by AMTA. NER-AMTA adopts the purposes and goals of the AMTA and agrees to conform to the Bylaws of the AMTA within a regional organization.

Commented [je41]: Article VIII of the bylaws becomes Article XII of this document.

Section 2: The NER-AMTAS is the official organization of the NER-AMTA and will conform to the requirements for auxiliary organizations as specified in the Bylaws.

ARTICLE XIII. COMMUNICATIONS

Section 1. The official publication of the region shall be the Muse, maintained by the Newsletter Editor and sent electronically to the membership.

Commented [je42]: New language proposed this section is now called "Communications" rather than Publications, the rationale is to include not only publications, but to be inclusive of ways we are communicating with the membership (social media, newsletter, and website)

Section 2: Current AMTA members, within the region will receive this publication, electronically. Non- AMTA members that wish to receive this publication are able to opt-in and receive this electronic publication.

Commented [je43]: New language: rationale to include to whom receives the information and how

Section 3 The NER Website and other social media outlets will maintain a presence by representing and publishing NER and AMTA related information.

Commented [je44]: New language: rationale, to include who delivers the information

ARTICLE XIV. THE FISCAL YEAR

Section 1: The fiscal year shall be from July 1 to June 30.

ARTICLE XV. PARLIAMENTARY AUTHORITY

Section 1: Robert's Rules of Order Newly Revised shall be the authority for all questions not covered by these Bylaws. Any questions not resolved by Robert's Rules shall be referred to the Executive Board for a decision.

Section 2: A parliamentarian shall be appointed by the presiding officer as needed.