

Lethbridge Branch of the Alberta Registered Music Teachers' Association (1982)

Policies and Procedures

Revised 2017

1) Name

The organization shall be known as the Lethbridge Branch of the Alberta Registered Music Teachers' Association (1982), and will be referred to in this document as "the Branch."

2) Objectives

The objectives of this Association shall be:

- to promote improved teaching methods and continuing education for all music teachers
- to encourage and uphold the policy of granting music credits in the educational systems of the Province
- to encourage a high standard of ethics and artistic ideas amongst music teachers
- to offer high quality education and performance opportunities for music students in our community
- to promote appreciation and knowledge of music through teaching
- to encourage and provide the highest calibre of music education possible and to promote high standards of music in our community

3) Membership

- Membership in the Branch is limited to those in good standing in The Alberta Registered Music Teachers' Association (ARMTA).
- Application for membership in the Branch shall be considered by the Branch executive upon receipt of ARMTA membership notification by the Provincial Administrator.
- The annual fee is due by March 31st and must be included with the annual ARMTA membership renewal. Any applicants accepted after October 1st shall pay half of the annual fee set by the Branch. Changes to the annual branch fee may be determined at the Annual General Meeting or at any general meeting with 2 months advance notice.
- A member may be suspended for non-payment of dues on June 30th of any fiscal year, provided that a notice of non-payment has been sent to the member concerned by the Executive by June 1st.
- Members are encouraged to attend meetings regularly. If they are unable to attend because of scheduling conflicts, they are encouraged to contribute to the Branch by volunteering to assist with Branch activities including, but not limited to fundraising, continuing education, promotion, and recitals.
- Honorary Branch Members are chosen by the Branch and any benefits associated with this designation are the sole responsibility of the Branch. This is not to be confused with "Life Member" which is a Provincial designation.

4) Revenue and Finance

The fiscal year shall be August 1st to July 31st.

- 5) Executive
- The Executive body of the Branch shall be composed of 7 members as follows: immediate Past President, President, Vice-President, Recording Secretary, Corresponding Secretary, Treasurer and Provincial Representative.
 - Executive members shall hold office from the time of recognition by the incoming President at the Annual General Meeting until the completion of business and the election of officers at the following Annual General Meeting, with the exception of the Provincial Representative, whose term of office shall be two years with re-election confirmed by the Branch.
 - 3 members of the Executive shall constitute a quorum for any Executive meetings.
- 6) Elected Officers
- Elected officers of the Branch shall be: Past President, President, Vice-president, Recording Secretary, Corresponding Secretary, Treasurer, and Provincial Director.
 - Past President:
 - advise and assist the President as needed
 - anticipate organizational and philosophical issues and offer recommendations
 - President:
 - shall preside at the Annual General Meeting, monthly meetings and Executive meetings of the Branch
 - exercise supervision over all Branch activities
 - shall be an ex-officio member of all committees
 - shall countersign all cheques prepared by the Treasurer
 - The recommended term served by the President shall be two consecutive terms of one year each unless approved by the Branch.
 - Vice-President:
 - shall preside in the absence of the President
 - support and assist the President with duties as needed
 - The recommended term served shall be two consecutive terms of one year each unless approved by the Branch.
 - Recording Secretary:
 - shall record the minutes of all meetings including the Annual General Meeting, and any Special and Executive meetings
 - prepare agendas for the President if requested
 - keep an accurate list of contact information of the following:
 - members of the branch
 - Executive and Special Committees
 - President and Administrator of ARMTA
 - The recommended term served shall be two consecutive terms of one year each unless approved by the Branch.
 - Treasurer:
 - receive all monies and deposit same in a chartered bank
 - acknowledge all fees and contributions by signed receipt
 - pay by cheque all accounts which have been approved for payment by the Executive or at a meeting
 - Prepare and sign cheques on the Branch bank account and present them to the President for co-signature before despatch

- present a report, including a statement of all assets and liabilities of the Branch at a meeting determined by the Branch
- make arrangements for financial audit as approved by the Branch
- maintain an adequate information flow to the Executive concerning the paid-up status of members
- The recommended term served shall be two consecutive terms of one year each unless approved by the Branch.
- Corresponding Secretary:
 - shall conduct correspondence of the Branch as requested by the President
 - forward all correspondence for presentation at meetings
 - The recommended term served shall be two consecutive terms of one year each unless approved by the Branch.
- Provincial Representative:
 - provide communication link between the Provincial Board of ARMTA and the Branch
 - attend ARMTA Board meetings
 - notify the Provincial Administrator and arrange for a replacement if unable to attend a Provincial Board meeting
 - present a written report at Provincial Board meetings
 - present a report to the Branch of the proceedings at Provincial Board meetings
 - may be called on to submit a report for the Provincial Publication, *Tempo*
 - further information available in the Provincial Board Manual or the Provincial Policies and Procedures
 - The recommended term served shall be two consecutive terms of one year each unless approved by the Branch.

7) Meetings

- There shall be an Annual General Meeting in April of each year, at which reports may be presented, and members of the Executive (Provincial Representative, if necessary) be elected for the ensuing year.
- Meetings shall be held monthly, as desirable, at a time and place designated by the President.
- Special meetings may be called by the President at any time or by petition of at least 10% of Branch members.
- All meetings shall be conducted according to the current revision of Robert's Rules of Order.
- Members should consider it proper professional etiquette to notify the President if they are unable to attend a meeting.

8) Decision Making

- Every effort will be made to achieve consensus among members before bringing any decision to a vote. Any decisions requiring presentation by motion at meetings, the Annual General Meeting, Special or Executive meetings shall be passed by simple majority of members present.
- The minimum number of members present to constitute a proper vote (quorum) will be 4 at both Annual General Meetings and monthly meetings, and 3 at an Executive meeting.

9) Committees

- The President shall have power to appoint chairmen of standing committees, such as Publicity, Student Recitals, Social and such other committees as shall be deemed necessary to carry on the activities of the Branch, or to make studies of problems of interest to the Branch.

- The Chairman of a standing committee may or may not be a member of the Executive, but may be invited to necessary meetings by the President.
- The Chairman of any committee shall appoint the members of his or her committee from the Branch members and shall be responsible for all reports to meetings.

10) Amendments

- The Policies and Procedures of the Branch may be amended, or other procedures enacted or substituted therefore at any Annual General Meeting by a majority vote of those present at such a meeting.
- Notice of motion to amend the Policies and Procedures must be given at a meeting at least two months prior to the Annual General Meeting.

ARMTA Code of Ethics

This Code of Ethics is a statement of the general principles governing the professional behaviour and conduct of members of the association in their relations with one another. It is to be applied in particular circumstances and cases, as the conscience of the individual members shall dictate, having due regard for any current usage or practice of ARMTA or its branch. Professional conduct that is not, in good faith, consistent with such principles or that willfully departs there from is unethical.

ARMTA promotes:

1. high musical and academic qualifications among its member teachers
2. progressive ideas on the teaching of music
3. workshops and lectures for the continuing education of teachers
4. attendance at Provincial/Territorial and National Conventions
5. participation in cultural events throughout the community
6. awareness of Canadian contemporary music
7. formal tuition contracts between the teacher and the student

The Code of Ethics expresses our commitment to:

1. the profession
 2. the student
 3. the community
- The teaching of music is primarily a cultural activity, yet all business matters should be handled in a professional manner.
 - Music shall be taught with the object of improving its prestige as an art form and enhancing the status of music in the community.
 - The art of music teaching shall be regarded as a continual process of self-education and improvement to develop professional excellence and improve standards.
 - Students shall be treated with consideration and patience.
 - Fair and honourable business practices shall at all times be observed in dealing with students, their parents and other members of the association.
 - Members of the association may fairly compete with one another, but misrepresentation of one's own or disparagement of another member's professional standing or personal qualities is unethical conduct.
 - A fair and reasonable period of continuous instruction shall warrant a member's claiming a student. On undertaking to give instruction to a student who has formerly received instruction from another teacher, a member should be satisfied that the student has formally discontinued instruction with the former teacher.