

# ***Association for Technology in Music Instruction***

## ***Bylaws***

### **Table of Contents**

- I. Name, Nature, Fiscal Year, and Principal Office
- II. Purposes and Activities
- III. Management
- IV. The Structure of the Executive Committee
- V. Election and Terms of Office of the Executive Committee
- VI. Membership
- VII. Conferences and Meetings of the Association
- VIII. Standing Committees
- IX. Amendments to the Bylaws
- X. Dissolution

### **I. Name, Nature, Fiscal Year, and Principal Office**

The name of this organization shall be The Association for Technology in Music Instruction (ATMI). It shall be a Non-Profit Corporation under Chapter 1702 of the Ohio Revised Code with a fiscal year of January 1-December 31.

The principal office of ATMI shall be located at 202 West Spruce Street, Missoula, MT 59802. The corporation may have such other offices as the Board of Directors may determine from time to time.

**II. Purposes and Activities** ATMI shall be organized for scholarly and educational purposes as specified in Section 501 (c) (3) of the Internal Revenue Code. Its principal goal shall be to foster speculative and practical applications of technology in music instruction. ATMI will strive to disseminate information regarding all aspects of technology in music instruction through public forums, concerts, conferences, and publications. In these endeavors, ATMI will strive to uphold the highest standards in research and pedagogy. In support of these goals, ATMI will:

1. Organize annual conferences to be held at locations throughout the United States (and perhaps elsewhere), which may include the presentation of papers and panel discussions, workshops, demonstrations, concerts, addresses, and the exhibition of published materials; and
2. Perform other appropriate actions, such as publicizing ATMI activities, sponsoring institutes, and so on.

The activities of ATMI shall not be pursued for profit nor constitute a business. No part of the

net earnings of ATMI shall inure to the benefit of, or be distributable to its members, trustees, officers, or other private persons, except that the organization shall be authorized and empowered to pay reasonable compensation for services rendered and to make payments and distributions in furtherance of the purposes outlined in the purpose clause hereof. No substantial part of the activities of ATMI shall be the carrying on of propaganda, or otherwise attempting to influence legislation, and the organization shall not participate in, or intervene in (including the publishing or distribution of statements) any political campaign on behalf of any candidate for public office. Notwithstanding any other provision of this document, the organization shall not carry on any other activities not permitted to be carried on (a) by an organization exempt from the federal income tax under section 501 (c) (3) of the Internal Revenue Code, corresponding section of any future federal tax code, or (b) by an organization, contributions to which are deductible under section 170 (c) (2) of the Internal Revenue Code, or corresponding section of any future federal tax code.

### **III. Management**

An Executive Committee of officers constituted according to Bylaw IV and elected according to Bylaw V will operate ATMI. The Executive Committee will:

- Call a business meeting at each annual conference;
- Establish the agenda for the meeting;
- Conduct elections of officers;
- Set up and collect membership dues, and establish other fiscal policies;
- Cause the Treasurer's accounts to be audited;
- Supervise ATMI's publications;
- Prepare reports for the membership; and
- Generally oversee ATMI's welfare.

1.

A majority of the Executive Committee shall constitute a quorum. Executive Committee members unable to vote in person may vote by other electronic means.

The President, Vice President, Treasurer, Secretary, and Director of Communication shall constitute the Board of Directors of ATMI. Additionally, the board will appoint a Website Editor, Director of Outreach, and Student Representative(s).

### **IV. The Structure of the Executive Committee**

The Executive Committee shall consist of six members, four elected by the membership and two appointed by the President. The President, Vice President, Secretary, Treasurer, and Director of Communication shall be elected by the membership. The functions and duties of Executive Committee members are described below:

- The **President** shall carry out the policies of the Executive Committee and preside at all meetings of ATMI, the Executive Committee, and the Board of Directors. The President shall appoint all standing committees, with the advice of the Executive Committee, and serve as a member ex officio of these committees. The President shall represent ATMI in its relations with other musical and scholarly organizations and agencies. The President shall discharge any other duties customarily associated with this office. Term Duration: three years.
  
- The **Vice President** shall assist the President in the affairs of the Association in any way that either deems necessary. The Vice President shall discharge the duties of the President in case of the latter's disability or absence, or at the latter's request. The Vice President shall be responsible for coordinating all activities of the national meeting. This shall include the selection of a program and equipment chair. Term Duration: two years
  
- The **Secretary** shall carry on the work of ATMI under the direction of the President. The Secretary shall take the minutes and maintain historical records of all meetings of ATMI, the Executive Committee, and the Board of Directors, and perform any other appropriate duties. The Secretary shall be in charge of administering the elections of the Association. Term Duration: two years
  
- The **Treasurer** shall maintain records of ATMI's income and expenses, collect membership dues and other monies, deposit them in the name of ATMI, and pay all bills of ATMI. The Treasurer shall be authorized to disburse funds in the name of ATMI, and- -with the authorization of the Executive Committee--invest any funds not needed for current disbursements. The financial records of ATMI shall be audited periodically by an external agency, and this audit shall be reported to the members of the Association. The Treasurer shall present a financial report at each annual conference and make any other reports that the Executive Committee may deem necessary. The Treasurer shall maintain the membership list of ATMI, and provide membership data to the Website Editor, Secretary, and for Director of Communication for database management. Update the language for bank info/credit card. Term Duration: four years
  
- The **Director of Communication** shall attend board meetings, produce the ATMI newsletter on a quarterly or monthly basis, manage social media and email communications, and serve on committees or in other capacities as assigned by the President. Term Duration: two years
  
- The **President-Elect** shall serve a one-year term immediately preceding their term as President. The President-Elect does not have voting rights but may attend Executive Committee meetings in a non-voting capacity to learn the operations of the Association and prepare to assume the presidency. The President-Elect automatically succeeds to the office of

President at the conclusion of their one-year term.

Each member of the Executive Committee, except the President-Elect, will have a single vote, and all motions will be carried by a simple majority. In the event of absent members, a tie vote may be carried over to a future meeting, or--at the discretion of the President--absent members may be canvassed by mail, telephone, or other electronic means.

## **V. Election, Terms of Office, and Appointments of the Executive Committee**

All officers shall be elected for a term of two years, except the President, Treasurer, and the President-Elect. Elections will be held by electronic means in the early Fall so that the results of the election can be announced in the Newsletter and at the annual conference, and each newly-elected Executive Committee member will take office the following January 1. The President and Secretary shall stand for election in odd-numbered years (taking office the following even-numbered year); the Vice President, Treasurer, and Director of Communications shall stand for election in even-numbered years (taking office the following odd-numbered year). The Vice President shall be responsible for accepting nominations during even-numbered year elections for candidates for the offices of Vice President and Treasurer; and the Vice President shall be responsible for accepting nominations during odd-numbered year elections for candidates for the offices of President and Secretary.

The Executive Committee shall appoint or reappoint the Student Representatives, Editor(s) of the ATMI Journal and related publications, and other future appointed positions at any convenient time.

Members of the Executive Committee may choose to run for any elected office during their term. The Executive Committee will appoint replacements for any vacancies in elected offices that may occur between elections.

Only members in good standing of ATMI may vote for officers. One may become a member in good standing by paying current dues.

## **VI. Membership**

Membership in ATMI shall be open to anyone. Membership applications should be submitted, and a member of the Executive Committee will confirm successful enrollment.

<https://www.atmimusic.com/join/>

The Executive Committee shall establish annual dues for various categories of membership, and these shall be paid no later than December 31 of each year. Any member whose dues are unpaid

by February 15 will be suspended from membership until dues are paid.

## **VII. Conferences and Meetings of the Association**

ATMI will hold annual conferences or meetings, with times and places to be fixed by the Executive Committee. Additional conferences or meetings may also be scheduled, with dates and places to be set by the Executive Committee. The Secretary shall notify members of any conference or meeting at least four months before the meeting date.

A business meeting shall be held every year, in which an annual conference takes place. At all such meetings, a quorum shall be 20 voting ATMI members. The rules contained in the latest edition of Robert's Rules of Order shall govern procedure at ATMI's business meetings, except in cases where these procedures are inconsistent with the Bylaws of ATMI.

## **VIII. Standing Committees**

A Standing Committee shall consist of three or more persons appointed for one year by the President. The President may choose to appoint directly the members of committees, or the President may appoint committee chairs who, in turn, will appoint the members of their respective committees. The Standing Committees shall include:

- The Program Committee, which shall select the papers, panel discussions, and other offerings to be presented at the next annual conference; and
- Any other committee deemed appropriate by the President.

## **IX. Amendments to the Bylaws**

The bylaws may be amended at any annual business meeting by a two-thirds majority vote of the members present. An amendment may be proposed by any member, provided that:

1. The proposed amendment is seconded by at least four (4) other members; and
2. The proposed amendment is received by the Secretary no less than 30 days in advance of the meeting at which the amendment is to be considered.

The Secretary shall send the proposed amendment to the membership at least 15 days prior to said meeting.

## **X. Dissolution**

Upon the dissolution of ATMI, assets shall be distributed for one or more exempt purposes within the meaning of section 501 (c) (3) of the Internal Revenue Code, or corresponding section of any future federal tax code, or shall be distributed to the federal government, or to a state or local government, for a public purpose. Any such assets not disposed of shall be disposed of by the Court of Common Pleas of the county in which the principal office of the organization is then located.