

# CONSTITUTION

And

## BYLAWS

### The Mid-Atlantic Region of the American Music Therapy Association

2017

#### **Article I - Name**

**Section 1.** The name of the organization shall be the Mid-Atlantic Region of the American Music Therapy Association, Inc., hereinafter referred to as the Region or the MAR.

**Section 2.** The Region exists as a subordinate organization within the structure of the American Music Therapy Association, Inc., hereinafter referred to as the AMTA.

**Section 3.** This document does not supersede the Bylaws adopted by the AMTA.

#### **Article II - Purposes**

The organization is organized exclusively for charitable, religious, educational and/or scientific purposes under the section 501(c)(3) of the Internal Revenue Code and specifically:

- (a) to advance the use of music for restoring, maintaining, and improving mental and physical health;
- (b) to train and educate music therapists;
- (c) to advance and support research about music therapy;
- (d) to provide a forum for the exchange and publication of information about music therapy;
- (e) to provide assistance and support to its members to facilitate their role in the foregoing purposes; and
- (f) to engage in any other lawful activity incidental to the foregoing purposes, except as restricted herein.

In order to accomplish the foregoing charitable and educational purposes, and for no other purpose or purposes, this organization shall also have the power to:

- (a) sue and be sued;
- (b) make contracts;

- (c) receive property by devise or bequest, subject to the laws regulating the transfer of property by will, and otherwise acquire and hold all property, real or personal including shares of stock, bonds, and securities of corporations;
- (d) act as trustee under any trust whose objectives are related to the principal objects of the corporation, and to receive, hold, administer, and expend funds and property subject to such trust;
- (e) convey, exchange, lease, mortgage, encumber, transfer upon trust or otherwise dispose of all property, real or personal;
- (f) borrow money, contract debts and issue bonds, notes, and debentures, and secure the payment of any performance of its obligations; and
- (g) do all other acts necessary or expedient for the administration of the affairs and attainment of the purposes of this organization; provided, however, that this organization shall not, except to an insubstantial degree, engage in any activities or exercise any powers that are not in furtherance of the primary purposes of this organization.

### **Article III - Membership**

**Section 1.** Types of membership in the Region shall correspond to membership categories of AMTA.

**Section 2.** Membership privileges and responsibilities shall be specified in the Bylaws.

### **Article IV - Officers**

**Section 1.** The officers of the Region shall be elected and appointed. The authority and duties of each officer shall be as defined in the Bylaws. The methods of the election and appointment, and terms of office, shall be specified in the Bylaws.

**Section 2.** The elected officers of the Region shall be a President, President-Elect, Vice President for Conference Planning, Vice President-Elect for Conference Planning, Vice President for Membership, Immediate Past-President, Treasurer, Treasurer-Elect, Government Relations Chair, Government Relations Chair-Elect, Public Relations Chair.

**Section 3.** The officers elected by the Mid-Atlantic Region Association of Music Therapy Students, hereinafter referred to as MARAMTS shall be the Student Affairs Advisory Board Representative and the Student Representative. The officer elected by

the Assembly Delegates and Alternates shall be the Assembly Chair.

**Section 4.** The appointed officers of the Region shall be the Recording Secretary, Editor of the official regional publication (hereinafter referred to as the Editor), and Historian.

#### **Article V - Executive Board**

**Section 1.** There shall be an Executive Board consisting of thirteen (13) voting members: President, President-Elect, Vice President for Conference Planning, Vice President-Elect for Conference Planning, Vice President for Membership, Immediate Past-President, Treasurer, Treasurer-Elect, Student Affairs Advisory Board Representative (elected by MARAMTS), Government Relations Chair, Government Relations Chair-Elect, Public Relations Chair, and Student Representative (elected by MARAMTS). The Recording Secretary, Editor, Historian, and Assembly Chair shall be ex-officio members without the right to vote.

**Section 2.** The Executive Board shall have the power to transact the general business of the Region and shall be responsible for the management and control of its funds. The Executive Board shall review and approve a budget for the forthcoming fiscal year at the Executive Board meeting at the annual conference.

#### **Article VI - National Assembly of Delegates**

Delegates and Alternate Delegates to the Assembly of the AMTA shall be elected by the Region. The number of Delegates is determined by directive of the AMTA Board of Directors. Their election and terms of office shall be specified in the Bylaws.

#### **Article VII - Representatives to National Standing Committees and Judicial Review Board**

**Section 1.** A representative shall be appointed to each of the National Standing Committees and the Judicial Review Board.

**Section 2.** The manner in which these committee and board representatives are selected shall be specified in the Bylaws.

#### **Article VIII - Regional Councils and Committees**

**Section 1.** There shall be two standing councils: The National Service Council, and The

Conference Council. Members to these councils shall be appointed by the President, with approval of the Executive Board, unless it is already a duty of an elected or appointed position. All council members shall perform such duties as specified in the Bylaws.

**Section 2.** The National Service Council shall be chaired by the Immediate Past-President and include regional representatives to the AMTA standing committees, regional members who sit as members of the AMTA Board of Directors, and the regional representative to the Judicial Review Board.

**Section 3.** The Conference Council shall be chaired by the Vice President for Conference Planning and shall include the Vice President-Elect for Conference Planning; the Regional Event Planner, the Exhibits Coordinator, the Local Host(s), the Continuing Music Therapy Education Coordinator for Regional Conferences, Public Relations Chair, and the Vice President of MARAMTS.

**Section 4.** Members of the Finance Committee, Nominating Committee, Government Relations Committee, Public Relations Committee, Research Committee and Regional Ad Hoc Committees shall be appointed by the President with Executive Board approval. The Finance Committee, Nominating Committee, Government Relations Committee, Public Relations Committee, Research Committee shall perform such duties as specified in the Bylaws. The regional ad hoc committees shall perform such duties as authorized by the Executive Board.

#### **Article IX - Special Interest Groups and State Chapters**

Members of the Region may petition the Executive Board to approve the formation of Special Interest Groups or State Chapters of the MAR. The Executive Board, in turn, may approve such Special Interest Groups or State Chapters, in accordance with procedures specified in the Bylaws.

#### **Article X - Meetings**

**Section 1.** An annual regional conference shall be held. The location and date shall be determined by the Executive Board. Business meetings, including all voting meetings shall be held before the final day of the annual regional conference to ensure maximum participation.

**Section 2.** Notice of all regional business meetings shall be provided to members entitled

to vote not less than 10 nor more than 60 days prior to the meeting.

**Section 3.** A meeting of the Region may be called at the National Conference at the discretion of the Regional Executive Board.

**Section 4.** Additional meetings of the Region shall be called by the President, if requested by seven (7) members of the Executive Board or upon signed petition by thirty-five (35) professional members of the Region.

**Section 5.** A minimum of two (2) meetings of the Executive Board shall be held annually. The dates of these meetings shall be set as far in advance as possible and be open to all regional members in good standing. Special meetings of the Executive Board shall be called by the President or upon the joint written request of no less than seven (7) members of the Executive Board.

#### **Article XI - Quorum**

**Section 1.** Quorum of the Executive Board shall consist of at least six (6) elected officers of the Executive Board.

**Section 2.** Regional business meetings: quorum of the Executive Board plus twenty-five (25) other professional members of the Region shall constitute quorum. At no time shall the lack of quorum at a non-business session prevent those present from proceeding with the program of the day.

#### **Article XII - Publication**

There shall be an official publication of the Region. Publication circulation shall be stated in the Bylaws.

#### **Article XIII - Amendments**

**Section 1.** This Constitution may be amended at a business meeting during the regional conference by a two-thirds vote of the members present provided that there is quorum and provided that the proposed amendments have been submitted to the membership at least two weeks in advance of the meeting. If more expedient or more fiscally appropriate, a vote may be implemented if sent to all voting members with at least quorum response.

**Section 2.** Bylaws may be adopted, amended, or replaced at any business meeting of

any regional conference by a two-thirds vote of the members present provided there is quorum and provided that the proposed changes are presented to the members present and submitted in writing no later than one (1) day prior to that meeting. If more expedient or more fiscally appropriate, a vote may be implemented if sent to all voting members with at least quorum response.

#### **Article XIV - Charitable Activity Restrictions**

No part of the net income of the organization shall inure to the benefit of or be distributed to its directors, officers, or other private persons, except that the organization shall be authorized and empowered to pay reasonable compensation for services actually rendered and to make payments and distributions in furtherance of the purposes and objects of this organization. No substantial part of the activities of the organization shall be the carrying of propaganda or otherwise attempting to influence legislation, and the organization shall not participate in or intervene in any political campaign on behalf of any candidate for public office. Notwithstanding any other provisions set forth in this Constitution, at any time during which it is deemed a private foundation, the organization shall not engage in any act of self-dealing as defined in Section 4941(d) of the Internal Revenue Code of 1986 or corresponding provisions of any subsequent federal tax laws; the organization shall distribute its income for each taxable year at such time and in such manner as not to become subject to the tax on undistributed income imposed by Section 4942 of the Internal Revenue Code of 1986 or corresponding provisions of any subsequent federal tax laws; the organization shall not own any excess business holdings that would subject it to tax under Section 4943 of the Internal Revenue Code of 1986 or corresponding provisions of any subsequent federal tax laws; the organization shall not make any investments in such manner as to subject the organization to the tax imposed by Section 4944 of the Internal Revenue Code of 1986 or corresponding provisions of any subsequent federal tax laws; and the organization shall not make any taxable expenditures as defined in Section 4945(d) of the Internal Revenue Code of 1986 or corresponding provisions of any subsequent federal tax laws. Notwithstanding any other provisions of this Constitution, the organization shall not conduct or carry on any activities not permitted to be conducted or carried on by an organization exempt from tax under

Section 501(c)(3) of the Internal Revenue Code of 1986 or corresponding provisions of any subsequent federal tax laws, or by an organization contributions to which are to be deductible under Section 170(c)(2) of such Code, or corresponding provisions of any subsequent federal tax laws.

**Article XV - Dissolution**

Upon the dissolution of the organization or the winding up of its affairs, the assets of the organization shall be distributed exclusively for charitable or educational purposes within the meaning of section 501(c)(3) of the Internal revenue code. Organizations having purposes similar to those of this organization shall be preferred.

## **BYLAWS**

### **Article I - Membership**

**Section 1.** Membership shall be open to all persons and organizations who hold any type of membership in the American Music Therapy Association, and who are residents, employees, students, or organizations in New York, Pennsylvania, New Jersey, Maryland, Delaware, Virginia, West Virginia, or the District of Columbia.

**Section 2.** Such membership shall provide the privileges of participation in the activities of the Region and of receiving the official regional publication and all other publications of the Region.

**Section 3.** Only professional members in good standing, student members who have been professional members but have returned to graduate school and student status, and Honorary Life Members who are eligible for professional membership may hold office or vote.

**Section 4.** Student members in good standing shall have the right to participate in the activities of the Region, to receive the official regional publication, or other publications of the Region, and to hold the office of Student Representative to the Executive Board.

**Section 5.** All other members in good standing, except those delineated in Sections 3 and 4, shall have the right to participate in the activities of the Region, and to receive the official regional publication, or other publications of the Region.

### **Article II - Dues**

**Section 1.** All members are required to pay dues to the AMTA and the Region concurrently. Any member in good standing in another Region coming into Mid-Atlantic Region will be accepted in good standing for the duration of the fiscal year. Any AMTA Honorary Life Member living in the MAR shall be extended an Honorary Life Membership in the MAR.

**Section 2.** The membership year shall begin January 1 and end December 31.

### **Article III - Duties of Elected Officers**

**Section 1.** The President shall: preside at all meetings of the Region; call and preside at all meetings of the Executive Board; be ex officio member of all committees except the



Nominating Committee; be a representative to the Assembly of Delegates; make all designated appointments subject to the approval of the Executive Board; perform all other duties commensurate with the stated purpose of the organization; communicate with, advise, and guide corresponding student officer; establish and/or maintain a handbook outlining job responsibilities; and submit an annual written report at the regional conference.

**Section 2.** The President-Elect shall: assist the President as requested; study the duties of the President in order to be prepared at the appropriate time to take over the responsibilities of this office; assume all duties of the President in case of resignation or removal of the President; attend Regional Executive Board meetings; be a representative to the Assembly of Delegates; seek input, lead on-going study and propose changes in the Constitution and Bylaws as may be deemed necessary; oversee long-range planning; serve as a member of the Nominating Committee; serve as a member of the Finance Committee; ensure that all new officers and appointees receive their handbooks outlining job responsibilities; maintain on computer all officer handbooks; update the handbooks on a yearly basis following the Fall Executive Board meeting with input from officers and the Executive Board; present the updated handbooks to the officers and Executive Board on a yearly basis at the annual Spring conference; establish and/or maintain communication with the Editor(s) of the official regional publication on a quarterly basis; establish and/or maintain a handbook outlining job responsibilities; submit an annual written report at the regional conference; serve as a liaison between state associations and the MAR board to facilitate communication between the states and the MAR; and carry out such other duties as may be assigned by the President or the Executive Board.

**Section 3.** The Vice President for Conference Planning shall: assume the duties of the President in case of absence of both the President and President-Elect; succeed to the Presidency in case of the resignation of both the President and President-Elect; attend Regional Executive Board meetings; chair the Conference Council; serve as Program Chair, taking complete charge of program planning for the annual regional conference and conferring on all details of management with any committees appointed to arrange for conference programs; develop and send out conference publicity; work with the Regional Event Planner, the Local Host(s), the Continuing Education Coordinator, and

the Exhibits Coordinator, and the Vice President of the MARAMTS; establish and/or maintain a handbook outlining job responsibilities; submit an annual report at the regional conference; and carry out such other duties as may be assigned by the President or the Executive Board.

**Section 4.** The Vice President for Membership shall: succeed to the presidency in case of the resignation of the President, President-Elect, and the Vice President for Conference Planning; chair the Regional Services Council; serve as regional representative to the Membership Committee of the AMTA; maintain official statistical records of the membership for the Mid-Atlantic Region; correspond with members on related matters; correspond with the national Director of Membership Services to facilitate the transmission of information to the regional members; attend Regional Executive Board meetings; serve as Regional Membership Chair; coordinate the implementation of the website and email tree; establish and/or maintain a handbook outlining job responsibilities; submit an annual written report at the regional conference; and carry out such other duties as may be assigned by the President or the Executive Board.

**Section 5.** The Immediate Past President shall: endeavor to effect a smooth transition of power by assisting and advising the new President as necessary; chair the National Services Council; chair the Nominating Committee appointed by the President; present the slate of nominees to the membership; attend Regional Executive Board meetings; serve as a member of the Assembly of Delegates; serve as a member of a Constitution and Bylaws Revision Committee; communicate with, advise, and guide corresponding student officer; establish and/or maintain a handbook outlining job responsibilities; submit an annual written report at the regional conference; and carry out such other duties as may be assigned by the President or the Executive Board.

**Section 6.** The Vice President-Elect for Conference Planning shall: study the duties of the Vice President for Conference Planning in order to be prepared at the appropriate time to take over the responsibilities of the office; assist the Vice President for Conference Planning as requested; maintain communication with the Vice President for Conference Planning; attend Regional Executive Board meetings and regional conferences during their term of office; maintain handbooks that outline the duties of the regional conference local host committee; establish and/or maintain a handbook outlining

job responsibilities; and carry out such other duties as may be assigned by the President or the Executive Board.

**Section 7.** The Treasurer shall: pay all bills authorized by the Executive Board and issue reimbursement within 30 days of receipt of the request; keep an itemized account of all receipts and disbursements; present a financial report to the Executive Board regularly; publish the financial report in the regional publication; provide AMTA with financial information necessary to complete tax filing as requested by AMTA; chair the Finance Committee appointed by the President; attend Regional Executive Board meetings; communicate with, advise, and guide the corresponding student officer; establish and/or maintain a handbook outlining job responsibilities; submit an annual written report at the regional conference; and carry out such other duties as may be assigned by the President or the Executive Board.

**Section 8.** The Treasurer-Elect shall: study the duties of the Treasurer in order to be prepared at the appropriate time to take over the responsibilities of the office; assist the Treasurer as requested; maintain communication with the Treasurer; serve as Conference Treasurer for conferences of the Region; assume all duties of the Treasurer in case of resignation or removal of the Treasurer; attend Regional Executive Board meetings and conferences of the Region during their term of office; serve as a member of the Finance Committee; establish and/or maintain a handbook outlining job responsibilities; and carry out such other duties as may be assigned by the President or the Executive Board.

**Section 9.** The Public Relations Chair shall: coordinate regional public relations efforts; serve as regional representative to the Workforce Development and Retention Committee of AMTA; attend Regional Executive Board meetings; request that the President appoint Public Relations Committee members, as needed, to assist in developing and maintaining public relations efforts across the region; maintain regular communication with Public Relations Committee to assist them in fulfilling their duties as outlined in Articles IX, Section 3, of the Bylaws; establish and/or maintain a handbook outlining job responsibilities; submit an annual, written report at the regional conference; and carry out such other duties as may be assigned by the President and Executive Board.

**Section 10.** The Government Relations Chair shall: serve as regional representative to the Government Relations Committee of AMTA; establish and/or maintain a handbook

outlining job responsibilities; attend Regional Executive Board meetings; submit annual written report at the regional conference; coordinate state efforts in implementing the AMTA/CBMT State Recognition Operational Plan within the MAR; submit to the President proposed state task force chairs for Board appointment to state task forces (for areas specified in Article V, Section 2 of the Bylaws); direct and assist the State Task Forces in advocating change in public policy conducive to the practice of music therapy; assist State Task Forces in facilitating communication among music therapists in their areas; direct issues and concerns from the membership, and/or the State Task Forces, to the Executive Board and the appropriate committees; maintain regular communication with AMTA and CBMT in order to work collaboratively in implementing the State Recognition Operational Plan within the MAR; and carry out such other duties as may be assigned by the President or the Executive Board.

**Section 11.** The Government Relations Chair-Elect shall: study the duties of the Government Relations Chair in order to be prepared at the appropriate time to take over the responsibilities of the office; assist the Government Relations Chair as requested; maintain communication with the Government Relations Chair; assume all duties of the Government Relations Chair in case of resignation or removal of the Government Relations Chair; attend Regional Executive Board meetings during their term of office; participate in regional State Task Force conference calls; establish and/or maintain a handbook outlining job responsibilities; and carry out such other duties as may be assigned by the President or the Executive Board.

**Section 12.** The Student Affairs Advisory Board Representative shall: serve as the regional representative to the Student Affairs Advisory Board of AMTA; attend Regional Executive Board meetings; serve as a conduit for student problems and concerns, referring to appropriate committees and officers; keep the Regional Executive Board advised of all regional and national student activities; communicate with, advise, and guide corresponding student officer; establish and/or maintain a handbook outlining job responsibilities; submit a written report at the annual regional conference; coordinate and administrate the Jenny Shinn Memorial Scholarship, the Sophomore and Junior Scholarships, and any other student scholarships/awards initiated by the MAR or

MARAMTS; and carry out such other duties as may be assigned by the President or the Executive Board.

**Section 13.** The Student Representative shall: hold the current office of Vice President of MARAMTS; communicate with other music therapy students in AMTA affiliated schools; report student views and concerns to the Board; attend Regional Executive Board meetings; and carry out such other duties as may be assigned by the President or the Executive Board; and serve on the Conference Council.

#### **Article IV - Duties of Appointed Officers**

**Section 1.** The Recording Secretary shall: send out meeting announcements; distribute agendas; keep minutes of all meetings of the Executive Board and the general membership; tally and record all email votes in the Executive Board files, notify the President of the outcome, and include the results in their report to Board; and assure that corporate minutes are maintained. The Recording Secretary shall submit copies of all minutes to the Executive Board, Regional Delegates to the AMTA Assembly and Alternates, and the Archivist. Minutes shall be made available to the general membership upon request. The Recording Secretary shall also: communicate with, advise, and guide the corresponding student officer; establish and/or maintain a handbook outlining job responsibilities; and carry out such other duties as may be assigned by the President or the Executive Board.

**Section 2.** The Editor shall: edit, supervise, and publish the official regional publication which shall be published quarterly pending availability of funds; and submit a report at the annual conference. The Editor shall: attend Regional Executive Board meetings; establish and/or maintain a handbook outlining job responsibilities; and communicate with, advise and guide the corresponding student officer. The Editor shall carry out such other duties as may be assigned by the President or the Executive Board.

**Section 3.** The Assembly Chair shall: serve as a liaison among the Executive Board, Assembly Delegates and Alternates and the general membership; attend Regional Executive Board meetings, disseminate information related to issues expected to come before the Assembly to the general membership; solicit feedback from the membership on issues that are to come before the Assembly; ensure that Alternate Delegates receive a

copy of any correspondence from the Speaker, including the mid-year report; submit a written report for publication in the newsletter following the annual Assembly of Delegates meeting; work with the President and the Delegates and Alternates to insure attendance and participation in Assembly meetings at each national conference; and carry out such other duties as may be assigned by the President or the Executive Board.

**Section 4.** The Historian shall publish any findings of historical value in the regional publication; coordinate historical displays and the dissemination of historical information; establish and/or maintain a handbook outlining job responsibilities; submit an annual written report at the regional conference; and carry out such other duties as may be assigned by the President or the Executive Board.

#### **Article V - Appointed Positions**

Appointed positions shall consist of the following: Parliamentarian, Registration Chair of the Regional Conference, Public Relations Representatives, Members of the MAR Government Relations Committee, Archivist, Continuing Music Therapy Education Coordinator, Exhibits Coordinator, Regional Event Planner, and Assistant Editor, should one be needed. Specific duties of each position shall be defined and assigned by the President and/or the Executive Board. The Region will maintain handbooks delineating the current duties of each appointed position.

#### **Article VI - Elections, Terms of Office, and Vacancies**

**Section 1.** A Nominating Committee consisting of the Immediate Past President, who will serve as chair, and five (5) professional regional members representing five (5) different areas of the Region shall be appointed by the President with the approval of the Executive Board

**Section 2.** The Nominating Committee shall draw up a slate of consenting candidates for each elective office to be presented, along with respective biographical information, to the general membership at the annual regional conference or via special election procedures as specified in the Bylaws, Article VI, Section 5. The Committee shall make every attempt to present at least two (2) candidates for each elective office. They shall also draw up a slate of at least twice as many nominees as there are designated positions

for the Assembly of Delegates. Additional nominees of consenting candidates for elective offices shall be accepted from the floor at the annual regional conference or via special election procedures as specified in the Bylaws, Article VI, Section 5.

**Section 3.** All elections shall be held by secret ballot. For regular elections, ballots will be distributed no later than two (2) weeks following the conclusion of the annual regional conference. All nominees shall be listed on the Region's website with accompanying biographical information. For each office, the nominee receiving the greater or greatest number of votes shall be considered elected. In the event that this greater or greatest number is a tie, the members of the outgoing Executive Board shall cast a deciding vote. This shall apply to tie votes for the Assembly only when the tie would result in (a) one candidate serving on the Assembly and the other serving as an Alternate; or (b) one candidate serving as an Alternate and the other not being included as an Alternate. Ties within the list of Alternates shall be ranked and called at the discretion of the President. The Chair of the Nominating Committee shall present the results for publication in the first edition of the official regional publication following the election and shall notify AMTA of the election results.

**Section 4.** Should a vacancy occur in an elective office, which is not filled through regular succession of that office, the President shall appoint someone to fill that position until it is filled by regular or special election, as specified in the Bylaws, Article VI, Sections 2, 3, and 5.

**Section 5.** A special election will be completed within four (4) months of the vacancy of an elective office, which is not filled through regular succession of that office, as specified in the Bylaws, Article VI, Section 4. In the event a special election is held between conferences of the Region, the nomination and election shall be conducted via electronic media as follows: The Nominating Committee will present a slate of nominees to the members. In the two (2) weeks that follow, members may nominate additional consenting candidates. Ballots will then be distributed within two (2) weeks following the end of the nomination period. When a special election is held during a regional conference, should only one nominee be identified by the end of the final business meeting of the same conference, the members present can vote for the one nominee, thereby suspending the ballot process.

**Section 6.** Votes for Assembly Delegates will be tabulated and nominees will be ranked from highest to lowest. Primary Delegates will be those receiving the highest number of votes. Alternate Delegate positions will be filled from the remaining nominees in rank order until all positions have been filled. In the event of a tie for the final Assembly position, the members shall cast a deciding vote. The Chair of the Nominating Committee shall present the results for publication in the first edition of the official regional publication following the election and shall notify AMTA of the election results.

**Section 7.** All elected officers except the Treasurer, Treasurer-Elect, and Assembly Delegates shall commence office June 1<sup>st</sup> and continue for a term of two (2) years or until the next subsequent election. The incoming President shall be formally introduced at the closing session of the annual spring conference. The Treasurer's and Treasurer-Elect's terms will commence with the start of the new fiscal year following the election. The Assembly Delegates' term of office will coincide with the terms of the national officers.

**Section 8.** The President and President-Elect may not hold the same office for more than one (1) consecutive term.

**Section 9.** Should a vacancy occur in an elective office, which is not filled through regular succession of that office, the President shall appoint someone to fill that position until the next annual regional conference. Immediately thereafter, the vacant position shall be filled by regular or special election, as specified in the Bylaws, Article VI, Sections 2 and 3.

**Section 10.** Removal of an officer shall be dealt with as stated in Article XIII-75, Trial of Members of Societies in Robert's Rules of Order.

## **Article VII - Assembly of Delegates**

**Section 1.** The Regional Delegates elected to the AMTA Assembly of Delegates shall attend all business meetings of the Assembly and represent the interests of the Region.

**Section 2.** Delegates and Alternates shall commit themselves to attendance at all regional business meetings, as well as regional and national conferences during their term of office. If a Delegate cannot attend a national conference, he/she shall inform the Assembly Chair at least one (1) month prior to the conference so that the Assembly Chair may ensure that an Alternate attend in the Delegate's place. The Assembly Chair may at



the time of the annual Assembly of Delegates substitute an active Mid-Atlantic member for an absentee Delegate or Alternate.

**Section 3.** The Delegates and Alternates shall be elected by secret ballot as outlined in Article VI, Section 4. Immediately following the Assembly-Elect meeting at national conference in odd-numbered years, the Assembly Delegates and Alternates present shall elect one Delegate to serve as Assembly Chair. Current voting members of the Executive Board shall be deemed ineligible to serve as Assembly Chair.

**Section 4.** The term of office for Regional Delegates shall be two (2) years.

### **Article VIII - National Standing Committees and Boards**

**Section 1.** The National Standing Committees are: Academic Program Approval Committee, Affiliate Relations Committee, Association Internship Approval Committee, Clinical Practice Networking Committee, Continuing Education Committee, Diversity and Multiculturalism Committee, Government Relations Committee, International Relations Committee, Membership Committee, Professional Advocacy Committee, Reimbursement Committee, Research Committee, Standards of Clinical Practice Committee, and Technology Committee, Workforce Development and Retention Committee.

**Section 2.** The National Boards are the Judicial Review Board and the Student Affairs Advisory Board.

**Section 3.** Representatives to each of these committees and national boards shall commit themselves to attendance at all national meetings, which occur during their terms, perform the functions of the committee, and submit a report to the National Services Council Chair prior to each Regional Executive Board meeting and at the regional conference.

**Section 4.** The representatives to the national standing committees and the Judicial Review Board shall be appointed for a two (2) year term by the President with the approval of the Executive Board. Representatives may be reappointed at the President's discretion.

**Section 5.** Prospective appointed committee and council members shall submit a short biography to the Executive Board for consideration before approval.

## **Article IX - Regional Committees and Auxiliary Organizations**

**Section 1.** Members and duties of the Nominating Committee are set forth in Article VI of the Bylaws.

**Section 2.** The Finance Committee shall consist of the Treasurer, who shall serve as chair, Treasurer-Elect, President, President-Elect, Past President and at least one (1) member from the MAR. Duties of the Finance Committee shall be to make recommendations to the Executive Board regarding fiduciary responsibility of the financial resources held by the region; to assist the Treasurer in the construction of the proposed annual budget; and to assist the Treasurer in developing and maintaining fiscal policy recommendations to the Executive Board.

**Section 3.** The Public Relations Committee shall consist of the Public Relations Chair and a minimum of three (3) members of the MAR. Duties of the Public Relations Chair are specified in the Bylaws, Article III, Sec. 9. Duties of the Public Relations Committee members are to assist the Public Relations Chair in carrying out his/her duties.

**Section 4.** The Government Relations Committee shall consist of the Government Relations Chair, Government Relations Chair-Elect, and the Chairs of the State Task Forces within the MAR. Duties of the Government Relations Chair and Government Relations Chair-Elect are specified in the Bylaws, Article III, Sections 10 and 11. Duties of the Government Relations Committee members are to participate in AMTA national advocacy activities and assist with the implementation of the AMTA and CBMT State Recognition Operational Plan within the MAR.

**Section 5.** The Research committee shall consist of the MAR Representative to the AMTA Research Committee, who shall serve as chair, and five (5) members of the MAR with expertise in music therapy research. Members to this committee will be appointed by the President with approval from the Executive Board. Duties of the Research Committee shall be to serve as a resource for the MAR members interested in carrying out research projects; to submit research articles to the regional newsletter; to sponsor the Research Poster Session at the annual conference; and to sponsor research related activities.

**Section 6.** The establishment of auxiliary organizations is authorized by the Executive

Board. Each of these organizations adopts the purposes and goals of the MAR, agrees to conform to the Bylaws of the MAR, and submits a copy of its constitution and/or bylaws to the Executive Board for formal approval. The relationship of such organizations to the MAR may be defined from time to time by the Executive Board.

**Section 7.** Mid-Atlantic Region Association for Music Therapy Students

(a) The Mid-Atlantic Region Association for Music Therapy Students (MARAMTS) is the official student organization of the MAR and will conform to the requirements for auxiliary organizations as specified in the Bylaws.

**Article X - Special Interest Groups and State Chapters**

**Section 1.** Members of the Mid-Atlantic Region may petition the Executive Board for recognition as a Special Interest Group for reasons of professional development in specialized areas of clinical practice. Members desiring to form a Special Interest Group (SIG) must present a request in writing from five (5) members stating the specialty area involved, the need for the SIG, and the educational and professional goals for the SIG. SIGs may request special programming for the annual conference and/or offer workshops and symposia in their field of specialization with the approval of the Executive Board.

**Section 2.** Members desiring to form a State Chapter of the MAR must present a request in writing, a copy of their Constitution and Bylaws and a current roster to the MAR President. These documents must be re-submitted when changes are made.

**Section 3.** SIGs and State Chapters may request special programming or meetings for the annual conference and/or offer workshops and symposia in their field of specialization with the approval of the Executive Board. Recognition is contingent upon an affirmative majority vote of the Executive Board.

**Article XI - MAR Advocacy Award**

An annual award may be presented to one or more individuals who are not music therapists who have made an outstanding contribution to either the Mid-Atlantic Region or the field of music therapy.

**Article XII - Annual Regional Conference**

The annual conference of the Region will be not less than two (2) days in length.

**Article XIII - Rules of Order**

Robert's Rules of Order, Revised, most recent, shall govern this organization in all cases to which they are applicable and in which they are not inconsistent with these Bylaws

Revisions Adopted 3/17/2017

Revisions Adopted 3/18/2016

Revisions Adopted 3/21/2015

Revisions Adopted 4/11/2014

Revisions Adopted 4/12/2013

Revisions Adopted 3/23/2012

Revisions Adopted 4/1/2011

Revisions Adopted 3/26/2010

Revisions Adopted 3/27/2009

Revisions Adopted 3/28/2008

Revisions Adopted 3/30/2007

Revisions Adopted 3/24/2006

Revisions Adopted 4/1/2005

Revisions Adopted 3/26/2004