

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

Policies and Procedures

Revised 2023

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 maintain the highest standard of professionalism and ethics amongst all teachers by fostering a sense of mutual respect, supporting continued professional development for private music teachers, and promoting high standards of music in our community.
- To continually strive to offer our students valuable, high caliber private music education, promote appreciation and knowledge of music through teaching, offer performance opportunities for students, and encourage and uphold the granting of provincial high school credits for private music education.
- To raise awareness in the community of the benefits of structured private music education and the role that we, as music educators can play in helping students achieve their goals.

3) **Membership**

- Membership in the Branch is limited to those in good standing in The Alberta Registered Music Teachers' Association (ARMTA).
- 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 "Provincial 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.
- 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
 - present monthly account balances at Branch meetings
 - acknowledge all 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
 - be in contact with Provincial Administrator regarding membership status of Branch 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 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 chairpersons 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 Chairperson 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-Chairperson of any committee shall appoint the members of their 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

In order to maintain the professional standards set by Alberta Registered Music Teachers' Association, each member shall aspire to the goals and ideals outlined in the code of ethics below.

Commitment to Students

ARMTA Teachers will endeavor to:

- Clearly communicate the studio expectations and financial arrangements, to the student, and/or parents
- Maintain the privacy of the students, and all information, unless required by law
- Treat all students with consideration, patience, dignity and respect, without discrimination of any kind
- Accept students based on the teacher's academic qualifications, areas of specialization and expertise, and experience
- Respect the student's right to obtain instruction from the teacher of his/her choice
- Offer every student the best quality music instruction
- Participate in continuing education, to develop professional excellence and improve personal teaching standards

Commitment to Colleagues

ARMTA Teachers will endeavor to:

- Respect the privacy of colleagues, and refrain from disclosing sensitive information, unless required by law
- Respect the reputation of colleagues, honouring their abilities and expertise, and refraining from false statements or disparaging remarks regarding their professional or personal qualities
- Respect the reputation of colleagues, refraining from false statements or disparaging remarks regarding their students

Commitment to Community

ARMTA Teachers will endeavor to:

- Teach music with the objective of improving its prestige as an art form and enhancing the status of music in the community
- Serve as a resource in the community
- Organize, promote and/or participate in cultural events for the students and the community at large