



**GEORGIA MUSIC TEACHERS ASSOCIATION**

*Affiliate of the  
Music Teachers National Association*

**PROCEDURAL MANUAL**

The GMTA Procedural Manual is a compendium of the current procedures, systems, and policies of the Georgia Music Teachers Association.

*Revised and Updated  
August 24, 2024*

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## **1.0 Archivist**

1.1. The Executive Director will serve as the GMTA archivist. The duties of the archivist shall be to collect and to keep in a secure place all items of historical interest to GMTA, including programs, publications, photographs, and the official minutes and financial documents of GMTA and the GMTA Executive Board. These documents will be stored electronically on the GMTA computer and backed up with an off-site server.

## **2.0 Auditions and Competitions**

### **2.1. Judges**

2.1.1. Judges for GMTA Local, Regional, and State Auditions MTNA Competitions may not solicit or recruit students before, during, or after the event. Written notification of this policy shall be the responsibility of the Vice-President/GMTA Auditions and the Vice-President/MTNA Competitions. This statement will be included in the judges' contracts, which must be presented to and signed by the judges prior to the Auditions/Competitions.

2.1.2. Judges' fees for GMTA Auditions and MTNA Performance Competitions will be: up to 4 hours of judging = \$200; 4 hr. up to 4 hr. 59 minutes = \$250; 5 hr. up to 5 hrs. 59 minutes = \$300; 6 hr. up to 6 hr. 59 minutes = \$350; 7 hr. up to 7 hr. 59 minutes = \$400; 8+ hours = \$450.

Judges will be compensated for the following:

- a. 30-minute orientation session
- b. Actual judging time
- c. 15-minute deliberation session
- d. Breaks and lunch are not included in the computation.
- e. If judging on multiple days, orientation session will be compensated for each day.
- f. Lunch will be provided by GMTA for each judge.

Student cancellations will not affect judges' compensations. No lodging, meals, or travel expenses will be paid by GMTA to any judge.

2.1.3. The Vice-President/MTNA Competitions must submit schedules for all the judges, to include 30 minutes for orientation and 15 minutes for deliberation, to the GMTA President and Executive Director. The Vice-President/MTNA Competitions will determine the number of hours judged for each judge for the various competitions. The Vice-President/MTNA Competitions will submit this information on the Judges' Compensation Form. The Vice-President should notify the judges that their checks will be mailed to them by the GMTA Executive Director after the conclusion of the event.

2.1.4. The Executive Director will use Tenuto to create schedules for judges to include 30 minutes for orientation and 15 minutes for deliberation. The Executive Director will determine the number of hours judged for each judge and submit schedules and judges' fees to the VP of Auditions and GMTA President for approval. The Vice-President should notify the judges that their checks will be mailed to them by the GMTA Executive Director after the conclusion of the event.

2.1.5. The Vice-President/GMTA Auditions and the Vice-President/MTNA Competitions should review the judges' fees/compensation report biennially in even numbered years. Recommendations should be presented to the FAC, which is responsible for fiscal oversight.

2.1.6. Judges will be given guidelines along with their schedule. The State Auditions guidelines will instruct the judges to select approximately 100% of the students in each grade to receive recognition; 1/3 should receive OP, 1/3 AE and 1/3 HM. At Local and Regional Auditions, judges may designate as many OP, AE, and HM awards as they deem appropriate, with the following stipulations: only those receiving OP may advance to the Regional and State Auditions; no more than 10 OP's per grade level may advance to Regional Auditions from each Local Association, and no more than 7 OP's per grade level may be awarded at Regional Auditions.

2.1.7. The Vice-Presidents/GMTA Auditions and MTNA Competitions will arrange for hospitality to be provided for the judges and Competitions/Auditions staff and will monitor the allotted budget funds for the current year. Check the current year spring Executive Board minutes of the budget on the GMTA website.

2.1.8. Composition judges will be paid \$25 per composition with a minimum of \$50. The VP of Competitions shall send the Executive Director the names of the composition judges and the mailing address for each judge. The checks for the composition judges' honoraria will be mailed no later than one week after the conclusion of the Composition Competition.

**2.2. Event Sites:** The President shall evaluate the GMTA Auditions site and the MTNA Competitions site to determine if a change in location is advisable. This evaluation should include the Conference site to determine whether it will be separate from the MTNA Competitions date and site. If a decision is made to hold the GMTA Auditions and/or the MTNA Competitions as video submissions, once approved by the FAC, the recommendation should be presented to the Executive Board for a vote.

**2.3.** Names of student winners and their teachers will be published in the GMTA Newsletter as a link and on the GMTA Website. Requests for other information (i.e., names, addresses, telephone numbers, etc.) regarding GMTA/MTNA participants will not be honored. The Vice-President/GMTA Auditions and the Vice-President/MTNA Competitions are responsible for informing their staff of this policy and for its enforcement.

**2.4.** All expenditures in excess of the budgeted allowance must be pre-approved by the Executive Director.

## **2.5. GMTA Auditions**

### **2.5.1. Event Reports**

2.5.1.1. An Auditions report (giving number of participants and teachers by category) from the Vice-President/GMTA Auditions shall be compiled annually. This report shall be presented to the GMTA Executive Board at the first meeting following the GMTA Auditions.

2.5.1.2. The Auditions report from the Vice-President/GMTA Auditions shall also be sent to the Vice-President/Newsletters and to the Executive Director for inclusion as a link in the Summer GMTA Newsletter and the website. This report shall include the award recipients, their teachers, and the Local Associations they represent.

## 2.5.2. Terms

2.5.2.1. For GMTA Auditions, Outstanding Performer, Award of Excellence, and Honorable Mention (OP, AE and HM) terminology should be used for the award recognitions given.

## 2.5.3. Organization of Audition Events

2.5.3.1. Piano, Grades 4-11, will participate in the Local Association Auditions. OPR Finalists in Grades 4-11 will proceed to the next level (Regional Auditions). Piano Grade 12, Pre-College Piano Concerto, Piano Duet, College Piano, Voice, Strings/Guitar and Brass/Woodwinds will participate at the State Auditions only.

2.5.3.2. Local Association Finalists in Grades 4-11 will progress to the Regional Auditions Event.

### 2.5.3.3 Regional Auditions

2.5.3.3.1 A maximum of 10 students per grade level may be sent to Regionals from each Local Association Audition Event.

2.5.3.3.2 A maximum of 7 students per grade level will be sent to the State Auditions from every Region. All students advancing from Regional Auditions to State Auditions must be awarded OPR. The maximum total number of entries for each grade level will be 35 students based on 5 regions.

2.5.3.3.3 For Regional Auditions, the Vice President/Auditions will send judges' names and email addresses to the GMTA Executive Director by the deadline for Regional Auditions.

2.5.3.4. The following participants will progress to the State Auditions Event: Regional OP Finalists and Entrants for Grade 12, Concerto, College Piano, all Voice, and all Brass/Woodwinds/Strings/Guitar.

2.5.3.5. The GMTA Auditions Theory Examination (GATE) will be required of every Pre-College Piano (Grades 4-12), Piano Duet, and Pre-College Piano Concerto entrant. The fees for GATE are set by GMTA, and Local Associations are not allowed to add additional fees for GATE.

2.5.3.6. At the State Auditions, one Outstanding Performer from each grade level will be selected by the judge as a Conference Recitalist and will perform at the GMTA Conference, except in 12<sup>th</sup> grade Auditions.

2.5.3.7 One Outstanding Performer selected from each of the 12<sup>th</sup> grade Auditions categories (Voice, Strings, Woodwinds/Brass) may be selected by the judge to receive a Senior Cash Award from GMTA, if available. The Senior Piano Cash Award is currently provided by a grant from Steinway Pianos.

2.5.3.8. Master Class performers are selected by the judge from the Outstanding Performers at the State Auditions in Pre-College Piano Grades 9-11. A total of two performers per grade may be selected. If a Master Class is also offered for Grades 6-8, a total of two per grade may be selected.

2.5.3.9. Master Class and Recital Alternates

2.5.3.9.1. Master Class Alternates are selected by the judge from the Outstanding Performers at the State Auditions in Pre-College Piano Grades 9-11. A total of two per grade may be selected. If a Master Class is also offered for Grades 6-8, a total of two per grade may be selected.

2.5.3.9.2. Conference Recital Alternates are selected by the judge from the Outstanding Performers at the State Auditions in Pre-College Piano Grades 4-8. A total of two per grade may be chosen.

2.5.3.9.3. If the Conference Recitalist for a certain grade is unable to perform, then the Master Class performer for that grade becomes the Recitalist and the 1st Alternate becomes the Master Class performer. If the 1st Alternate is unavailable, then the 2nd Alternate becomes the Master Class performer.

2.5.4. A student may enter in a grade level only one time. A student cannot repeat a grade level. Proof of grade level may be required at registration.

2.5.5. In the event an orchestra is available at the Conference for the Concerto Winners, the performers will be asked to perform the same piece used in the competition, and the performers need not supply an accompanist. If an orchestra is unavailable, GMTA will pay an honorarium of \$300 to each accompanist, and the performer will need to supply an accompanist.

2.5.6. Any changes in the Auditions fees and regulations that are recommended by an Auditions Committee and approved by the FAC and the GMTA Executive Board shall be emailed by the President-elect to the Local Association Presidents (LAPs). It is the responsibility of the LAPs to disseminate the information to the Local Auditions Chairs and Association members through news outlets such as email, local newsletters, and directories. The Vice-President/GMTA Auditions shall also notify the GMTA Executive Director of Auditions changes so that the GMTA Website can be updated.

2.5.7. GMTA Collegiate members shall not have the right to enter students in the GMTA Auditions.

## **2.6. MTNA Competitions**

2.6.1. An MTNA Competitions report shall be compiled annually by the Vice-President/MTNA Competitions with the assistance of the State Chairs and the Executive Director. This report shall be presented to the GMTA Executive Board at the first meeting following the Competitions, shall be printed in the Winter GMTA Newsletter, and shall be included on the GMTA Website.

2.6.2. The deadline for the Vice-President/MTNA Competitions to give the schedule to the GMTA President and GMTA Executive Director is 3 weeks after registration has been closed. The schedule will include the orientation session(s), judging time, and deliberation session.

2.6.3. Scheduling for MTNA Competitions should be based on random selection.

2.6.4. If there is only one entry in a category, that entrant is automatically declared as State Representative. Based on scheduling, State Representatives may or may not be given the opportunity to perform for a judge at the MTNA Competitions. If invited, the entrant may decline that invitation. The decision regarding this performance will be made by the GMTA VP of Competitions. All State Representatives will be invited to perform at the winners' recital at the GMTA Conference.

2.6.5. The exact dates for specific competitions will not be available until all events have been scheduled following the application deadline. Any times and dates prior to this will be considered tentative.

2.6.6. For MTNA Competitions, the terms Finalist or Representative will be used to designate those students advancing to the next level.

## **3.0 Award Funds**

3.1. The Nolting Award in Composition, initially funded by Betty Nolting in 1987, is an award given annually to first-place winners in the MTNA Student Composition Competition in each age category. The amount of the award will be determined by the FAC each year at the summer FAC meeting. The first award was presented in 1988.



3.2. The Broadhurst Award in Piano was established in 1992 by the Broadhurst family in commemoration of Joan Broadhurst. This award will be given annually to the MTNA Junior and Senior Piano Performance Competition winners. The amount of the award will be determined by the FAC each year at the summer FAC meeting. The first award was presented in November of 1992.

3.3. The Betty H. White Award Fund was established in 2019 by the White family in commemoration of Betty H. White. This award will be given annually to the teacher of a student in need of tuition assistance at the discretion of the FAC.

3.4. The GMTA General Award Fund was established in 1993 to include honorary and memorial gifts. Awards are made from this fund at the discretion of the FAC.

3.5. Future award funds may be established and named in honor of any person or organization. The minimum amount required to establish a fund is \$1,000. The FAC reserves the right to make the final decision of the award recipient, taking into consideration the wishes of the fund initiator.

3.6. GMTA Award Fund donors will be recognized in the GMTA Newsletter.

#### **4.0 Calendar**

4.1. The GMTA calendar should reflect 1 ½ to 2 years of future dates wherever it is published (i.e., GMTA Website and Newsletters).

#### **5.0 Certification**

5.1. Newly certified teachers will be recognized at the Conference Banquet.

5.2. As funds allow, newly certified teachers may be given a stipend to defray a portion of their certification application fee. The amount of the stipend will be determined at the FAC Budget Meeting each spring.

#### **6.0 Chairs**

6.1. Chairs who serve on the GMTA Executive Board are: Arts Awareness and Advocacy, Certification, Collaborative Performance, College Faculty, Collegiate Chapters, Commissioning, Finance/Advisory Committee (FAC), GMTA Award Funds, Independent Music Teachers Forum (IMTF), MTNA Foundation, Judges List, Theory, and Wellness. The President-elect selects the Chairs in even-numbered years when the President-elect is to take office. These appointees are approved by the GMTA Executive Board at its meeting immediately following the conclusion of the Conference.

6.2. Chairs' dues should be paid by June 30<sup>th</sup> to be considered members in good standing.

#### **7.0 Collegiate Chapters**

7.1. Collegiate Chapters may be formed by sponsoring institutions. Each chapter shall have a sponsor or advisor who is an active member of GMTA and MTNA.

### **8.0 Commissioned Compositions**

8.1. The permanent collection of early GMTA/MTNA Commissioned Compositions is stored at the Kennesaw State University (KSU) Music Library. The compositions are cataloged through the KSU Main Library and are kept in the KSU Music Library.

8.2 The Commissioning Chair, in conjunction with the commissioning committee, shall be responsible for the selection of the GMTA Commissioned Composer and for following the rules and regulations as found on the MTNA Website.

### **9.0 Conferences**

9.1. All GMTA members attending the Conference will pay the registration fee, including officers, chairs, presenters, performers, presiders, and monitors.

9.2. The VP of Programs and The GMTA President will receive free conference registration as well as free banquet and box lunch tickets.

9.3. GMTA collegiate members and the students and faculty of the host institution should receive complimentary Conference registration, but no complimentary banquet tickets. At the discretion of the GMTA President, one music executive of the host institution may be offered complimentary Conference registration if he/she is not a member of GMTA. Designated headliners who are not members of GMTA receive complimentary Conference registration.

9.4. Complimentary banquet tickets should be given to any MTNA National or Division Representative, the administrative representative of the host institution and guest, the music executive of the host institution and guest, the designated headliners, GMTA Teacher of the Year, Executive Director, and banquet performers. Other guests may be considered for complimentary banquet tickets at the discretion of the Vice-President/Programs and the GMTA President.

9.5. No GMTA member receives a fee for serving as a clinician, presenter, or performer at a GMTA Conference. Reimbursement of expenses incurred by clinicians, presenters, or performers for expenses will be left to the discretion of the Vice-President/Programs and the GMTA President, according to need and funds available.

9.6. GMTA supports an active exhibit program at its annual Conference to the extent that the host institution and GMTA are capable of providing facilities and to the extent that the exhibits are not counter to the philosophy of the host institution or GMTA. GMTA will facilitate the sale of exhibit space. The FAC will establish the price per table. Since exhibit space is limited, requests will be granted as applications are received. The Executive Director, with the approval of the GMTA President, may waive the fee for conference exhibit tables for music-related non-profit organizations, provided space is available. GMTA and the host institution do not assume security responsibility for exhibitors' property. Exhibitors will need to

remove valued merchandise from the college or find an approved secured place to store items after registration closes for the day. No pedagogical or performance activities (e.g., workshop, master class) may be presented by exhibitors in the exhibit area.

9.7. The host institution for the annual GMTA Conference will be offered a complimentary exhibit table at the Conference.

#### 9.8. Conference Program Advertising

9.8.1 The host institution for the annual GMTA Conference will receive a complimentary 5"x 8" advertisement space in the GMTA Conference program.

9.8.2. A discount is offered for Conference Program advertising purchased in conjunction with Newsletter advertising.

9.9. Colleges and universities other than the host institution, as well as other organizations, wishing to hold receptions or hospitality may do so at sites other than the host institution and must assume responsibility for all arrangements and publicity.

9.10. The Local Association(s) may be asked to assist the Vice-President/Programs with the annual Conference.

9.11. The Past Presidents may periodically be recognized at GMTA Conference banquets.

9.12. New 50 Year GMTA Members will be recognized at the GMTA Conference banquet and receive a free banquet ticket.

9.13. A proposed Conference budget shall be compiled annually by the Vice-President/Programs with the assistance of the GMTA President and the Executive Director. This budget will be presented to the Executive Director by February 1<sup>st</sup>. The proposed Conference budget will be incorporated into the general operations budget, prepared by the FAC at its budget planning meeting.

9.14. The Executive Director will provide the Conference headliners and the Commissioned Composer with IRS Form 1099 for tax purposes.

9.15. The Executive Director, in consultation with the Vice-President/Programs, will prepare contracts for the Conference headliners and the Conference host institution.

#### 9.16. Conference Recitals and Master Class

9.16.1. GMTA members may attend the Master Class or Student Recitals in which their student is performing without having to pay one-day conference registration.

9.16.2. GMTA members who are registered for the Conference may bring non-participating students and their parents to the Master Class or Student Recitals.

9.16.3. GMTA members who have not registered for the Conference will not be charged to attend the headliner concert if the general public will not be charged admission.

9.17. In odd numbered years, there will be a Conference drawing of first-time attendees. The winner(s) will receive complimentary Conference registration for the following year's Conference.

9.18. The winning Local Associations in the Membership Campaigns will each receive one complimentary Conference registration.

9.19. Time needs to be allotted for tuning of the pianos for the Conference.

9.20. All expenditures in excess of the budgeted allowance must be pre-approved by the Executive Director.

9.21. Only live or pre-approved recorded performances will be accepted at the GMTA Conference for GMTA Auditions recitals and MTNA performance and composition competitions recitals. This policy is in keeping with the MTNA Southern Division competitions and the MTNA National competitions.

9.22. Conference Cancellation Policy: Before the pre-registration deadline, the full registration fee, less a \$20 cancellation fee, will be refunded. After the deadline, a percentage of the registration fee, less the \$20 cancellation fee, may be refunded at the discretion of the Executive Director and the President. No meal refunds are given after the pre-registration deadline.

### **10.0 Directory**

10.1. A GMTA Membership Directory will be available on the GMTA Website. The Executive Director will update the Membership Directory weekly from July-December and biweekly from January-March.

10.2. In an effort to make new members more engaged in GMTA, the Executive Director will send a membership brochure to each new member of the Association.

### **11.0 Executive Board Meetings and Minutes**

11.1. Any main motion to come before the GMTA Executive Board must be presented to the GMTA President in writing thirty days prior to the GMTA Executive Board meeting. If financial consideration is involved, any motion exceeding \$500 must come before the FAC prior to the GMTA Executive Board meeting.

11.2. Since the GMTA Executive Board meeting minutes are sent to the GMTA Executive Board two weeks in advance, the minutes do not have to be read at the actual GMTA Executive Board meeting and will be presented for approval.

11.3. The GMTA President shall have the authority to conduct business by video conference, e-mail, mail, or telephone with the GMTA Executive Board. When approval is needed by vote, a return of 50% of those members polled shall be necessary to constitute a quorum. Any business conducted by video conference, e-mail, mail, or telephone shall be reported at the next GMTA Executive Board meeting so that this information may be included in the minutes.

### **12.0 Executive Director (Paid Administrator)**

12.1. The Paid Administrator is known as the GMTA Executive Director.

12.2. The Executive Director shall handle all funds of GMTA and make a report of the financial condition of the organization at the annual business meeting of GMTA and at all meetings of the GMTA Executive Board. The records of the Executive Director shall be reviewed periodically by an accountant engaged by the FAC.

12.3. The Executive Director will update the job description for the position and present it to the Executive Board in even-numbered years when job descriptions are updated.

12.4. In addition to the maintenance of an in-home GMTA office, the areas of responsibility for the Executive Director will include solicitation of advertisements, assisting with the layout of the Conference Program, website editing, uploading of the GMTA Membership Directory, monitoring and facilitating online Auditions registrations, preparation of financial statements and budgets and assistance with the annual financial reviews. The Executive Director acts as Conference registrar and exhibit coordinator and as liaison between MTNA, the GMTA Executive Board, Local Associations and the GMTA membership. GMTA will pay the monthly phone charges for a GMTA phone in the home of the paid administrator.

12.5. The Executive Director's salary will be stated annually in the GMTA budget.

12.6. The Executive Director shall attend the GMTA Executive Board meetings as an ex-officio member (without vote) and shall present current financial statements, submit quarterly financial statements to the FAC, attend FAC meetings as an ex-officio member, and attempt to recover losses resulting from returned checks.

### **13.0 Finance/Advisory Committee (FAC)**

13.1. The GMTA President shall appoint one to three members to serve on the FAC along with the GMTA President, the Immediate Past President, the President-elect and the Executive Director (ex-officio without vote).

13.2. The term of service for the three members serving on the committee due to the office they hold (President-elect, GMTA President, and Immediate Past President) will expire when their term as Immediate Past President ends. The term for non-officers will be three years. Past committee members may be asked to serve in an advisory capacity.

13.3. The FAC Chair shall be appointed by the GMTA President. Traditionally, the Immediate Past-President is appointed as chair of the FAC.

13.4. The FAC shall prepare a budget to be presented to the GMTA Executive Board for its approval at the last meeting prior to the beginning of the fiscal year.

13.5. The FAC shall be responsible for reviewing the Procedural Manual (PM). Any revisions to the PM must be approved by the GMTA Executive Board.

13.6. The FAC shall serve in an advisory capacity to the GMTA President and the GMTA Executive Board.

#### **14.0 Financial Policies (other than Auditions/Conferences)**

14.1. When a contribution from GMTA (a fee, etc.) is based on the number of GMTA members, unless otherwise specified by Southern Division or MTNA, the number should be the total number of paid regular members and should not include collegiate members since their membership dues are not sufficient to warrant inclusion in extra expenses.

14.2. GMTA reserves the right to discontinue service to advertisers whose accounts are delinquent for more than four months.

14.3. The GMTA President and Executive Director will sign the signature card required by GMTA's bank.

14.4. No GMTA member shall receive any compensation from GMTA (including travel, food, or lodging) for serving in any capacity except in those cases specifically provided by GMTA policy or by GMTA Executive Board decision. As funds allow, the VP/Programs, VP/Competitions and VP/Auditions will receive a stipend to assist with mileage and travel expenses. The amount of the stipend will be determined at the FAC Budget Meeting each spring. The VP/Programs, VP/Competitions and VP/Auditions will submit an expense report with attached receipts to the Executive Director.

14.5. GMTA provides an Expense Report form for the GMTA officers and chairs to be reimbursed for eligible expenses. Eligible expenses include office supplies, copies, postage and phone charges necessary to complete their duties. GMTA will not reimburse expenses for printer cartridges. Receipts must be attached to the expense report form, and the form must be mailed to the Executive Director within 45 days of any receipt in the report or by June 1, whichever comes first.

14.6. As funds allow, mileage and travel expenses are paid only to the GMTA President (or designate) as GMTA's official representative to the MTNA Leadership Summit, and the MTNA Conference.

14.7. Officers' requests for expenses in excess of \$50, outside of budgeted items, should be submitted to the Executive Director and approved by the FAC prior to any purchase.

14.8. Any motion that involves expenditures exceeding \$500 must have the approval of the FAC prior to the GMTA Executive Board meeting.

14.9. The GMTA President may authorize non-budgeted expenditures of 0.5% of the budget and the FAC may authorize non-budgeted expenditures of 1.5% of the budget without the approval of the GMTA Executive Board.

14.10. GMTA will not honor requests to reissue checks for judges compensation, travel grants or student awards that have not been cashed within the fiscal year (July 1-June 30) in which they were awarded.

### **15.0 GMTA Recognition**

15.1. Special recognition of a GMTA member, other than the Teacher of the Year Award, must be approved by the FAC.

15.2. The President-elect shall have a plaque prepared (to be reimbursed by GMTA) to present to the outgoing GMTA President following the installation of the new officers.

15.3. Unless approved by the GMTA Executive Board, no other officer, chair, committee member, etc. shall receive a plaque or other item of recognition for serving a regular term of office.

15.4. Recognitions is a link on the GMTA Website. The Recognitions section includes information on the Commissioned Composer, GMTA 50-year members, Honorary Lifetime Members, MTNA Awards & Recognitions, and the GMTA Teacher of the Year.

### **16.0 Judges List**

16.1. The GMTA Judges List, which is available on the GMTA Website, may be used by Local Audition chairs or festival chairs for assistance in locating potential judges who have letters of reference for the category in which they wish to judge and approval of the judges committee. Any GMTA member, whether on the list or not, may accept an invitation to judge any GMTA event. This list is to be an aid and not the only source from which judges may be selected. The (X) indicates the person's judging preference and shows that each applicant has two letters of recommendation to support this judging preference.

16.2. Any GMTA member interested in being included on the GMTA Judges List should consult the GMTA Website for application procedures.

16.3. Any further questions or requests for applications should be directed to the Judges List chair.

### **17.0 Membership Classifications and Policies**

17.1. GMTA is affiliated with MTNA, and all GMTA members must hold membership in MTNA. Membership in a Local Association is not mandatory; however, membership in a Local Association requires joining GMTA and MTNA. The membership year is July 1 to June 30, except for student and six-month memberships.

17.2. GMTA offers the following types of membership:

- **Active Membership:** This membership is open to all individuals professionally engaged in any field of musical activity. Active members are entitled to participate in all GMTA/MTNA activities and programs, to vote, to hold office, and to receive the official publications of GMTA. Recent college graduates will be granted half price state membership for one year, provided they join GMTA within one year of graduation.
- **Senior Membership:** Members 70 years of age or older will receive a senior discount of 25% as of June 30, 2001. Those members who had been receiving a 50% discount prior to that date will continue to do so. Senior membership carries all of the privileges of Active membership.
- **Collegiate Membership:** This membership is open to all college music students who are also members of an affiliated state association and a collegiate chapter if available. Collegiate members shall be entitled to attend programs of GMTA and to receive the official GMTA publications, but shall not have the right to vote, hold office, or enter students in GMTA/MTNA competitions. The collegiate membership year is October 1 to September 30.
- **Patron Membership:** This membership is open to all individuals who are not professionally engaged in any field of music activity, but who wish to support the programs of GMTA/MTNA. Patron members are entitled to attend programs of GMTA/MTNA and to receive member publications, but do not have the right to vote or to hold office. (Note: State membership is not an MTNA Patron membership requirement.)
- **Retired Membership:** Retired membership is open to those who have been active members for at least 20 continuous years, are age 65 or greater and are essentially retired from teaching. A member must send written notice to the MTNA Executive Director for this class of membership to be activated. Retired members may vote, but cannot hold elective office at the division or national levels or enter students in MTNA competitions. A retired member must also be a member of a state affiliated association. Retired members will receive a discount of 50% as of August 31, 2010.
- **Six-Month Membership:** This membership is open to individuals meeting active member criteria, but who have never been members of GMTA/MTNA. The six-month membership runs from January 1 through June 30.
- **Honorary Lifetime GMTA Membership:** This membership is a special honor given to members with exceptional service to GMTA as well as MTNA. Any GMTA Teacher of the Year who becomes an MTNA Teacher of the Year will automatically become an Honorary Lifetime Member of GMTA. Members



are also eligible for consideration for lifetime membership if they demonstrate exemplary service to the Association and to the music teaching profession and meet one of the following requirements: 1) served as an MTNA officer; 2) been designated as an MTNA Foundation Fellow. The presentation of honorary lifetime membership must be approved by the FAC and the Executive Board.

17.3. No requests for dues refunds will be honored after the beginning of the fiscal year (July 1). Prior to that time, dues may be refunded, but a processing fee of \$10 will be assessed.

17.4. State dues are traditionally raised \$2.00 every two years at the GMTA Executive Board meeting when the new GMTA President takes office.

17.5. All members are to abide by the current MTNA Code of Ethics. The MTNA Revised Code of Ethics may be found on the GMTA website, which includes a link to MTNA. Local Associations are encouraged to make this statement on their websites and in their bylaws, procedural manuals and/or directories.

17.6. Membership may be terminated by the member or revoked by GMTA as prescribed in the GMTA Procedural Manual or the GMTA and MTNA Bylaws. No person who has been convicted of a crime involving the sexual or other abuse of a person shall be a member of GMTA. Any accusation that a member of GMTA has been convicted of a crime involving sexual or other abuse of a person shall be reported to the GMTA President, who shall immediately report the accusation to the President of MTNA, who shall appoint a three-person committee to ascertain the validity of the conviction. If the committee substantiates that a person has been convicted of a crime involving sexual or other abuse of a person, the President of MTNA shall immediately terminate the membership of the person. Any action authorized by the MTNA President in this resolution may be appealed to the Board of Directors of MTNA. Any membership terminated under this section shall be reinstated upon the filing with the MTNA President of a certified copy of the judgment reversing the conviction.

17.7. Regarding collection of membership dues: (a) statements will be issued by MTNA in the spring of each year, (b) payment is due upon receipt of the statement, (c) MTNA will send GMTA and its Local Associations a rebate check for membership dues on a regular basis, (d) a reminder notice will be sent by MTNA each summer.

17.8. Membership campaigns may be held beginning July 1<sup>st</sup> of even numbered years and ending on June 30<sup>th</sup> of the following year. The Local Association with the most new members and the Local Association with the highest percentage of new members will each receive one complimentary Conference registration.

## **18.0 Miscellaneous Policies**

18.1. Established procedural guidelines, which are adequately serving GMTA, shall not be changed solely for the purpose of accommodating individual officers or chairs.

18.2. Neither GMTA letterhead nor titles may be used by individual GMTA Executive Board members when expressing opinions – internally or externally – that are not officially those of GMTA. Neither may individuals imply that GMTA shares their views. In all cases, the GMTA President (or his/her designate) represents and speaks for the GMTA Executive Board and for the entire Association.

18.3. The Procedural Manual is available on the GMTA Website for each new term of officers and chairs.

18.4. The MTNA Foundation drawing will include individual contributions (one chance per \$10 contribution) made during the GMTA Conference in November.

18.5. Any changes in a Local Association's Constitution and/or Bylaws must be presented in writing to the Executive Board. Copies of the Local Association's Constitution and/or Bylaws will be kept in the GMTA office and the MTNA office.

18.6. Out-of-state persons who wish to have their presentations included in the Georgia's Own listing will be invited to join GMTA.

18.7. Requests to the GMTA office to announce events, scholarships, etc. will be forwarded to the President-elect to disseminate to the Local Association Presidents. Requests to publicize job openings will be referred to the Presidents of Local Associations in the vicinity of the openings.

## **19.0 Newsletters**

19.1. GMTA publishes an online Newsletter three times per year. Publication and deadline dates are January 15 (deadline December 15), June 15 (deadline May 15), and September 15 (deadline August 15).

19.2. The GMTA Newsletter is to include only articles and news on the State, Southern Division, and National levels. Local Association news may be included in each GMTA Newsletter. An exception for some outstanding accomplishment may be considered by the VP/Newsletters and the GMTA President. News releases from colleges, individuals, etc. should not be considered so as not to set a precedent. Other articles not meeting the above criteria are available subject to space and current advertising fees.

19.3. Members may download the GMTA Newsletter from the GMTA Website.

19.4. A 15% discount will be offered to all advertisers who advertise in the Conference program, three issues of the GMTA Newsletter, and on the GMTA website. A 10% discount will be offered to all advertisers who advertise in the Conference Program and three issues of the GMTA Newsletter. In order to receive the discount, the ad contract must be accompanied by payment or purchase order.

19.5. All GMTA Newsletter advertisements must be submitted electronically, preferably in JPEG form.

## **20.0 Officers**

20.1. Officers' dues should be paid by June 30<sup>th</sup> to be considered members in good standing.

20.2. The GMTA President shall preside at meetings of GMTA, shall call and preside at meetings of the GMTA Executive Board, and shall be empowered to conduct the day-to-day business of GMTA. The GMTA President shall, subject to the approval of the GMTA Executive Board, appoint committees as deemed necessary, and shall be a member ex-officio of all committees except the nominating committee.

20.3. The President-elect, in the absence of the GMTA President, shall perform the duties of the office. The President-elect shall serve the GMTA President in an assisting capacity, and shall serve as chair of the nominating committee in even-numbered years. The President-elect, upon completion of that term in office, shall become President of GMTA.

20.4. The GMTA President-elect shall serve as the Chair of the GMTA Teacher of the Year Selection Committee and shall appoint at least two other members to serve on the committee.

20.5. The Vice-Presidents shall perform duties applicable to their offices as requested by the GMTA President and GMTA Executive Board and prescribed by the parliamentary authority adopted by GMTA. If the President-elect is unable to preside in the absence of the GMTA President, then a Vice-President, selected by the GMTA Executive Board, shall preside in the absence of that officer. The GMTA Executive Board shall determine the number and titles of Vice-Presidents to be elected.

20.6. The Vice-President/Programs shall be responsible for planning and coordinating the GMTA Conference.

20.7. The Vice-President/Membership shall be responsible for membership promotion and shall assist in the establishment of Local Associations and Collegiate Chapters.

20.8. The Vice-President/Newsletters shall serve as coordinator and editor of the GMTA Newsletter.

20.9. The Vice-President/GMTA Auditions shall be responsible for all GMTA Auditions. The GMTA Region Coordinators and State Chairs shall serve under this officer as the GMTA Auditions Staff.

20.10. The Vice-President/MTNA Competitions shall be responsible for the MTNA Competitions at the state level. The State Coordinators in this area shall serve under this officer as the State MTNA Competitions Staff.

20.11. The Secretary shall keep minutes of all meetings of GMTA and the GMTA Executive Board. Upon approval by the GMTA President, the minutes will be uploaded to the GMTA website.

20.12. The Members-at-Large shall serve in an advisory capacity and shall perform duties as requested by the GMTA President.

20.13. The Immediate Past President shall serve as an advisor to the GMTA President, serve on the FAC, and act as Parliamentarian at Executive Board meetings and the Annual Business Meeting.

20.14. A vacancy in any office, except that of GMTA President, shall be filled by the GMTA President in consultation with the FAC and shall be subject to approval of the GMTA Executive Board. A President-elect selected in this manner cannot assume the office of GMTA President without being elected to that office by the membership in a special election.

### **21.0 Presidential Authority and Travel**

21.1. The GMTA President shall have the authority to conduct business by video conference, e-mail, mail, or telephone with the GMTA Executive Board. When approval is needed by vote, a return by 50% of those members polled shall be necessary to constitute a quorum. Any business conducted by video conference, e-mail, mail, or telephone shall be reported at the next GMTA Executive Board meeting so that this information may be included in the minutes.

21.2. The GMTA President shall be the official delegate of GMTA for the annual MTNA Leadership Summit, MTNA Southern Division Meeting, and the MTNA National Conference. Expenses as delegate shall be paid from the GMTA treasury for each of these events up to the amount allocated and available for these purposes in the GMTA budget.

21.3. Provided funds are available, the GMTA President's travel expense to the MTNA Leadership Summit, and MTNA Conference shall include coach airfare or the mileage amount allowed by the IRS (note: the total amount of transportation reimbursement is not to exceed the amount of coach airfare and may include transportation to and from the airports or other business events); six nights maximum lodging for the MTNA Conference; and a food allotment at a rate of \$50 per day for six days for the MTNA Conference (maximum). These amounts are to be reviewed frequently by the FAC and adjusted to be in line with current needs.

### **22.0 Procedural Manual (PM)**

22.1. The FAC shall review the PM in even-numbered years or as needed. The FAC shall research all past GMTA Executive Board and FAC minutes since the last review for approved changes.

22.2. Upon the recommendation of the FAC, the PM may be updated at any meeting of the GMTA Executive Board by a simple majority (51%) of members present and

voting. Written notice of the proposed update(s) must be submitted to the GMTA Executive Board at least two weeks prior to the meeting.

22.3. Upon recommendation of the FAC, the PM may be updated by a majority vote via e-mail or other media ballot open to the members of the GMTA Executive Board. The proposed update(s) must be submitted to the GMTA Executive Board at least two weeks prior to the voting deadline.

22.4. The PM shall be posted on the GMTA Website. Whenever the PM is updated, and the updated version is approved by the GMTA Executive Board, the updated version shall be posted to the GMTA Website.

### **23.0 Teacher of the Year Award**

23.1. The GMTA Teacher of the Year Award is presented annually to a member of GMTA in recognition of excellence in teaching, musicianship, professional activity, and service to the community and/or state. The award, which is presented at the Conference banquet, will include a plaque, a complimentary banquet ticket, and recognition in the GMTA Newsletter and on the GMTA Website. The GMTA Teacher of the Year will be entered in the MTNA Teacher of the Year competition.

23.2. The Award is entitled “Teacher of the Year: Recognizing Lifetime Achievement as a Music Teacher.”

23.3. The Teacher of the Year Selection Committee shall consist of the GMTA President-elect and at least two other members appointed by the President-Elect. The members of the Teacher of the Year Selection Committee may be former Teacher of the Year Award recipients.

23.4. Any member may nominate any GMTA member for this award.

23.5. The criteria listed on the MTNA Teacher of the Year application form will be used in the GMTA selection process. If a candidate is nominated for a second time, a new application must be filled out. The letters, resume and any other supporting materials that were previously submitted may be resubmitted.

23.6. The GMTA member who is named GMTA Teacher of the Year will be asked to provide a short article on piano pedagogy (“Teaching Tips”) which will be disseminated at the GMTA Conference Banquet.

23.7. The biography and photo of the GMTA Teacher of the Year will be featured in the Winter GMTA Newsletter as well as posted on the GMTA Website. The Teaching Tips will also be posted on the GMTA Website.

23.8. A GMTA Teacher of the Year who is declared the MTNA Teacher of the Year will receive honorary lifetime membership in GMTA.

### **24.0 Website**

24.1. The GMTA domain name is [georgiamta.org](http://georgiamta.org). A commercial web firm is contracted to host and manage the GMTA website. The GMTA Executive Director ensures that the domain name and the hosting services are renewed as needed.

24.2. Included on the GMTA Website are the GMTA Membership Directory, Auditions and Theory information, names and photos of the GMTA Officers and Committee Chairs, names of Local Association Presidents and Auditions Chairs, the GMTA Bylaws, the MTNA Revised Code of Ethics, the GMTA Procedural Manual, calendar and minutes of the Executive Board and Annual Business Meetings. In addition, the GMTA Newsletter shall be posted and archived on the GMTA Website.

24.3. Additional information featured on the GMTA Website shall include (but is not limited to) current and past Teachers of the Year and their Teaching Tips, GMTA history, annual GMTA Conference, Judges List, Certification, Grants and Awards, Georgia's Own Listing, Collegiate Chapters, Member Honors, Commissioned Composers, and a teacher search engine.

24.4. The GMTA email database is to be used to disseminate information from and about MTNA, MTNA Southern Division, and GMTA only. Requests to use the GMTA database by individuals, Local Associations, businesses, other professional organizations and educational institutions will be denied. Paid advertisements can be purchased for the GMTA website or monthly Constant Contact emails.

24.5. The website will be edited and updated by the Executive Director, with oversight by the GMTA President.

## **APPENDIX A-GMTA POSITION ON HOME STUDIOS**

### **1993 Policy Statement**

The Georgia Music Teachers Association supports the principle of independent music teachers instructing in the home. At a time when many school districts are dropping music programs, the service the private music teacher offers is especially important to the cultural development of a community. Our primary concern is the musical education of our students. We feel the home provides a safe learning environment and is a convenience to students and parents. We make every effort to cooperate with the neighborhood and uphold its standards, and we feel that we are providing a necessary service to the community.

### **1986 Policy Statement**

The Georgia Music Teachers Association affirms and endorses the right of independent music teachers to teach music in their homes.

GMTA takes the position that private music teaching in the home is not a business but is an educational occupation, and as such, teachers performing this service should not be required to obtain business licenses nor should they be in violation of any residential zoning ordinances by teaching one-on-one in their homes.

Private teachers should assume the responsibility for maintaining the neighborhood standards.

Reasons to support this policy:

- Teachers have taught in their homes for over a century and are preserving a vital musical heritage by teaching the great musical literature of the ages.
- The services of the independent music teacher are unavailable in the public schools but are a necessary supplement for their successful music programs.
- Pre-college students planning to pursue a musical career in college must avail themselves of the services of the private music teacher.
- As a school is located in a residential community for the safety and convenience of students and parents, so must the private music teacher be located there.
- The cost of private music lessons would be prohibitive if teachers were located in the business district. Only wealthy students would be able to afford lessons.

*This policy statement was drawn up by Joan Broadhurst, Independent Music Teachers Forum Chair, Janice White and Mary Brown on October 15, 1986, revised October 22, 1986, and approved at the January 1987 GMTA Executive Board Meeting.*

## **APPENDIX B-FEE STRUCTURE FOR NON-MEMBER PARTICIPATION IN GMTA AUDITIONS (Updated August 2015)**

In order to be fully compliant with the April 3, 2014 Federal Trade Commission (“FTC”) Antitrust settlement with Music Teachers National Association, GMTA is offering access for competitive events to non-members of Georgia Music Teachers Association and its affiliates. The FTC’s rationale for this is the belief that “for music teachers, the success of students in these competitions can elevate the teachers’ reputations and marketability” (ATCG, pg. 8).

GMTA and its affiliates sponsoring a competition may charge non-members and their students higher fees than those of its members and still be FTC antitrust compliant. However, “the fee differential should not be so high that it effectively compels a teacher to join MTNA, GMTA, or its local affiliates” (ATCG, pg. 9). The GMTA Executive Board approved on April 18, 2015 a schedule of fees for non-members who wish to participate in GMTA affiliated events. Note: Advertisement of this fee schedule or specific competition events to non-members is NOT required by GMTA or its local affiliates by the FTC.

### **PRE-COLLEGE PIANO AUDITIONS**

Current Active Member Dues & Fees:

\$114 MTNA/GMTA Dues (Teacher)

\$20 GMTA Audition Fee (Teacher)

\$0-\$20 Local Audition Fee (Teacher)

\$35 GMTA Audition Fee (Student)

\$15-\$20 Local Audition Fee (Student)

#### **Non-Member Fee:**

**\$75 Local Level Audition Non-Member (Per-Teacher)**

**\$35 Regional/State Audition Non-Member (Per-Teacher)**

**\$35 Local Level Audition Non-Member (Per-Student)**

**\$30 Regional/State Audition Non-Member (Per-Student)**

**Note: A GMTA teacher participating in a Local Audition as a non-member of that Local Association would pay the non-member fees. If the auditionee advances to the Regional/State level, the teacher and student would pay the current active member fees.**

### **PIANO CONCERTO**

Current Active Member Dues & Fees:

\$114 MTNA/GMTA Dues (Teacher)

\$20 GMTA Audition Fee (Teacher)

\$35 GMTA Audition Fee (Student)

#### **Non-Member Fee:**

**\$50 State Audition Non-Member (Per-Teacher)**

**\$100 State Audition Non-Member (Per-Student)**

### **COLLEGE/ADULT PIANO**

Current Active Member Dues & Fees:

\$114 MTNA/GMTA Dues (Teacher)

\$20 GMTA Audition Fee (Teacher)



\$35GMTA Audition Fee (Student)

**Non-Member Fee:**

**\$50 State Audition Non-Member (Per-Teacher)**

**\$100 State Audition Non-Member (Per-Student)**

STRINGS & CLASSICAL GUITAR

Current Active Member Dues & Fees:

\$114 MTNA/GMTA Dues (Teacher)

\$20 GMTA Audition Fee (Teacher)

\$35GMTA Audition Fee (Student)

**Non-Member Fee:**

**\$50 State Audition Non-Member (Per-Teacher)**

**\$100 State Audition Non-Member (Per-Student)**

VOICE

Current Active Member Dues & Fees:

\$114 MTNA/GMTA Dues (Teacher)

\$20 GMTA Audition Fee (Teacher)

\$35GMTA Audition Fee (Student)

**Non-Member Fee:**

**\$50 State Audition Non-Member (Per-Teacher)**

**\$100 State Audition Non-Member (Per-Student)**

WOODWINDS & BRASS

Current Active Member Dues & Fees:

\$114 MTNA/GMTA Dues (Teacher)

\$20 GMTA Audition Fee (Teacher)

\$35GMTA Audition Fee (Student)

**Non-Member Fee:**

**\$50 State Audition Non-Member (Per-Teacher)**

**\$100 State Audition Non-Member (Per-Student)**

INSTRUMENTAL CONCERTO

Current Active Member Dues & Fees:

\$114 MTNA/GMTA Dues (Teacher)

\$20 GMTA Audition Fee (Teacher)

\$35GMTA Audition Fee (Student)

**Non-Member Fee:**

**\$50 State Audition Non-Member (Per-Teacher)**

**\$100 State Audition Non-Member (Per-Student)**

GMTA THEORY TESTS

Current Active Member Dues & Fees:

\$114 MTNA/GMTA Dues (Teacher)

\$0 GMTA Test Fee (Teacher)

\$15 GMTA Test Fee (Student)

**Non-Member Fee:**

**\$50 State Testing Non-Member (Per-Teacher)**

**\$25 State Testing Non-Member (Per-Student)**

GATE(Georgia Auditions Theory Exam)

Current Active Member Dues & Fees:

\$114 MTNA/GMTA Dues (Teacher)

\$0 GATE Test Fee (Teacher)

\$15 GATE Test Fee (Student)

**Non-Member Fee:**

**\$0 State Exam Non-Member (Per-Teacher)**

**\$15 State Exam Non-Member (Per-Student)**