



**The New Brunswick Registered
Music Teachers' Association**

Bylaws

2016 Revision

NEW BRUNSWICK REGISTERED MUSIC TEACHERS' ASSOCIATION

L'ASSOCIATION DES PROFESSEURS DE MUSIQUE DU NOUVEAU-BRUNSWICK ENREGISTRE

BY-LAWS 2016 (REVISION)

ARTICLE I – NAME

This organization 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;

“Provincial Association” means the New Brunswick Registered Music Teachers’ Association;

“National Federation” means the Canadian Federation of Music Teachers’ Associations;

“Council Member” means a member of the Provincial Executive Council;

“Annual General Meeting” means a meeting of the members of the Provincial Association;

“Board of Examiners” means the Provincial Executive Council;

“Local Branch 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. Mission Statement

We are a provincial organization that provides leadership in music education across New Brunswick. We promote and support high standards of teaching among our provincial members.

In everything we do, we:

- Foster the learning of music as an integral part of the lives of New Brunswickers.
- Provide opportunities for our members to enhance the musical experience for all New Brunswickers.
- Honour and support Canadian music and its contributions to our culture.
- Represent our membership with other musical educational organizations locally, provincially and nationally.

2. Aims and Objectives:

- To promote progressive ideas on the teaching of music.
- To encourage definite preparation for the profession of teaching of music.
- To promote and maintain the professional status of music teaching in the community.
- To encourage definite ethical standards of professional conduct among music teachers.

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

ARTICLE IV – CONDITIONS OF MEMBERSHIP

There shall be three classes of Membership – Active Registered, Active Affiliated and Life

I. Active Registered Membership

1. Active Registered Membership is open to anyone who:
 1. Is eighteen years of age or older
 2. Is living or teaching in New Brunswick
 3. Possesses one or more of the following qualifications:
 - i. Has a degree or diploma equivalent to that of a teaching/performing associateship or licentiate from any School of Music, Conservatory, or University recognized by the Board of Examiners.
 - ii. 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.
 - iii. 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 submits a New Brunswick application form.
 - iv. Has an established reputation in the fields of performance and teaching, and the application is approved by the Board of Examiners.
2. Active Registered 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 shall submit an official application form and required documentation as determined by the Board of Examiners and outlined in the current Policy & Procedure Manual of the Association.

II. Active Affiliate Membership

1. Active Affiliate Membership is open to anyone who:
 - A. Is sixteen years of age or older
 - B. Is living or teaching in New Brunswick
 - C. Possesses one or more of the following qualifications:
 - i. Has a certificate equivalent to that of Grade 8 Practical and Advanced Rudiments from any School of Music, Conservatory, or University recognized by the Board of Examiners.
 - ii. Has satisfied such conditions as to teaching experience as may be required by the Board of Examiners.
 - iii. Is an Affiliated 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.
2. Active Affiliated members shall be entitled to use the designation "Affiliated Music Teacher" or the abbreviation "A.M.T." so long as dues are not in arrears.
3. An applicant for membership shall submit an official application form and required documentation as determined by the Board of Examiners and outlined in the current Policy & Procedure Manual of the Association.

III. Life Membership

An Active Member shall be made a Life Member upon recommendation of the Council. A Life Member shall have all the privileges of membership without payment of annual dues. They will be responsible for their own insurance premium.

IV. Membership Dues

1. The annual membership dues to the Provincial Association shall be established as required to time, by the Provincial Executive Council.
2. The Provincial Executive Council may set a student rate for dues for Affiliated or Registered Members.

ARTICLE V – PROVINCIAL EXECUTIVE COUNCIL

1. The property and business of the Provincial Association shall be managed by the Provincial Executive Council consisting of at least nine members, including officers, with the option of more members.
2. Ideally, the Provincial Executive Council shall consist of the President, immediate Past President, Vice-President, Secretary, Treasurer, Registrar and seven Council members representing local Branch Associations or membership locations in as many areas of the province as possible.
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 General 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 Council vacancies because of resignations, death, or other reasons, Council shall carry out its duties without replacements provided there is a minimum of seven members [including President and Vice President] left. Should a member of Council be elected or appointed as an officer, the position shall be filled by another member from the same Local Branch Association, or from the same geographical location if possible.
5. A quorum shall consist of 50% + 1 of voting members.
6. All officers, including the President, are eligible to vote on all matters that do not present a conflict of interest. In case of a tie, the President does not have a second vote.
7. The Provincial Executive Council shall meet three times annually: in the fall, spring, and just before the Annual General Meeting. Emergent meetings may be called if the President deems it necessary. Such meetings may take the form of conference calls or electronic meetings. Council members shall be notified of meetings at least two weeks prior to regular meetings and one week prior to an emergent meeting.
8. A Provincial Council Member shall not receive any remuneration for services, but by resolution of Council, may be reimbursed for reasonable expenses while travelling on Provincial 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.
9. Each Council member shall be responsible for Provincial Association business in the Local Branch Association or area represented.

ARTICLE VI – OFFICERS

1. The Officers of the Association shall be the President, immediate Past President, Vice-President, Secretary, Treasurer and Registrar.
2. The President, Vice President, Registrar, Secretary, Treasurer, and any other Officers, shall be elected at an Annual General Meeting and shall hold office for the period of one year and shall be eligible for re-election for further periods of one year each.

3. The President and Vice President shall be elected from among the persons elected as members of the Council; all other Officers may be elected from among the members of the Association.
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 4 Council Meetings.
5. If the President resigns the office the Vice President shall become President for the balance of the term.
6. If the Vice President resigns the office the Council shall appoint a replacement.
7. The remuneration of any officer shall be determined from time to time by resolution of the Council.
8. Contracts, documents, or any instruments in writing requiring the signature of the Provincial 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 the 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 Provincial 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 immediate Past President is a voting member of Council. The duties of the Past President shall include, but are not limited to:
 - Attend all Council and emergent meetings and the Annual General Meeting of the Association.
 - In the absence of the President, countersign all cheques for accounts approved by the Executive Council
 - Work with the incumbent president to achieve a smooth transition of roles.
 - Act as Nominating Chair to fill council and executive positions as required.
 - Chair the nominations and elections portion of the Annual General Meeting.
 - Represent NBRMTA as 2nd Delegate to the CFMTA Executive meetings during the tenure as immediate Past President.
2. The President is a voting member of Council. The President shall be elected from among the members of Council at an Annual General Meeting and shall hold office for the period of one year and shall be eligible for re-election for further periods of one year each.

The duties of the President include, but are not limited to:

 - Preside at all Council Meetings and Annual General Meetings.
 - Generally supervise all the work of the Provincial Association and be an ex-officio member of all standing committees and all special committees.
 - Countersign all cheques for accounts approved by the Council and signed by the Treasurer.
 - Perform such other duties and functions as are prescribed by these by-laws.
 - Represent NBRMTA as 1st Delegate to the CFMTA Executive meetings during the tenure as President
3. The Vice President is a voting member of Council. The Vice President shall be elected from among the members of Council at an Annual General Meeting and shall hold office for the period of one year and shall be eligible for re-election for further periods of one year each.

The duties of the Vice President include, but are not limited to:

 - Attend all regular and emergent meetings of Council and the Annual General Meeting.
 - Chair any Council or Annual General Meetings that the President may not be able to attend. Give a complete and comprehensive report to the President of all meetings that he/she has chaired.
 - Serve as alternate delegate to attend CFMTA meetings or conventions in the absence of either the President (1st delegate) or Past President (2nd delegate).
 - Represent the President and NBRMTA at any functions that the President may not be able to attend.

4. The Secretary is a voting member of Council. The Secretary shall be elected at an Annual General Meeting and shall hold office for the period of one year and shall be eligible for re-election for further periods of one year each.

The duties of the Secretary include but are not limited to:

- Attend all regular and emergent meetings of Council and the Annual General Meeting.
- Keep and receive an accurate list of reports of the officers, the Executive Council, all standing and special committees, presidents and secretaries of Local Branch Associations, and delegates to the Canadian Federation of Music Teachers' Association.
- Send out notices as requested of the Annual General Meeting, Council Meetings and emergent meetings. Notice of the AGM must be sent four weeks prior to the meeting; notice of Council Meetings must be sent two weeks prior.
- Prepare all correspondence as directed by the Council.
- Take and keep minutes of all Council meetings, Annual General Meetings and emergent meetings.

5. The Treasurer is a voting member of Council. The Treasurer shall be elected at an Annual General Meeting and shall hold office for the period of one year and shall be eligible for re-election for further periods of one year each.

The duties of the Treasurer include, but are not limited to:

- Serve as the trustee of the Provincial Association funds and securities.
- Keep full and accurate account of receipts and disbursements belonging to the Provincial Association.
- Deposit all moneys and other valuable effects in the name and to the credit of the Provincial Association to the financial institution designated by Council.
- Retain and file receipts, deposit slips and other paperwork associated with the financial transactions of the Provincial Association.
- Provide an account of all financial transactions at regular Council Meetings.
- Present a Financial Report, including a statement of all assets and liabilities of the Association, to the Officers to review prior to the Annual General Meeting. This report is to be signed by the Treasurer and President and presented to the membership at the Annual General Meeting.
- Present a signed and audited report including a statement of all assets and liabilities of the Association whenever there is a change of Treasurer.
- Receive all annual dues from members and keep a list of all paid members. The list should include all contact information for each paid member.
- Remit the levied amount per member, including insurance payments, and a list of members to the Treasurer of the CFMTA before October 31 of each year.
- Present report including a statement of all assets and liabilities of the Provincial Association to the Annual General Meeting.
- Sign all cheques drawn on the bank account of the Provincial Association along with the countersignature of the President, Vice President or Past President.
- Send a reminder to all members that registration dues and annual insurance payments are to be collected on or before the Annual General Meeting in June.
- Preside at a table at the Annual General Meeting during which dues and insurance payments are duly received and receipted.

6. The Registrar is a voting member of Council. The Registrar shall be elected at an Annual General Meeting and shall hold office for the period of one year and shall be eligible for re-election for further periods of one year each.

Duties of the Registrar include, but are not limited to:

- Attend all regular Council or emergent meetings, as well as the Annual General Meeting.
- Receive and file all new and/or transfer membership applications for NBRMTA.
- Per guidelines outlined in the Act and the official By-Laws, recommend to Council acceptance or non-acceptance of applicants.
- Transfer dues of successful applicants to the Treasurer including name, mailing address, phone number and email address for inclusion in our official membership list.
- If the application is not accepted, contact the applicant with an explanation as to why the application cannot be accepted at this time and return the remitted dues.

- Issue membership cards for the upcoming year.
- Submit membership reports to Council members as changes occur in the membership.
- Submit an updated membership at each Council meeting and the Annual General Meeting.

ARTICLE VIII - COMMITTEES, CHAIRS AND CONVENORS

For the purposes of this article:

Committee is a group of people chosen to consider, investigate, report or act on a specific matter.

Chair is a person who presides at a meeting or heads a committee.

Convenor is a person who takes responsibility for some activity or event, and brings people together to do so as necessary.

1. The Provincial Executive Council may establish such committees or appoint convenors, as it deems appropriate for the achievement of the objects of the Provincial Association.
2. All Committee Chairs/Convenors shall be appointed by the Executive Council for a two-year term.
3. The Nominating Chair is the immediate Past President and shall:
 - a) Accept nominations for the positions of President, Vice-president, Secretary, Treasurer, Registrar 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 election.
4. If any Committee Chair/Convenor resigns or ceases to be a Committee Chair/Convenor, the Executive Council shall elect or appoint a replacement for the balance of the term.
5. Each Committee Chair may appoint other members to the committee.
6. Each Committee Chair/Convenor shall present or send a written progress report to the Annual General Meeting and Council Meetings as requested.
7. No member of any committee shall, as such, receive any remuneration for services, but by resolution of the Provincial Executive Council, may be reimbursed for reasonable expenses while traveling on Provincial Association business.

ARTICLE IX - CANADIAN FEDERATION EXECUTIVE COMMITTEE

1. The Past President and President represent the Provincial Association as delegates to the Canadian Federation of Music Teachers' Association. The Vice-President will be an alternate if either the Past President or President is unable to attend the CFMTA Annual General Meeting. The President will attend the CFMTA AGM as First Delegate; the Past President as Second delegate. If necessary, Council has the authority to appoint someone else.
2. At least two months prior to the CFMTA Annual General Meeting the Provincial Association first delegate shall notify the CFMTA Secretary as to who will be representing New Brunswick as delegates.
3. A person representing New Brunswick as a CFMTA delegate shall not serve for more than four consecutive terms unless that person is serving as Vice-President, President, or Past President of CFMTA.
4. The office of a CFMTA delegate shall not be vacated except upon:
 - a) Death.
 - b) Resignation. A written resignation shall be submitted to the Secretary of the Provincial Association, who shall notify the Secretary of the CFMTA at least one month prior to the CFMTA Annual General Meeting;
 - c) Conviction of any offense under the law of Canada or of the province which in the opinion of the CFMTA Executive Committee indicates that the CFMTA delegate is not of good character or that the continued membership on the CFMTA Executive Committee would be detrimental to the Provincial Association and CFMTA. or
 - d) A resolution passed at any General Meeting of the CFMTA at which a quorum is present removing the delegate from office.
5. If a member so appointed vacates an Office the Vice-President will be designated as the replacement.
6. A delegate to CFMTA whose term is expiring shall remain in office until the close of the CFMTA Annual General Meeting in a non-convention year and until the close of the convention in a convention year.
7. Any CFMTA Executive Member must have held office for at least two years in the Provincial Association before being appointed as a delegate. An alternate must have served on the Provincial Council for at least two years. If necessary,

Council may appoint someone who hasn't held office for the required two years, rather than not be represented at CFMTA meetings.

ARTICLE X - MEETINGS OF THE PROVINCIAL ASSOCIATION

1. The Annual General Meeting shall be held on a date and at a place determined by Provincial Council.
2. A special General Meeting may be held on a date and at a place determined by council members representing a quorum [50% plus 1] of the Provincial Executive Council. Such meetings may take the form of conference calls or electronic meetings.
3. The Provincial 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 General 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 % of members present in person at the Annual Meeting or any General meeting shall constitute a quorum.
6. All officers, including the President, are eligible to vote on all matters that do not present a conflict of interest. In case of a tie, the President does not have a second vote.

ARTICLE XI - FINANCE

1. The Fiscal Year of the Provincial Association shall be from June 1 to May 31. Annual membership dues shall become due and payable on July 1 in each year. After August 24 of each year, a member whose current dues have not been paid shall be considered to be in arrears and their 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 Branch Association at least one month prior to the Annual General 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.
3. No amendment to the By-Law shall be passed that contradicts a specific statement in the Act of Incorporation.

ARTICLE XIII - RESOLUTIONS

1. All resolutions which Local Branch Associations or members propose to present to an Annual General Meeting or a Provincial Executive Council Meeting shall be sent to the Secretary of the Provincial Association at least two months prior to the meeting.
2. Copies of all resolutions shall be sent by the Provincial Association 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 Provincial Executive Council or the Annual General Meeting may prescribe rules and regulations, not inconsistent with these By-Laws relating to the management and operation of the Provincial Association, as may be deemed expedient provided that such rules and regulations shall have force and effect only until the next Annual General 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 General Meeting of the New Brunswick Registered Music Teachers' Association in September 2016. 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.