

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

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**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.

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.

Section 3. Associate membership shall be open to others, not including music therapists, who support the Association. Such membership will provide the 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. Such membership does not include the right to vote or hold office on the national and regional level.

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. 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.

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.

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.

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 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 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, beginning on January 1st of the calendar year following their election, and ending on December 31st in the year their term is completed. 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.

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, Web Administrator, 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. If a President's term ends prematurely, their Assembly Delegate duties will be carried out by the Immediate Past President until December 31st of that year. In that case, the President will begin serving as an Assembly Delegate on January 1st the following calendar year.

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.

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.

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

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.

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.

Section 5. The Web Administrator 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.

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 Web Administrator.

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 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 a minimum of once annually, with interim reports to be similarly submitted as appropriate.

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.

#### **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, Web Administrator, Newsletter editor, Social Media representative, and Student Representatives are invited to attend Executive Board meetings as ex-officio members.

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

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.

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.



## **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.

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. Nominations from the membership shall be received by the nominating committee no later than 72 hours before the annual meeting.

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.

## **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 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.

#### **ARTICLE X. COMMITTEES**

Section 1 (m. effective April 21, 2018): The Auditing Committee shall consist of: (a) the Treasurer and at least two professional AMTA members (one Executive Board member and one member at-large, or two Executive Board members); or (b) the Treasurer and an accountant. The Auditing Committee 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 NER DEIAJ Committee (Diversity, Equity, Inclusion, Accessibility, and Justice) shall consist of three to five members, including the NER representative to the AMTA DEIAJ committee, who will also act as the NER DEIAJ committee chair. The focus of this committee will be to identify, address, and implement necessary steps to uncover and dismantle the systems that reinforce oppression.

Section 5. The President, with the approval of the Executive Board, may appoint other committees for which there is a special need.

#### **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.

#### **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.

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.

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.

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

#### **ARTICLE XIV. THE FISCAL YEAR**

Section 1. The fiscal year will align with the AMTA fiscal year.

#### **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 to serve at all meetings of the NER-AMTA Executive Board and Extended Board meetings. The parliamentarian shall maintain familiarity with both Robert's Rules of Order and the NER-AMTA bylaws.