

CONSTITUTION
And
BYLAWS
Mid-Atlantic Region of the American Music Therapy Association
2007

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 provide assistance and support to its members to facilitate their role in the
9 foregoing purposes; and

10 (f) to engage in any other lawful activity incidental to the forgoing purposes, except as restricted
11 herein.

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

14 (a) sue and be sued;

15 (b) make contracts;

16 (c) receive property by devise or bequest, subject to the laws regulating the transfer of property

17 by will, and otherwise acquire and hold all property, real or personal including shares of
18 stock, bonds, and securities of corporations;
19 (d) act as trustee under any trust whose objectives are related to the principal objects of the
20 corporation, and to receive, hold, administer, and expend funds and property subject to such
21 trust;
22 (e) convey, exchange, lease, mortgage, encumber, transfer upon trust or otherwise dispose of all
23 property, real or personal;
24 (f) borrow money, contract debts and issue bonds, notes, and debentures, and secure the payment
25 of any performance of its obligations; and
26 (g) do all other acts necessary or expedient for the administration of the affairs and attainment of
27 the purposes of this organization; provided, however, that this organization shall not, except
28 to an insubstantial degree, engage in any activities or exercise any powers that are not in
29 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 2nd 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 Appointed positions shall consist of the following: Public Relations Representatives,
2 Government Liaisons, Archivist, Continuing Music Therapy Education Coordinator, Exhibits
3 Coordinator, Conference Coordinator, and Exhibits Coordinator. Specific duties of each position
4 shall be defined and assigned by the President and/or the Executive Board. The Region will
5 maintain handbooks delineating the current duties of each appointed position.

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 for elective offices shall be accepted from the
10 floor at the annual 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 elective office, which is not filled through regular
37 succession of that office, the President shall appoint someone to fill that position until the next
38 annual regional conference. Immediately thereafter, the vacant position shall be filled by regular
39 or special election, as specified in the Bylaws, Article VI, Sections 2 and 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 3/30/2007
Revisions Adopted 3/24/2006
Revisions Adopted 4/1/2005
Revisions Adopted 3/26/2004