

SER-AMTA Constitution and Bylaws

Constitution

ARTICLE I – Name

Section 1.

The name of the organization shall be Southeastern Region of the American Music Therapy Association, Inc., hereinafter referred to as the Corporation.

Section 2.

The Corporation exists as a subordinate organization within the structure of the American Music Therapy Association, Inc., hereinafter referred to as AMTA.

Section 3.

This document does not supersede the constitution adopted by AMTA.

ARTICLE II – Purpose

Section 1.

The purpose of the Corporation shall be the advancement of the purposes and objectives of the American Music Therapy Association, Inc., (AMTA) within the more intimate framework afforded by the Corporation.

Section 2.

The Corporation is organized exclusively for charitable, religious, educational, and/or scientific purposes under section 501(c)(3) of the Internal Revenue Code.

Section 3.

No part of the net earnings of the Corporation shall inure to the benefit of, or be distributed to its members, trustees, officers, or other private persons, except that the Corporation shall be authorized and empowered to pay reasonable compensation for services rendered and to make payments and distributions in furtherance of the purposes set forth in the purpose clause hereof. No substantial part of the activities of the Corporation shall be the carrying on of propaganda, or otherwise attempting to influence legislation, and the Corporation shall not participate in, or intervene in (including the publishing or distribution of statements) any political campaign on behalf of any candidate for public office. Notwithstanding any other provision of this document, the Corporation shall not carry on any other activities not permitted to be carried on (a) by an organization exempt from federal income tax under section 501(c)(3) of the Internal Revenue Code, or corresponding section of any future federal code, or (b) by an organization, contributions to which are deductible under section 170(c) (2) of the Internal Revenue Code, or corresponding section of any future federal tax code.

Section 4.

Upon the dissolution of the Corporation, assets shall be distributed for one or more exempt purposes within the meaning of section 501(c) (3) of the Internal Revenue Code, or corresponding section of any future federal tax code, or shall be distributed to the federal government, or to a state or local government, for a public purpose.

ARTICLE III - Membership**Section 1.**

Membership in the Corporation shall be of eight (8) classes: Professional, Associate, Student/Grad student, Retired Professional, Inactive Music Therapist, Patron, Affiliate Organization, and Honorary Life.

Section 2.

Membership privileges, annual dues, and regulations shall be as specified in the Bylaws.

Section 3.

Membership in the Corporation shall be open to all persons and organizations who hold any type of membership in the AMTA and are residents of or employed in Alabama, Arkansas, Florida, Georgia, Kentucky, Louisiana, Mississippi, North Carolina, South Carolina, or Tennessee, or U.S. Territories and outlying areas in the Atlantic Ocean.

ARTICLE IV - Officers**Section 1.**

Officers of the Corporation shall be elective and appointive. The authority and duty of each officer shall be as specified in the Bylaws.

Section 2.

The elective officers of the Corporation shall be the President, President-Elect, First Vice President, Second Vice President, Secretary, and Treasurer.

Section 3.

No elective officer shall hold the same office for more than one term in succession, with exception of the Treasurer and the Second Vice President.

Section 4.

The appointive officers of the Corporation shall be an Archivist, a Parliamentarian, a Registered Agent, and a Student Advisor.

ARTICLE V - The Board of Directors**Section 1.**

The Board of Directors shall consist of the President, the immediate Past President, the President-Elect, the First Vice President, the Second Vice President, the Secretary, the Treasurer, the Government Relations Chair (non-voting), the Regional Conference Chair (non-voting), the Student Advisor (non-voting), the Student President, and the Student President-Elect (non-voting).

Section 2.

The Board of Directors shall speak, act on behalf of, and represent the membership on matters pertaining to the profession and objectives as stated by the Constitution.

Section 3.

The Board of Directors shall have the power to transact the general business of the Corporation, shall be responsible for the control of its fund, shall be empowered to appoint assistants to any officer of the Corporation and approve committees appointed by the President, and shall make recommendations to the national President for Southeastern Regional representation on all committees of AMTA.

Section 4.

Any vacancy in an elective office existing on the Board of Directors at the time of the Annual Meeting except Student President and Student Advisor shall be filled by election by those voting members, as specified in the Bylaws, attending the General Business Meeting. The Student President and Student Advisor shall be elected by the Student Members present. Any vacancy occurring during another time of the year may be filled by Presidential appointment with Board of Directors approval to complete the prescribed term of service.

ARTICLE VI - Delegates to National Assembly

For each Southeastern Regional delegate position authorized by the Board of Directors of AMTA, the Corporation shall elect a primary and alternate delegate. The term of office shall be two years. Alternate delegates shall be ranked according to the number of votes received. The highest ranking alternate available shall function in the event of the unavailability of a primary delegate. In the event of the resignation or removal of a primary delegate, the first alternate shall become a primary delegate. In the event that the delegation cannot be filled from elected primary and alternate delegates, the President, with approval of the Executive Board, may appoint a member to serve as ad hoc delegate for a designated meeting.

ARTICLE VII- Committees

Section 1.

There will be the following Standing Committees: Awards; Continuing Education; Diversity, Equity, and Inclusion; Government Relations; Intern Scholarship; Membership; Regional Conference; Reimbursement; Research; Technology; Workforce Development and Retention. Chairs of these committees will be appointed by the President with approval of the Board of Directors. Members of these committees are selected by the chair of the committee with

approval of the President.

Section 2.

Special committees may be appointed by the President, with Board of Directors approval, and they shall perform such duties as authorized by the Board of Directors or as specified in the Bylaws.

ARTICLE VIII - Meetings

Section 1.

The Annual Meeting of the Corporation shall be held in the spring of each year at a time and place determined by the Board of Directors.

Section 2.

Additional meetings shall be called during the National Conference at the option of the Board of Directors.

ARTICLE IX - Quorum

Section 1.

Board of Directors: Four (4) voting members of the Board of Directors shall constitute a quorum for its meetings.

Section 2.

The normal quorum of the Board of Directors plus ten (10) percent of the Voting Membership of the Corporation shall constitute a quorum for any business meetings. At no time shall the lack of a quorum at a non-business session prevent those present from proceeding with the program of the day.

ARTICLE X - Publication

The official publication of the Corporation shall be the Quodlibet, a newsletter which shall be published and circulated as stated in the Bylaws.

ARTICLE XI -Amendments

Section 1.

This Constitution may be amended at any Annual Meeting by a two-thirds vote of the voting members present, provided there is a quorum and provided any proposed amendments are submitted to the Membership at least twenty-four (24) hours before the vote is taken.

Section 2.

Bylaws may be adopted, amended, or repealed at any Annual Meeting by a two-thirds vote of the voting members present, provided there is a quorum and provided any proposed changes are submitted to the membership at least twenty-four (24) hours before the vote is taken.

BYLAWS

ARTICLE I - Membership

Section 1.

Voting membership shall be open to all persons who hold professional, retired professional and honorary life membership in AMTA, and who reside in or are professionally engaged in the use of music therapy within the geographical limits of the SER-AMTA, Inc. Voting membership shall provide the privileges of participation in the activities of the Corporation, the right to vote, to hold office, and to receive all issues of the Quodlibet.

Section 2.

Student/Grad Student Membership shall be open to persons who have Student Membership in AMTA, and are enrolled in tentatively or fully approved schools within the Southeastern region, or have legal residence within the geographical limits of the Southeastern region. Student Membership shall provide the privileges of participation in the activities of the Corporation and receiving all issues of the Quodlibet. Student membership does not include the right to vote or hold office in SER-AMTA, Inc. Student members are eligible to hold office and vote in SER-AMTAS.

Section 3.

Associate Membership shall be open to those holding Associate Membership in AMTA and residing within the geographical limits of the SER-AMTA, Inc. Such membership will provide the privilege of participation in the activities of the Corporation and receiving the Quodlibet and other publications of the Corporation. Such membership does not include the right to vote or hold office.

Section 4.

Persons holding inactive music therapist, affiliate organization, or patron membership in AMTA and who reside within the geographical limits of the SER-AMTA, Inc., shall be provided the privileges of participation in the activities of the Corporation and receiving regional publications. Such membership does not include the right to vote or hold office.

ARTICLE II - Dues

Section 1.

Annual dues shall be paid to the AMTA with AMTA membership automatically including regional membership. The annual dues fees shall be determined by the Corporation through a process established by AMTA.

ARTICLE III - Officers

Section 1.

The regular term of office for all officers shall commence at the adjournment of the Annual

Meeting in odd-numbered years. The regular term of office for all officers except the Student President and Student President-Elect and Student President-Elect Alternate shall last for a period of two (2) years, or until the next subsequent election. The regular term of office for the Student President and the Student President-Elect shall be one (1) year, or until the next Annual Meeting.

Section 2.

The President shall preside at Annual Meetings or additional meetings of the Corporation; shall call and preside at meetings of the Board of Directors; shall appoint a Program Chairperson for the Annual Meeting; shall appoint all committees subject to the approval of the Board of Directors, and be ex officio member of the same without a right to vote; shall serve as a Delegate to the National Assembly; and shall perform the other duties implied by the title. The president shall be a member of the Board of Directors for one term following the elected term of office.

Section 3.

The President-Elect shall assist the President as requested; study the duties of the President and businesses of the Corporation in order to be prepared at the suitable time to take over the responsibilities of this office; shall serve as liaison to the following, standing committees: Awards; Intern Scholarship; Reimbursement; Technology; Workforce Development and Retention; shall chair the following ad hoc committee: Constitution/Bylaws Revision; shall assume all duties of President in case of the resignation, disability, or absence of the President; shall serve as a Delegate to the National Assembly; and shall have such other duties as may be assigned by the President and Board of Directors.

Section 4.

The Immediate Past President assists the President as requested and provides continuity in the administration of the Corporation. The Immediate Past President shall be designated as Chairperson of the Nominating Committee (see bylaws Article IV Section 1). The Immediate Past President will also serve as the liaison to the AMTA Disaster Response Coordinator. A vacancy in the office of Immediate Past President will be filled by Presidential appointment with approval of the Board of Directors. Priority consideration will be given to former Presidents.

Section 5.

The First Vice President shall assume all duties of the President in case of resignation, disability, or absence of both the President and the President-Elect; shall serve as liaison to the following standing committees: Continuing Education; Diversity, Equity, and Inclusion; Membership; Research; and have such other duties as may be assigned by the President and the Board of Directors.

Section 6.

The Second Vice President shall assume all the duties of the President in case of the disability or resignation of the President, President-Elect, and the First Vice President; shall

serve as the Editor of the Corporation newsletter, Quodlibet; shall serve as the Corporation webmaster; and shall carry out the other duties as may be assigned by the President and the Board of Directors.

Section 7.

The Secretary shall keep the minutes of all business meetings of the Corporation and all meetings of the Board of Directors, shall send copies to each member of the Board of Directors within thirty (30) days, and shall in general conduct the correspondence of the Corporation.

Section 8.

The Treasurer shall pay all bills authorized by the Board of Directors, shall keep an itemized account of all receipts and disbursements, shall serve as liaison between the Board of Directors and the Registered Agent, shall present a financial report on request of the President, and a statement to the Board of Directors semi-annually; and shall present a written report to the Corporation at the Annual Meeting.

Section 9.

The Student Advisor shall serve as the professional regional delegate to the SAAB. The Student Advisor will serve the interests of the student organization, and shall have such other duties as may be assigned by the Regional President and Board of Directors. The student advisor will be elected by the student membership following approval of candidacy by the regional Board of Directors.

Section 10.

The Student President shall preside at meetings of the Student Members, shall serve as a student delegate to the SAAB; shall serve as a liaison between the Student Members and the Board of Directors; and shall have such other duties as may be assigned by the SER-AMTA President and the Board of Directors.

Section 11.

The Student President-Elect shall assist the Student President as requested and shall study the duties of the Student President in order to be prepared at the suitable time to take over the responsibilities of this office. The Student President-Elect Alternate will not have any duties except in the case of the resignation of the Student President-Elect. In that case, the Student President-Elect Alternate will assume the duties of the Student President-Elect.

Section 12.

The regional delegates elected to the AMTA Assembly of Delegates shall attend all meetings of the Assembly and shall perform all other duties implied by the title. The regular term of the office for delegates shall commence immediately upon the adjournment of the National Conference of odd-numbered years and last for a period of two (2) years. A delegate may serve two (2) consecutive terms of office, unless elected as President-Elect after serving two (2) terms in which case they will serve their additional (2) two terms as President-Elect and

President. A former delegate may be re-elected to the Assembly after being off the Assembly for one (1) term . Assembly alternates may serve unlimited terms as an alternate.

Section 13.

The Parliamentarian shall assist the presiding officer concerning matters of order and procedure in conducting the business of the Corporation.

Section 14.

The Registered Agent shall be the person officially designated to receive documents in the name of the Corporation from the State of Tennessee. The Registered Agent must reside in the State of Tennessee. The Registered Agent is responsible for filing of the Corporation annual report, submitting required annual documentation to AMTA relative to the Corporation's affiliation with the parent organization, and filing of official documents as may be necessary.

Section 15.

The Archivist shall store and maintain the public records and historical files pertaining to the Corporation, and shall serve as a store of information regarding the past history of the Corporation.

Section 16.

Retiring officers shall deliver to their successors all record books, papers, and other property belonging to the Corporation within ten (10) days following the adjournment of the Regional Conference of odd-numbered years.

ARTICLE IV- Elections

Section 1.

The President, with approval of the Board of Directors, shall appoint a Nominating Committee of not less than three (3) and not more than five (5) members. The Immediate Past President shall be designated as Chairperson.

Section 2.

If the Immediate Past President cannot serve as chairperson of the Nominating Committee, the President with the Board of Directors approval shall appoint some other experienced member. The President and President-Elect shall not serve on this committee in any capacity.

Section 3.

The Nominating Committee Chairperson shall present the names of two (2) nominees for each office, except President and Immediate Past President, and a list of nominees for National Assembly Delegates. The slate of nominees shall be presented during the first business session of the Annual Meeting in even-numbered years. Additional nominations may be made from the floor at the second business session.

Section 4.

The slate of nominees shall be published in an issue of the Quodlibet prior to the Annual Meeting held in even-numbered years.

Section 5.

Elections shall be by electronic ballot using an online election application as approved by the Board of Directors that preserves the anonymity of voters and votes cast. The ballots will be sent by encrypted email message to the email address of record of all voting members of the Corporation and will be open for 15 days from the date of the initial email. Persons without email addresses can request an online voting key or paper ballot to be returned by US Mail by the stated deadline.

Section 6.

The Immediate Past President will be responsible for administering and monitoring the online election process, including documenting incorrect email addresses or other voting access issues, sending follow up emails, answering member questions, and announcing results.

Section 7.

Those nominees for office receiving a majority of votes cast shall be declared elected. If no candidate for a given office receives a majority of the votes, then a run-off of the two (2) candidates receiving the highest number of votes will be taken.

Section 8.

Those nominees receiving a majority of votes cast for delegate positions shall be declared elected. If the AMTA-designated number of delegates is not met though majority vote of the mail ballots cast, then one or more run-off ballots of the remaining delegate candidates will be held at the Annual Meeting in odd-numbered years. Balloting will continue until all delegate and alternate positions are filled by majority vote.

Section 9.

The results of the election of officers will be published in the first issue of the Quodlibet following the close of the elections (including any run-off balloting).

Section 10.

The results of the election of delegates and alternates will be announced at the Annual Meeting in the odd-numbered years and published in the first issue of the Quodlibet following the close of the conference

Section 11.

Election Setup and Results shall be retained in the election application account under the Past President's password for at least 6 months following the election. The election report shall be sealed and retained in the files of the Past President/Nominating Committee Chairperson for a period of six (6) months following the election.

ARTICLE V- Publication**Section 1.**

The Quodlibet, the official Corporation newsletter, shall be published three times a year. The newsletter will contain pertinent news items, letters to the Editor, articles and other material related to music therapy.

Section 2.

The Second Vice President, as Editor, shall be responsible for the publication and circulation of the newsletter.

Section 3.

Access to the newsletter shall be included in the dues of all members of the Corporation. Gratis copies of the Quodlibet may be sent as a matter of public relations.

ARTICLE VI - Rules of Order

Robert's Rules of Order Newly Revised shall be the authority for all questions of procedure not covered by these Bylaws.

(As amended at SER-AMTA conference, March 5, 2021, Virtual Conference)