

# CONSTITUTION

And

## BYLAWS

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

2011

#### **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;

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 foregoing purposes, except as restricted  
11 herein.

12 In order to accomplish the foregoing 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 Chair, Public  
7 Relations Chair.

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 Chair.

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

14

## **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 Chair, Public Relations Chair, and Student Representative (elected by MARAMTS). The  
6 Recording Secretary, Editor of the official regional publication, Historian, and Assembly of  
7 Delegates Chair shall be ex-officio members without the right to vote.

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

12 **Section 3.** Notice of all meetings shall be given to all members entitled to vote at the meeting  
13 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 AMTA Board of Directors. Their election and terms of office shall be specified in the Bylaws.  
4

## **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, unless it is already a duty of an elected or appointed position.  
4 All council members shall perform such duties as specified in 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 Council shall be chaired by the Vice President for Conference  
10 Planning and shall include the Vice President-Elect for Conference Planning; the Regional Event  
11 Planner, the Exhibits Coordinator, the Local Host(s), the Continuing Music Therapy Education  
12 Coordinator and Registration Chair for Regional Conferences.

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.

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#### **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, student members who have been  
8 professional members but have returned to graduate school and student status, and Honorary Life  
9 Members who are eligible for professional membership may hold office or vote.

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

13 **Section 5.** All other members in good standing, except those delineated in Sections 3 and 4,  
14 shall have the right to participate in the activities of the Region, and to receive the official  
15 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.

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

1 **Section 1.** The President shall: preside at all meetings of the Region; call and preside at all  
2 meetings of the Executive Board; be ex officio member of all committees except the Nominating  
3 Committee; be a representative to the Assembly of Delegates; make all designated appointments  
4 subject to the approval of the Executive Board; perform all other duties commensurate with the  
5 stated purpose of the organization; communicate with, advise, and guide corresponding student

6 officer; establish and/or maintain a handbook outlining job responsibilities; and submit an annual  
7 written report at the regional conference.

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

23 **Section 3.** The Vice President for Conference Planning shall: assume the duties of the President  
24 in case of absence of both the President and President-Elect; succeed to the presidency in case of  
25 the resignation of both the President and President-Elect; attend Regional Executive Board  
26 meetings; chair the Conference Council; serve as Program Chair, taking complete charge of  
27 program planning for the annual regional conference, conferring on all details of management  
28 with any committees appointed to arrange for conference programs; develop and send out  
29 conference publicity; work with the Regional Event Planner, the Local Host(s), the Continuing  
30 Education Coordinator, and the Exhibits Coordinator; establish and/or maintain a handbook  
31 outlining job responsibilities; submit an annual report at the regional conference; and carry out  
32 such other duties as may be assigned by the President or the Executive Board.

33 **Section 4.** The Vice President for Membership shall: succeed to the presidency in case of the  
34 resignation of the President, President-Elect, and the Vice President for Conference Planning;  
35 chair the Regional Services Council; serve as regional representative to the Membership  
36 Committee of AMTA; maintain official statistical records of the membership for the Mid-



37 Atlantic Region; correspond with members on related matters; correspond with the national  
38 Director of Membership Services to facilitate the transmission of information to the regional  
39 members; attend Regional Executive Board meetings; serve as Regional Membership Chair;  
40 coordinate the implementation of the website and email tree; establish and/or maintain a  
41 handbook outlining job responsibilities; submit an annual written report at the regional  
42 conference; and carry out such other duties as may be assigned by the President or the Executive  
43 Board.

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

53 **Section 6.** The Vice President-Elect for Conference Planning shall: study the duties of the Vice  
54 President for Conference Planning in order to be prepared at the appropriate time to take over the  
55 responsibilities of the office; assist the Vice President for Conference Planning as requested;  
56 maintain communication with the Vice President for Conference Planning; attend Regional  
57 Executive Board meetings; maintain handbooks that outline the duties of the regional conference  
58 local host committee; establish and/or maintain a handbook outlining job responsibilities; and  
59 carry out such other duties as may be assigned by the President or the Executive Board.

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

68 other duties as may be assigned by the President or the Executive Board.

69 **Section 8.** The Public Relations Chair shall: coordinate regional public relations efforts; serve as  
70 regional representative to the Employment and Public Relations Committee of AMTA; attend  
71 Regional Executive Board meetings; request that the President appoint Public Relations and  
72 Media specialists Representatives, as needed, to coordinate use, distribution, and maintenance of  
73 the regional display, pamphlets and videos, and any other available Public Relations  
74 materials; maintain regular communication with Public Relations Representatives to assist them  
75 in fulfilling their duties as outlined in Article V, Section 1, of the Bylaws; organize and maintain  
76 the Job Placement Hotline; establish and/or maintain a handbook outlining job responsibilities;  
77 submit an annual, written report at the regional conference; and carry out such other duties as  
78 may be assigned by the President or the Executive Board.

79 **Section 9.** The Government Relations Chair shall: serve as regional representative to the  
80 Government Relations Committee of AMTA; establish and/or maintain a handbook outlining job  
81 responsibilities; attend Regional Executive Board meetings; submit annual written report at the  
82 regional conference; coordinate the efforts of the Government Liaisons; propose to the President  
83 fourteen (14) Government Liaisons for areas specified in Article V, Section 2 of the Bylaws;  
84 direct and assist the Government Liaisons in advocating change in public policy conducive to the  
85 practice of music therapy; assist Government Liaisons in facilitating communication among  
86 music therapists in their areas; direct issues and concerns from the membership, and/or the  
87 Government Relations Liaisons, to the Executive Board and the appropriate committees; and  
88 carry out such other duties as may be assigned by the President or the Executive Board.

89 **Section 10.** The Student Affairs Advisory Board Representative shall: serve as the regional  
90 representative to the Student Affairs Advisory Board of AMTA; attend Regional Executive  
91 Board meetings; serve as a conduit for student problems and concerns, referring to appropriate  
92 committees and officers; keep the Regional Executive Board advised of all regional and national  
93 student activities; communicate with, advise, and guide corresponding student officer; establish  
94 and/or maintain a handbook outlining job responsibilities; submit a written report at the annual  
95 regional conference; coordinate and administrate the Jenny Shinn Memorial Scholarship, the  
96 Sophomore and Junior Scholarships, and any other student scholarships/awards initiated by  
97 MAR or MARAMTS; and carry out such other duties as may be assigned by the President or the  
98 Executive Board.

99 **Section 11.** The Student Representative shall: communicate with other music therapy students in  
100 AMTA affiliated schools; report student views and concerns to the Board; attend Regional  
101 Executive Board meetings; and carry out such other duties as may be assigned by the President  
102 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 shall: edit, supervise, and publish the official regional publication which  
10 shall be published tri-annually pending availability of funds; and submit a report at the annual  
11 conference. The Editor shall: attend Regional Executive Board meetings; establish and/or  
12 maintain a handbook outlining job responsibilities; and communicate with, advise and guide the  
13 corresponding student officer. The Editor shall carry out such other duties as may be assigned by  
14 the President or the Executive Board.

15 **Section 3.** The Assembly Chair shall: serve as a liaison among the Executive Board, Assembly  
16 Delegates and Alternates and the general membership; attend Regional Executive Board  
17 meetings, disseminate information related to issues expected to come before the Assembly to the  
18 general membership; solicit feedback from the membership on issues that are to come before the  
19 Assembly; ensure that Alternate Delegates receive a copy of any correspondence from the  
20 Speaker, including the mid-year report; submit a written report for publication in the newsletter  
21 following the annual Assembly of Delegates meeting; work with the President and the Delegates  
22 and Alternates to insure attendance and participation in Assembly meetings at each national  
23 conference; and carry out such other duties as may be assigned by the President or the Executive  
24 Board.

25 **Section 4.** The Historian shall publish any findings of historical value in the regional publication;

26 coordinate historical displays and the dissemination of historical information; establish and/or  
27 maintain a handbook outlining job responsibilities; submit an annual written report at the  
28 regional conference; and carry out such other duties as may be assigned by the President or the  
29 Executive Board.  
30

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

1 Appointed positions shall consist of the following: Parliamentarian, Registration Chair of the  
2 Regional Conference, Public Relations Representatives, Government Liaisons, Archivist,  
3 Continuing Music Therapy Education Coordinator, Exhibits Coordinator, Regional Event  
4 Planner, Assembly Chair and Exhibits Coordinator and Assistant Editor of the Regional  
5 Publication, should there be one. Specific duties of each position shall be defined and assigned  
6 by the President and/or the Executive Board. The Region will maintain handbooks delineating  
7 the current duties of each appointed position.  
8  
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#### **Article VI - Elections, Terms of Office, and Vacancies**

1 **Section 1.** A Nominating Committee consisting of the Immediate Past President, who will serve  
2 as chair, and five (5) professional regional members representing five (5) different areas of the  
3 Region shall be appointed by the 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 at  
8 least 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 except in the case  
12 of a special election in which there is only one nominee. Ballots will be mailed no later than two  
13 (2) weeks following the conclusion of the annual regional conference. All nominees shall be  
14 listed on the Region's website with accompanying biographical information. For each office, the  
15 nominee receiving the greater or greatest number of votes shall be considered elected. In the

16 event that this greater or greatest number is a tie, a deciding vote shall be cast by the members of  
17 the outgoing Executive Board. This shall apply to tie votes for the Assembly only when the tie  
18 would result in (a) one candidate serving on the Assembly and the other serving as an Alternate;  
19 or (b) one candidate serving as an Alternate and the other not being included as an Alternate.  
20 Ties within the list of Alternates shall be ranked and called at the discretion of the President.  
21 During a special election, should only one nominee be identified by the end of the final business  
22 meeting at the regional conference, the members present can vote for the one nominee thereby  
23 suspending the mail ballot process. The Chair of the Nominating Committee shall present the  
24 results for publication in the first edition of the official regional publication following the  
25 election and shall notify AMTA of the election results.

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

32 **Section 5.** All elected officers except the Treasurer and Assembly Delegates shall commence  
33 office June 1<sup>st</sup> and continue for a term of two (2) years or until the next subsequent election. The  
34 incoming President shall be formally introduced at the closing session of the annual spring  
35 conference. The Treasurer's term will commence with the start of the new fiscal year following  
36 the election. The Assembly Delegates' term of office will coincide with the terms of the  
37 national officers.

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

40 **Section 7.** Should a vacancy occur in an elective office, which is not filled through regular  
41 succession of that office, the President shall appoint someone to fill that position until the next  
42 annual regional conference. Immediately thereafter, the vacant position shall be filled by regular  
43 or special election, as specified in the Bylaws, Article VI, Sections 2 and 3.

44 **Section 8.** Removal of an officer shall be dealt with as stated in Article XIII-75, Trial of  
45 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 conference, he/she shall inform the President at least one (1)  
6 month prior to the conference so that the President may ensure that an Alternate attend in the  
7 Delegate's place. The President may at the time of the annual Assembly of Delegates substitute  
8 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. By January 15<sup>th</sup> following the national conference in odd-numbered years,  
11 the President, in consultation with the outgoing Assembly Chair and the voting members of the  
12 Executive Board, shall appoint a Delegate to the position of Assembly Chair. Current voting  
13 members of the Executive Board shall be deemed ineligible to serve as Assembly Chair.

14 **Section 4.** The term of office for Regional Delegates shall be two (2) years.  
15

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

1 **Section 1.** The National Standing Committees are: Academic Program Approval Committee,  
2 Affiliate Relations Committee, Association Internship Approval Committee, Continuing  
3 Education Committee, Employment and Public Relations Committee, Government Relations  
4 Committee, International Relations Committee, Membership Committee, Professional Advocacy  
5 Committee, Reimbursement Committee, Research Committee, Special Target Populations  
6 Committee, Standards of Clinical Practice Committee, and Technology Committee.

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

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

13 **Section 4.** The representatives to the national standing committees and the Judicial Review

14 Board shall be appointed for a two (2) year term by the President with the approval of the  
15 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 Chair  
11 are specified in the Bylaws, Article III, Sec. 9. Duties of the Public Relations Committee  
12 members are to assist the Public Relations Chair in carrying out his/her duties.

13 **Section 4.** The Government Relations Committee shall consist of the Government Relations  
14 Chair, and 14 Government Relations Liaisons. There shall be a representative from each state in  
15 the Mid-Atlantic Region (7), and seven (7) representatives with knowledge in issues pertaining  
16 to government relations such as: occupational regulation, IDEA, reimbursement. Duties of the  
17 Government Relations Chair are specified in the Bylaws, Article III, Sec. 10. Duties of the  
18 Government Relations Committee members are to assist the Government Relations Chair in  
19 carrying out his/her duties.

20 **Section 5.** The Research committee shall consist of the MAR Representative to the AMTA  
21 Research Committee, who shall serve as chair, and five (5) MAR members with expertise in  
22 music therapy research. Members to this committee will be appointed by the President with  
23 approval from the Executive Board. Duties of the Research Committee shall be to serve as a  
24 resource for MAR members interested in carrying out research projects; to submit research  
25 articles to the regional newsletter; to sponsor the Research Poster Session at the annual  
26 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 may be presented to one or more individuals who are not music therapists who  
2 have made an outstanding contribution to either the Mid-Atlantic Region or the field of music  
3 therapy.  
4

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

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

## **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 4/1/2011  
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