

# **TALLAHASSEE MUSIC TEACHERS ASSOCIATION**

**Affiliated with the Florida State Music Teachers Association**

**CONSTITUTION,  
BYLAWS,  
and CODE OF ETHICS**

## **CONSTITUTION**

### **ARTICLE I: NAME**

The name of this association shall be: Tallahassee Music Teachers Association, and is affiliated with Florida State Music Teachers Association and Music Teachers National Association.

### **ARTICLE II: PURPOSE**

The purpose of the association shall be:

- 1) To unite qualified music teachers within Calhoun, Franklin, Gadsden, Jackson, Jefferson, Leon, Taylor, Wakulla, and Washington counties
- 2) To raise the standards of music teaching
- 3) To sponsor meetings for study and discussion
- 4) To provide student activities, and
- 5) To stimulate musical interest among the public

### **ARTICLE III: MEMBERSHIP**

*Section I:* Membership shall consist of the following classifications: Active, Provisional, Student, Honorary, Associate, and Senior.

*Section II:* Qualifications for membership in each classification shall be established by Florida State Music Teachers Association.

*Section III:* Applicants shall be endorsed by the Membership Chair and another member in good standing.

*Section IV:* All membership categories include an agreement to abide by the Code of Ethics of Florida State Music Teachers Association.

### **ARTICLE IV: OFFICERS**

*Section I:* Officers of this association shall be: President, Vice President, Corresponding/Recording Secretary, Treasurer, and Membership Chair.

*Section II:* Officers shall be elected for a two-year term.

### **ARTICLE V: FISCAL YEAR**

*Section I:* The fiscal year of the association is July 1 to June 30.

## **BYLAWS**

### **ARTICLE I: EXECUTIVE BOARD**

- Section I:* The Executive Board shall consist of the duly elected officers of the Association.
- Section II:* The Executive Board shall transact the general business of the Association subject to its approval.

### **ARTICLE II: ELECTION OF OFFICERS**

- Section I:* A nominating committee shall prepare a slate of officers in the spring of even years.
- Section II:* The membership of the association shall vote on the slate of officers at the last meeting of the fiscal year and, if approved, the new officers assume office.

### **ARTICLE III: DUTIES OF OFFICERS**

- Section I:* The President shall preside at all business meetings of the Association and Executive Board.
- Section II:* The Vice President, in the absence of the President, shall perform the duties of the President.
- Section III:* It shall be the duty of the Corresponding/Recording Secretary to keep a complete record of all meetings of the Association and Executive Board, to issue notices of all meetings to its members, and to forward the minutes to each member.
- Section IV:* It shall be the duty of the Treasurer to receive and disburse all monies of the Association, to present a detailed report at each meeting of the Association, and present an annual report at the final meeting of the fiscal year.
- Section V:* It shall be the duty of the Membership Chair to provide, accept, and process all applications for membership into the Association and to forward applications to the Vice President for Membership of Florida State Music Teachers Association.

### **ARTICLE IV: MEMBERSHIP CLASSIFICATION**

- Section I:* All members of Tallahassee Music Teachers Association also hold membership in Florida State Music Teachers Association and Music Teachers National Association.
- Section II:* Active membership is available to those applicants who hold at least a Baccalaureate degree with a major emphasis in music. Active members are eligible to participate in all local, district, state and national activities, vote, hold state or national office, and apply for state and/or national certification.
- Section III:* Provisional membership is available to those applicants who do not hold at least a Baccalaureate degree with a major emphasis in music. Provisional members must hold a High School diploma or GED and be actively engaged in teaching

music. Provisional members have three years to advance to eligibility for Active membership. Provisional members enjoy the same privileges as Active members except for the right to hold state or national office and apply for Florida State Music Teachers Association certification. A mentor will be provided to each Provisional member.

- Section IV:* Student membership is available to any college music major (teachers who have held full membership in Florida State Music Teachers Association or Music Teachers National Association do not qualify for student membership). Student members may attend programs of local, district, state, or national associations and enter students in District Student Day under the supervision of an Active member. Student members may teach no more than ten students. Student members may not vote, hold office in Florida State Music Teachers Association, or apply for Florida State Music Teachers Association certification.
- Section V:* Honorary membership is conferred upon members upon the recommendation of the Florida State Music Teachers Association Executive Board. Honorary members enjoy the same privileges of Active membership.
- Section VI:* Associate membership is available to those who are not professionally engaged in teaching music, but wish to support the association. Associate members enjoy the privileges of Active membership except the right to vote, hold state office, or apply for Florida State Music Teachers Association certification.
- Section VII:* Senior membership (those members seventy years of age or older) enjoy a discount in state and national dues as dictated by the respective associations. Senior members enjoy the same privileges of Active members.
- Section VIII:* All membership categories include an agreement to abide by the Code of Ethics of Florida State Music Teachers Association.

#### **ARTICLE V: DUES**

- Section I:* The fiscal year for all membership categories, except student membership, is July 1 to June 30. The student membership fiscal year shall be October 1 to September 30.
- Section II:* Dues for Tallahassee Music Teachers Association is established by its members.
- Section III:* Dues for Florida State Music Teachers Association and Music Teachers National Association are determined by the respective associations.
- Section IV:* Annual dues for all categories of membership shall be due on the first day of the fiscal year.

#### **ARTICLE VI: RULES OF ORDER**

- Section I:* *Robert's Rules of Order* shall govern the Association in all cases in which it is applicable.

## **ARTICLE VII: AMENDMENTS**

*Section I:* The Bylaws of the Association may be amended at any regular meeting or by electronic vote (email) of the Association by a two-thirds vote of the active members present, provided the proposed amendment(s) has been presented at a previous business meeting.

## **FLORIDA STATE MUSIC TEACHERS ASSOCIATION CODE OF ETHICS**

We, the members of FLORIDA STATE MUSIC TEACHERS ASSOCIATION, having dedicated ourselves to the advancement of music and the development of musicians, subscribe to the following principles of ethical practice as standards of professional conduct:

**I. It shall be the obligation of every member to maintain the highest standards of moral and professional conduct and personal integrity.**

**II. In the Area of Studio Music Teaching**

- 1) Teachers will refrain from exploiting the student primarily for the teacher's own prestige.
- 2) Teachers will co-operate in the support of public education and encourage students to participate in school ensembles and activities, unless detrimental to the welfare of the student.
- 3) Teachers, if affiliated with the public schools in an instructional capacity, will conform to the policies of the school and co-operate with the administration.
- 4) Teachers will be indefatigable in developing in students good taste in music literature and the highest possible standards in performance.
- 5) Teachers will teach the interpretation of music according to what, in their best judgement, are the intentions of the composer.

**III. In the Area of Public School and College Music Teaching**

- 1) Teachers will not show partiality when advising those seeking guidance in selecting a private teacher but will, if requested, suggest the names of two (2) or more private teachers in a community, the final choice to be made by the parent and student.
- 2) Teachers will secure advance approval from the properly constituted authorities for the use of a cost-free room in a publicly-owned building for the purpose of teaching privately for personal monetary gain.
- 3) Teachers will, after a period of basic music instruction through groups or classes, encourage qualified students to study with private teachers so each student's abilities can be more thoroughly developed.
- 4) When serving for a limited time as an interim instructor of a student from a private studio, teachers will employ the utmost tact in order to avoid undermining the instruction of the student's regular teacher.
- 5) Teachers will never solicit or accept a student for individual instruction who is already receiving instruction in the same subject from another teacher.

**IV. In the Areas of Co-Operative Activity**

- 1) It shall be the aim of all teachers to afford every student a rich experience in music.
- 2) Teachers will give just recognition for the efforts of those to whom credit is due.
- 3) Teachers will refrain from discussing with parents or students the work of another teacher in such a way as to injure the professional reputation of that teacher.
- 4) Teachers will not claim sole credit for the achievement of students under co-operative or individual instruction, if such claims shall imply discredit upon a previous or present co-operating teacher.
- 5) Teachers will not claim credit for the achievement of any student until the student has studied with that teacher for a term of not less than six (6) months.
- 6) Teachers will offer opportunities for study to gifted but underprivileged students in the form of free lessons or scholarships only upon merit and not as inducements to study with a particular teacher.
- 7) Teachers will not solicit another teacher's students.
- 8) Teachers will not accept a student who is or has been studying the same subject with another teacher until relations with the previous teacher have been terminated and his/her just indebtedness paid in full.
- 9) Teachers will rely upon their professional qualities to attract students and will avoid using their positions in the community, churches, or schools as pressure on students to study with them.
- 10) Teachers will not represent themselves as a "pupil of" or a "student of" a teacher unless they have completed a minimum of three (3) months study with that teacher.
- 11) Teachers will not make exaggerated claims or misleading statements in any printed matter. Advertising copy will be dignified, strictly truthful, and representative of the art of music and its responsibility to the community.
- 12) Members will refrain from referring prospective students to unqualified student teachers (those who have not completed their degree or certificate work with pedagogy and/or supervised practice teaching). This practice constitutes a serious breach of ethics, a lowering of standards, and an unprofessional disregard for the public.

**V. Teachers will educate themselves to the guidelines for the use of all copyrighted materials, and will refrain from illegal photocopying or reproduction thereof.**

It shall be the duty of every member to report to the Executive Board the violation of any Article of this Code, supported by written evidence of such unethical conduct. If it is determined that a violation has occurred, the censured member(s) will not be allowed to participate in local and state events, for a period of time specified by the Executive Board.