



Great Lakes Region of the American Music Therapy Association

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ARTICLE I Name and Composition

Section 1. The name of the organization will be Great Lakes Region of the American Music Therapy Association (AMTA), Incorporated, hereinafter referred to as GLR.

Section 2. The GLR may authorize state, local, and student chapters within its structure.

ARTICLE II Mission Statement

Section 1: To create an inclusive, equitable, accessible, and informed community of diverse music therapy partners across the Great Lakes Region.

ARTICLE III Credentials

Section 1. The GLR will recognize the Music Therapist-Board Certified (MT-BC) credential as the professional designation in music therapy.

Section 2. The MT-BC credential will hereinafter be referred to as professional music therapy credentials.

ARTICLE IV Membership

Section 1. Membership in the GLR shall be subject to the following conditions:

- a. membership in good standing with AMTA,
- b. employment, residence or college/university enrollment in Illinois, Indiana, Michigan, Minnesota, Ohio, or Wisconsin, and,
- c. the member shall not possess voting rights or hold office in any other region of AMTA.

Section 2. According to AMTA, membership in the Association is of eight classes: Professional, Student (Undergraduate and Graduate), Associate, Retired Professional, Honorary Life, Inactive Music Therapist, Patron, and Affiliate Organization.

Section 3. Professional membership shall be open to persons professionally engaged in the practice of music therapy. Such membership will provide the privilege of participation in the activities of the GLR, the right to vote and to receive all member communications. Only those professional members who hold professional music therapy credentials shall have the right to serve as a GLR officer, a State Representative, or a delegate to the AMTA Assembly of Delegates.



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Section 4. Associate membership shall be open to people not professionally engaged in the use of music in therapy but who wish to support the GLR. Such membership includes the right to participate in the activities of the GLR and the right to receive all member communications, but does not include the right to vote or hold office.

Section 5. Student membership shall be open to declared music therapy majors enrolled in AMTA-approved schools or other interested college/university students. Such membership includes the right to participate in the activities of the GLR and the right to receive all member communications but does not include the right to vote or hold office. Graduate-level students, who are also an MT-BC, have the right to vote and hold regional office.

Section 6. Retired Professional membership will be open to Professional members who have reached the age of 65. Eligible members must submit a request in writing to transfer to retired status to the AMTA.. Rights and privileges will be the same as those for Professional membership.

Section 7. Honorary Life membership may be conferred upon any person in recognition of distinguished service in the field of music therapy. Such elections will be made by the AMTA Board of Directors. Honorary Life members, according to AMTA, who qualify for Professional membership will have all the rights and privileges of such membership without the payment of annual dues each year following this designation by the board.

Section 8. Inactive music therapist membership is open to professional music therapists who are not currently practicing music therapy. Music therapists seeking inactive membership must have completed an application available from and approved by the National Office. Inactive membership will provide the privileges of participation in the activities of the Region and the right to receive selected designated membership benefits. Such membership does not include the right to vote or to hold office on the national and regional levels.

Section 9. Patron membership is open to individuals, organizations, institutions, business firms, or foundations contributing substantial sums to the American Music Therapy Association. Patron membership may be assigned to a person designated by the organization, institution, firm, or foundation from which the funds are received. For each contributing year, the Association will confer upon that person the rights and privileges of associate membership.

Section 10. Affiliate organization membership is open to any organization interested in supporting the aims, objectives, and purposes of the American Music Therapy Association. Rights and privileges for the designate of an organization are the same as those for associate membership.

Section 11. The membership year shall coincide with that of AMTA and shall be from January 1 through December 31.



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Section 12. Members who pay membership dues after October 31 will be considered members for the following calendar year unless they request otherwise.

Section 13. Rights and privileges of membership will be restricted to those who are in good financial standing with the AMTA

Section 14. Annual dues are set, collected, and received from AMTA.

Section 15. Persons who have forfeited rights of membership as a Professional, Associate, Retired Music Therapist, or Student because of non-payment of dues shall be able to reinstate themselves with payment of dues for the current period.

ARTICLE V Officers

Section 1. The officers in the GLR shall be elective and appointive.

Section 2. Officers must hold Professional membership in the GLR and a professional music therapy credential.

Section 3. The elected officers of the GLR shall be President, President-Elect, Past President, Vice President, Vice President-Elect, Recording Secretary, Treasurer, and Treasurer-elect. Elected officers have the right to vote at Executive Committee Meetings

Section 4. The appointed officers of the GLR shall be the Historian, Communications Liaison, Student Coordinator, DEI Regional Committee Representative, and Website Coordinator. Appointed officers have the right to vote at Executive Committee and General Business meetings.

Section 4. No elected officer with the exception of the Recording Secretary and Treasurer shall hold the same office for more than one consecutive term.

Section 5. A Student Representative, elected by the student members of the GLR, will serve as an officer.

Section 6. The following members of the executive committee will be listed on the GLR bank account: President, Treasurer, Vice President, and Vice President-elect.

Section 6. Duties

a. The **President** will preside at Annual Conferences of the GLR; call and preside at meetings



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of the Executive Committee; appoint, with the approval of the Executive Committee, all appointive officers and all standing and special committees, designating the chairperson of each special committee; be an ex-officio member without the right to vote of all committees, except for the Nominating Committee; conduct GLR Executive Committee and general business meetings; serve as a regional representation to the AMTA Disaster Response Committee, encourage participation at the AMTA Annual Conference, and submit a written summary of the AMTA Annual Conference to be published in membership communication. The president will also assist the Treasurer to send all requested financial information to the AMTA regarding taxes or otherwise.

b. The **President-Elect** will assist the President as requested; study the duties of the President in order to be prepared at the suitable time to take over the responsibilities of the President's office; and assume all duties of the President in case of the resignation, disability, or absence of the President. The President -Elect will serve as a regional representative to the AMTA Disaster Response Committee. The President-Elect will chair the Awards Committee, consisting of the State Representatives, presenting Awards at the annual conference; and will receive Special Project proposals, serving as liaison with the project director and assisting the project director in completion and reporting of the results, and oversee any Bylaw changes.

c. The **Vice-President** will serve as Program Chairperson, taking responsibility for program planning for the Annual Conference, conferring on all details of management with the Chairperson of Arrangements (Local Program Chairperson) and special conference committees, supervising the finances of the conference participants and submitting their contributions in manuscript form. The Vice-President will succeed to the Presidency in case of the disability or resignation of the President and President-Elect; and will assume other duties as may be assigned by the President and the Executive Committee.

d. The **Vice President-Elect** will assist the Vice President as requested, study the duties of the Vice President in anticipation of assuming the responsibilities of the Vice Presidency, and assume all duties of the Vice President in case of the resignation, disability, or absence of the Vice President. The Vice President-Elect is elected to serve 2 years as Vice President-Elect and 2 years as Vice President.

e. The **Immediate Past President** will serve as Parliamentarian for Executive Committee meetings and be the authority in deciding matters of procedure according to the Bylaws; chair the Nominating Committee and coordinate the updating of the GLR Officer and Representative Handbook.

f. The **Recording Secretary** will keep the minutes of all general business and Executive



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Committee meetings; distribute copies to each member of the Committee within one week; notify AMTA National Office of newly elected and appointed GLR officers; and assume other duties as may be assigned by the President.

g. The **Treasurer** will pay all bills authorized by the Executive Committee; keep an itemized account of members for their service; reimburse committee members for GLR-AMTA expenses incurred that have been authorized by the Executive Committee; present a written report to the GLR at the Spring and Fall meetings; present a financial report on request of the President; and send all requested financial information to the AMTA regarding taxes or otherwise.

h. The **Treasurer-elect** will assist the Treasurer as requested, study the duties of the Treasurer in anticipation of assuming the responsibilities of the Treasurer, and assume all duties of the Treasurer in case of the resignation, disability, or absence of the Treasurer. The Treasurer-elect will serve as a member of the Finance Committee. The Treasurer-Elect is elected to serve 2 years as Treasurer-Elect and 2 years as Treasurer.

i. The **Communications Liaison** will publish Voice of the Lakes (VOL) content on GLR social media platforms throughout the year. The full reports from each Executive Committee member, State Representative, Appointed Officer, and Standing Committee representative will be posted on the GLR website

j. The **Historian** will keep in a secure place all items of historical interest to the GLR such as programs, newspaper and magazine articles, and correspondence and forward appropriate items to the AMTA Archivist for permanent preservations in the AMTA Archives.

j. The **Student Coordinator** will serve as a liaison between GLR student members and the GLR Executive Committee and will be accompanied by the Student Representative or their designee at GLR Executive Committee meetings. The Student Coordinator will serve as the GLR Representative to the AMTA Student Affairs Advisory Board.

k. The **Student Representative** will serve as a liaison between AMTAS and the GLR students, and between the GLR students and professional members. The Student Representative will keep the GLR Executive Committee informed of student interests, needs, and concerns, and work with the Student Coordinator and local Conference Chair(s) to plan student-oriented sessions and activities at the annual conference.

l. The **Website Coordinator** will manage and maintain the GLR website and social media presence, respond to correspondence that comes in via the website, maintain a list of email addresses for the GLR membership, present reports to the GLR at the Spring and Fall meetings and in the Voice of the Lakes, and assist with Special Projects as requested by the GLR Executive Committee.



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m. The **DEI Regional Committee Representative** will serve as the liaison between the GLR Regional DEI Committee and the GLR Executive Committee. They will work with the Executive Committee to address changes in the governance and operating practices of the GLR that directly and indirectly suppress and/or oppress colleagues and community members, particularly those holding historically marginalized identities.

n. Elective officers, upon retiring from office, will arrange to confer with their successors during the Annual Conference of the GLR to clarify procedure and responsibilities and will deliver to their successors, within two weeks, all record books, papers, and other property belonging to the GLR. Outgoing appointive officers will send all similar materials to their successors with two weeks of being notified of their successor's appointment.

Section 8. Terms of Office

a. The elective officers of the GLR will be elected for a term of two years. Their terms of office will begin at the conclusion of the final General Membership meeting of an Annual Conference in an odd-numbered year.

b. The appointive officers of the GLR will be appointed for a term of two years by the President, with the approval of the Executive Committee, during the first month following an Annual Conference in an odd-numbered year. Appointive officers may hold the same office for more than one term at the discretion of succeeding administrations.

c. The Student Representative will be elected for a term of one year. The term will begin at the conclusion of the last general business meeting at the annual conference.

Section 9. Vacancies

a. Any vacancy existing in an elective office will be filled by a special election which will be overseen by the Immediate Past President.

b. Any vacancy existing in an appointive office may be filled by Presidential appointment with Executive Committee approval to complete the prescribed term of service.

ARTICLE VI – Meetings

Section 1. The Annual meeting of the GLR will take place in conjunction with the annual GLR conference.



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Section 2. A special meeting of the GLR general membership may be called during the Annual GLR Conference at the discretion of the Executive Committee.

Section 3. The President may call a special meeting of the GLR if requested by four members of the Executive Committee, or upon the signed petition of members in good standing of the GLR.

Section 4. The President, upon the joint request of not less than three members of the Executive Committee, may call a special meeting of the Executive Committee.

Section 5. Executive Committee business will be transacted via various means such as e-mail, video conferencing, or conference telephone call. Executive Committee meetings are open to the general membership to observe. The Committee will convene in a closed Executive Session at the discretion of the GLR President for matters of discussions related to confidential subjects, member issues, or review of regional grants.

ARTICLE VII – Standing Committees

Section 1. Executive Committee

a. The Executive Committee will consist of 20 voting members: President, President-Elect, Immediate Past President, Vice President, Vice President-Elect, Recording Secretary, Treasurer, Treasurer-elect, the six Elected State Officers, the Archivist, DEI Regional Committee Representative, Editor, Student Coordinator, Student Representative, and Website Coordinator.

b. A member will serve on the Executive Committee in only one of the following capacities: (1) Elected officer, (2) Elected State Officer, (3) Student Representative, (4) Appointed Officer, or (4) Immediate Past President.

c. The Executive Committee will have the power to transact the general business of the GLR, will be responsible for the management of its funds, and will be empowered to appoint assistants to any officer of the GLR.

Section 2. Financial Committee

a. The standing Financial Committee will consist of the Treasurer and two elected officers appointed by the President with Executive Committee approval.

b. The Financial Committee will review the GLR accounts on, at least, an annual basis, present the proposed budget to be presented to the Executive Committee for review at the AMTA National Conference, with follow up for approval as needed before the end of the calendar year.



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Section 3. Nominating Committee

- a. The Immediate Past President will chair this committee. If the Immediate Past President is unable to serve as chairperson of the Nominating Committee, the President with Executive Committee approval will appoint some other experienced officer.
- b. The Nominating Committee will consist of the Chairperson and the six State Representatives or their designated alternate, two Members-At Large chosen by a state representative, representative from the DEI committee (not the chair), or a representative's designated alternate. The President may not serve on this committee in any capacity. *The states will rotate the member-at large based on the order of the last two conferences hosted
- c. The Nominating Committee will personally identify and contact the total membership in identifying potential leaders, contact recommended candidates for their consent to be nominated, provide leadership training as needed, and propose a slate of nominees for elective offices to the GLR membership.
- d. Nominations from the floor at an Annual Regional Conference business meeting will be taken before the slate is finalized. Background information and consent of the additional candidates must accompany such nominations.
- e. The Nominating Committee will facilitate the biennial election.
- f. A simple majority, which must include the chairperson, of the total committee will constitute the needed quorum for determining the slate of officers.

Section 4. Awards Committee

The Awards Committee will be chaired by the President-Elect and composed of the state representatives from the six state organizations, or their designated alternate, two Members-At Large chosen by a state representative, representative from the DEI committee (not the chair), or a representative's designated alternate. The President may not serve on this committee in any capacity. *The states will rotate the member-at large based on the order of the last two conferences hosted.

Section 5. DEI Committee

The GLR DEI Committee will work to enact committee values of accessible educational resources, welcoming difference of identity/recognizing and acknowledging differences, identifying and addressing barriers, recommending areas for growth, embracing conflict, and



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righting historical wrongs. The DEI Committee will consist of a Past-Regional Committee Board Representative, Regional Committee Board Representative (2 year term), a Regional Committee Board Representative-Elect, and a minimum of three At Large members with at least one being a student representative. The DEI Committee will strive to have membership that is reflective of the cultural diversity of the region including: race, ethnicity, age, gender, sexuality, disability, religion, nationality, socioeconomic status, fertility, additional experiences of marginalization and/or privilege, and the intersections thereof.

Section 6. Mentoring Committee

Section 7. Communications Committee

The Communications Committee will consist of the Chairperson (either the Communications Liaison or the Website Coordinator), and the six State Representatives or their designated alternate. The communications committee will assist in the following communications plan: a) The President, Communications Liaison, and Website Coordinator will be in charge of communicating any Executive Committee news. b) The Vice-President and Vice President-elect will be in charge of communicating any regional conference information; and c) The Communications Liaison and the State Representatives will be in charge of communicating any state specific news.

Section 8. Membership Committee

The Membership Committee will be chaired by the GLR Membership Committee Representative to AMTA and composed of both student and professional state representatives from the six state organizations, and representation from the GLR DEI Committee (not the chair). In order to represent committee membership that is representative of all of the constituents served within the GLR community, additional At-Large members may be chosen. The GLR Membership Committee Representative to AMTA will bring any interest for the At-Large member(s) to the entire committee for final approval.

ARTICLE VIII – State Representatives

Section 1. Either the president or the elected state officer, one each of the six GLR states will serve as their Representative to serve on the GLR Executive Committee.

Section 2. The Representative from each state will serve as a liaison between GLR members of the state and the GLR Executive Committee, assist in conducting the business at hand and carry out any duties assigned by the President and the Executive Committee.



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Section 3. The president or elected state officer from each of the six GLR states will be elected or otherwise selected by each state organization. State Representatives may be selected for succeeding terms at the discretion of each state chapter.

Section 4. The president or elected state officer from each of the six GLR states will hold professional membership in the GLR and a professional music therapy credential.

ARTICLE IX – Biennial Elections

Section 1. The Nominating Committee will propose a slate of nominees to the membership, after seeking nominations from the membership, before the end of the last session on the day preceding the final business meeting of the Annual Conference in an even-numbered year. At the final business meeting, the final ballot will be determined from the Nominating Committee slate.

Section 2. Ballots will be sent to the voting members of the GLR via a method approved by the Executive Committee, and returned 21 days from the date the ballot is sent.

Section 3. The counting of election returns will be done in a manner that preserves the anonymity of the voters.

Section 4. If ballots are cast via electronic mail, the Nominating Committee Chairperson and at least three other tellers selected, when possible, from members of the Nominating Committee will count ballots. If necessary, local professional members of the GLR in geographic proximity to the Nominating Committee chairperson may serve as tellers. If ballots are received via electronic survey, the computer technology will tabulate the results.

Section 5. The requirement for election will be a majority of the votes cast. If no candidate for a given office receives a majority of the votes, a second ballot of the two candidates receiving the highest number of votes will be taken.

Section 6. The election results will be communicated to members within 5 days of the election.

Section 7. The electronic election report will be retained in the files of the Nominating Committee Chairperson for a period of six (6) months following the subsequent election.

ARTICLE X – Representatives to AMTA

Section 1. Assembly of Delegates



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a. Primary and alternate delegates will be elected to represent the GLR on the AMTA Assembly of Delegates. The number of delegate positions will be determined each selection year by the AMTA Executive Board.

Add clarity of term limit

b. Primary delegates or their alternates will attend all Assembly meetings held during the AMTA conference, throughout the year, and when determined by the Speaker of the Assembly. Delegates will perform other duties as assigned to them by the Assembly.

c. Primary and alternate delegates will hold Professional membership in the GLR and possess the appropriate professional music therapy credential as defined in Article III, Section 1.

d. The delegates will meet at three consecutive AMTA conferences, throughout the year, and when determined by the Speaker of the Assembly. At the conference immediately following the election, they will serve as Assembly Delegates-Elect. The following two years, they will represent the GLR as Delegates to the AMTA Assembly.

e. Election as a primary delegate will be by a plurality of votes cast. Alternate delegates, equal in number to the primary delegates, will also be elected by a plurality vote. In the case of a tie determining the last primary delegate, the candidate whose last name has alphabetical priority will serve as the primary delegate.

f. The election results will be reported to the AMTA National Office by June of an odd-numbered year.

g. Alternate delegates will serve in place of primary delegates according to the order of their election. Having exhausted the list of alternate delegates, the President may appoint temporary alternate delegates.

h. Prior to the first Assembly meeting, the President will appoint a delegate to report Assembly actions to the GLR membership.

Section 2. AMTA Standing Committees and Boards

a. A representative of the GLR will serve on each AMTA Standing Committee, attend the specified meetings, and perform duties as assigned by the committee chairperson.

b. Representatives to Standing Committees will hold Professional membership in the GLR and



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possess the appropriate professional music therapy credential. Holding a GLR office will not prevent a member from having the opportunity to serve on a Standing Committee. Standing Committee members may also serve on the Assembly of Delegates.

c. The GLR President, with Executive Committee approval, will appoint Standing Committee representatives.

d. A Professional member of the GLR will be appointed to the AMTA Judicial Review Board and will perform duties as assigned by the Board's chairperson. The GLR President, with Executive Committee approval, will appoint the Judicial Review Board member.

e. The Student Coordinator will serve on the AMTA Student Affairs Advisory Board, attend its meetings, and perform duties as assigned by the Board's Chairperson. The coordinator will hold professional membership in the GLR and a professional music therapy credential. The Coordinator will be appointed by the GLR President, with Executive Committee approval. An alternate may be appointed to serve in the absence of the Coordinator.

f. The term of service on AMTA standing committees and Boards will be two years to coincide with the terms of AMTA officers. GLR representatives to these committees and boards may serve more than one term in succession subject to the appointment or at the discretion of the incoming President.

ARTICLE XI – Quorum

Section 1. Executive Committee Meetings: Seven voting members of the Executive Committee, four of whom must be elective officers, will constitute a quorum for an Executive Committee meeting.

Section 2. General GLR Business Meetings: A quorum of the Executive Committee plus five percent of the active membership in the GLR 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, just from making motions.

ARTICLE XII – Auxiliary Organizations

Section 1. The GLR recognizes the state music therapy chapters from Illinois, Indiana, Michigan, Minnesota, Ohio, and Wisconsin as auxiliary organizations. These organizations will conform to the requirements for auxiliary organizations as specified in these Bylaws.

Section 2. A small group of GLR members desiring recognition as an organized subdivision of the GLR will prepare bylaws patterned after the AMTA and GLR Bylaws. The new bylaws will



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be presented for approval to the GLR Executive Committee. If that Committee gives its approval, the GLR President will inform the AMTA Executive Board. Current copies of the auxiliary organization's bylaws must be sent to the GLR President-Elect.

Section 3. The Great Lakes Region of the American Music Therapy Association Students (**GLR-AMTAS**) is the official student organization of the Association and will conform to the requirements for auxiliary organizations as specified in the Bylaws.

ARTICLE XIII – Affiliation Agreement with Canadian Music Therapists

Section 1. Canadian music therapists from provinces contiguous with the GLR, who are members of AMTA, will qualify for GLR membership comparable to that which they hold in AMTA.

Section 2. Canadian music therapists from provinces contiguous with the GLR who are not members of AMTA may apply to the AMTA national office for GLR Associate membership.

ARTICLE XIV – Fiscal Year

The fiscal year will be from January 1 through December 31.

ARTICLE XV – 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 presiding officer may appoint a Parliamentarian for business meetings.

ARTICLE XVI – Amendments

Bylaws may be amended at any general business meeting by two-thirds vote of eligible voting members present, the proposed changes having been announced at least twenty-four hours prior to said session.

Article XVII - Dissolution

GLR shall use its funds only to accomplish the purposes specific in these bylaws and no part of said funds shall insure, or be distributed, to the members of GLR. On dissolution of GLR, any assets remaining shall be distributed to AMTA.

Adopted: March 1999



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Revised: March 2003
Revised: March 2010
Revised: April 2012
Revised: April 2013
Revised: April 2014
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Revised: March 2020
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Revised: November 2021
Revised: May 2022
Revised: July 2023