

Great Lakes Region of the American Music Therapy Association Students Bylaws

ARTICLE I – Name and Composition

- Section 1. The name of the organization shall be Great Lakes Region of the American Music Therapy Association Students, hereinafter referred to as GLR of the AMTAS.
- Section 2. GLR of the AMTAS may recognize any student chapters within its structure as authorized by the Great Lakes Region professional chapter hereinafter referred to as GLR.
- Section 3. GLR of the AMTAS shall adopt the purposes and goals of AMTAS and agree to conform to the bylaws of AMTAS.

ARTICLE II – Purpose

- Section 1. The purpose of GLR of the AMTAS is to advance and support, on the regional/student level, the goals of the American Music Therapy Association (AMTA) and to serve GLR of the AMTAS members by:
- a. advancing the use of music for restoring, maintaining, and improving physical and mental health,
 - b. supporting music therapy students during their training and education, and
 - c. providing a forum for the exchange and publication of information about music therapy especially pertaining to the work of music therapy students.
- Section 2. The purpose will be carried out in a non-partisan, non-secretariat manner with equal opportunity being given to all, regardless of race, religion, gender, disability, age, veteran status, sexual orientation, ethnicity, or national origin.

ARTICLE III – Membership

- Section 1. Membership in GLR of the AMTAS shall be subject to the following conditions:
- a. student classification of membership in GLR of the AMTA as described in Article III Section 4 of the AMTA bylaws,
 - b. membership in good standing with AMTA,
 - c. declare music therapy major and enrolled in an AMTA approved school in Illinois, Indiana, Michigan, Minnesota, Ohio, or Wisconsin, and
 - d. the member shall not possess voting rights or hold office in any other regional AMTA student organization.

ARTICLE IV – Officers

- Section 1. The officers in GLR of the AMTAS shall be elected with the exclusion of the President, formerly President-Elect, and Past-President.
- Section 2. Officers must be in good standing with GLR, GLR of the AMTAS, and AMTA.
- Section 3. The officers of GLR of the AMTAS shall be the President, President-Elect, Vice-President, Secretary, Treasurer, Parliamentarian, and Webmaster. These officers shall comprise the Executive Board.
- Section 4. Duties
- a. The President shall:
 - i. conduct the Executive Board,
 - ii. preside over all general business meetings of GLR of the AMTAS,
 - iii. coordinate and preside over all meetings of the Executive Board,
 - iv. serve as the regional representative and cast one vote in the Student Affairs Advisory Board (SAAB) and the AMTAS Board of Directors, or appoint the President-Elect or, if s/he is unable, another Executive Board member to do so,
 - v. be in attendance at the National Conference or send another Executive Board member in his/her place if s/he is unable to attend,
 - vi. submit a regional report to AMTAS for the National Conference,
 - vii. serve as the administrator of the GLR of the AMTAS Facebook and Twitter groups, and
 - ix. network with AMTAS and send reports to AMTAS as needed.
 - b. The President-Elect shall:
 - i. assist the President as requested and study the duties of the President in anticipation of assuming the responsibilities of the Presidency,
 - ii. succeed the President in case of resignation,
 - iii. assume all Presidential duties in the absence of the President,
 - iv. accompany the President to the SAAB meeting held at the National Conference,
 - v. organize special projects,
 - vi. assist the President in planning and organizing the Passages Conference held the Thursday of the Regional Conference,
 - vii. tabulate votes at meetings, and
 - viii. be responsible for developing new ideas and implementing them to establish and maintain income for GLR of the AMTAS.
 - c. The Vice-President shall:
 - i. assist the President in planning and coordinating general

- business meetings and Executive Board meetings,
 - ii. coordinate pairing school representatives with a GLR of the AMTAS Executive Board liaison,
 - iii. assist the President and President-Elect in the planning of the Passages Conference as requested,
 - iv. assume any other duties as may be assigned by the President, and
 - v. will focus on keeping all student organizations within the Great Lakes Region informed of local, regional, and national events.
- d. The Secretary shall:
 - i. keep minutes of all general business meetings and Executive Board meetings,
 - ii. distribute copies to each officer on the board within one week,
 - iii. notify the GLR of newly elected student officers,
 - iv. send meeting minutes to AMTAS as needed, and
 - v. assume other duties as may be assigned by the President.
- e. The Treasurer shall:
 - i. pay all bills authorized by the Executive Board,
 - ii. keep an itemized account of all receipts and disbursements,
 - iii. report on the organization's finances,
 - iv. create and present a budget at general business meetings,
 - v. assume other duties as may be assigned by the President, and
 - vi. design scholarships that are in the interest of the music therapy students within the Great Lakes Region.
- f. The Parliamentarian shall:
 - i. ensure that parliamentary procedure is observed at general business meetings,
 - ii. perform an annual review of bylaws,
 - iii. present any suggested changes for voting,
 - iv. assist the President Elect in tabulating votes, and
 - v. assume any other duties as assigned by the President.
- g. Webmaster shall:
 - i. create/organize/update a website for the GLR of the AMTAS,
 - ii. keep contact with schools and GLR of the AMTAS members via Facebook, Twitter, or email, and
 - iii. assume any other duties as assigned by the President.
- h. The Past-President shall:
 - i. attend business and Executive Board meetings at the request of the President to offer guidance to the Executive Board.

Section 5. The officers of the GLR of the AMTAS Executive Board will be elected for a term of one year, excluding the President-Elect to serve one year as President-Elect and the following one year as President. The term of office

will run from the end of the Regional Conference to the end of the Regional Conference the following year.

Section 6. Vacancies

- a. In the event that an Executive Board officer is not able to perform his/her duties for a limited period of time or single event, s/he may request that another Executive Board member perform these duties in his/her place.
- b. In the event that an Executive Board officer must vacate or be removed from his/her office before the end of his/her term, his/her replacement may be appointed by the President with the approval of the Executive Board and guidance from the Student Advisor.
- c. In the event that an Executive Board officer is unable to perform his/her duties, the remaining Executive Board officers may relieve him/her from the position only after documented notice of concern has been communicated twice to the Executive Board officer, the Student Advisor has been notified, and the remaining officers have decided by unanimous vote.
- d. In the event that the President must vacate his/her position before the end of his/her term, the vacancy will be filled by the President-Elect. The position of President-Elect will remain empty until the following Regional Conference. When the new Executive Board officers begin their terms, the current President, formerly President-Elect, will serve his/her full year term as President.
- e. Schools and GLR of the AMTAS members will be notified of any changes to the Executive Board.

ARTICLE V – Meetings

- Section 1. Two general business meetings will be conducted during the Annual Conference.
- Section 2. Executive Board business will be transacted via various means such as e-mail, fax, mail ballot, conference call, or online meeting.
- Section 3. The Executive Board will meet bi-monthly over the course of the school year. The president holds the right to request additional meetings if needed.
- Section 4. Summer meetings will be called at the discretion of the President.
- Section 5. The order of business of each business meeting will be fixed prior to the meeting and will include:
- a. Address of the President
 - b. Reports of Executive Board Officers
 - c. Reports of Committees
 - d. Bylaws Revisions
 - e. School Organization News
 - f. Nomination/Election of Executive Board Officers
 - g. Miscellaneous Business

ARTICLE VI – Committees

- Section 1. The President may form committees to conduct any additional business not maintained by the Executive Board and may disband committees upon completion of said business.
- Section 2. Committee chairs will be appointed by the President with the approval of the Executive Board.

ARTICLE VII – School Representatives

- Section 1. Each school shall appoint or elect a representative to correspond with the GLR of the AMTAS Executive Board.
- Section 2. School Representatives will be contacted by an officer of the GLR of the AMTAS Executive Board who will serve as their liaison for the coming year.
- Section 3. School Representatives will present a brief report during the first general business meeting.
- Section 4. School Representatives may be called to participate in meetings of the Executive Board at the Board's discretion.

ARTICLE VIII – Quorum

- Section 1. Three officers of the Executive Board will constitute a quorum for Executive Board meetings.
- Section 2. A quorum of the Executive Board plus 10 active members of GLR of the AMTAS will constitute a quorum for business meetings. At no time will a lack of quorum at a non-business meeting prevent those present from proceeding with the program of the day.

ARTICLE IX – Nominations and Elections

- Section 1. At the Regional Conference, nominations will be taken at the first general business meeting and again at the second general business meeting prior to candidate statements.
- Section 2. Following nominations at the second general business meeting, each candidate will be given the opportunity to provide a brief statement to the GLR of the AMTAS body.
- Section 3. Voting will be done by paper ballot for each office. Voting will occur in the following order: President-Elect, Vice-President, Secretary, Treasurer, Parliamentarian, and Webmaster.
- Section 4. Votes will be tabulated by the President-Elect and Parliamentarian, or another Executive Board officer.
- Section 5. The requirement for election will be a majority of votes cast. If no candidate for a given office receives a majority of ballot votes, a second ballot of the two candidates receiving the most votes will be taken. If it again ends in a tie, the current Executive Board will vote to break the tie.

- Section 6. The election results will be announced by the President.
- Section 7. Following the announcement of results, any positions remaining vacant may be reopened for nomination and voting. This includes prior nominees not awarded the office for which they were nominated.

ARTICLE X – AMTAS Representation

- Section 1. The President shall attend the AMTA National Conference to serve as the GLR of the AMTAS representative to the AMTAS Board of Directors and SAAB.
- Section 2. The GLR of the AMTAS representative shall perform the following duties at the National Conference:
- a. attend AMTAS Board of Directors meetings and provide a written report on regional student affairs,
 - b. attend SAAB meetings and provide a written report on regional student affairs,
 - c. attend AMTAS general business meetings to provide a verbal report on regional student affairs and assist with interviewing Standing Committee Representatives,
 - d. make a poster to bring to AMTAS general business meeting to show that GLR of the AMTAS is present, and
 - e. attend GLR meetings to provide a report on student affairs.
- Section 3. In the event that the President is unable to attend the National Conference, the President-Elect must act in his/her stead and represent the region.

ARTICLE XI – Fiscal Year

- Section 1. The fiscal year will be from January 1 to December 31.
- Section 2. No part of the net income of the organization shall insure to the benefit of or be distributed to its directors, officers, or other private persons. The organization shall distribute its income for each taxable year at such time and in such manner as not to become subject to the tax on undistributed income imposed by Section 4942 of the Internal Revenue Code of 1986 or corresponding provisions of any subsequent federal tax laws.

ARTICLE XII – Parliamentary Authority

- Section 1. The current edition of Robert's Rules of Order Newly Revised will be the authority for all questions of parliamentary procedure not covered by these bylaws.
- Section 2. The Parliamentarian, or someone appointed in his/her absence, will observe parliamentary procedure at all business meetings.

ARTICLE XIII – Amendments

- Section 1. Proposed changes to the bylaws must be announced at least 24 hours prior to voting.
- Section 2. Bylaws may be amended at any general business meeting by two thirds vote of eligible voting members present.

These bylaws were revised on:

5/6/08

11/30/08

2/10/09

3/8/2010

3/10/11

4/14/12

4/6/13

10/31/13 – NOT VOTED ON