

**NEW ENGLAND REGION OF THE
AMERICAN MUSIC THERAPY ASSOCIATION STUDENTS
BYLAWS**

Article I. Membership

- Section 1. Membership will be open to any student member of NER-AMTA as described in Article I section 3 of the NER-AMTA bylaws.
- Section 2. The right to vote and the right to hold office at both regional and national levels are available only to those members of the region who have paid annual student membership dues, as specified by the AMTA.

Article II. Officers

- Section 1. The elective officers of the NER-AMTAS are: President, President Elect, one Vice-President for each represented school, Secretary, Treasurer, Chair of Public Relations, Chair of Advocacy, and Parliamentarian.
- Section 2. a.) The elective officers of the region shall be elected by ballot as specified in these bylaws, and shall continue for no more than one term, excluding the President Elect and the Treasurer. If a position is inherited or appointed by default, more than half of a term is considered full term. The term of office for elective officers shall commence at the close of the spring regional conference, at which time the newly elected members will assume their offices.
- b.) Within two weeks after elections, the newly elected officers are expected to contact the outgoing officers and to become fully apprised of the events, activities and responsibilities associated with the office. Retiring officers will provide all available and related records to their successors within two weeks after elections. Retiring officers will provide contact information to the newly elected officers at the NER-AMTA Regional Conference.
- c.) With the exception of the outgoing President, retiring officers will be available as mentors for the duration of the remainder of the current school year in order to assure a smooth transition of responsibility. The outgoing President will be available as a mentor to the newly elected President until December 31st of that year.
- Section 3. Outgoing officers will not be permitted to run for another position on the board unless there are extenuating circumstances where an individual must remain in their position for another term. This provides an opportunity for other students to be elected.

- Section 4.
- a.) The President serves as the Chief Executive Officer of the NER-AMTAS, representing the NER-AMTAS in interactions with other organizations. The President shall preside at all of the NER-AMTAS business meetings, shall call and preside at all NER-AMTAS Executive Board meetings, and shall attend the NER-AMTA Executive Committee meetings.
 - b.) On a national level the President shall serve as the NER-AMTA Student Representative and attend the Regional Student Presidents' and Representatives' meeting, the SAAB annual meeting, and the AMTAS general business meeting.
 - c.) The President shall appoint new officers to the Executive Board in such an event as outlined in Article II, Section 12 and 13 of these bylaws, and shall perform all other duties commensurate with the stated purpose of this organization.
 - d.) The President shall compose the Bi-Annual Reports and present them to the NER-AMTAS Executive Board, the general membership, the NER-AMTA Executive Board and the AMTAS.
 - e.) The President shall present a NER-AMTAS financial report at each NER-AMTA meeting.
 - f.) The President shall serve as a member of the planning committee for the annual Passages Conference to plan and implement the conference.
- Section 5.
- a.) One member shall hold the office of Vice President from each of the AMTA-approved schools in the Region. The Vice Presidents shall assist the President as requested, and shall perform all other duties as may be assigned by the Executive Board. Each Vice President will serve as a liaison between his or her respective school's music therapy department, including his or her music therapy club (if applicable), and the NER-AMTAS Executive Board.
 - b.) The Vice Presidents along with the President will comprise the planning committee for the annual Passages Conference and the NER-AMTA Regional Conference.
- Section 6.
- a.) The Chair of Public Relations shall make announcements to the general membership regarding programs, news, and scholarship opportunities. They shall create promotional materials and other appropriate news media for the NER-AMTAS programs.

b.) The Chair of Public Relations shall maintain the student website: www.neramtas.org, email marketing and all NER-AMTAS social media platforms.

c.) The Chair of Public Relations will comprise the planning committee for the annual Passages Conference and the NER-AMTA Regional Conference.

Section 7. a.) The Secretary shall keep the minutes of the meetings of the Executive Board and general membership and within 10 days of the meeting shall submit all minutes to the members of the Executive Board.

b.) The Secretary shall notify all Officers and general membership of business meetings, elections or appointments and shall conduct general correspondence of the region.

c.) The Secretary will comprise the planning committee for the annual Passages Conference and the NER-AMTA Regional Conference.

Section 8. a.) The Treasurer shall be responsible and accountable for all financial matters of the region. The NER-AMTA SAAB Representative shall oversee the Treasurer's tasks and act as advisor.

b.) The Treasurer shall pay all bills authorized by the Executive Board and keep an itemized account of all receipts and disbursements and is responsible for maintaining current an excel spreadsheet for this purpose.

c.) The Treasurer shall refer to the NER-AMTAS Treasurer Policies and Procedures document for details.

d.) The Treasurer will serve on the board for two consecutive years.

e.) The Treasurer will comprise the planning committee for the annual Passages Conference and the NER-AMTA Regional Conference.

Section 9. a.) The Chair of Advocacy shall foster opportunities to spread awareness about and services pertaining to music therapy in the New England region while inviting collaboration between prospective students, current students, and professionals in the field.

b.) Duties of the Chair of Advocacy shall be elaborated in Article IV of the NER-AMTAS Bylaws.

c.) The Chair of Advocacy will comprise the planning committee for the annual Passages Conference and the NER-AMTA Regional Conference.

- Section 10. a.) The President Elect assists and shadows the President in order to learn the responsibilities and duties of that office for the following year. The President Elect will accompany the President at board meetings both in the New England Region and at national conference.
- b.) The President Elect must be committed to serving on the board for a minimum of two years. The President Elect ensures that all of the NER-AMTAS meetings are conducted in accordance with these bylaws.
- c.) The President Elect shall review the NER-AMTAS constitution and bylaws and present recommended changes to be approved at the annual meeting, as detailed in Article VIII of the NER-AMTAS Constitution.
- d.) Within two weeks after annual elections, the President Elect submits copies of the most current NER-AMTAS constitution and bylaws to each of the NER-AMTAS Executive Officers and the Regional SAAB Chair.
- e.) The President Elect will comprise the planning committee for the annual Passages Conference and the NER-AMTA Regional Conference.
- f.) The President Elect shall collaborate with the Chair of Advocacy in facilitating the planning of at least one event to raise funds and awareness for the field of music therapy in the New England region.
- Section 11. a.) The Parliamentarian shall be responsible for ensuring that all meetings are conducted according to *Robert's Rules of Order Newly Revised*.
- b.) The Parliamentarian and the President review the NER-AMTAS Bylaws and present recommended changes to be approved at the annual meeting.
- c.) The Parliamentarian will comprise the planning committee for the annual Passages Conference and the NER-AMTA Regional Conference.
- Section 12. The SAAB regional representative, with the NER-AMTA Treasurer, shall maintain oversight of the NER-AMTAS accounts. The SAAB regional representative will act as advisor to the NER-AMTAS Executive Board.
- Section 13. In the case of resignation, disability, incompetence, or absence of an Executive Board member, the President, with the approval of the Executive Board, shall appoint an Executive Board member or another regional dues-paying member to complete the term of office.
- Section 14. In the event of a vacancy occurring in the office of the President, the President Elect will serve as President. Should the President and President

Elect be unable to complete the term, the SAAB regional representative shall appoint one of the Vice Presidents to fill vacancy and resume the President's responsibilities.

- Section 15. In the event of a vacancy of the SAAB regional representative, the filling of the position will be handled by the NER-AMTA President.
- Section 16. Proper procedure for resignation from an Executive Board Office includes submitting a letter to the President and SAAB at least 3 weeks before the date of resignation, which lists the reasoning behind the resignation from office.
- Section 17. If an Executive Board Officer is unable to attend the Regional Conference and chooses not to resign, he or she may consult the NER-AMTAS President and SAAB regional representative for assistance in securing a replacement. This absentee officer will be responsible for providing the replacement officer with all information relevant to fulfill the duties of the office.
- Section 18. If the President or President Elect is unable to attend the Regional or the AMTA Conference, he or she must notify the SAAB regional representative at least 2 months before the conference. It is this officer's responsibility to find a replacement among the members of the Executive Board and to provide the replacement officer with all information relevant to fulfill the duties of the office.

Article III.

Executive Board

- Section 1. The members of the Executive board shall be President, President Elect, one Vice President for each represented school, Secretary, Treasurer, Chair of Public Relations, Chair of Advocacy, and Parliamentarian. The SAAB regional representative is an ex-officio member without the right to vote.
- Section 2. a.) The Executive Board shall meet to conduct business a minimum of three times per year. The President will be responsible for organizing the best possible date, time, and place (including video conferences) for the Board.
- b.) The Secretary shall send notice of the meeting to all Board members at least one week prior to the meetings. The President and Secretary will write an agenda that will be sent out to the Board 24 hours before the meeting.
- Section 3. The Executive Board will have the power to transact business between annual NER-AMTAS meetings. All transactions of the Executive Board

will be reported in full at the next NER-AMTAS general business meeting.

Article IV. Duties of the Chair of Advocacy

- Section 1. a.) The Chair of Advocacy shall develop and nurture relationships with organizations of relevant causes to the field of music therapy, and invite participation from NER-AMTAS members during events where advocacy for music therapy (as it pertains to the cause) can be promoted and/or demonstrated.
- b.) The Chair of Advocacy shall compile and offer resources to NER-AMTAS members summarizing events, causes, and opportunities to get involved with therapeutic music making, and other relevant information about current music therapy initiatives and issues.
- c.) The Chair of Advocacy shall collaborate with the President Elect in facilitating the planning of at least one event to raise funds and awareness for the field of music therapy in the New England region.

Article V. Quorum

- Section 1. A simple majority of the Executive Board, including the NER-AMTAS President, will constitute quorum at any meeting of the Executive Board.
- Section 2. Three (3) Executive Officers and those members of NER-AMTAS present will constitute quorum for general business meetings of NER-AMTAS.

Article VI. Elections

- Section 1. Elections for the Executive Board shall occur every year at the spring Regional Conference.
- Section 2. Nominees for the Executive Offices will be determined by self- and peer-nomination. All nominees must be paid student members of AMTA. Nomination forms may be submitted to the secretary prior to the spring Regional Conference. Nominations from the floor at the annual Business Meeting are also permissible.
- Section 3. Election shall be by secret ballot, with active members present. The outgoing President and SAAB regional representative are responsible for tallying ballots and announcing election results.

Article VII. The Fiscal Year

- Section 1. The fiscal year shall be from January 1 to December 31

ARTICLE VIII. PARLIAMENTARY AUTHORITY

Section 1. *Robert's Rules of Order Newly Revised* shall be the authority for all questions not covered by these bylaws. Any questions not resolved by *Robert's Rules* shall be referred to the Executive Board for a decision.

ARTICLE IX. SEXUAL HARRASMENT & ASSAULT

Section 1. Sexual harassment and assault is behavior of a sexual nature that is unwelcome, offensive, and harmful to the person or persons it is targeted toward. Examples of harassing behavior may include unwanted physical contact, foul language of an offensive sexual nature, sexual propositions, sexual jokes or remarks, obscene gestures, and displays of pornographic or sexually explicit pictures, drawings, or caricatures.

The New England Region American Music Therapy Association Student Board (NER-AMTAS) is committed to the safety of all New England region music therapy students. Harassment or assault based upon an individual's sex, gender identity/expression, sexual orientation, race, ethnicity, national origin, religion, socioeconomic status, or any other personal characteristics will not be tolerated. All New England region music therapy students are expected to treat each other with respect, no matter their personal beliefs. No student will be adversely affected as a result of bringing harassment and assault complaints to the NER-AMTAS Board.