

**BYLAWS OF
THE SASKATCHEWAN REGISTERED MUSIC TEACHERS ASSOCIATION,
REGINA BRANCH**

Article 1 NAME:

The name of the organization is SASKATCHEWAN REGISTERED MUSIC TEACHERS ASSOCIATION, REGINA BRANCH, hereafter referred to as “the Regina Branch”.

Article 2 OBJECTIVES:

1. To Promote a High Standard of Teaching

- To promote the interest of its members by stimulating them through workshops, master classes, and conferences
- To promote progressive ideas and methods in the teaching of music
- To encourage systematic preparation in the art of teaching and to stimulate the acquirement by its members of a high standard of musicianship and general culture

2. To Foster an Interest in the Organization

- To promote a spirit of comradeship and by encouraging members to serve on branch, provincial and national councils where appropriate
- To encourage and foster the formation of local branches composed of members of the Association at suitable centers throughout Saskatchewan
- To speak with one voice on provincial and national issues and always advocate on matters of concern for the professional musician and for the student of music

3. To promote Continuing Education by and for the Teacher

- To encourage the sharing of ideas that would be useful to members and students by giving workshops or writing pedagogical articles for the Associations’ newsletter

4. To Maintain the Recognition of Music as a Credit in High School and in Post-Secondary Institutions

5. To Promote and Maintain the Status of Professional Music Teachers in the Province

- To promote and assist all movements designed to improve the teaching of music and foster the interest of the public in music and for these purposes to join with other societies and associations having like aims and objects in furthering these purposes
- To promote and maintain the status of professional music teachers in the province by educating the public on the importance of a qualified teacher and by encouraging upgrading and by keeping informed through workshops, periodicals and conferences.

Article 3 MEMBERSHIP:

1. Categories and conditions of membership correspond to those listed in the Provincial Regulatory Bylaws, with the exception of “Friends of the Association” which is not offered by Regina branch. The provincial association requires full fees from retired and

inactive members, less the annual liability insurance premium. Local membership fees shall be the same for all membership categories except honorary members, whose local fee shall be waived. Retired or inactive members shall pay the full local fees.

2. All categories of members (including honorary) are entitled to vote at local meetings at which they are present.
3. Members transferring from other provinces mid-season, who have paid provincial and local membership fees for the current teaching year in the province they have left, may apply for a reduction in the local fee for the balance of the year. Such application will be considered on its individual merits by the Executive once provincial formalities have been completed. In such cases, the reduction shall not amount to more than half of the current local fee.
4. Membership fees, once paid, are non-refundable. An exception may be made if a member in good standing transfers to another branch of the Registered Music Teachers' Association in Canada before September 30, whereupon 50% of the original branch fees may be forwarded to the new branch as a portion of the member's branch fees, if requested.
5. 25-YEAR MEMBERSHIP: The Executive of the Regina branch shall be empowered to honour members who have devoted 25 years of membership and have contributed to the raising of the status of the Regina branch by their ethical attitude and dedicated teaching. Such a member shall be honoured at an Annual General Meeting.

Article 4

EXECUTIVE COMMITTEE AND NOMINATING PROCEDURES:

1. The Executive shall consist of:
 - President or two Co-Presidents
 - Vice-President
 - Past President*
 - Secretary
 - Treasurer/Registrar
 - Up to three Directors

The number of executive members shall not exceed eight, except if there are co-chairs in the position of president, in which case the number of executive members shall not exceed nine. In the event of a tied ballot, the president shall cast the deciding vote: if there are co-chairs, only one president's vote may be cast.

*Once co-chairs have assumed the position of Past President they are each entitled to one vote.

2. Quorum for the executive shall be more than half the number of executive members. If quorum cannot be met at a meeting, decisions, motions, and voting may be done via email. Once a motion has been made, seconded, and discussed, voting should take place within 3 days, if possible.
3. The Nominating Committee shall consist of the Past President(s) or the Past President and one Director.
4. Nominations for executive positions shall be made at least two weeks prior to the Annual General Meeting. Elections for executive positions shall take place only at the Annual General Meeting. Nominations may be made from the floor at the Annual Meeting by a member present, provided the nominee is in good standing, their consent is available and they are present at the meeting.

If not more than sufficient names are placed in nomination to fill the number required, the president or person then presiding shall declare those nominated to be elected. If more than are required are nominated, a vote shall be taken by ballot at said meeting under the direction of the person so presiding or as the meeting may direct. The person so presiding shall not vote but shall have a casting vote in the event of a tie vote.

5. The election of the executive shall be decided by a majority of the votes of the members present who are entitled to vote.
6. The “term” of any executive member, including the President, is one year. Executive members whose term has been completed are eligible to stand for re-nomination.
7. If a member of the Executive Committee vacates his office for any reason, the Executive members may appoint a successor who shall hold office until the next Annual Meeting of the Branch. At that time an election will be held to fill the vacancy for the remainder of the term of the vacant position.
8. The Executive Committee so elected shall take office immediately after the conclusion of the said meeting and shall fulfil their positions until their successors are appointed, or unless extenuating personal circumstances prevent them from completing their term. In such circumstances, the Executive may appoint a successor who shall hold office until the next Annual General Meeting.

Article 5

DUTIES OF THE EXECUTIVE:

1. The President shall preside at all regular meetings of the Executive Committee and all meetings of the Regina branch, and shall be the chief executive officer of the Regina branch.
2. The Vice-President shall preside in the absence of the president and shall act as chief executive officer in the absence of the president and when requested to do so by the president.
3. The Secretary shall make a record of and keep minutes of the meetings of the Regina branch and of the Executive and generally keep the business records and attend to the correspondence of the Regina branch under the direction of the president or the Executive.
4. The Treasurer/Registrar shall keep financial records for the Regina branch and is responsible for the monies deposited in the name of the Regina branch. All payments approved by the membership shall be made by cheque or e-transfer and co-signed/authorized by any two of the Executive members designated as signers. The Treasurer/Registrar shall report on financial matters both to the Executive and to the general meetings of the Regina branch. The Treasurer/Registrar shall notify members of the due date for fees at the preceding general meeting, and is responsible for collecting these dues and forwarding the provincial portion to the Provincial Registrar, unless another arrangement is made with the Provincial Registrar. The Treasurer/Registrar is responsible for keeping and distributing accurate membership information. The Treasurer/Registrar shall have the financial records of the Regina branch audited as may be required by law.
5. The Directors shall serve the Executive in an advisory capacity; they should also expect to undertake additional tasks which may arise.

Article 6 MEETINGS OF THE REGINA BRANCH:

1. The President shall, in consultation with the Executive, set the dates for all meetings for the upcoming year and, in conjunction with the Secretary, shall notify the membership of these dates in good time.
2. There shall be a minimum of 3 general meetings each year.
3. The fiscal year end shall be August 31. There shall be one Annual General Meeting in September of each year. Notice of this meeting shall be given by e-mail no less than 30 days in advance.
4. The President may call Executive meetings as necessary.
5. All issues shall be decided by a majority of the votes of the members present who are entitled to vote.
6. A quorum shall be no less than one-quarter of the voting membership.
7. Special committees drawn from either the Executive or the general membership may be set up from time to time as the President deems necessary. Such committees are responsible for scheduling their own meetings and must report back to the Executive as required.
8. Financial issues not included in the annual budget may be voted on at any general meeting.
9. If required, a vote may be held by email between meetings. In consultation with the Executive, a member of the Regina Branch may present a motion by email to all members of the Regina Branch, followed by a seconder from another member of the Regina Branch. The President will then issue a statement by email calling for discussion by email on the issue arising for voting. Amendments to the motion can be made following *Democratic Rules of Order*. For the motion to pass, at least a quorum (25%) of the membership must participate in the voting and a majority must vote affirmatively for the motion to pass. Voting should take place within 3 days.

Article 7 GENERAL:

1. The Executive shall have power to deal in any manner it deems proper with matters not provided for by the By-laws of the Regina branch.
2. All meetings of the Regina Branch will be guided by *Democratic Rules of Order*.
3. Where the masculine appears in the provisions of any By-law, regulations or resolution of the Regina branch or of the Executive Committee, it shall be taken to include the feminine and the singular shall include the plural as the circumstances may require.
4. Amendments to the By-Laws may be presented by the Executive of the Regina branch or By-Laws Committee under its jurisdiction; but any amendments in the By-Laws must be confirmed by the majority vote at a general or annual meeting of the Regina branch. Notification to all members of such by-law amendments must be given at least one month prior to the next annual meeting or a special meeting called for that purpose.