

**CONSTITUTION**

**And**

**BYLAWS**

**Mid-Atlantic Region of the American Music Therapy Association**

**2006**

**CONSTITUTION**

**Article I - Name**

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

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

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

**Article II - Purposes**

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

3 (a) to advance the use of music for restoring, maintaining, and improving mental and physical  
4 health;

5 (b) to train and educate music therapists;

6 (c) to advance and support research about music therapy;

7 (d) to provide a forum for the exchange and publication of information about music therapy; and

8 (e) to engage in any other lawful activity incidental to the forgoing purposes, except as restricted  
9 herein.

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

12 (a) sue and be sued;

13 (b) make contracts;

14 (c) receive property by devise or bequest, subject to the laws regulating the transfer of property  
15 by will, and otherwise acquire and hold all property, real or personal including shares of  
16 stock, bonds, and securities of corporations;

- 17 (d) act as trustee under any trust whose objectives are related to the principal objects of the  
18 corporation, and to receive, hold, administer, and expend funds and property subject to such  
19 trust;
- 20 (e) convey, exchange, lease, mortgage, encumber, transfer upon trust or otherwise dispose of all  
21 property, real or personal;
- 22 (f) borrow money, contract debts and issue bonds, notes, and debentures, and secure the payment  
23 of any performance of its obligations; and
- 24 (g) do all other acts necessary or expedient for the administration of the affairs and attainment of  
25 the purposes of this organization; provided, however, that this organization shall not, except  
26 to an insubstantial degree, engage in any activities or exercise any powers that are not in  
27 furtherance of the primary purposes of this organization.

### **Article III - Membership**

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

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

### **Article IV - Officers**

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

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

8 **Section 3.** The officers elected by the Mid-Atlantic Regions Association of Music Therapy  
9 Students, hereinafter referred to as MARAMTS shall be the Student Affairs Advisory Board  
10 Representative and the Student Representative. The officer elected by the Assembly Delegates  
11 and Alternates shall be the Assembly of Delegates Chairperson.

12 **Section 4.** The appointed officers of the Region shall be the Secretary, Editor of the official  
13 regional publication, and the Parliamentarian.

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

1 **Section 1.** There shall be an Executive Board consisting of eleven (11) voting members:  
2 President, President-Elect, Vice President for Conference Planning, Vice President-Elect for  
3 Conference Planning, Vice President for Membership, Immediate Past-President, Treasurer,  
4 Student Affairs Advisory Board Representative (elected by MARAMTS), Government Relations  
5 Chairperson, Public Relations Chairperson, and Student Representative (elected by  
6 MARAMTS). The Secretary, Editor of the official regional publication, Parliamentarian,  
7 Historian, and Assembly of Delegates Chairperson (elected by Assembly Delegates and  
8 Alternates) shall be ex-officio members without the right to vote.

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

13 **Section 3.** Notice of all meetings shall be given to all members entitled to vote at the meeting  
14 by mail or email not less than 10 nor more than 60 days prior to the meeting

**Article VI - National Assembly of Delegates**

1 Delegates and Alternate Delegates to the Assembly of the American Music Therapy Association  
2 shall be elected by the Region. The number of Delegates is determined by directive of the  
3 National Executive Board. Their election and terms of office shall be specified in the Bylaws.

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

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

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

**Article VIII - Regional Councils and Committees**

1 **Section 1.** There shall be two standing councils: The National Service Council, and The  
2 Conference Council. Members to these councils shall be appointed by the President, with  
3 approval of the Executive Board. All council members shall perform such duties as specified in  
4 the Bylaws.

5 **Section 2.** The National Service Council shall be chaired by the Immediate Past-President and

6 include regional representatives to the AMTA standing committees, regional members who sit as  
7 members of the AMTA Board of Directors, and the regional representative to the Judicial  
8 Review Board.

9 **Section 3.** The Conference Committee shall be chaired by the Vice President for Conference  
10 Planning and shall include the Vice President-Elect for Conference Planning; the Conference  
11 Coordinator, the Exhibits Coordinator, the Local Host Committee and the Continuing Music  
12 Therapy Education Coordinator

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

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

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

**Article X - Meetings**

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

4 **Section 2.** A meeting of the Region may be called at the National Conference at the discretion  
5 of the Regional Executive Board.

6 **Section 3.** Additional meetings of the Region shall be called by the President, if requested by  
7 seven (7) members of the Executive Board or upon signed petition by thirty-five (35)  
8 professional members of the Region.

9 **Section 4.** A minimum of two (2) meetings of the Executive Board shall be held annually. The  
10 dates of these meetings shall be set as far in advance as possible and be open to all regional  
11 members in good standing. Special meetings of the Executive Board shall be called by the

12 President or upon the joint written request of no less than seven (7) members of the Executive  
13 Board

**Article XI - Quorum**

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

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

**Article XII - Publication**

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

**Article XIII - Amendments**

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

6 **Section 2.** Bylaws may be adopted, amended, or replaced at any business meeting of any  
7 regional conference by a two-thirds vote of the members present provided there is quorum and  
8 provided that the proposed changes are presented to the members present and submitted in  
9 writing no later than one (1) day prior to that meeting. If more expedient or more fiscally  
10 appropriate, a mail vote may be implemented if sent to all voting members with at least quorum  
11 response.

**Article XIV - Charitable Activity Restrictions**

1 No part of the net income of the organization shall inure to the benefit of or be distributed to its  
2 directors, officers, or other private persons, except that the organization shall be authorized and  
3 empowered to pay reasonable compensation for services actually rendered and to make payments

4 and distributions in furtherance of the purposes and objects of this organization. No substantial  
5 part of the activities of the organization shall be the carrying of propaganda or otherwise  
6 attempting to influence legislation, and the organization shall not participate in or intervene in  
7 any political campaign on behalf of any candidate for public office. Notwithstanding any other  
8 provisions set forth in this Constitution, at any time during which it is deemed a private  
9 foundation, the organization shall not engage in any act of self-dealing as defined in Section  
10 4941(d) of the Internal Revenue Code of 1986 or corresponding provisions of any subsequent  
11 federal tax laws; the organization shall distribute its income for each taxable year at such time  
12 and in such manner as not to become subject to the tax on undistributed income imposed by  
13 Section 4942 of the Internal Revenue Code of 1986 or corresponding provisions of any  
14 subsequent federal tax laws; the organization shall not own any excess business holdings that  
15 would subject it to tax under Section 4943 of the Internal Revenue Code of 1986 or  
16 corresponding provisions of any subsequent federal tax laws; the organization shall not make any  
17 investments in such manner as to subject the organization to the tax imposed by Section 4944 of  
18 the Internal Revenue Code of 1986 or corresponding provisions of any subsequent federal tax  
19 laws; and the organization shall not make any taxable expenditures as defined in Section 4945(d)  
20 of the Internal Revenue Code of 1986 or corresponding provisions of any subsequent federal tax  
21 laws. Notwithstanding any other provisions of this Constitution, the organization shall not  
22 conduct or carry on any activities not permitted to be conducted or carried on by an organization  
23 exempt from tax under Section 501(c)(3) of the Internal Revenue Code of 1986 or corresponding  
24 provisions of any subsequent federal tax laws, or by an organization contributions to which are to  
25 be deductible under Section 170(c)(2) of such Code, or corresponding provisions of any  
26 subsequent federal tax laws.

#### **Article XV - Dissolution**

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

# BYLAWS

## **Article I - Membership**

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

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

7 **Section 3.** Only professional members in good standing and Honorary Life Members who are  
8 eligible for professional membership may hold office or vote.

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

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

## **Article II - Dues**

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

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

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

1 **Section 1.** The regular term of office of all officers except the President shall commence eight  
2 (8) weeks after the adjournment of the annual spring conference. The incoming President shall  
3 be formally introduced at the closing session of the annual spring conference and assume duties  
4 of the office immediately thereafter.

5 **Section 2.** The President shall: preside at all meetings of the Region; call and preside at all  
6 meetings of the Executive Board; be ex officio member of all ad hoc committees except the

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

12 **Section 3.** The President-Elect shall: assist the President as requested; study the duties of the  
13 President in order to be prepared at the appropriate time to take over the responsibilities of this  
14 office; assume all duties of the President in case of resignation or removal of the President;  
15 attend Regional Executive Board meetings; be a representative to the Assembly of Delegate  
16 during the 2<sup>nd</sup> year of the President-Elect's term; seek input, lead on-going study and propose  
17 changes in the Constitution and Bylaws as may be deemed necessary; oversee long-range  
18 planning; serve as a member of the Nominating Committee; serve as a member of the Finance  
19 Committee; ensure that all new officers and appointees receive their handbooks outlining job  
20 responsibilities; maintain on computer all officer handbooks; update the handbooks on a yearly  
21 basis following the Fall Executive Board meeting with input from officers and the Executive  
22 Board; present the updated handbooks to the officers and Executive Board on a yearly basis at  
23 the annual Spring conference; establish and/or maintain communication with Co-Editors of the  
24 official regional publication on a quarterly basis; establish and/or maintain a handbook outlining  
25 job responsibilities; submit an annual written report at the regional conference; and carry out  
26 such other duties as may be assigned by the President or the Executive Board.

27 **Section 4.** The Vice President for Conference Planning shall: assume the duties of the President  
28 in case of absence of both the President and President-Elect; succeed to the presidency in case of  
29 the resignation of both the President and President-Elect; attend Regional Executive Board  
30 meetings; chair the Conference Council; serve as Program Chair, taking complete charge of  
31 program planning for the annual regional conference, conferring on all details of management  
32 with any committees appointed to arrange for conference programs; develop and send out  
33 conference publicity; work with the Conference Coordinator, the Local Chair, the Continuing  
34 Education Coordinator, and the Exhibits Coordinator; establish and/or maintain a handbook  
35 outlining job responsibilities; submit an annual report at the regional conference; and carry out  
36 such other duties as may be assigned by the President or the Executive Board.

37 **Section 5.** The Vice President for Membership shall: succeed to the presidency in case of the



38 resignation of the President, President-Elect, and the Vice President for Conference Planning;  
39 chair the Regional Services Council; serve as regional representative to the Membership  
40 Committee of AMTA; maintain official statistical records of the membership for the Mid-  
41 Atlantic Region; correspond with members on related matters; correspond with the national  
42 Director of Membership Services to facilitate the transmission of information to the regional  
43 members; attend Regional Executive Board meetings; serve as Regional Membership Chair;  
44 coordinate the implementation of the website and email tree; establish and/or maintain a  
45 handbook outlining job responsibilities; submit an annual written report at the regional  
46 conference; and carry out such other duties as may be assigned by the President or the Executive  
47 Board.

48 **Section 6.** The Immediate Past President shall: endeavor to effect a smooth transition of power  
49 by assisting and advising the new President as necessary; chair the National Services Council;  
50 chair the Nominating Committee appointed by the President; present the slate of nominees to the  
51 membership; attend Regional Executive Board meetings; serve as a member of the Assembly of  
52 Delegates for the first year of the Past President's term; serve as a member of the Constitution  
53 and Bylaws Revision Committee; communicate with, advise, and guide corresponding student  
54 officer; establish and/or maintain a handbook outlining job responsibilities; submit an annual  
55 written report at the regional conference; and carry out such other duties as may be assigned by  
56 the President or the Executive Board.

57 **Section 7.** The Vice President-Elect for Conference Planning shall: study the duties of the Vice  
58 President for Conference Planning in order to be prepared at the appropriate time to take over the  
59 responsibilities of the office; assist the Vice President for Conference Planning as requested;  
60 maintain communication with the Vice President for Conference Planning; attend Regional  
61 Executive Board meetings; maintain handbooks that outline the duties of the regional conference  
62 local host committee; establish and/or maintain a handbook outlining job responsibilities; and  
63 carry out such other duties as may be assigned by the President or the Executive Board.

64 **Section 8.** The Treasurer shall: pay all bills authorized by the Executive Board and issue  
65 reimbursement within 30 days of receipt of the request; keep an itemized account of all receipts  
66 and disbursements; present a financial report to the Executive Board regularly; publish the  
67 financial report in the regional publication; provide AMTA with financial information necessary  
68 to complete tax filing as requested by AMTA; chair the Finance Committee appointed by the

69 President; attend Regional Executive Board meetings; communicate with, advise, and guide the  
70 corresponding student officer; establish and/or maintain a handbook outlining job  
71 responsibilities; submit an annual written report at the regional conference; and carry out such  
72 other duties as may be assigned by the President or the Executive Board.

73 **Section 9.** The Public Relations Chairperson shall: coordinate regional public relations efforts;  
74 serve as regional representative to the Employment and Public Relations Committee of AMTA;  
75 attend Regional Executive Board meetings; request that the President appoint Public Relations  
76 and Media specialists Representatives, as needed, to coordinate use, distribution, and  
77 maintenance of the regional display, pamphlets and videos, and any other available Public  
78 Relations materials; maintain regular communication with Public Relations Representatives to  
79 assist them in fulfilling their duties as outlined in Article V, Section 1, of the Bylaws; organize  
80 and maintain the Job Placement Hotline; establish and/or maintain a handbook outlining job  
81 responsibilities; submit an annual, written report at the regional conference; and carry out such  
82 other duties as may be assigned by the President or the Executive Board.

83 **Section 10.** The Government Relations Chairperson shall: serve as regional representative to the  
84 Government Relations Committee of AMTA; establish and/or maintain a handbook outlining job  
85 responsibilities; attend Regional Executive Board meetings; submit annual written report at the  
86 regional conference; coordinate the efforts of the Government Liaisons; propose to the President  
87 fourteen (14) Government Liaisons for areas specified in Article V, Section 2 of the Bylaws;  
88 direct and assist the Government Liaisons in advocating change in public policy conducive to the  
89 practice of music therapy; assist Government Liaisons in facilitating communication among  
90 music therapists in their areas; direct issues and concerns from the membership, and/or the  
91 Government Relations Liaisons, to the Executive Board and the appropriate committees; and  
92 carry out such other duties as may be assigned by the President or the Executive Board.

93 **Section 11.** The Student Affairs Advisory Board Representative shall: serve as the regional  
94 representative to the Student Affairs Advisory Board of AMTA; attend Regional Executive  
95 Board meetings; serve as a conduit for student problems and concerns, referring to appropriate  
96 committees and officers; keep the Regional Executive Board advised of all regional and national  
97 student activities; communicate with, advise, and guide corresponding student officer; establish  
98 and/or maintain a handbook outlining job responsibilities; submit a written report at the annual  
99 regional conference; coordinate and administrate the Jenny Shinn Memorial Scholarship, the

100 Sophomore and Junior Scholarships, and any other student scholarships/awards initiated by  
101 MAR or MARAMTS; and carry out such other duties as may be assigned by the President or the  
102 Executive Board.

103 **Section 12.** The Student Representative shall: communicate with other music therapy students in  
104 AMTA affiliated schools; report student views and concerns to the Board; attend Regional  
105 Executive Board meetings; and carry out such other duties as may be assigned by the President  
106 or the Executive Board.

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

1 **Section 1.** The Recording Secretary shall: send out meeting announcements; distribute agendas;  
2 keep minutes of all meetings of the Executive Board and the general membership; and assure  
3 that corporate minutes are maintained. The Recording Secretary shall submit copies of all  
4 minutes to the Executive Board, Regional Delegates to the AMTA Assembly and Alternates, and  
5 the Archivist. Minutes shall be made available to the general membership upon request. The  
6 Recording Secretary shall also: communicate with, advise, and guide the corresponding student  
7 officer; establish and/or maintain a handbook outlining job responsibilities; and carry out such  
8 other duties as may be assigned by the President or the Executive Board.

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

15 **Section 3.** The Parliamentarian shall advise the meeting chair when asked for clarification, in  
16 adherence with Robert's Rules of Order in all meetings of the Region; communicate with, advise,  
17 and guide the corresponding student officer; and carry out such other duties as may be assigned  
18 by the President or the Executive Board.

19 **Section 4.** The Assembly Chair shall: serve as a liaison among the Executive Board, Assembly  
20 Delegates and Alternates and the general membership; attend Regional Executive Board  
21 meetings, disseminate information related to issues expected to come before the Assembly to the

22 general membership; solicit feedback from the membership on issues that are to come before the  
23 Assembly; ensure that Alternate Delegates receive a copy of the any correspondence from the  
24 Speaker, including the mid-year report; submit a written report for publication in the newsletter  
25 following the annual Assembly of Delegates meeting; and carry out such other duties as may be  
26 assigned by the President or the Executive Board.

27 **Section 5.** The Historian shall publish new and past findings in the regional publication;  
28 coordinate historical displays and the dissemination of historical information; establish and/or  
29 maintain a handbook outlining job responsibilities; submit an annual written report at the  
30 regional conference; and carry out such other duties as may be assigned by the President or the  
31 Executive Board.

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

1 **Section 1.** The Public Relations Representatives shall assist the Public Relations Chairperson in  
2 the following ways: performing the duties of their individual roles as defined in the Public  
3 Relations Committee Handbook; providing resources to the regional members as needed or  
4 requested; assisting the Chairperson with public relations events as they arise; maintaining  
5 regular contact with Chairperson by phone and/or by email; fostering favorable relations among  
6 the Region, allied disciplines, and the public. The Public Relations Representatives shall carry  
7 out such other duties as may be assigned by the President or the Executive Board.

8 **Section 2.** The Government Liaisons shall meet the needs of those in their areas in such ways as  
9 are appropriate including: offering state and local workshops for music therapists and those from  
10 related disciplines; facilitating communication among music therapists in their areas; serving as  
11 an advocate and resource for the membership's interactions with federal, state, and local  
12 government entities; developing relations with elected officials to advocate for changes in  
13 federal, state, and local legislation; acting as a representative of the Mid-Atlantic Region to  
14 federal and state agencies that set public policy; and distributing information concerning federal  
15 and state grants to the membership. The Government Liaisons shall carry out such other duties as  
16 may be assigned by the President or the Executive Board.

17 **Section 3.** The Archivist shall: maintain the public records and historical files pertaining to the  
18 Region; search for articles, artifacts, and other pertinent information concerning the history;  
19 develop a reporting system for members to provide information of events relating to music

20 therapy; establish and/or maintain a handbook outlining job responsibilities; and submit an  
21 annual written report at the regional conference. The Archivist shall collaborate with the  
22 Historian in fulfilling responsibilities of the position. The Archivist shall carry out such other  
23 duties as may be assigned by the President or the Executive Board.

24 **Section 4.** The Continuing Music Therapy Education Coordinator shall: serve as coordinator of  
25 all continuing Music Therapy Education programs sponsored by the Mid-Atlantic Region; work  
26 collaboratively with the Vice President for Conference Planning in order to include Continuing  
27 Music Therapy Education programming at the annual conference; ensure compliance with all  
28 regulations and requirements for Continuing Education Programs as specified by the  
29 Certification Board for Music Therapy, Inc.; serve as regional representative to the Continuing  
30 Education Committee of AMTA; establish and/or maintain a handbook outlining job  
31 responsibilities; submit an annual written report at the regional conference; and carry out such  
32 other duties as may be assigned by the President or Executive Board.

33 **Section 5.** The Conference Coordinator shall: develop a continually updated rotation plan for  
34 annual regional conference sites at least three (3) years in advance; solicit local chairs; conduct  
35 site visits with local chairs; negotiate the hotel contract; oversee the conference budget; work  
36 together with the Vice President for Conference Planning, local chair, and Exhibits Coordinator;  
37 serve on site as conference manager; establish and/or maintain a handbook outlining job  
38 responsibilities; submit an annual written report at the regional conference; and carry out such  
39 other duties as may be assigned by the President or the Executive Board. The term of office for  
40 the Conference Coordinator shall be four (4) years.

41 **Section 6.** The Exhibits Coordinator shall: secure vendors and exhibitors for the annual spring  
42 conference; work with and delegate responsibilities for local contracts, arrangements,  
43 advertising, and donations; work in cooperation with the Conference Coordinator and Vice  
44 President for Conference Planning and local chair; establish and/or maintain a handbook  
45 outlining job procedures and tasks; submit an annual written report at the regional conference;  
46 and carry out such other duties as may be assigned by the President or the Executive Board. The  
47 term of office shall be four (4) years.

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

1 **Section 1.** A Nominating Committee consisting of the President-Elect and five (5) professional

2 regional members representing five (5) different areas of the Region shall be appointed by the  
3 President with the approval of the Executive Board

4 **Section 2.** The Nominating Committee shall draw up a slate of consenting candidates for each  
5 elective office to be presented along with respective biographical information to the general  
6 membership at the annual regional conference. The Committee shall make every attempt to  
7 present at least two (2) candidates for each elective office. They shall also draw up a slate of  
8 twice as many nominees as there are designated positions for the Assembly of Delegates.  
9 Additional nominees of consenting candidates shall be accepted from the floor at the annual  
10 regional conference.

11 **Section 3.** All regular and special elections shall be held by secret mail ballot directly following  
12 the annual regional conference. All nominees shall be listed with accompanying biographical  
13 information. For each office, the nominee receiving the greater or greatest number of votes shall  
14 be considered elected. In the event that this greater or greatest number is a tie, a deciding vote  
15 shall be cast by the members of the outgoing Executive Board. This shall apply to tie votes for  
16 the Assembly only when the tie would result in (a) one candidate serving on the Assembly and  
17 the other serving as an Alternate; or (b) one candidate serving as an Alternate and the other not  
18 being included as an Alternate. Ties within the list of Alternates shall be ranked and called at the  
19 discretion of the President. The Chair of the Nominating Committee shall present the results for  
20 publication in the first edition of the official regional publication following the election and shall  
21 notify AMTA of the election results.

22 **Section 4.** Votes for Assembly Delegates will be tabulated and nominees will be ranked from  
23 highest to lowest. Primary Delegates will be those receiving the highest number of votes.  
24 Alternate Delegate positions will be filled from the remaining nominees in rank order until all  
25 positions have been filled. The Chair of the Nominating Committee shall present the results for  
26 publication in the first edition of the official regional publication following the election and shall  
27 notify AMTA of the election results.

28 **Section 5.** All elected officers except the President and Assembly Delegates shall commence  
29 office eight (8) weeks after the adjournment of the annual spring conference and continue for a  
30 term of two (2) years or until the next subsequent election. The incoming President shall be  
31 formally introduced at the closing session of the annual spring conference and assume duties of  
32 the office immediately thereafter. The Assembly Delegates' term of office will coincide with the

33 terms of the national officers.

34 **Section 6.** The President and President-Elect may not hold the same office for more than one  
35 (1) consecutive term.

36 **Section 7.** Should a vacancy occur in an Executive Board or other position, which is not filled  
37 through succession of office, the President will have the power to appoint someone to fill that  
38 position until the next annual regional conference. Immediately thereafter, there shall be a  
39 regular or special election, as specified in the Bylaws, Article VI, Section 3.

40 **Section 8.** Removal of an officer shall be dealt with as stated in Article XIII-75, Trial of  
41 Members of Societies in Robert's Rules of Order.

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

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

3 **Section 2.** Delegates and Alternates shall commit themselves to attendance at all regional  
4 business meetings, as well as regional and national conferences during their term of office. If a  
5 Delegate cannot attend a national or regional conference, he/she shall inform the President at  
6 least one (1) month prior to the conference so that the President may ensure that an Alternate  
7 attend in the Delegate's place. The President may at the time of the annual Assembly of  
8 Delegates substitute an active Mid-Atlantic member for an absentee Delegate or Alternate.

9 **Section 3.** The Delegates and Alternates shall be elected by secret mail ballot as outlined in  
10 Article VI, Section 4. Immediately following the bi-annual meeting of the Assembly-Elect, the  
11 Delegates shall elect one (1) person who will serve as Assembly Chair and perform the duties as  
12 outlined in Article IV, Section 4. Current voting members of the Executive Board shall be  
13 deemed ineligible to serve as Assembly Chair.

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

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

1 **Section 1.** The National Standing Committees are: Academic Program Approval Committee,  
2 Association Internship Approval Committee, Continuing Education Committee, Government  
3 Relations Committee, Reimbursement Committee, Research Committee, Standards of Clinical  
4 Practice Committee, Affiliate Relations Committee, Employment and Public Relations

5 Committee, International Relations Committee, International Relations Committee, Membership  
6 Committee, Professional Advocacy Committee and Special Target Populations Committee.

7 **Section 2.** The National Board is the Judicial Review Board.

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

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

### **Article IX - Regional Committees**

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

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

9 **Section 3.** The Public Relations Committee shall consist of the Public Relations Chair, Media  
10 Specialist, Display Coordinator, and Pamphlet Coordinator. Duties of the Public Relations  
11 Committee are specified in the Bylaws, Article V, Sec. 1

12 **Section 4.** The Government Relations Committee shall consist of the Government Relations  
13 Chair, and 14 Government Relations Liaisons. There shall be a representative from each state in  
14 the Mid-Atlantic Region (7), and seven (7) representatives with knowledge in issues pertaining  
15 to government relations such as: occupational regulation, IDEA, reimbursement. Duties of the  
16 Government Relations Committee are specified in the Bylaws, Article V, Sec. 2

17 **Section 5.** The Research committee shall consist of the MAR Representative to the AMTA  
18 Research Committee, who shall serve as chair, and five (5) MAR members with expertise in  
19 music therapy research. Members to this committee will be appointed by the President with



20 approval from the Executive Board. Duties of the Research Committee shall be to serve as a  
21 resource for MAR members interested in carrying out research projects; to submit research  
22 articles to the regional newsletter; to sponsor the Research Poster Session at the annual  
23 conference; and to sponsor research related activities.

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

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

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

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

#### **Article XI - MAR Advocacy Award**

1 An annual award will be presented to an individual(s) who has made an outstanding contribution  
2 to either the Mid-Atlantic Region or the field of music therapy.

#### **Article XII - Annual Regional Conference**

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

#### **Article XIII - Rules of Order**

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

Revisions Adopted 3/24/2006  
Revisions Adopted 4/1/2005  
Revisions Adopted 3/26/2004