

# **ADMINISTRATIVE BYLAWS OF THE SASKATCHEWAN REGISTERED MUSIC TEACHERS' ASSOCIATION**

## **1. The Association**

### **1.1** In these bylaws:

- a) “Act” means *The Registered Music Teachers Act, 2002*
- b) “Association” means the Saskatchewan Registered Music Teachers’ Association
- c) “administrative bylaw” means a bylaw made in accordance with subsection 14(1) of *The Registered Music Teachers Act, 2002*
- d) “Executive Committee” means the executive as set out in section 7 of the Act.
- e) “register” means the list of members of the Association, including all categories of membership.

## **2. Objectives of the Association**

### **2.1** The objectives of the Association shall be:

- a) to promote the interest of teachers of music in Saskatchewan who are members of the Association.
- b) to encourage and foster the formation of local branches composed of members of the Association at suitable centres throughout Saskatchewan.
- c) to promote progressive ideas and methods in teaching of music; to encourage systematic preparation in the art of teaching and to stimulate the acquirement by its members of a high standard of musicianship and general culture.
- d) to develop and encourage interest in music as a credit in public, high school and university education.
- e) to promote and assist all movements designed to improve the teaching of music and foster the interest of the public in music and, for these purposes, to join with other societies and associations having like aims and objects in furthering these purposes.
- f) to promote and maintain the status of professional music teachers in the province.

## **3. Head Office of the Association**

### **3.1** The head office of the Association shall be in the Province of Saskatchewan at a place to be determined by the Executive Committee.

## **4. Local Associations**

### **4.1** Local Associations at present in existence, or which may be formed hereafter, consisting of members of the Association shall be deemed to be affiliated with the Association. Such local groups or associations shall have as their objects the promotion of the interest of the Association in their vicinity. Subject to the provisions of sections 2.1 and 2.2 of the Regulatory Bylaws, no person whose name is not on the register shall be entitled to vote on provincial matters at meetings or hold himself out as a member of the Association. Representation and submissions on matters within the scope of the Association may be made from time to time to

the Executive Committee of the Association, and shall be dealt with by said committee or referred by it to the Association at the Annual Meeting or otherwise as may be deemed expedient by the Executive Committee. Local Associations may have such offices and prescribe such fees for membership as may be determined by the members of any such local association. With the approval of the Executive Committee, a group of members of the Association may establish a local group or association. Subject to the provisions of sections 2.1 and 2.2 of the Regulatory Bylaws, in order to use the designation RMT, a person must be a member of the provincial Association.

## **5. Administrative Bylaws**

### **5.1 Executive Committee**

- a) There shall be an Executive Committee of eight Members. Of these eight, the immediate Past-President of the Association shall be one, and six others shall be elected. The Public Appointee shall be the eighth member.
- b) Notwithstanding the requirement that Executive Committee members shall be members of the Association, the Secretary-Treasurer and Registrar may be an individual or individuals who:
  - is/are not a Member/Members of the Association;
  - is/are not a Member/Members of the Executive Committee;
  - may hold office for such a term as decided by the Executive Committee; and
  - may receive remuneration as determined by the Executive Committee.
- c) Nominations for members of the Executive Committee may be made by a Full Member or an Affiliate Member of the Association or a Local Association, provided such nominations are sent to the Secretary before the date of the Annual Meeting and are accompanied by written consent of the nominee. Nominations coming from Local Associations must include the name of the nominator and the person who seconded the nomination. Nominations may be made from the floor at the Annual Meeting by a Full or Affiliate Member present, provided the nominee is in good standing, the nominee has provided consent to his or her nomination, and the nominee is present at the meeting.
- d) If not more than sufficient names are placed in nomination to fill the number required, the President or person then presiding shall declare those nominated to be elected. If more than are required are nominated, a vote shall be taken by ballot at said meeting under the direction of the person so presiding or as the meeting may direct. The person so presiding shall not vote but shall have a casting vote in the event of a tie vote resulting.
- e) The election of the Executive Committee, and all other questions voted on at a meeting of the Association, shall be decided by a majority of the votes of the members present who are entitled to vote.
- f) The Executive Committee shall elect the Vice-President. The Vice-President shall automatically become the President following the term served as Vice-President. The Vice-President of the Association shall be elected by the Executive Committee at the Executive meeting immediately following the Annual Meeting.
- g) The Executive Committee elected shall take office immediately after the conclusion of the Annual Meeting and shall hold office until their successors are appointed or elected.

- h) To insure greater continuity in the Executive, each provincial executive member shall serve a two-year term, three elected each year. When a two-year term is not completed, member/s shall be elected to complete the two-year term/s. No one may serve more than three consecutive terms on the Executive Committee with the exception of the President and the Vice-President.
- i) No one who has held the office of President for two successive terms shall be eligible to serve as President until after the lapse of one year or term following their last period of office. If a member of the Executive Committee dies, or resigns, or permanently takes up residence outside Saskatchewan, or for any reason vacates his office, the Executive Committee may appoint a successor who shall hold office until the next Annual Meeting of the Association. At that time an election will be held in accordance with section 5.1 of these bylaws to fill the vacancy for the remainder of the term of the vacant position.
- j) The Association, at its Annual Meeting, shall set the honoraria, if any, to be paid to members of the Executive Committee for carrying out Executive Committee duties.

## **5.2 Patrons**

- a) At any meeting of the Association called for the election of the Executive Committee there may be chosen such patrons as the Association may decide. Persons so chosen need not be members of the Association. No one so appointed shall be by reason of such appointment a member of the Executive Committee or eligible to vote at an Annual Meeting or Special Meeting.

## **5.3 Duties of the Officers**

- a) The President shall preside at all regular meetings of the Executive Committee and all meetings of the Association, and shall be the chief executive officer of the Association.
- b) The Vice-President shall preside in the absence of the President and shall act as chief executive officer in the absence of the President and when requested to do so by the President.
- c) The Secretary/Treasurer shall make a record and keep minutes of the meetings of the Association and of the Executive Committee and generally keep the business records and attend to the correspondence of the Association under the direction of the President or the Executive Committee.
- d) The Registrar shall keep the Register of Members as set out in Section 5.7 of these bylaws.

## **5.4 Meetings of the Association**

- a) An Annual Meeting of the Association shall be held at a designated time at such date and place as may be determined by the Executive Committee. Not more than eighteen months shall elapse between an Annual Meeting and the previous Annual Meeting. All Full and Affiliate Members who are in good standing and whose dues are paid shall be eligible to attend and vote at the Annual Meeting of the Association.
- b) Special Meetings of the Association may be called by the Executive Committee at a time and place to be determined by the Executive Committee to consider such matters only as may be specified in the notice of call of the meeting.

- c) Ten days' notice of Annual and Special Meetings shall be given to all members of the Association by the Registrar or, in his or her absence or incapacity, by the President or some person authorized by the President or by the Executive Committee.
- d) Resolutions or submissions from local Associations or from Full or Affiliate Members of the Association for consideration at any meeting of the Association shall be submitted through the Secretary to the Executive Committee at least four weeks before the date of the Annual Meeting. Notice thereof shall be given to all Members with the call of the meeting. Any resolution which calls for, or whose approval would necessitate, a change in the Bylaws must be moved and seconded by a Full Member of the Association. Resolutions submitted by Local Associations must include the name of the person presenting the motion and the name of the person seconding the motion.
- e) Extraordinary resolutions may be submitted 48 hours ahead of the annual meeting to be considered by the Executive Committee. Extraordinary resolutions will be brought to the Annual Meeting only if they deal with matters of urgency, and if delaying discussion of the issues raised would do irreparable harm to the Association or its objectives. The inclusion of extraordinary resolutions in the agenda of any Annual Meeting shall be at the discretion of the Executive Committee.
- f) A quorum of the Association shall be five percent of those who are Full or Affiliate Members. Those Members must be present in person and no member may attend or vote by proxy.
- g) The "Democratic Rules of Order" (Francis & Francis) shall govern so far as they are applicable at all meetings of the Association.

### **5.5 Executive Committee Meetings**

- a) Meetings of the Executive Committee may be held without formal notice if all Members of the Executive Committee agree and if a quorum is present. 50% plus 1 of the total number of the Executive Committee shall constitute a quorum with such powers as may be given them by resolution of the Executive Committee.

### **5.6 Committees**

- a) The Executive Committee may form Committees, as it deems necessary for carrying out the work of the Association.
- b) A report of the work of each Committee shall be submitted to the Executive Committee and shall be presented to members at the Annual Meeting or Special Meeting.
- c) The Executive Committee may set the term of office for a member and appoint the chairperson for any Committee it deems necessary to form.
- d) The Executive Committee shall set the travel expenses and honoraria, if any, to be paid to members of Committees for attending at, and participating in, Committee meetings or conventions.
- e) An Advisory Board shall be set up to consist of the four most recent Past Presidents of the Association, not to include the immediate Past President.

### **5.7 Register of Members**

- a) The Executive Committee shall provide for a Register of all Members to be kept by the Registrar.
- b) The Register of Members shall be open at all reasonable times to examination by any member of the Association.
- c) The Executive Committee may honour Members who have devoted 25 years of membership and who have contributed to the raising of the status of the Association by their ethical attitude and dedicated teaching. The member shall be honoured at an Annual Meeting.
- d) The Registrar shall report to the provincial government annually, not later than January 31<sup>st</sup>, details as required by the amendment to the Act.

### **5.8 Member Fees**

- a) Every new Member shall pay a one-time application fee and every Member shall pay an annual fee as determined at the Annual Meeting. The Executive Committee shall be authorized to make any additional assessment they deem necessary.
- b) Affiliate Members shall pay the same annual fee as full members.
- c) Friends of the Association shall pay half the regular membership fees.
- d) The annual fee shall cover the period April 1<sup>st</sup> in each calendar year to March 31<sup>st</sup> in the next following year.
- e) The annual fee must be in the hands of the Registrar by March 31 of any year. A late fee of \$25 will be assessed on April 12. If payment is not received by April 15, members will not be included in the Directory.
- f) The Registrar may, in his or her discretion, suspend or cancel the membership of any Member who does not pay his or her membership fees and assessment as, and when, required by the Association.
- g) A Member whose membership has been suspended or cancelled for non-payment of membership fees may apply to the Registrar to have his or her name reinstated on the Register, upon payment of the outstanding registration fee plus a restoration fee as required by the Executive Committee.
- h) A Full or Affiliate Member in good standing is a member of the Saskatchewan Registered Music Teachers' Association and the Canadian Federation of Music Teachers' Association.

### **5.9 Audit**

- a) The books of the Association shall be audited annually and a financial report submitted by the Secretary-Treasurer to the Annual Meeting of the Association.
- b) The Auditor, or Auditors, shall be appointed annually by the Executive Committee at its first meeting.

### **5.10 Financial Matters**

- a) Forty percent of the net profit accruing from the Provincial Meeting shall be given to the Provincial Association with sixty percent retained by the Local Association arranging the

meeting. If any deficit occurs, this should be borne equally by the Provincial Association and the Local Association.

- b) The signing authority for the Association's financial management, for all amounts, shall be any two from among the following positions: President, Past-President, Vice-President, Registrar-Treasurer. The Board shall determine which three or four people shall have signing authority at the post-AGM meeting.
- c) All moneys of the Association shall be deposited to the credit of the Association in a chartered bank or invested in other institutions, covered by the Canadian Deposit Insurance Corporation, to be named from time to time by resolution of the Executive Committee and all payments therefrom shall be made by cheque to be drawn by the Secretary-Treasurer and signed by the designated signing authorities.

These bylaws are to replace all previous and existing Administrative Bylaws.

Certified True Copy of Administrative Bylaws passed at a meeting of the Executive held .

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Date

\_\_\_\_\_  
Registrar