

## BY-LAWS

### Mid-Atlantic Region Association of Music Therapy Students

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#### ARTICLE I. TITLE:

Section 1. The title of the association shall be the Mid-Atlantic Region Association of Music Therapy Students.

Section 2. Regional and local chapters of the American Music Therapy Association Students shall adopt the purposes and goals of the association and agree to conform to the by-laws of the association.

#### Section 3. Acronyms

MARAMTS – Mid-Atlantic Region Association of Music Therapy Students

AMTAS – American Music Therapy Association Students

MAR – Mid-Atlantic Region American Music Therapy Association Inc.

AMTA – American Music Therapy Association Inc.

SAAB – Student Affairs Advisory Board

#### ARTICLE II. FUNCTION and PURPOSES:

Section 1. The function of this organization is:

- A. To promote the establishment and growth of music therapy chapters at the local, regional, and national levels in support of AMTAS.
- B. To promote music therapy.
- C. To communicate professional ideas and needs.
- D. To research topics for the benefit of the music therapy profession.
- E. To foster professional ideas among music therapy students.
- F. To serve as the representative body for music therapy students enrolled at collegiate institutions throughout the Mid-Atlantic Region.
- G. To cooperate with the MAR, AMTA, and other related professional organizations.

#### ARTICLE III. MEMBERSHIP:

Section 1: Active student membership shall include any AMTA undergraduate or graduate student members enrolled in an AMTA-approved school in the Mid-Atlantic Region.

Section 2: Active student membership shall include any AMTA student members completing an AMTA-approved internship in the Mid-Atlantic Region.

Section 3. A student must belong to AMTA to belong to AMTAS.

Section 4. A student must belong to AMTAS to belong to MARAMTS.

Section 5. Dues shall be set by AMTA.

Section 6. The membership year of MARAMTS shall coincide with the AMTA membership year, beginning January 1, and ending December 31.

Section 7. A student chapter is considered active if the chapter has been represented by at least one current AMTA student member at least one of the past two fall business meetings. Failure to attend will bring the chapter to an inactive status and voting privileges will be lost. Attending a fall business meeting the following year may amend this status.

#### ARTICLE IV. OFFICERS:

Section 1. The Executive Board of MARAMTS shall be President, President-Elect, Vice President, Parliamentarian, Secretary, Treasurer, Government Relations Chair, Public Relations Chair, Historian, and Student Affairs Advisor.

Section 2. No officer shall be elected to the same office for more than two consecutive terms.

Section 3. No officer may hold more than one position at any time.

Section 4. Only persons having active membership status in MARAMTS shall be eligible to hold office.

- A. In the event that a nominee does not have active membership status at the time of election, they may still run for office. If elected, they must show proof of active membership status by the start of their term of office.

Section 5. The term of office for all MARAMTS officers elected at the Regional Conference will start at the close of that Regional Conference. The term of office shall be until the close of the following Regional Conference.

- A. If the MARAMTS Election of Officers cannot take place during the Regional Conference, the election will instead occur during a separate Spring Business Meeting. The end date of the previous term of office and start date of the upcoming term of office will be set at the discretion of the outgoing MARAMTS President.

Section 6. All officers must be in the process of completing course work at an accredited university in the Mid-Atlantic Region, have received written acceptance from an approved clinical training site, or be completing an internship that will last the entire length of office all in the MAR. If an officer is to complete their internship outside of the MAR, it will be at the unanimous discretion of the rest of the Executive Board whether they will be capable of properly and efficiently completing the duties and responsibilities as an officer of MARAMTS.

Section 7. No student will be allowed to run for an executive board office position if they are enrolled at a school considered inactive by MARAMTS.

Section 8. In order for a student to be eligible to run for the office of President, the student must have attended at least one Fall Business Meeting or served previously on the MARAMTS Executive Board for at least one full term.

Section 9. All officers must attend all business meetings unless there are extenuating circumstances. Officers may attend via video conference if circumstances prevent in-person attendance.

Section 10. There shall be eight (8) voting members of the Executive Board: President, President-Elect, Vice President, Treasurer, Secretary, Government Relations Chair, , Public Relations Chair, and Historian.

Section 11. There shall be two (2) non-voting members of the Executive Board: Parliamentarian and Student Affairs Officer.

#### ARTICLE V. DUTIES of the OFFICERS:

Section 1. The duties of the President shall be:

- A. Preside over all meetings of MARAMTS.
- B. Be a member ex-officio of all committees.
- C. Call special meetings of the Executive Board and the Board of Representatives.
- D. Establish all committees, with the approval of the Executive Board.
- E. Establish an agenda for all meetings of MARAMTS.
- F. Attend the Regional and National Conferences.
- G. Attend business meeting(s) at the AMTA National Conference.
- H. Follow guidelines set in the American Music Therapy Association's Student Handbook.

- I. Maintain contact with the Student Affairs Advisor.
- J. Communicate with the music therapy students in AMTA-affiliated schools.
- K. Contact Student Affairs Advisor nominees for acceptance or declination of nomination prior to the election.
- L. Serve as a voting member of the SAAB of AMTAS.
- M. In the absence of the Vice President, represent MARAMTS as a voting member at any Executive Committee Meetings of the MAR.
- N. Expected to act in an advisory position to the Executive Board following their term.
- O. Transfer any irreplaceable materials and documents via transferable mail or direct delivery within two weeks to the successive officer.
- P. Be responsible for sending an updated version of designated duties to the MARAMTS President-Elect for the Officer's Duties Manual.
- Q. The president must complete the MAR report for the AMTAS at the end of their term.
- R. Send all materials dating older than five years to the Archivist at Duquesne University.
- S. Collaborate with the Student Affairs Advisor and local planning committee to plan and head the Student Learning Academy.
- T. Reserve a MARAMTS table for the MAR Regional Conference Exhibit Hall.

Section 2. The duties of the President-Elect shall be:

- A. Assist the President as requested.
- B. Undertake the duties of the President in their absence.
- C. Study the duties of the President in order to be prepared to serve in the position of President in the year following their term.
- D. Must have two full remaining academic years of "student status." Student status is defined as either taking classes full time or participating in an accredited music therapy internship.

- E. Attend the Regional and National Conferences.
- F. Attend business meetings at the AMTA National Conference with the President.
- G. Revise or update the Officer's Duties Manual at least every two years or as needed.
- H. Transfer any irreplaceable materials and documents via transferable mail or direct delivery within two weeks to the successive officer.
- I. Send all materials dating older than five years to the Archivist at Duquesne University.
- J. Must Chair on every committee.
- K. On the first of each month, will send a check-in email to all other members of the board.

Section 3. The duties of the Vice President shall be:

- A. Assist all committee chairpersons.
- B. Maintain contact with the Student Affairs Advisor.
- C. Represent MARAMTS as a voting member at any Executive Committee Meeting of the MAR as well as serve as an informant for student needs, regarding general business and conference planning.
- D. Attend the Regional and National Conferences.
- E. Transfer any irreplaceable materials and documents via transferable mail or direct delivery within two weeks to the successive officer.
- F. Be responsible for sending an updated version of designated duties to the MARAMTS President-Elect for the Officer's Duties Manual.
- G. Send all materials dating older than five years to the Archivist at Duquesne University.

Section 4. The duties of the Parliamentarian shall be:

- A. Enforce *Robert's Rules of Order*.

- B. Preside over the elections of the members of the Executive Board.
- C. Coordinate a Swap Shop prior to the Regional Spring Conference with attending schools' Chapter Representatives and Chapter Advisor.
- D. Review the by-laws before the Fall Business Meeting and before the Regional Conference. Propose any change(s) four weeks prior to the Regional Conference.
- E. Transfer any irreplaceable materials and documents via transferable mail or direct delivery within two weeks to the successive officer.
- F. The Parliamentarian must attend Regional Conference unless there are extenuating circumstances.
- G. Be responsible for sending an updated version of designated duties to the MARAMTS President-Elect for the Officer's Duties Manual.
- H. Post the current by-laws to the MAR and MARAMTS Executive Boards Google Drive following the Regional Conference and the Fall Business Meeting.
- I. Send all materials dating older than five years to the Archivist at Duquesne University.

Section 5. The duties of the Secretary shall be:

- A. Keep minutes of all meetings.
- B. Handle all correspondence.
- C. Inform all members of set meetings with advanced notification of one month prior to the Fall and Spring Meetings.
- D. Preserve all documents and letters.
- E. Send the minutes after all Business Meetings to the Executive Board, Board of Representatives, and the Student Affairs Advisor.
- F. Send the names, addresses, e-mail addresses, and phone numbers of all officers, chapter representatives, and advisors within two weeks after the Spring Conference or Business Meetings to the newly elected Executive Board, Board of Representatives, and the Student Affairs Advisor.
- G. Determine a quorum for each Business Meeting.

- H. Acquire a list of current MARAMTS members from AMTA before the Fall and Spring Business meetings.
- I. Transfer any irreplaceable materials and documents via transferable mail or direct delivery within two weeks to the successive officer.
- J. Submit updates to the web master concerning Executive Board contact information, minutes, and MARAMTS and AMTAS newsletters.
- K. Be responsible for sending an updated version of designated duties to the MARAMTS President-Elect for the Officer's Duties Manual.
- L. Attend Regional Conference unless there are extenuating circumstances.
- M. Send all materials dating older than five years to the Archivist at Duquesne University.

Section 6. The duties of the Treasurer shall be:

- A. Collect and keep account of all funds belonging to MARAMTS.
- B. Receive vouchers for payment of all expenses incurred by MARAMTS.
- C. Report the financial standing of MARAMTS to the Executive Board and the Board of Representatives at all Business Meetings.
- D. Deliver to the newly elected Treasurer all monies, vouchers, books, signature cards, and papers of the association, with a supplemental report covering all transactions yet to be completed, within fourteen days of the last day of regional conference. During this time, the former Treasurer shall be allowed to make deposits and transactions in regards to monies accrued at Regional Conference.
- E. Allow all books to be opened to audit at the discretion of the MARAMTS Executive Board and the Board of Representatives.
- F. Prepare and submit for approval by the Executive Board and the Board of Representatives, a written estimate of monies required for an upcoming fiscal year, with at least \$500.00 to be set aside; to be presented at the Fall Business Meeting.
- G. Be responsible for sending an updated version of designated duties to the MARAMTS President-Elect for the Officer's Duties Manual.
- H. Attend Regional Conference unless there are extenuating circumstances.

- I. Send all materials dating older than five years to the Archivist at Duquesne University.

Section 7. The duties of the Government Relations Chair shall be:

- A. Maintain contact with the MAR Government Relations Chair.
- B. Bring awareness to students about current and pertinent changes to legislation.
- C. To oversee the Sister School Advocacy Project which includes maintaining and supporting an intercollegiate communication program that will promote pre-professional development and advocacy amongst student members.
- D. Collect information from Student State Task Force Representatives and relay relevant information back to the MARAMTS Executive Board.
- E. Coordinate a MARAMTS Gives Back Project for the Regional Conference.
- F. Be responsible for sending an updated version of designated duties to the MARAMTS President-Elect for the Officer's Duties Manual.
- G. Attend Regional Conference and is encouraged to attend other Government Relations meetings.
- H. Send all materials dating older than five years to the Archivist at Duquesne University.

Section 8. The duties of the Public Relations Chair shall be:

- A. Manage all MARAMTS social media pages, including Facebook, Instagram, and Twitter.
- B. Maintain possession of MARAMTS scrapbook dating five years prior to the current year period. Send older scrapbooks to Archives.
- C. Submit a quarterly report for publication in *Tuning into Rx music* that summarizes the business of MARAMTS.
- D. Creating and maintaining a MARAMTS website and updating the email addresses of regional officers within 10 days of beginning their terms.
- E. Coordinate the publication and distribution of the Regional Newsletter prior to the Regional Conference.



Section 9. The duties of the Historian shall be:

- A. To work in conjunction with the MAR-AMTA Historian.
- B. Lead projects for the preservation of MARAMTS history.
- C. Serve as a resource on matters in which a historical perspective is deemed appropriate.
- D. Act as a member of the Historical Preservation Committee.
- E. Gather historical information from each university from our region.
- F. Report on historical events at meetings and conferences.
- G. Submit historical data to the Public Relations Chair to be posted on the MARAMTS website.

ARTICLE VI. DUTIES of the STUDENT AFFAIRS ADVISOR:

Section 1. The duties of the Student Affairs Advisor shall be:

- A. Communicate with students and professors of the MAR affiliated schools to encourage student involvement in music therapy.
- B. Attend all student meetings.
- C. Work with students in planning student meetings and presentations for the Regional Conference.
- D. Assist students in handling their concerns.
- E. Serve as the regional representative to the SAAB of AMTAS.
- F. Submit an annual report to MARAMTS at the Regional Conference.
- G. Serve as a non-voting member of the Executive Board of MARAMTS.
- H. Serve as a liaison between MARAMTS and MAR, as a voting member of the MAR Executive Board.
- I. Serve as administrator to the Regional Internship Scholarship granted by MAR and MARAMTS.

- J. Submit a quarterly report for publication in *Tuning into Rx Music* that summarizes the business of MARAMTS.
- K. Oversee the coordination of the annual Passages conference.
- L. Collaborate with the President and local planning committee to plan and head the Student Learning Academy.

## ARTICLE VII. ELECTIONS of OFFICERS:

### Section 1. Election of officers to the Executive Board shall be as follows:

- A. Elections shall be held at the Regional Conference.
- B. Nominations shall be accepted for each office at the first Business Meeting of the Regional Conference. The floor for nomination will be reopened at the second Business Meeting, where after the nominees will be voted on.
- C. Ballots will be counted by the Student Affairs Advisor. If the Student Affairs Advisor is not available, then the President will appoint another professional not affiliated with any university.
- D. Each student chapter shall be allowed five votes for each office.
- E. The election shall be conducted by secret ballot.
- F. Nominees shall be given a maximum of one minute at the second Business Meeting of the Regional Conference in which to state their qualifications.
- G. Each student chapter will receive a paper ballot with which to cast their votes. A Co-Chapter Representative from each chapter will fill out and submit the paper ballot to the Student Affairs Advisor or other professional.
- H. The members of each student chapter will collectively decide how to cast their five votes. They may use all five on one candidate, or spread them out amongst more than one candidate.

### Section 2: The method of determining constitution of election will be as follows:

- A. When two persons are running for office, a simple majority vote for a candidate will result in their election. In the event of a tie, and only in the event of a tie, the President's secret ballot will be opened to determine the election.
- B. When more than two persons are running for an office, a plurality vote for a candidate will result in their election. In the event of a tie, the two candidates receiving the

highest number of votes will participate in a run-off election in the same manner as stated in Article VII, section 2A of these By-Laws.

ARTICLE VIII. ELECTION of the STUDENT AFFAIRS ADVISOR:

Section 1. Election of the Student Affairs Advisor shall be as follows:

- A. Elections shall take place every two years at the Regional Conference.
- B. Nominations shall be taken from the floor of the conference every other year, from each school in the region.
- C. Voting shall be conducted by secret ballot at the conference and counted by a professional member with no affiliation to MARAMTS.
- D. Each student chapter will be given one hundred votes and may employ cumulative voting.
- E. Nominees will be given a maximum of one minute at the second meeting of the Regional Conference in which to state their qualifications.
- F. Nominees must be a board-certified music therapist and meet criteria for membership within the MARAMTA, as defined in the Bylaws of the Mid-Atlantic Region of the American Music Therapy Association.
- G. Term of office shall be a two-year period. The Student Affairs Advisor may be re-elected at the end of their term.

ARTICLE IX. DUTIES of the EXECUTIVE BOARD:

Section 1. The duties of the Executive Board shall be as follows:

- A. To transact general business according to the duties of officers in support of the function of MARAMTS.

ARTICLE X. BOARD OF REPRESENTATIVES:

Section 1. Each school in the Mid-Atlantic Region shall have up to three chapter representatives, contingent upon one of those representatives being a graduate student. Schools in which only an undergraduate program is offered shall only have two chapter representatives. The criteria for being a chapter representative shall be at the discretion of each individual school (i.e. class standing, length of term, title).

ARTICLE XI. DUTIES of the CHAPTER REPRESENTATIVES:

Section 1. The specific duties of the Chapter Representatives are:

- A. To represent their local chapter.
- B. To be a member of AMTA during each calendar year in which they hold office
- C. To attend all regional meetings and conferences.
- D. To be present at the Fall Business Meeting. If unable to attend, send another executive officer from the chapter that is a member of AMTA. If no other officer is available, send a member of a local chapter that is a member of AMTA.
  - 1. In the event that the school cannot attend due to outside circumstances beyond the school's control, online accommodations may be made provided a two (2) week notice from the school to the MARAMTS board. This will not have any impact on the school's standing.
- E. To compile information for MARAMTS Scrapbook and Newsletters.
- F. To organize and prepare their school for Swap Shop.
- G. To report back to their school all information discussed at MARAMTS Business Meetings.
- H. To correspond with members of MARAMTS Executive Board.
- I. To inform successive officers of their duties as Chapter Representatives.
- J. To oversee the on-going revisions as needed to respective chapter by-laws.
- K. All Chapter Representatives shall compose the Board of Representatives.
- L. To remain in contact with the chapter representatives of your sister school(s).

ARTICLE XII. STANDING COMMITTEES:

Section 1. The standing committees of MARAMTS who are appointed by the Regional President at the Fall Business meeting are as follows:

- A. By-Laws Committee: Formed and chaired at the discretion of the Regional Parliamentarian.

- B. Swap Shop Committee: Formed and chaired at the discretion of the Regional Parliamentarian.
- C. Fundraising Committee: Formed and chaired at the discretion of the Regional Treasurer. Fundraising Committee is used for the MARAMTS fundraiser.
- D. Service Project Committee: Formed and chaired at the discretion of the Regional President. The representative will be a student from the school nearest to the location of that year's Regional Conference.
- E. MARAMTS Gives Back Committee: Formed and chaired at the discretion of the Regional Government Relations Chair.
- F. Scrapbooking Committee: Formed and chaired at the discretion of the Regional Public Relations Chair.
- G. Social Media Committee: Formed and chaired at the discretion of the Regional Public Relations Chair.
- H. Regional Project Committee: Formed and chaired at the discretion of the Regional President. All members of the Regional Executive Board shall chair on this committee.
- I. Website Committee: Formed and chaired at the discretion of the Regional Public Relations Chair. Other members shall include the President, President-Elect, Vice President, Secretary, Student Affairs Advisor, and the MAR Public Relations Chair.
- J. The Historical Committee: Formed and chaired at the discretion of the Regional Historian.

Section 2. If a chapter representative is on a committee, the committee chair will include chapter club president in all emails, with the intent that the president of the chapter will check in with the committee member periodically.

#### ARTICLE XIII. MEETING and QUORUMS:

Section 1. General student Business Meetings will be held at each Regional Conference.

Section 2. Representation of a simple majority of the executive board and a simple majority of the Board of Representatives shall constitute quorum at the general Student Business Meetings at the Regional Conference.

Section 3. Executive Board Meetings shall be held at the discretion of the President or by a majority vote of the Executive Board.

Section 4. Board of Representatives Meetings shall be held at the discretion of the President or by majority vote of the Board of Representatives.

Section 5. A quorum for the Board of Representatives shall be a simple majority of all active chapters in the region at the Fall Business Meetings.

Section 6. Quorum of the Executive Board shall consist of a simple majority of the elected officers of the Executive Board for any Executive Board Meeting.

Section 7. Telephone/Video conference meetings may be used by the Executive Board when Executive Board Meetings are called by the discretion of the President or by a majority vote of the Executive Board.

Section 8. If the Student Affairs Advisor is unable to attend a meeting, officer meetings can still be held without their attendance with their approval.

Section 9. The Executive Board may take action without meeting, provided such action is taken by way of signed written consent by a majority of voting members of the Board. Such action may be taken only after a written statement in which the action is described has been sent to all members of the Board.

#### ARTICLE XIV. CHANGING BY-LAWS:

Section 1. These By-Laws may be amended at any Regional Conference by a two-thirds vote of the school chapters present. The proposed amendment must be submitted to MARAMTS to review twenty-four hours prior to the next Business Meeting of MARAMTS.

#### ARTICLE XV. VACANCIES AND RESIGNATIONS:

Section 1. In the event of a vacancy occurring in the office of the President, the President-Elect will serve as President. Should the President-Elect be unable to complete the term, responsibilities shall proceed through the line of succession to the Vice President, Parliamentarian, Secretary, Treasurer, and Government Relations. In the event of a vacancy of an office other than the President, the President shall appoint an Executive Board member or another regional dues-paying member with the approval from the Executive Board. In the event of a vacancy of the Student Affairs Advisor, the filling of the position will be handled by MAR and a new advisor will be re-elected at the next conference.

Section 2. The respective local chapter shall fill any vacancies of the Chapter Representatives.

Section 3. Proper procedure for resignation from an Executive Board Office includes mailing a letter to the President and Student Affairs Advisor at least 3 weeks before the date of resignation, which lists the reasoning behind the resignation from office.

Section 4. If any Executive Board Officer to MARAMTS is unable to fulfill their duties, including attendance at Regional Conference, they must notify the MARAMTS President and the Student Affairs Advisor as soon as possible. If an Executive Board Officer is unable to attend Regional Conference and chooses not to resign, they must find a replacement, and may consult the MARAMTS President and Student Affairs Advisor for assistance in securing a replacement. If they choose to find a replacement, they will be responsible for providing the replacement officer with all information relevant to fulfill the duties of the office.

#### ARTICLE XVI. EXPULSION

Section 1. In the event that an officer is found to be involved with any behavior that is deemed inappropriate and/or unlawful, in accordance with these by-laws, the MAR by-laws, AMTA code of ethics, and/or any other professional document expected to be followed by all music therapists and student music therapists, an executive session of the MARAMTS board shall take place. The board shall review the matter and decide on proper action to be taken.

Section 2. Removal of an officer shall be dealt with in accordance to the by-laws of the MAR.

#### ARTICLE XVII. FUNDS and FINANCES:

Section 1. The fiscal year shall run from July 1<sup>st</sup> to June 30<sup>th</sup>.

Section 2. Funds shall be allotted to the Executive Board for all expenses incurred subject to the immediate approval and subsequent approval of the Executive Board and the Board of Representatives.

Section 3. 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 a 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.

Section 4. The Treasurer is expected to handle all monies of the organization properly and in a timely manner.

Section 5. It is expected that the Treasurer will conduct an annual report of the budget prior to attending Regional Conference.

Section 6. It is expected that an internal audit be conducted bi-annually by the MAR Treasurer.

Section 7. All checks must be validated by the President.

- A. Any checks for \$200 or more require a hard copy signature.
- B. Any checks for less than \$200 require electronic approval.

1. This electronic approval shall be saved on the MARAMTS executive board Google site.

C. Any checks written to the Treasurer require a hard copy signature.

Section 8. In the event that a check is lost, stolen, or otherwise unaccounted for, the person who originally received the check shall take responsibility and subtract the money from their check amount.

Section 9: The new budget will be voted on at the Regional Conference (Spring Business Meeting) for the upcoming fiscal year.

#### ARTICLE XVIII. ROBERT'S RULES OF ORDER:

Section 1. *Robert's Rules of Order*, the most recently revised, shall be the authority for all questions of parliamentary procedures not covered by these By-Laws.

Revised: September 2002  
DWM

Revised: October 2003  
Melissa Cook

Revised: October 2005  
Stephanie Sowers

Revised: March 2007  
Jillian Tolman

Revised: March 2008  
Eric Ross

Revised: April 2009  
Bridget Skipper

Revised: June 2010  
Leeann Hackett

Revised: March 2012  
Eden Schutzer

Revised: April 2013  
DeAnna Klapp

Revised: April 2014



Kara Whipple

Revised: March 2015

Abigail Erdman

Revised: March 2016

Allison Broaddrick

Revised: March 2017

Halley Cole

Revised: 2018

Elizabeth Ingram

Revised: March 2019

A.J. Gaudreau

Revised: March 2020

Spencer Cole

Revised: March 2021

Emma Lambert

Revised: March 2022

Lindsey Puc