

**CONSTITUTION AND BY-LAWS**  
**of**  
**The Winston-Salem Piano Teachers' Association**  
*Revised September 2023*

***Article I - NAME***

The organization shall be known as the Winston-Salem Piano Teachers' Association (hereinafter referred to as "Association").

***Article II - PURPOSE***

Section 1.

The purpose of this Association shall be two-fold:

- (a) to promote and maintain the highest standards in the profession of piano teaching;
- (b) to exist as a service to the community.

Section 2.

This Association shall be a non-profit organization as defined by the North Carolina Secretary of State:

" . . . a corporation intended to have no income or intended to have income none of which is distributable to its members, directors, or officers . . . "

***Article III - MEMBERSHIP***

Section 1.

Membership in the Association shall be available in three categories: active, associate, and honorary.

Only the Chairman of the Membership Committee has the authority to extend an invitation to a prospective member by sending him/her an application form, a list of the professional standards, and the qualifications for active and associate membership as stated in the By-Laws and Standing Rules. Members of the Association should inform the Chairman concerning prospective members.

Section 2.

Active members shall be piano teachers who meet the standards established by the Membership Committee, who have read and understand the rules and regulations, and who are approved by the Executive Board.

Standing Rules Related to Membership Requirements:

1. In order to be considered for active membership, an applicant:

- a. shall be actively engaged in piano teaching **and**
  - b. shall hold a bachelor's degree, with a major preferably in piano or music education
- or**
- c. shall have made an outstanding contribution in the field of piano teaching or piano performance.

2. Current members in good standing, who hold no degrees in music, but whose memberships were approved prior to the date of these articles, shall be considered members.
3. Any member in good standing who has resigned, and who wishes to be reinstated, shall not be required to reapply, but may become active upon payment of dues for the current fiscal year.

#### Section 3.

Associate membership may be granted to individuals who do not qualify for either active or honorary membership. Associate members may not enter students in the George & Ruby Moxley Memorial Scholarship Competition (Moxley Competition), nor may they have voting privileges or hold any executive office. After five years of associate membership, coupled with five years of piano teaching, an associate member may become an active member.

#### Section 4.

Honorary membership may be extended to an individual through recommendation by a member of the Association, and shall be approved by a membership vote. An honorary member shall be defined as a former piano teacher who no longer teaches. Honorary members shall not be required to pay dues. Honorary membership shall not be extended to active piano teachers.

### ***Article IV - OFFICERS AND ELECTIONS***

#### Section 1.

The elected officers of the Association shall be President, Vice-President, Recording Secretary, Corresponding Secretary, and Treasurer. Each officer shall be a member in good standing. Two individuals may share the Presidency as Co-Presidents.

#### Section 2.

Officers shall be elected biennially at the next-to-last meeting of the fiscal year. New officers shall be installed at the last meeting of the fiscal year.

#### Section 3.

The newly-elected officers shall assume office at the close of the last meeting of the fiscal year.

#### Section 4.

The Executive Board of this Association shall consist of the officers, including the immediate Past President. Chairmen of committees may be invited by the President to attend meetings of the Executive Board. A majority of the Executive Board must be present to conduct business.

#### Section 5.

The Parliamentarian shall be appointed by the President.

## Section 6.

Committees shall be established as needed. The President shall appoint all committee chairmen. All committee members shall be appointed by the President in consultation with the committee chairmen, with each member serving a two-year term or as long as the committee is in existence, whichever is shorter. \*Exception: Members of the Nominating Committee shall be appointed by the President/Executive Board.

Suggested committees may include the following:

- Constitution and By-Laws
- Recital
- Nominating
- Multi-Piano
- Membership
- Summer Scholarship
- Program
- Referral
- Moxley Competition
- Fall Festival
- Publicity

## ***Article V - DUTIES***

### Section 1. Duties of Officers

a. *The President* shall preside at all meetings of the Association and the Executive Board. He/she shall appoint the chairmen of all committees (with the exception of the Nominating Committee) and, in conjunction with the committee chairmen, shall appoint committee members. Committees are to be announced no later than the first meeting in the Fall. The President shall be an ex-officio member of all committees except the Nominating Committee, and shall perform such other duties as are deemed necessary. In the event the office of President is made vacant by resignation or death, the Nominating Committee shall nominate a candidate for President, and a meeting of the Association shall be called to elect a new President (within thirty days).

b. *The Vice President* shall preside in the absence of the President at all meetings of the Association and the Executive Board. He/she shall assist the President, and may serve on committees. He/she shall serve as Acting President of the Association in the event the President is unable to fulfill his/her duties.

c. *The Recording Secretary* shall keep a detailed record of all meetings of the Association and the Executive Board. He/she shall maintain a record of attendance of all meetings, signed by the members present.

d. *The Corresponding Secretary* shall conduct all necessary correspondence of the Association, and shall furnish notice of all meetings of the Executive Board and the Association. Notices shall be mailed at least one week in advance of all meetings. He/she shall maintain an annual membership roster, and shall make it available to all members of

the Association. He/she shall be responsible for the mailing of the minutes to all appropriate persons.

e. *The Treasurer* shall collect all dues and handle all disbursements by the Association. He/she shall present a brief financial report at all meetings of the Executive Board and the Association, and shall present a full report to the membership at the final meeting of the fiscal year. He/she shall be responsible for preparing the budget for the coming year with assistance from members of the Executive Board (see Article VII, 1), and shall submit it to the Membership for approval.

#### Section 2. Duties of Committees:

a. The Constitution and By-Laws Committee shall review the Constitution and By-laws of the Association every five years, and shall make recommendations for any changes to the Association.

b. The Nominating Committee shall identify prospective officers, and shall recommend them to the Association in order to fill vacancies created either by the expiration of terms or separation by members from the Association. The Committee shall consist of a Chairman and two other members, to be appointed biennially in the fall by the Executive Board.

c. The Membership Committee shall consider all applications for membership in the Association and shall have authority to accept or reject prospective members on the basis of the questionnaire sent to interested applicants. It shall review the membership rules and regulations of the Association, and shall propose any changes to the rules. (See Standing Rules relating to Membership Requirements.)

d. The Program Committee shall plan all programs and clinics, including arrangements for location and necessary equipment.

e. The Moxley Competition Committee shall be responsible for planning and executing the competition, including selecting music, and scheduling and overseeing auditions to determine winners of the George and Ruby Moxley Memorial Scholarship awards.

f. The Publicity Committee shall be responsible for promoting and publicizing all events sponsored by the Association.

g. The Recital Committee shall be responsible for scheduling and executing the student recitals.

h. The Multi-Piano Committee shall be responsible for planning and executing the biennial piano concert.

i. Other Committees as needed.

#### ***Article VI - FINANCES***

Section 1.

The fiscal year shall begin June 1 and end May 31.

Section 2.

The Annual Budget shall be drawn up by the Treasurer with assistance from the President, the Vice-President and two Association members selected by the Treasurer. The Budget shall be presented at the September Association meeting for approval by Members.

Section 3.

All requests for funds not included in the Annual Budget shall be referred in writing to the Executive Board, which may approve requests up to Two Hundred Dollars (\$200.00).

Section 4.

At the end of the fiscal year, any monies remaining after all budgeted expenses have been paid may be deposited either into the Association's savings account or checking account.

***Article VII - MEMBER DUES***

Section 1.

Membership dues shall be \$35 per year

Section 2.

The dues of the Association shall be paid annually, and are due at the beginning of the fiscal year, June 1.

Section 3.

A late-fee of five dollars (\$5.00) shall be added if dues are not paid in full by August 1.

Section 4.

Member dues must be paid by October 1 as a term of eligibility for participation in the activities of the Association. No member who has not paid by October 1 will be permitted to enter students in festivals, competitions, or any other activities of the Association.

Section 5

New members who join the Association during the period of January – May 31 may pay a pro-rated dues amount of \$20. At the beginning of the new fiscal year, June 1, the full amount of \$35 is required to continue membership, as per annual requirements in Section 2 of Article VII.

***Article VIII - MEETINGS***

Section 1.

Executive Board meetings shall be held as needed at the recommendation of the President.

Section 2.

A minimum of three meetings of the Association shall be held annually, the dates to be determined by the Executive Board upon consultation with Members.

Section 3.

Members in attendance shall constitute a quorum at meetings of the Association. A majority of those attendees is needed to pass a vote. Attendance by two thirds of the Executive Board shall constitute a quorum at business meetings of the Executive Board. A vote by mail or proxy during the two week period prior to a given meeting date may be allowed if a member finds it impossible to attend a meeting of the Association or the Executive Board.

***Article IX- PARLIAMENTARY AUTHORITY***

*Robert's Rules of Order, Revised* shall be the parliamentary authority during meetings of the Association except in matters specifically addressed by the Constitution and By-Laws of the Winston-Salem Piano Teachers' Association.

***Article X - AMENDMENTS***

This Constitution and By-Laws may be amended at any Executive Board meeting by a two-thirds majority vote of those present, due notice having been given one month prior to the meeting. The Executive Board shall then present a motion for Amendment to the Bylaws to the membership for approval.