

# HOUSTON MUSIC TEACHERS ASSOCIATION

## STANDING RULES

- 1. ATTENDANCE REQUIREMENT** (4/80, 1/81)

All events, except those open to non-HMTA teachers, require attendance at five meetings between the date of the event in the current year and the date of the same event in the previous year. Members whose work or college class schedules (**other than private teaching schedules**) make it impossible for them to attend meetings may be exempt from the attendance requirement, if they have letters of excuse from their employers, supervisors, or major professors sent to the Attendance Chairman. On all other cases, a written excuse for an absence must be sent to the Attendance Chairman before the next meeting. All excuses shall be reviewed by the Executive Board if needed to fulfill the attendance requirement.
- 2. ATTENDANCE REQUIREMENT FOR NEW MEMBERS** (11/76)

A new member shall be considered to have met the meeting attendance requirement in the first year of membership, provided he/she attends meetings prior to the event deadline.
- 3. TRANSFER STUDENT ELIGIBILITY** (11/77)

A transfer student entering a performance event, who has studied less than six months with his/her current teacher, must have his/her preceding teacher cosign the application form, if the preceding teacher is also an HMTA member.
- 4. MEMBER RESPONSIBILITY** (1/78, 12/98)

Any complaint from parents or students regarding HMTA even should be directed to their member teacher, who is responsible for maintaining the required liaison with the even Chair/Committee. Should a problem with a student arise, the Chair of the vent should contact the teacher, and should not deal with or contact a student directly.
- 5. CHAIR'S RESPONSIBILITY** (4/78, 12/98)

Only the Chair of an even is authorized to transact business with vendors, facilities or institutions in the name of HMTA for that event. The Chair of an event shall enforce the rules and deadlines of the event including the authority to disqualify.
- 6. MEMBER'S PARTICIPATION IN EVENT** (11/88)

A member entering students in any activity must participate in that event in a working capacity without remuneration, in proportion to the number of students entered, or the students shall be disqualified.
- 7. VIOLATION OF THE CODE OF ETHICS** (8/78)

A member knowing of a violation of the Code of Ethics or of any rules of the Association shall be responsible for reporting such violation in writing to the President, describing all pertinent details. After investigating the allegation, the President shall bring the matter before the Executive Council if in his/her opinion a reprimand is in order or some other action should be taken.

- 8. COMPLAINTS AGAINST MEMBERS (2/83)**  
 Complaints against a member shall be lodged in writing with the Member-at-Large for consideration by the Executive Council to recommend disciplinary action to be taken by the Executive Board, and acted upon according to Chapter 20 of Robert's Rules of Order, Current Edition newly revised.
- 9. NO FEE REFUNDS (1/79)**  
 Fees for all events are non-refundable.
- 10. NO PHOTO-COPIES (2/79)**  
 Hand or photostatically reproduced copies of music, either for entrants or judges are prohibited at all events. In the case of music that is currently out-of-print, photocopies will be permitted if accompanied with written permission from the copyright holder to copy the music. In the case of original compositions that have not been published or copyrighted, hand copies will be permitted.
- 11. EXPENSES TO CONVENTIONS (11/81)**  
 Reimbursement from the HMTA treasury for expenses to the State, Division, and National conventions shall be made to the President or his designated delegate.
- 12. REIMBURSEMENT FOR EXPENSES (11/81)**  
 Reimbursement from the HMTA treasury for stationary, postage and other incidental expenses incurred in the performance of their responsibilities shall be made to the Officers and Chairs.
- 13. AMENDMENT OR RESCISSION OF STANDING RULES (11/81)**  
 A Standing Rule may be amended or rescinded by two-thirds of the votes cast at any general meeting at which a quorum is present.
- 14. TRANSACTION BY CHECK (10/82)**  
 All monetary transaction shall be made by check
- 15. MEMBERSHIP ROSTER DEADLINE (12/80)**  
 Only those members who have paid local, state and national dues by July 1 shall be listed in the yearbook.
- 16. MEMORIAL CONTRIBUTIONS (85)**  
 A donation of \$25.00 shall be made from the General Fund to the Blanton-Kelly Memorial Scholarship Fund in memory of each deceased member.
- 17. MEMBER CONTRIBUTIONS (99)**  
 Members shall not be paid for any services rendered to the Association. This is particularly applicable to services for which non-members might be hired by the hour, day, or by the task. No members of Houston Music Teachers Association may be paid for any task, including but not limited to: judging, performing, demonstrating, speaking or lecturing, even though they may be performing such services in concert with non-members who are being paid. Members may not be paid out of the earnings, net or pass, of any event or activity.