

# COBB COUNTY MUSIC TEACHERS ASSOCIATION

## HANDBOOK 2009-2010



FOUNDED 1961

## 2009-2010

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# **COBB COUNTY MUSIC TEACHERS ASSOCIATION**

## **2009-2010 PROGRAMS**

(Meetings on the first Friday of the month)

**SEPTEMBER 4, 2009**

**“WHAT’S NEW IN TEACHING MATERIALS”**

**MICHAEL COLLINS  
KEN STANTON MUSIC**

**OCTOBER 2, 2009**

**“TEACHING INTERPRETATION IN DIFFERENT STYLES AND PERIODS”**

**DR. MARTHA THOMAS**

**NOVEMBER 5-7, 2009**

**GMTA CONFERENCE  
SHORTER COLLEGE  
ROME, GEORGIA**

**DECEMBER 4, 2009**

**CHRISTMAS LUNCHEON**

**JANUARY**

**NO CCMTA MEETING**

**FEBRUARY 5, 2010**

**“COACHING STUDENTS TO BE WINNERS OR HOW TO TEACH PIANO”**

**LOIS FINLAY**

**MARCH 5, 2010**

**KSU RECIPIENTS OF CCMTA SCHOLARSHIPS IN RECITAL**

**APRIL 2, 2010**

**CCMTA BRUNCH  
INSTALLATION OF 2010-1012 OFFICERS**

## CCMTA IMPORTANT DATES 2009-2010

<b>DATE</b>	<b>DAY</b>	<b>EVENT</b>
<b>September 15</b>	Tuesday	<b>Postmark Deadline</b> MTNA Competitions Deadline Forms at <a href="http://georgiamta.org">georgiamta.org</a>
<b>October 1</b>	Thursday	<b>Dues Deadline</b> National/State/Local dues
<b>November 16</b>	Monday	<b>Postmark Deadline</b> <b>Pianothon Registration</b>
<b>November 2-5</b>	Monday-Thursday	<b>MTNA Competitions</b> <b>Shorter College -- Rome</b>
<b>November 5-7</b>	Thursday - Saturday	<b>GMTA STATE CONFERENCE</b> <b>Shorter College – Rome</b>
<b>December 18-20</b>	Friday -Saturday -Sunday	<b>PIANOTHON</b> CCMTA Sponsored Event Town Center Mall
<b>January 12</b>	Tuesday	<b>Postmark Deadline</b> <b>SOLO FESTIVAL Registration</b>
<b>February 12</b>	Friday	<b>Postmark Deadline</b> <b>AUDITIONS Registration</b>
<b>February 20</b>	Saturday	<b>SOLO FESTIVAL</b> CCMTA Event Kennesaw State University
<b>March 13</b>	Saturday	<b>AUDITIONS</b> CCMTA Local Spring Auditions Kennesaw State University
<b>March 20</b>	Saturday	<b>WINNERS RECITAL</b> CCMTA Audition Winners in Recital Kennesaw State University
<b>March 20-24</b>	Saturday - Wednesday	<b>Music Teachers National Association</b> <b>Conference</b> <b>Albuquerque, New Mexico</b>
<b>March 15</b>	Monday	<b>Postmark Deadline</b> <b>GMTA Auditions</b> <b>Pre-College Piano</b>
<i>April 16-17</i>	Friday – Saturday	<b>GMTA Auditions</b> <b>Pre-College Piano,</b> <b>Kennesaw State University</b>

# **BYLAWS**

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## **ARTICLE I. MEMBERSHIP**

**SECTION 1:** Active membership is open to all persons professionally engaged in any field of musical activity. Such membership provides the privilege of participating in the activities of the Association, holding office, and voting.

**SECTION 2:** The Honorary Membership category may be used only to recognize former active members who for reason of poor health, age, or retirement have not renewed active membership.

**SECTION 3:** For membership in the Cobb County Music Teachers Association, a teacher must live in and/or teach in Cobb County, or students must live in Cobb County. Furthermore, membership is offered to a teacher in surrounding counties who are without a local chapter of the Georgia Music Teachers Association.

## **ARTICLE II. DUES**

Annual dues for all categories of membership shall be nine dollars (\$9.00) and are due on the first day of the membership year, July first, after which date members are not in good standing nor entitled to any of the privileges of membership, such as membership rates at conventions, entering students in Auditions, non-competitive activities, and certification, until dues are paid for the current year. Renewing members must have all State, National, and Local dues paid by October 1 in order to enter students in any CCMTA sponsored event. It is the members' responsibility to prove to the chairman of the event that they are in good standing.

## **ARTICLE III. DUTIES OF OFFICERS**

**SECTION 1:** The President shall preside at all meetings of the Association, shall call and preside at meetings of the Administrative Committee, shall appoint special committees as needed, and shall perform all other duties implied by the title of President.

**SECTION 2:** The President-elect shall act for and with the President in all duties as needed so as to learn thoroughly all aspects of presidential responsibilities.

**SECTION 3:** The First Vice-President shall assume all duties designated by the President and President-elect in their absence, and shall coordinate programs.

**SECTION 4:** The Second Vice-President shall be responsible for the Local GMTA Spring Auditions.

**SECTION 5:** The Third Vice-President shall be responsible for the CCMTA Solo Festival.

**SECTION 6:** The Fourth Vice-President shall be in charge of fund-raising.

**SECTION 7:** The Recording/Corresponding Secretary shall take minutes of all meetings, and shall carry on official correspondence of the Association.

**SECTION 8:** The Treasurer shall be responsible for payments of all bills authorized by the Association, shall keep an itemized account of all receipts and disbursements, and shall present official reports to the Association upon request.

**SECTION 9:** The Publications Editors shall be in charge of publication of the CCMTA Newsletter and Yearbook.

**SECTION 10:** The Parliamentarian shall be responsible for the orderly and proper transaction of business at meetings, and for revision of the Constitution and Bylaws as necessary. The immediate or other past president should assume this office. Deliberations of members, officers, and chairmen shall be governed by Robert's Rules of Order.

## **ARTICLE IV. ELECTION OF OFFICERS**

**SECTION 1:** A Nominating Committee of three or more members shall be recommended by the president and elected by the membership at the February meeting of each fiscal year.

**SECTION 2:** The Nominating Committee shall present the names of candidates who have agreed to serve at the March meeting. Election shall be held at the April meeting. Additional nominations of

candidates willing to serve may be made from the floor. Qualified members shall cast ballots or vote by a show of hands. Those candidates receiving the largest number of votes shall be declared elected for a term of two (2) years. They will assume office at the last meeting of the fiscal year.

#### **ARTICLE V. AMENDMENTS**

These Bylaws may be amended at any business meeting of the Association by a two-thirds vote of members present and voting. Amendments must have been previously submitted to the membership at least thirty (30) days before voting.

# **Constitution: Cobb Chapter Georgia Music Teachers Association, INC (Revised 7/97)**

## **ARTICLE I. NAME**

The name of this organization shall be the Cobb County Music Teachers Association, hereinafter called the Association.

## **ARTICLE II. OBJECTIVES**

**SECTION 1:** The objectives of the Association shall be to promote professional fraternity and stimulate professional growth among music teachers, and to support the objectives of the Greater Atlanta Music Alliance, the Georgia Music Teachers Association, and the Music Teachers National Association, with all of which it is affiliated.

**SECTION 2:** The Association is a not-for-profit organization, and no part of its net earnings inures to the benefit of any private member or individual.

**SECTION 3:** In the event of the dissolution of the Association, the Board of Directors shall make provision for payment of all liabilities of the Association, and shall then contribute any remaining funds to the Georgia Music Teachers Association, the Greater Atlanta Music Alliance, or other tax exempt musical organization.

## **ARTICLE III. MEMBERSHIP**

Membership in the Association shall be Active or Honorary. Privileges and dues are set forth in the Bylaws of the Association.

## **ARTICLE IV. AFFILIATION**

All members of the Association except Honorary shall hold membership in the Georgia Music Teachers Association and the Music Teachers National Association. Upon joining any of the chapters of the metropolitan area, they automatically become members of the Greater Atlanta Music Alliance at no cost.

## **ARTICLE V. OFFICERS**

The officers of the Association shall be the President, President Elect, four Vice-Presidents, Recording/Corresponding Secretary, Treasurer, Publication Editors and Parliamentarian. Procedures for the election of officers are specified in the Bylaws of the Association. Two members may share the title and duties of any of the above officers.

## **ARTICLE VI. ADMINISTRATIVE COMMITTEE AND EXECUTIVE BOARD**

**SECTION 1:** The Administrative Committee shall consist of the above officers.

**SECTION 2:** The Executive Board shall consist of the seven officers named in Article V and the following standing committee chairmen: Publicity, Membership, Hospitality, Telephone, Scholarship, Certification, Placement, IMTF and GAMA. This Board shall transact all Association business not requiring vote of the membership.

## **ARTICLE VII. MEETINGS**

Meetings of the Association shall be held at such time and place as are decided upon by the members of the Association, guided by the wishes of the membership.

## **ARTICLE VIII. QUORUM**

One third of the members present constitute a quorum for the transaction of business.

**ARTICLE IX. FISCAL YEAR**

The fiscal year shall be the same as the membership year of GMTA and MTNA beginning on July 1 and ending on June 30 of the following year.

**ARTICLE X. AMENDMENTS**

The Constitution may be amended at any business meeting of the Association by a two-thirds vote of members present and voting, the proposed amendment having been submitted to the membership at least thirty (30) days prior to voting.

# **Cobb County Music Teachers Association Policies**

## **ADS**

- The Treasurer is authorized to place ads in the GMTA newsletter/Directory each year maintaining current sizes.

## **BENEVOLENCE**

- A card is sent to a member upon death of family member or similar crisis.
- Flowers are sent to an active or long-time member for a major surgery, a birth, or a major illness.

## **CHAPTER EVENTS**

- The dues of renewing members must be paid by/on October 1st to enter students in any chapter event.
- All chapter event forms must be postmarked by given deadlines.
- Pianothon: Scheduled in December at an area mall.
- Solo Festival: will be scheduled in February, not to conflict with school holidays.
  - Auditions: 1st or 2nd Saturday in March at Kennesaw State University. May be changed to accommodate state auditions date.

## **CONTRIBUTIONS**

The Treasurer is authorized to make the following annual contributions. Amounts may be changed at any time by chapter vote.

- WABE radio \$150
- WPBA TV \$150
- Cobb Symphony Orchestra \$100
- GA Coalition for the Arts \$100
- MTNA Foundation \$50
- GMTA Award Fund - \$0.10 per chapter member

## **EXPENSES**

- To reimburse expenses incurred for the chapter, an expense form plus receipts must be presented to the Treasurer.
- Any single chapter expense exceeding \$250 must be voted upon by the chapter.
- It shall be the policy of CCMTA in compliance with a recommendation from GMTA, to pay registration fees for the President of CCMTA for State and national Conferences. In the event of two persons serving as Co-Presidents, the Association will pay registration fees for State Conference for both, and National Conference for one.
- Monies listed in these policies are implemented upon the provision that adequate funds are available.

## **HONORARIUMS**

- Speakers/Presenters will be paid an honorarium subject to the approval by the Executive Board.

## **LIBRARY**

- \$350 is budgeted annually for the CCMTA Lending Library. Late fees \$1 per month for videos, \$0.50 per month for other materials.

## **MEETING DATE**

- CCMTA meets on the first Friday of September, October, December, February, and March unless conflicting with a school holiday. The December meeting will include a luncheon to be announced. An April meeting/luncheon will be held semi-annually to install the new officers.
- All regular meetings will be held: 9:30 - 10:00 a.m. - Fellowship: 10:00 - 11:30 a.m. Meeting. Business should be confined to 20 minutes. Some programs may last until 12:00 p.m.

## **ATTENDANCE POLICY**

- In order to be eligible for participation in CCMTA sponsored events, members must attend at least 2 meetings per calendar year. Contact the CCMTA President with excused absences issues.

## **MEETING POLICIES**

- CCMTA will not meet when Cobb County is closed for inclement weather.
- The November meeting is suspended in order to support the GMTA State Conference.

## **MEMORIALS**

- \$100 gift is donated to an appropriate organization upon the death of an active or long-time member.

## **OFFICERS**

- Officers for the following term are elected and installed (transfer of office) at the April Luncheon Meeting.

## **RECOGNITION**

- A plaque is presented to the outgoing President; Certificates of Appreciation are presented to officers of previous term.

## **SCHOLARSHIPS**

- High School Senior: \$1000 1st Place, \$750 2nd Place. Judged by merit during CCMTA Auditions. If no 2nd Place is awarded, 1st Place remains \$1000.
- \$2000 is donated annually to KSU for scholarships.
- Held if funds available: \$1500 KSU Graduating Senior and \$1000 Rising JR/SR Scholarships. Judged by merit by CCMTA President, President Elect and Treasurer with input by KSU instructors. The suggested \$2500 total may be distributed among more than two winners at the judges discretion (such as \$1200, \$800, \$500). Judges may also elect not to award any funds if no applicant is deemed worthy. Auditions are scheduled the day of the March Meeting.

## **HANDBOOKS**

- Handbooks will be available at the September and October Meetings. The Treasurer will keep 10 copies to mail to those members so requesting upon receipt of a \$3.00 check. The Membership Chair and the President will keep 5 copies each for distribution. The Secretary will place 1 copy with the chapter minutes.

Approved by CCMTA April 13, 2000

Revised August 2004, August 2006



## Vision and Values

The mission of MTNA is to advance the value of music study and music making in society and to support the professionalism of music teachers.

The mission is accomplished by members who teach with competence, act with integrity, volunteer services to MTNA programs, provide professional support for colleagues and communities, and comply with all laws and regulations that impact the music teaching profession.

The mission calls for an ethical commitment to students, to colleagues, and to society.

### Code of Ethics

**COMMITMENT TO STUDENTS**—The teacher shall conduct the relationship with students and families in a professional manner.

- ❖ The teacher shall respect the personal integrity and privacy of students unless the law requires disclosure.
- ❖ The teacher shall clearly communicate the expectations of the studio.
- ❖ The teacher shall encourage, guide and develop the musical potential of each student.
- ❖ The teacher shall treat each student with dignity and respect, without discrimination of any kind.
- ❖ The teacher shall respect the student's right to obtain instruction from the teacher of his/her choice.

**COMMITMENT TO COLLEAGUES**—The teacher shall maintain a professional attitude and shall act with integrity in regard to colleagues in the profession.

- ❖ The teacher shall respect the reputation of colleagues and shall refrain from making false or malicious statements about colleagues.
- ❖ The teacher shall refrain from disclosing sensitive information about colleagues obtained in the course of professional service unless disclosure serves a compelling professional purpose or is required by law.
- ❖ The teacher shall respect the integrity of other teachers' studios and shall not actively recruit students from another studio.
- ❖ The teacher shall participate in the student's change of teachers with as much communication as possible between parties, while being sensitive to the privacy rights of the student and families.

**COMMITMENT TO SOCIETY**—The teacher shall maintain the highest standard of professional conduct and personal integrity.

- ❖ The teacher shall accurately represent his/her professional qualifications.
- ❖ The teacher shall strive for continued growth in professional competencies.
- ❖ The teacher is encouraged to be a resource in the community.

