

NEW ENGLAND REGION OF THE AMERICAN MUSIC THERAPY ASSOCIATION STUDENTS CONSTITUTION

Article I. Name and Composition

- Section 1. The name of the organization shall be the New England Region of the American Music Therapy Association Students (NER-AMTAS)

- Section 2. The organization shall be comprised of all students attending schools with American Music Therapy Association (AMTA) approved programs within the New England Region, including the states of Connecticut, Maine, Massachusetts, New Hampshire, Rhode Island, and Vermont.

Article II. Purpose and Goals

- Section 1. NER-AMTAS adopts and supports the purposes and goals of the American Music Therapy Association of Students, (AMTAS), as stated in Article II of the AMTAS bylaws.

- Section 2. NER-AMTAS will strive to increase student participation, promote communication between members of the region, and create a positive union of students within the region.

- Section 3. NER-AMTAS will develop, foster, and promote cooperation with the New England Region of the American Music Therapy Association, (NER-AMTA), and other related professional organizations in activities that concern the music therapy profession in order to enhance the education of the NER-AMTAS members.

Article III. Membership

- Section 1. Membership in NER-AMTAS is open to any student member of the AMTA as described in Article I, Section 4-3 of the NER-AMTA bylaws.

- Section 2. Membership privileges are specified in Article I, Section 3 of the NER-AMTA bylaws.

- Section 3. The official membership year will coincide with that of AMTA, January 1st to December 31st.

Draft revisions by Philip Didlake, NER-AMTAS president elect, 3/21/2015. Constitution and bylaw revisions are pending vote at NER-AMTAS Board Meeting, April 16-17 2015, time TBA at the NER-AMTA Regional Conference

Article IV. Officers

Section 1. The officers of the NER-AMTAS will be elected and appointed. The election and appointment processes, duties and terms of office shall be defined in the NER-AMTAS bylaws.

Section 2. The elective officers of the NER-AMTAS will be: President, President Elect, one Vice President for each represented school, Secretary, Treasurer, Chair of Public Relations, and Chair of National/International Service Project Committee (NISPC)

Article V. Regional Representation

Section 1. The President will serve as the student representative to NER-AMTA. Election and responsibilities of this office shall be specified in the NER-AMTAS bylaws.

Article VI. Executive Board

Section 1. The Executive Board shall consist of the elective officers of the NER-AMTAS and the regional representative of Student Affairs Advisory Board (SAAB) from the NER-AMTA.

Section 2. a.) The Executive Board shall have the power to transact the general business on behalf of the students within the region and shall be responsible for the control of its funds as specified by the NER-AMTAS bylaws.

b.) The general business of the Executive Board and the use of its funds will be overseen by the NER-AMTA Executive Board.

Article VII. Meetings

Section 1. The Annual Business Meeting and election of officers shall be held during the NER-AMTA Regional Conference. The exact date and time of this meeting will be determined annually by the NER-AMTA Executive Board.

Section 2. Additional business meetings may be called at Massachusetts Music Therapy Alliance meetings, at the National Conference, and at any other time deemed appropriate by the Executive Board.

Section 3. All members in good standing must be notified two weeks prior to any business meetings.

Draft revisions by Philip Didlake, NER-AMTAS president elect, 3/21/2015. Constitution and bylaw revisions are pending vote at NER-AMTAS Board Meeting, April 16-17 2015, time TBA at the NER-AMTA Regional Conference

- Section 4. No official voting may occur at business meetings without a quorum, as defined in Article V of the NER-AMTAS bylaws.
- Section 5. The Executive Board shall meet as specified by the NER-AMTAS bylaws in Article III, section 2.
- Article VIII. Amendments
- Section 1. The Constitution of the NER-AMTAS may be amended at any business meeting by a two-thirds vote of the quorum, provided that the proposed amendments have been submitted to the membership at least two weeks in advance of the meeting.
- Section 2. Bylaws of the NER-AMTAS may be adopted, amended or repealed at any business meeting by a two-thirds vote of the quorum, provided that the proposed amendments have been submitted to the membership at least twenty-four hours in advance of the meeting.

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-Presidents for each represented school, Secretary, Treasurer, Chair of Public Relations, and the Chair of National/International Service Projects Committee (NISPC)
- Section 2. The elective officers of the region shall be elected by ballot as specified in these bylaws, and shall continue for no more than two terms in the same position. 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. 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. 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. Any officer who wishes to run for a second term in the same office must run anew for that office in general elections held at the annual Regional Conference.

- Section 4. 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. 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. The President shall appoint new officers to the Executive Board in such an event as outlined in Article II, Section 13 of these bylaws, and shall perform all other duties commensurate with the stated purpose of this organization. The President will 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. The President will serve as a member of the planning sub-committee for the annual Passages Conference to plan and implement the conference. The President-Elect shall fill a vacancy in the office of President.
- Section 5. 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. The Vice Presidents along with the President will comprise the planning sub-committee for the annual Passages Conference and the NER-AMTA Regional Conference.
- Section 6. The Chair of Public Relations shall make announcements to the general membership regarding programs and news and shall create posters and other appropriate news media for the NER-AMTAS programs. The Chair of Public Relations shall maintain the student website:www.neramtas.org, the student page of the NER-AMTA website: <http://www.NewEnglandMusicTherapy.org>, the NER-AMTAS Facebook group and fan page: <http://www.facebook.com/group.php?gid=2345652950>, and all other online accounts such as blogs and Twitter.
- Section 7. 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. The Secretary shall notify all Officers and

general membership of business meetings, elections or appointments and shall conduct general correspondence of the region.

- Section 8. The Treasurer shall pay all bills authorized by the Executive Board, shall keep an itemized account of all receipts and disbursements, shall present a financial report to the President upon request, shall present financial reports to the Executive Board and the region at annual meetings, and shall be responsible and accountable for all financial matters of the region. The SAAB representative will oversee the Treasurer's tasks.
- Section 9. The Chair of the National/International Service Project Committee herein referred to as the NISPC Chair, shall oversee planning, implementation and progress of the National/International Service Project Committee. The NISPC Chair shall conduct committee meetings and collaborate with service project leaders, SAAB regional representative, the NER-AMTAS Executive Board, and general membership and may assist and/or delegate duties such as negotiations and communications with service project host sites. (NISPC Chair may choose to serve as a service project leader but is not required to do so.)
- Section 10. 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. 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. The President-Elect shall review the NER-AMTAS bylaws and present recommended changes to be approved at the annual meeting, as detailed in Article VIII of the NER-AMTAS Constitution. Within two weeks after annual elections, the President-Elect submits copies of the most current NER-AMTAS bylaws to each of the NER-AMTAS Executive Officers and the Regional SAAB Chair.
- Section 11. 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 and will serve on the National/International Service Project Committee.
- Section 12. 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 13. 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 14. 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 15. 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 16. 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 17. 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, and Chair of National/International Service Project Committee (NISPC). The SAAB regional representative is an ex-official member without the right to vote.

Section 2. 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. 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. National/International Service Project Committee

Section 1. Members of the National/International Service Project Committee (NISPC), shall be the NISPC Chair, Service Project Leader (not necessarily NISPC Chair), SAAB regional representative and general membership.

Section 2. Under the leadership of the NISPC Chair, the committee will recommend music therapy-based service projects at the regional, national and/or international levels to serve and support various populations. Service projects must be approved upon a two-thirds vote of the NER-AMTAS Executive Officers. Upon approval the NISPC chair implements the service project(s). Through such projects, the committee will also educate and advocate for music therapy in the community.

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. A slate of 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.