

# 2024 By-Laws Proposed Revisions

Submitted by the By-Laws Committee

April 4th, 2024

## **Proposed Change #1: Membership**

### **CURRENT WORDING**

#### **Article III - Membership**

**Section 1.** All members are required to pay dues to the AMTA and the Region concurrently. Any member in good standing in another Region coming into the Mid-Atlantic Region will be accepted in good standing for the duration of the fiscal year.

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

**Section 3.** Types of membership in the Region shall correspond to membership categories of AMTA.

**Section 4.** Membership shall include all persons and organizations who hold any type of membership in the American Music Therapy Association, and who are residents, employees, students, or organizations in New York, Pennsylvania, New Jersey, Maryland, Delaware, Virginia, West Virginia, or the District of Columbia. Regional membership is designated by the American Music Therapy Association.

**Section 5.** Such membership shall provide the privileges of voting and serving in an elected or appointed position.

**Section 6.** Professional members, student members, retired professional members, and Honorary Life Members, may vote.

**Section 7.** Professional members, student members who have completed internship, retired professional members, and Honorary Life Members who are eligible for professional membership may hold office.

**Section 8.** Student members shall have the privilege of holding the office of Student Representative to the Executive Board.

### **PROPOSED WORDING**

#### **Article III - Membership**

**Section 1.** Membership shall include all persons and organizations who hold any type of membership in the American Music Therapy Association, and who are residents of New York, Pennsylvania, New Jersey, Maryland, Delaware, Virginia, West Virginia, or the District of Columbia. Regional membership is designated by the American Music Therapy Association.

**Section 2.** All members are required to pay dues to the AMTA as required by their membership category. ~~All members are required to any pay dues to the AMTA and the Region concurrently.~~ Any member in good standing in another Region coming into the Mid-Atlantic Region will be accepted in good standing for the duration of the fiscal year.

**Section 3.** The membership and fiscal years shall begin January 1 and end December 31.

**Section 4.** Types of membership in the Region shall correspond to membership categories of AMTA.

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~~**Section 5.** Such membership shall provide the privileges of voting and serving in an elected or appointed position.~~

**Section 5.** Professional members, student members, retired professional members, and Honorary Life Members, may vote.

**Section 6.** Professional members, student members who have completed internship, retired professional members, and Honorary Life Members who are eligible for professional membership may hold office.

**Section 7.** Student members shall have the privilege of holding office on the MARAMTS executive board and are eligible to serve as a representative to the professional board. ~~the office of Student Representative to the Executive Board.~~

## **RATIONALE**

1. Sections reordered to follow a logical sequence of membership criteria.
2. New Section 1 changed to only read “residents of” instead of “residents, employees, students, or organizations” as legal residence is what determines membership in a region, not where you work or go to school.
3. Proposed Section 2 read confusing, as though members were required to pay dues to two separate organizations, rather than one.
4. Section 5 found to be redundant, since the following 2 sections further clarify who can hold office and who may vote.
5. Clarification - Student Representative to the Executive Board is not an elected position, it is a function of an elected position on the student board and is typically held by the Vice President.

## **Proposed Change #2:**

### **CURRENT WORDING**

#### **Article IV - Officers**

**Section 3.** The officers elected by the Mid-Atlantic Region Association of Music

Therapy Students, hereinafter referred to as MARAMTS, shall be the Student Affairs Advisor and the Student Representative. The officer elected by the Assembly Delegates and Alternates shall be the Assembly Chair.

### **PROPOSED WORDING**

#### **Article IV - Officers**

**Section 3.** The officers elected by the Mid-Atlantic Region Association of Music Therapy Students, hereinafter referred to as MARAMTS shall be the Student Affairs Advisor. ~~and the Student Representative.~~ The officer elected by the Assembly Delegates and Alternates shall be the Assembly Chair.

### **RATIONALE**

1. As a result of the clarification to Article III Section 7, the Student Representative is not a separately elected position on the student board.

#### **Proposed Change #3:**

### **CURRENT WORDING**

#### **Article VIII - Executive Board**

**Section 2.** The Executive Board shall transact the general business of the Region and shall be responsible for the management and control of its funds. The Executive Board shall review and approve a budget for the forthcoming fiscal year at the Executive Board meeting at the national conference. The Executive Board shall seek input from the MAR community via email, social media, and/or town hall meetings about unusual financial decisions.

### **PROPOSED WORDING**

#### **Article VIII - Executive Board**

**Section 2.** The Executive Board shall transact the general business of the Region and shall be responsible for the management and control of its funds. The Executive Board shall review and approve a budget for the forthcoming fiscal year at the Executive Board meeting ~~at or around the time of~~ the national conference. The Executive Board ~~may~~ shall seek input from the MAR community via email, social media, and/or town hall meetings about unusual financial decisions.

### **RATIONALE**

1. Updated to reflect current practice - with no in-person national conference the MAR business meeting is not precisely in line with the time of national conference.
2. Shall changed to may to allow board discretion as to when it is appropriate to seek input from membership.

## **Proposed Change #4: Elections and Vacancies**

### **CURRENT WORDING**

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

**Section 4.** Should a vacancy occur in an elective office which is not filled through regular succession of that office, the President shall appoint someone to fill that position until it is filled by regular or special election, as specified in Sections 2, 3, and 5 of this Article. Should a vacancy occur in the Immediate Past President position, the President will appoint someone to fill that position for the remainder of the term with preference being given to former Past Presidents.

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

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

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

**Section 8.** During the interim between their election or appointment to office and their assumption of that office, the newly elected or appointed officers are expected to contact the outgoing officers and to become fully apprised of the events and information associated with the office. Retiring officers will surrender all records and accounts

related to their offices to their successors by the first day of the new officers' term of office.

**Section 9.** A member who has served in the position of President Elect, Government Relations Chair-Elect, VP for Conference Planning-Elect, or Treasurer-Elect may run for this position again, following the passage of at least one full election cycle after fulfilling the entire service commitment associated with that position.

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

## **PROPOSED CHANGES**

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

**Section 4.** Should a vacancy occur in an elective office which is not filled through the regular election cycle or regular succession of that office, the President shall appoint someone to fill that position until it is filled by regular or special election, as specified in Sections 2, 3, and 5 of this Article. Should a vacancy occur in the Immediate Past President position, the President will appoint someone to fill that position for the remainder of the term with preference being given to former Past Presidents.

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**Section 6.** Should a slate of nominees fail to be generated for a Special Election, or should a vacancy extend beyond the time allowable by the immediacy of the business of the Executive Board, the President - with input from the Executive Board - shall determine how the duties of the vacant position shall be delegated until such a time as the position is filled.

**Section 7.** Votes for Assembly Delegates will be tabulated and nominees will be ranked from highest to lowest. Primary Delegates will be those receiving the highest number of votes. Alternate Delegate positions will be filled from the remaining nominees in rank order until all positions have been filled. In the event of a tie for the final Assembly position, the members shall cast a deciding vote. The Chair of the Nominating Committee shall present the results via email, and social media following the election and shall notify AMTA of the election results.

**Section 8.** All elected officers except the ~~Treasurer, Treasurer-Elect, and~~ Assembly Delegates shall commence office at the conclusion of the summer transition meeting and continue for a term of two (2) years or until the next subsequent election. ~~The incoming President shall be formally introduced at the closing session of the annual spring conference. The Treasurer's and Treasurer-Elect's terms will commence with the start of the new fiscal year following the election.~~ The Assembly Delegates' term of office will coincide with the terms of the national officers.

**Section 9.** During the interim between their election or appointment to office and their assumption of that office, the newly elected or appointed officers are expected to contact the outgoing officers and to become fully apprised of the events and information associated with the office. Retiring officers will surrender all records and accounts related to their offices to their successors by the first day of the new officers' term of office.

**Section 10.** A member who has served in the position of President Elect, Government Relations Chair-Elect, VP for Conference Planning-Elect, or Treasurer-Elect may run for this position again, following the passage of at least one full election cycle after fulfilling the entire service commitment associated with that position.

**Section 11.** Any member of the MAR Executive Board may be removed from their position by a majority vote of elected officers of the board. Factors that may result in this include but are not limited to: failure to fulfill duties as outlined in these Bylaws, failure to meet the stated requirements to hold an office, and/or concerns brought to the attention of the board by membership.

## **RATIONALE**

1. Added phrase to clarify distinction between circumstances which may lead to a vacancy in an elected position.
2. **NEW SECTION** included to address issues with vacancies in positions that are not filled by normal procedures/extended vacancies that leave the responsibilities of a position unfulfilled.
3. Updated to reflect current practice - the fiscal year has been changed to the calendar year and the Treasurer positions commence with the normal term.
4. Updated to no longer reference the Robert's Rules procedure, which is not current practice nor is practice the committee felt best reflects the values and capabilities of the MAR Board. The switch to a vote is adopted from part of AMTA's Bylaws regarding this issue. This is an initial change made with the understanding that the topic warrants further intentional discussion with more stakeholders to create best policies/procedures for equitable due process regarding removal of an officer.

## **Proposed Change #5: Meetings**

### **CURRENT WORDING**

#### **Article XIV - Meetings**

**Section 4.** A membership meeting of the Region shall be called at the National Conference. The President shall coordinate with the AMTA Vice President to ensure a meeting is scheduled.

**Section 5.** Additional meetings of the Region shall be called by the President, if requested by seven (7) members of the Executive Board or upon signed petition by thirty-five (35) professional members of the Region.

**Section 6.** A minimum of two (2) meetings of the Executive Board shall be held annually. The dates of these meetings shall be set as far in advance as possible and be open to all regional members in good standing. Special meetings of the Executive Board shall be called by the President or upon the joint written request of no less than seven (7) members of the Executive Board.

### **PROPOSED WORDING**

#### **Article XIV - Meetings**

**Section 4.** A membership meeting of the Region shall be called **around the time of** the National Conference. The President shall coordinate with the AMTA Vice President to ensure a meeting is scheduled.

**Section 5.** Additional meetings of the Region shall be called by the President, if requested by seven (7) **elected** members of the Executive Board or upon petition, signed by thirty-five (35) professional members of the Region.

**Section 6.** A minimum of two (2) meetings of the Executive Board shall be held annually. The dates of these meetings shall be set as far in advance as possible and be open to all regional members in good standing. Special meetings of the Executive Board shall be called by the President or upon the joint written request of no less than seven (7) **elected** members of the Executive Board.

### **RATIONALE**

1. Updated to reflect current practice - National Conference has not been in person for a few years.
2. Removed the word "elected" to decentralize power regarding who can call a meeting. A quorum of 7 elected officers is still required for certain business to be conducted/voting, but anyone should be able to call for a meeting.

## **Proposed Change #6: Electronic Voting**

### **CURRENT WORDING**

#### **Article XVI – Bylaws Amendments**

**Section 1.** Proposed amendments to these Bylaws shall be submitted to the membership at least 24 hours in advance of a business meeting to be held at or around the time of the regional conference. The presentation of proposed amendments will include an opportunity for discussion and debate and will be recorded. An electronic vote, including this recording and the proposed amendments and rationale, will be sent to all voting members within two (2) weeks of the business meeting. A two-thirds majority vote is required for passage of proposed amendments. The Chair of the Bylaws Revision Committee shall present the results for publication in the first edition of the official regional publication following the vote.

### **PROPOSED WORDING**

#### **Article XVI – Bylaws Amendments**

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### **RATIONALE**

1. Clarification due to differences in electronic voting vs. in-person voting.