



MAR-AMTS

Guide

2022-2023



Dear Music Therapy Student,

Welcome to the Mid-Atlantic Regional Association for Music Therapy Students!! Whether you are an undergraduate or graduate student in our region, we are thrilled to welcome you to our organization.

This guidebook was created in an effort to increase transparency and communication between students and the student regional organization, MAR-AMTS. The Mid-Atlantic Regional Association for Music Therapy Students (MAR-AMTS) Executive Board is available as a resource to you, and as a resource to your student organizations or music therapy clubs. The current E-Board can be contacted at the following email addresses:

President - MARAMTSPresident@maramta.org
President-Elect- MARAMTSPresidentElect@maramta.org
Vice President - MARAMTSVicePresident@maramta.org
Treasurer - MARAMTSTreasurer@maramta.org
Secretary- MARAMTSSecretary@maramta.org
Parliamentarian- MARAMTSParliamentarian@maramta.org
Government Relations- MARAMTSGovRelations@maramta.org
Public Relations- MARAMTSPublicrelations@maramta.org
Historian- MARAMTSHistorian@maramta.org
Student Affairs Advisor- studentaffairs@maramta.org

We hope that this resource is detailed enough to provide you with a thorough understanding of our organization and annual events. We encourage you to read through this packet as a whole with your school organization, if possible, and to please be in touch with any questions.

Sincerely,

The 2022-2023 MAR-AMTS Executive Board

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About the MAR - Schools

The Mid-Atlantic Region is one of seven [regions](#) of the [American Music Therapy Association](#). Our region encompasses students and professionals in New York, New Jersey, Pennsylvania, Washington D.C., Virginia, West Virginia, and Maryland. To learn more about the history of the Mid-Atlantic Region, please visit the [MAR Website](#).

Currently, our region is home to 22 school programs, including:

- **District of Columbia**
 - Howard University
- **Maryland**
 - Washington Adventist University
- **New Jersey**
 - Montclair State University
 - Rowan University
- **New York**
 - Molloy College
 - SUNY New Paltz
 - SUNY Fredonia
 - Nazareth College
 - Roberts Wesleyan College
- **Pennsylvania**
 - Drexel University
 - Duquesne University
 - Elizabethtown College
 - Immaculata University
 - Marywood University
 - Mercyhurst University
 - Seton Hill University
 - Slippery Rock University
 - Temple University
 - West Chester University of Pennsylvania
- **Virginia**
 - Radford University
 - Shenandoah University
- **West Virginia**
 - West Virginia University

Active Chapters

Schools are considered “Active” in MAR-AMTS by attending at least one Fall Business Meeting within the past two years. Inactive status may be amended by attending the next Fall Business Meeting. If you are interested in starting a Music Therapy Student Organization at your school, please don’t hesitate to reach out.

About the MAR - People

The [MAR-AMTS Executive Board](#) consists of ten elected members. A brief description of their duties and responsibilities are as follows:

- President
 - Preside over all meetings of MARAMTS, be a member ex-officio of all committees, establish an agenda for all meetings of the MARAMTS, attend Regional and National Conference, and more.
- President-Elect
 - Assist and shadow the President and serves as President in the following term if elected, take over the duties of President in case of their absence, revise and update MAR-AMTS Officer Duties Timeline every two years (or as needed), attend Regional and National Conferences and Business Meetings with the President. This position also involves being a member of all committees in their term.
- Vice President
 - Represent MAR-AMTS as a voting member of any Executive Committee Meetings of MAR, represent MAR-AMTS on the Conference Planning Committee, attend the Regional and National Conferences, write a quarterly report summarizing the business of MAR-AMTS for publication in [Tuning into Rx Music](#), submit updates for MAR website to webmaster if needed (in conjunction with Student Affairs Advisor).
- Treasurer
 - Collect and keep track of all the funds belonging to MAR-AMTS, receive vouchers for payment of all expenses incurred by MAR-AMTS, report the financial standing of MAR-AMTS to the Executive Board and the Board of Representatives at all Business Meetings, and monthly to the president, and prepare and submit a budget proposal for the upcoming year to be presented at the Fall Business Meeting.
- Parliamentarian
 - Enforce Robert’s Rules of Order, preside over the elections of the members of the Executive Board, coordinate Swap Shop, review the bylaws prior to meetings and conferences, propose changes to the bylaws 4 weeks prior to the Regional Conference, make a presentation prior to both Fall Business

Meeting and Regional Conference in *Robert's Rules of Order* format, and update the bylaws on the Google Drive/G-Suite following business meetings as needed.

- Secretary
 - Take minutes (notes on what was discussed) during all meetings, inform all members of set meetings with advanced notification of one month prior to the Fall and Spring meetings, send the minutes after all Business Meetings to the Executive Board, Board of Representatives, and the Student Affairs Advisor, and be the main point of contact between the Chapter Representatives and the Executive Board.
- Government Relations Chair
 - Attend the monthly State Task Force Meeting for all states in the MAR, and update board and chapter representatives as needed, identify three non-profit organizations for MAR-AMTS Gives Back.
- Public Relations Chair
 - Manage all MAR-AMTS social media pages (Facebook, Instagram, and Twitter), coordinate a Fall and Spring MAR-AMTS Newsletter, and organize and update the [MAR-AMTS Website](#) and ensure that all information is up-to-date.
- Historian
 - Schedule and lead Historian Committee meetings, collect and organize the committee's research.
- Student Affairs Advisor
 - Oversee all student events, meetings, and projects, manage scholarship applications and awards, plan annual Passages conference, attend meetings for both student and professional executive boards, attend regional and national conferences, provide support to all students in the region. Unlike all other MAR-AMTS positions, the SAA must be a **professional** AMTA member in good standing.
- Chapter Representatives
 - Attend all regional meetings and conferences, report back to their school all information discussed at MAR-AMTS Business Meetings, organize and prepare their school for Swap Shop and the Poster Project.
 - It is recommended that each school have one senior chapter representative and a junior chapter representative. Some schools have graduate chapter representatives as well.

Committees:

Open to ALL students in the region

Regional Conference Student Activities Committee is made up of 2-3 students for each event, or 4-6 volunteers in total.

- **Organizes MAR-AMTS Gives Back:** an event where all schools in the region raise money for a chosen charity.
 - Involves planning, communication, and coordination of funds from every school
- **Organizes Swap Shop:** an event where each school comes up with an intervention to share at Regional Conference based on a theme
 - Involves developing themes, communicating with other chapter representatives, and organizing virtual options for this event, if applicable

Regional Project Committee: made up of 2 student volunteers, president, and president-elect

- Involves planning and implementing regional projects throughout the term.
- **High School Advocacy Project** (regional project for 2022-23 term)
 - Helps introduce music therapy to high school students in the region.
 - Involves emailing high school music teachers and informing them of the MAR-AMTS Conference & Passages.
- Past projects have included:
 - **MARntor Program:** involved connecting students with professionals or interns that are currently practicing within a population they are interested in
 - **President's Challenge:** businesses/schools apply to win instruments or other MT resources that each president from participating music therapy clubs contribute

Historian Committee

- Involves keeping in contact with MAR-AMTS Historian about timelines, historical data, and other major events.
- This committee is made up of one student representative from each school in the region.

Possible Committee for Future Terms:

Committee on Diversity and Inclusion

- May involve working on anonymized voting
- We are open to ideas about what roles this committee could have in the future!

Our Organization

By-laws: Our bylaws outline the rules, expectations, responsibilities, and functions of MAR-AMTS. The bylaws are in place to help guide future generations of students, as well as to continue to clarify and hold current members accountable to the purpose of the student board as it functions within the Mid Atlantic Region. Our bylaws are typically under discussion three times per term (during the summer, fall, and spring business meetings). We vote on changes at the spring business meeting. This assures that our bylaws stay current, respectful, and inclusive of every student in the Mid Atlantic Region as well as continuing to help our organization adapt as the AMTA and the music therapy field change as a whole.

Most Current version of our bylaws:

https://maramts.weebly.com/uploads/1/2/7/6/127668942/maramts_by-laws_2021-2022.pdf

Mission Statement

The mission of the Mid-Atlantic Region of the American Music Therapy Association is to advance public awareness of the benefits of music therapy, to increase access to quality music therapy services, and to provide support to its members within the Mid-Atlantic Region.

Within the AMTAS

The American Music Therapy Association has seven regional chapters: Mid-Atlantic, Great Lakes, Midwestern, New England, Southeastern, Southwestern, and Western. Each of these chapters has their own music therapy association for professionals and students. There is also an overall American Music Therapy Association for Students, otherwise known as the AMTAS. For more information, visit <http://www.amtas.org/>

Important Annual Events

Passages

Passages is an annual free conference organized for and by music therapy students and new professionals. Passages launched in the Mid-Atlantic Region in 2004. The conference includes presentations by undergraduate and graduate students and new professionals. Attendance is open to the public. The location of MAR Passages rotates yearly and is hosted by an accredited music therapy school or internship site in the MAR. Post-pandemic, Passages has been hosted virtually. The goals for MAR Passages are:

- to provide undergraduate students, graduate students, and new professionals in the MAR with opportunities to build presentation skills in a professional forum
- to facilitate and support a sense of community for students and new professionals in the MAR (a new professional is defined as a music therapist in their first five years of practice in the MAR)

Fall Business Meeting

The Fall Business Meeting happens every year during the Fall term of the academic year. Its purpose is to gather chapter representatives, MARAMTAS executive board members, and students to plan for upcoming regional events like MARAMTAS Gives Back, fundraising, conferences, etc. There is also a review of things such as chapter representative duties, budget reports, and general functionality of the MARAMTAS relationship with schools. Committees are also formed during this meeting, and it is commonly held online.

National Conference

Every Fall, The American Music Therapy Association holds a National Conference that is open for professionals and students. For more information, please visit: https://www.musictherapy.org/events/amt_a_2022_conference/.

Spring Business Meeting

The Spring Business Meeting happens in two parts over two days during the annual Mid-Atlantic Region Music Therapy Conference, which occurs every spring. Its main purpose is to gather chapter representatives, MARAMTAS executive board members, and students to elect the next MARAMTAS eboard. Upcoming events are discussed, awards and scholarships are given out, and more! This is held in-person at the conference, and a hybrid option has been provided in past years. It is a fun tradition for each school to decorate a poster to hold up as they are seconding during the meetings.

Regional Conference

Every Spring, the Mid-Atlantic Region Professional Board holds a Regional Conference that takes place over a weekend (typically Thursday-Saturday), and is held somewhere within the region. Past locations have included Harrisburg PA, Niagara Falls NY, and Ocean City MD. Events include dozens of presentations from music therapists, social events, research on display, and student-specific events. Travel and board is not sponsored or paid for my MARAMTA/ MARAMTAS, so it is suggested that each school fundraisers to assist with travel accommodations.

MAR-AMTS Annual Projects

Regional Service Project

The Regional Service Project is an annual project that is decided on by the Executive Board each year. In years past, this project has been a High School Advocacy program, where board members meet with high school students in the region and talk about music therapy as a career path.

MAR-AMTS Gives Back Fundraiser

The MAR-AMTS Gives Back Fundraiser is an annual event typically held around our regional conference. This is a special opportunity for music therapy students in the MAR to fundraise for a music therapy(or education) non-profit. In years past, students have voted at the Fall Business meeting out of a handful of organizations to fundraise for, and have held independent chapter fundraisers. This has been sometimes framed from a competitive angle, with the chapter that raises the most money getting recognition at the regional conference.

Student Leadership Academy

The Student Leadership Academy is an annual event typically hosted during our regional conference. We collaborate with professional music therapists in the area, and create a 1-day training event for students to attend. This program is free for all attendees, and typically requires virtual registration. Past projects have included Hill Days at the state capitol with the state task force, Private Practice tours, and advocacy workshops among others.

Swap Shop

Swap Shop is a one of a kind opportunity to share interventions and therapeutic ideas with other students and young professionals. At each Fall Business Meeting a Swap Shop committee is formed. This committee is run by the Parliamentarian. Soon after, the committee chooses an overall theme and sub themes to be assigned to each participating university group. At the Spring conference, the university groups will each have the opportunity to present their interventions and share resources. This event provides an opportunity for students to support one another and help to foster greater knowledge and expertise of music therapy practices.

MAR-AMTS Fundraising

MAR-AMTS Fundraising helps benefit students within the Mid-Atlantic Region. Fundraisers are organized each year to help fund expenses used for the regional board, conferences, scholarships, and more. Past fundraisers have included Music Therapy Merchandise, Krispy Kreme, and Getrude Hawks. The treasurer

is in charge of brainstorming fundraising ideas and presenting them at the Fall business meeting to be voted on. After the fundraiser is decided, the treasurer then works on implementing the event.

Here is a link to our Bonfire page and photos of some of our current Music Therapy Merchandise!

<https://www.bonfire.com/store/maramtsmerchandise/>



Poster Project

The Poster Project began in 2021, and has become an annual project. Chapter representatives from each school have the opportunity to sign up to create a poster about various music therapy topics to be displayed at the conference hotel in the Spring. Below are some examples from 2021 Conference:



Scholarship Opportunities

There are multiple scholarship opportunities within the MAR region for students. Applications are typically sent out to Chapter Representatives. The scholarship winners are announced at the MAR Regional Conference in the Spring.

1. Jenny Shinn Scholarship: Awarded to an Intern (\$750 Award)
2. Sophomore, Junior, Graduate Student Scholarship: Awarded to one undergraduate and one graduate student (\$135 each)
3. Chapter Representative Scholarships: Awarded to 2 Chapter Reps (\$50 each)
4. Club Award: Awarded to 2 clubs (\$150 each)

A How-To Guide for Business Meetings

Robert's Rules of Order

Robert's Rules of Order is a long-standing document that has guided the functions and professionalism of meetings for many organizations. We rely on these guidelines during many of our functions, including meetings, chapter proceedings, and voting. This helps us to ensure that decisions are made in a fair and inclusive manner. Robert's Rules of Order are enforced by the Parliamentarian.

You want:	You say:
Close meeting	I move to adjourn
Take break	I move to a recess for...
Make follow agenda	I call for the orders of the day
Close debate	I move the previous question
Postpone to a certain time	I move to postpone the motion to...
Refer to a committee	I refer the motion to...
Modify wording of a motion	I refer to amend the motion by...
Kill main motion	I move that the motion be tabled indefinitely
Bring business before assembly (a main motion)	I move to [or "that"]
Parliamentary law question	Parliamentary Inquiry
Request information	Point of information
Take matter from table	I move to take from the table...
Cancel previous action	I move to rescind...
Reconsider motion	I move to reconsider the vote...

Voting Procedures

Voting procedures are defined by Robert's Rules of Order and our bylaws. These procedures are enforced by the Parliamentarian. Procedures are specific depending on what is being voted on. Voting procedures for elections of eboard members are listed in Article VII Section I of our bylaws. Article XIV Section I defines the specifics of voting on the amendments of bylaws.

"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.”

“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.”

School Sign Tradition

It has been a tradition for the schools attending in person to the business meeting to make a sign with their school’s name. This sign is used to second motions made during the meeting to make the process faster and easier while also showing off your school’s pride!

Getting Involved

Big news, events, or announcements are posted on our social media profiles (Twitter/Instagram: @mar_amts), so stay in touch on social media to be in the loop! If you have an announcement that you would like to share with the region, this is also the place to do so. You may DM the Twitter or Instagram, or email maramtspublicrelations@maramta.org to have your announcement shared!

We are proud of our region and want to share what our chapters are doing! Similar to announcements, if you have any pictures of your accomplishments as a chapter, send them to the social media accounts to be shared with the region!