

Frederick County Music Teachers Association



**2018-2019
Handbook**

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2018-2019 FCMTA Membership Directory

**Yevgeniya (Jenny)
Anderson, NCTM (piano)**
Frederick Studio:
1317 Orchard Way LL
Frederick MD 21703
301-693-9220
ms_yanderson@hotmail.com

Sarah Beall (piano)
35 Jeffrey Lane
Brunswick, MD 21758
703-577-0351
music@sbeall.com

**Nancy O'Neill Breth
(piano)**
3041 Sedgwick St.
NW, #301
Washington, DC 20008
202-237-1525
nancy@brethstudio.net

Laurel Carroll (piano)
2738 Flintridge Drive
Myersville, MD 21773
301-293-1027
laurelnotes@gmail.com

James DeWire (piano)
6821 Larkspur Square
Frederick, MD 21703
717-448-5691
jaydewire@gmail.com

**Peggy Flickinger (piano,
voice coach)**
9190 Trammels Alley
Libertytown, MD 21762
301-676-1590
pflickinger6716@gmail.com

Patricia J. Franz (piano)
2605 Mill Race Road
Frederick, MD 21701
301-663-6197
patriciajfranz@gmail.com

Justin Furnia (piano)
232 E 2nd St. Apt 3
Frederick, MD
301-676-8801
jtfurnia@gmail.com

**Michael Galdo (piano,
organ, choral)**
11775 Armistead Filler Ln
Lovettsville, VA 20180
540-822-4184
galdomichael@gmail.com

Nick IntVeldt (piano)
20612 Beaver Creek Rd.
Hagerstown MD 21740
301-302-7520
n.intveldt@myactv.net

Alberta K. Issaq (piano)
8103 Clearfield Road
Frederick, MD 21702
301-694-8779
middlec@comcast.net

Sheila Jones (piano)
5639 Denfield Pl
Adamstown, MD 21710
301-874-6384
sheila_rose@msn.com

**Jennifer Lipetzky
(piano, early childhood
music)**
4118 Lomar Terr.
Mt. Airy, MD 21771
240-394-0517
jennysmusikstudio@gmail.com

**David Loy (piano, voice,
organ)**
600 Knights Bridge Dr
Hagerstown, MD 21740
(301) 791-7730 (home)
(301) 991-3354 (cell)
wloy313221@aol.com

Melissa Mackley (piano)
16614 Buford Dr.
Williamsport MD 21795
301-223-9684
melmack92@yahoo.com

**Pamela Mathews (piano,
Kindermusik)**
2 N. Pendleton Court
Frederick, MD 21703
301-524-4776 (cell)
music.mathews@gmail.com

Anne Maysak (piano)
13026 Hawkins Circle
Hagerstown, MD 21742
301-393-3796
junebag@aol.com

**Christel Meyerle (piano,
voice)**
9339 Bishopgate Dr.
Frederick, MD 21704
301-874-2851
christel_meyerle@yahoo.com

Christine Pappas (piano)
10 Holder Court
Boonsboro MD 21713
301-639-7439
pianolady322@hotmail.com

**Kim Perseghin
(piano, guitar, flute)**
6621 Edgewood Rd
New Market, MD 21774
301-676-6809
kim@kimperseghin.com

**Tatjana Podjaski-Desler
(piano)**
6960 Snead Court
Middletown, MD 21760
301-682-4992
Tpd28@comcast.net

**Opal J. Snyder (piano,
organ)**

11010 Green Valley Road
Union Bridge, MD 21791
410-775-2769
orangejuice1953@hotmail.com

**Bobbie Rastall, NCTM
(piano)**

6777 Sunnybrook Drive
Frederick, MD 21702
301-378-2278
bobbie@rastallmusic.com
Web: rastallmusic.com

Cindy Taylor (piano)

904 Twin Oak Court
Frederick, MD 21701
musicwithcindy@gmail.com

Kim Roberts (piano)

8204 Greenvale Drive
Frederick, MD 21702
301-662-0376
rcker@yahoo.com

**Susan A. Ward
(piano, woodwinds)**

5916 Broad Run Road
Jefferson, MD 21755
301-964-0900
jsclward@comcast.net

**Toni Serini (piano,
chamber music)**

712-1/2 N. Market St
Frederick, MD 21701
410-553-5392
toniserini@gmail.com

Miyako Zeng (piano)

7370 Hilltop Dr
Frederick MD 21702
301-846-4738
miyakoz@hotmail.com

Theresa Shykind (piano)

8749 Indian Springs Road
Frederick, MD 21702
301-631-1234
downtownpianoworks@gmail.com

Karen Skelly (piano)

1001 Chinaberry Drive
Frederick, MD 21703
301-606-2264
tali2lacey@comcast.net

**Ida Mary Smith (piano,
choral)**

8408 Williams Drive
Frederick, MD 21704
301-874-3079
makinmusic@comcast.net

2018-2019 Officers and Committees

Elected Officers:

President:	Sheila Jones
Vice President:	Christine Pappas
Secretary:	Karen Skelly
Treasurer:	Bobbie Rastall

Committee Chairpersons:

FCMTA Halloween Recital:	Christine Pappas, Ida Smith
FCMTA Holiday Recital:	Sheila Jones, Peggy Flickinger
FCMTA Ensemble Festival:	Laurel Carroll
MSMTA Keyboard Musicianship Testing:	Kim Roberts
FCMTA Sonatina/Sonata Festival:	Jenny Lipetzky, Christel Meyerle
MSMTA Music Theory Testing:	Karen Skelly
FCMTA Nominating Committee:	TBD/January, 2019
FCMTA Librarian:	Laurel Carroll
<i>Clavier Companion</i> Subscription:	Bobbie Rastall
FCMTA Historian/State Newsletter/Handbook:	Sheila Jones
FCMTA Webmaster	Nick IntVeldt
Performance Trophy:	Nick IntVeldt
Membership/Pamphlet:	Cindy Taylor

FCMTA Monthly Meeting Schedule 2018-2019

- September 11: **Business meeting** Urbana Library
 9020 Amelung St., Frederick, MD
 Meet & Greet: 10:00-10:30 Meeting: 10:30-12 *Snacks: Karen
 and Sheila*
- October 9: **Scales: How We Approach the teaching and importance of scales.**
A sharing session.
 Venue: TBA
 Meet & Greet: 9:30-10 *Snacks: Bobbie*
- November 13: **Beyond the Ink: From Lead Sheet to Masterpiece : the Sequel!!**
 Nick IntVeldt’s studio
 20612 Beaver Creek Rd. Hagerstown, 21740
 Meet & Greet 9:30-10 *Snacks: Christine*
- December: No meeting! HAPPY HOLIDAYS!!
- January 8: Business Meeting at FCPL – TBA 10:00 AM *Snacks:*
- February 12: **The Road To Artistry and Creativity: Practical Ideas for
 Developing Creativity and Teaching Artistry.** By Immanuela
 Gruenberg
 Venue: UUCF 4880 Elmer Derr Rd, Frederick, 21703
 Meet & Greet 9:30-10 *Snacks: Jenny*
- March 12: **Balancing the Eye and Ear in Teaching: Ideas from the 88 Keys
 Workshop.**
 Laurel Carroll’s studio: 2738 Flintridge Dr. Myersville
 Meet & Greet 9:30-10 *Snacks:*
- April 9: **Composing ala Technology: Remote lessons, the importance of
 recording your students, & Yamaha’s latest products and apps.**
 By Theresa Shykind
 Downtown Piano Works: 74 S. Market St., Frederick
 Meet & Greet 9:30-10 *Snacks: Theresa?*
- May 14: Business Meeting at FCPL – TBA 10:00 AM *Snacks:*
- June 11: **End-of-year Pot Luck Party** (quick meeting if needed)

Student Events 2018-2019

- Saturday, October 27** **FCMTA Halloween Recitals**
Recitals for students to perform Halloween-themed music
Location: Christ Reformed United Church of Christ,
12 South Church Street, Middletown
- Saturday, November 10** **FCMTA Ensemble Festival**
Location: Christ Reformed United Church of Christ,
12 South Church Street, Middletown
- December 2018 TBD** **FCMTA Holiday Performance**
- Saturday, February 9** **MSMTA Keyboard Musicianship Testing**
State keyboard musicianship testing program
Location: Evangelical Reformed United Church of
Christ
15 W Church St, Downtown Frederick
- Saturday, February 23** **MSMTA Music Theory Testing**
State theory testing program
Location: Middletown United Methodist Church
7108 Fern Circle, Middletown, 21769
- Saturday, March 23** **FCMTA Sonatina/Sonata Festival**
Festival for students to perform two pieces, one of which is a
sonatina or sonata, in a formal recital setting and received
written comments and evaluation
Location: Frederick Community College

The FCMTA website can be located by visiting www.fcmta.info or www.msmta.org and clicking on the link for Local Associations. All information and forms for entering events will be available from these websites.

FCMTA Halloween Recital

Chairperson: Christine Pappas: Co-Chair; Ida Smith

Date: Saturday, October 27, 2018

Location: Christ Reformed United Church of Christ, 12 South Church Street, Middletown

Time: 1:00-4:00 PM

Fee: \$12.00 per student. Teachers please write **one check** from your studio (**payable to FCMTA**) for the total fees, and send to Bobbie Rastall, 6777 Sunnybrook Drive, Frederick MD 21702 by October 13. Or send money by PayPal.com to “send money to a friend” Bobbie@rastallmusic.com.

Registration: Registration forms can be found online at www.fcmta.info. Completed forms should be emailed to Christine at pianolady322@hotmail.com, or mailed to 10 Holder Court, Boonsboro, MD 21713, no later than October 6.

Repertoire: Halloween music, or music with a “spooky” sound.

Time Limit: Total performance time should not exceed 4 minutes.

The Halloween recital provides a relaxed, non-competitive performance opportunity for our students. Both solos and ensembles are welcome. Each student who participates will be given a certificate.

Note: Students are encouraged to wear costumes!

- Memorization for the Student Recitals is encouraged but not required.
- Teachers who enter students must be available to help on the day of the recital.
- Participants must remain for the entire recital section.
- No "flash" photography is allowed during student performances. Family members are welcome to videotape their student's performance, as long as it is done quietly and discretely.

FCMTA Ensemble Festival

Date: November 10, 2018

**Location: Christ Reformed Church
12 South Church Street, Middletown**

Registration Deadline: October 20, 2018

Chair: Laurel Carroll

1. Ensembles of any kind are welcome, if at least one performer is a student of a current FCMTA teacher. Parents, teachers and friends are welcome to join the ensemble.
2. Each ensemble may perform up to two pieces if the performance does not exceed the following time limits:
 - Elementary Level: 3 minutes
 - Intermediate Level: 4 minutes
 - Advanced Level: 5 minutes
3. No memorization is necessary. Arrangements or transcriptions are acceptable.
4. Students must bring the original printed music to use during the performance. **No photocopies are allowed.** Music printed from purchased CD files or electronically purchased is acceptable and will be treated as original music.
5. A **\$12.00 fee** will be charged for each ensemble performance. A student performing different instruments in different ensembles must pay fees for each entry. All fees are nonrefundable.
6. Ensembles will be grouped in open recitals. Performers are required to stay for the entire recital. Family members and teachers are welcome and encouraged to attend these recitals.
7. Students of FCMTA members will be invited to join a "Group Ensemble Class" directly before or after the recital to which he or she is assigned. The Ensemble Class will include fun activities and improvised performances in an ensemble setting!
8. All students should arrive 10- 15 minutes before their scheduled recital time.
9. Teachers must **email their Master List** (on the fcmta.info website) to the chair, Laurel Carroll (laurelnotes@gmail.com) by the deadline listed above.
10. **Make payment via PAYPAL as follows:** 1-Go to [PayPal.com](https://www.paypal.com); 2-Select "Send money to a friend"; 3-Enter Bobbie@rastallmusic.com; 4-Enter your information.
If you cannot use PayPal: **mail one check**, payable to **FCMTA**, for the **total amount due from all your students**, to: Bobbie Rastall, 6777 Sunnybrook Dr, Frederick MD 21702, no later than the October 22.
11. **All teachers entering students in the Festival must be willing and able to assist with the event.**

FCMTA Holiday Performance

Chairperson: Sheila Jones/Peggy Flickinger

Date: TBD

Location: TBD

Time: TBD

Fee: None

Deadline: Sign up form to Sheila Jones by **TBD**.
Forms are available at fcmta.info.

Repertoire: Any holiday themed music, jazz, classical etc. The residents will love to hear all styles of music.

Time Limit: 1-2 songs. It depends on how many students/teachers sign up.

- Memorization for the Holiday Performance is encouraged but not required.
- The goal of this event is to bring the joy of music into the lives of senior citizens.
- No "flash" photography is allowed during performances. Family members are welcome to videotape, as long as it is done quietly and discretely.

MSMTA Keyboard Musicianship Testing

Chairperson: Kim Roberts

Date: Saturday, February 9, 2019

Location: Evangelical Reformed United Church of Christ, 15 W Church St., Downtown Frederick

Time: Individual times assigned, between 9 am and 1 pm

Fee: \$12.00 per student per level

Deadlines: Online registration and fee to MSMTA by **December 29, 2018**
(Follow instructions in MSMTA activity handbook at msmta.org)
Permission slips **to Kim Roberts by January 4, 2019**

Rules: See MSMTA Student Activities Handbook and Keyboard Musicianship Syllabus, or ask Kim Roberts any questions about this testing program.

Description: The Keyboard Musicianship Program is a comprehensive program designed to develop multiple musical skills. The six categories (called modules) are:

- 1) Scales and Cadences
- 2) Arpeggios
- 3) Sight Reading
- 4) Harmonization
- 5) Transposition
- 6) Improvisation

Each category has ten levels which are clearly described in the syllabus. Accuracy, good fingering and even finger work are stressed in the technical module of Scales and Arpeggios. Sight Reading also stresses accuracy and continuity, as well as dynamics, articulation and pedaling. Harmonizing requires correct chord placement and chord choices, in addition to reading skills, a good ear and familiarity with primary chords at the lower levels. Transposing is one of the easiest modules, as all but two levels are prepared in advance. Creativity is important in Improvisation, which has a wide variety of choices.

The testing is done on an individual basis with clear guidelines set up for the judges. The Scales and Cadences Module is required at each test and must progress to a higher level each time. All other levels may be presented in any order, as different and varied skills are required for each one.

The syllabus provides teachers with a graded system of teaching the above topics. Taking the test provides students and teachers with a goal to work towards as well as the satisfaction of a goal well met.

MSMTA Music Theory Testing Program

Chairperson: Karen Skelly

Date: Saturday, February 23, 2019

Location: **Middletown United Methodist Church**
7108 Fern Circle, Middletown, MD 21769

Time: beginning in the morning; specific times to be determined

Fee: \$15.00 per student per level

Deadline: Online registration and fees to MSMTA by **January 11th.** (msmta.org)

Rules: See the MSMTA *Student Activities Handbook* and the RCM *Theory Syllabus*. (msmta.org)

Description: This popular program, begun nearly 35 years ago, now offers testing in music theory and ear training at 12 levels. Students may begin at any level, and may take up to two levels in one year. There are no age or grade restrictions for any level of the test, and adults frequently participate as well. Starting in 2019, tests will follow the Royal Conservatory of Music Syllabus.

The tests are given in twelve local centers and are administered by Local Association members who receive the tests and materials from the state chair. Ear training is given through the use of CD's especially created for each level.

Three different Theory Awards can be earned by students for excellent scores. See msmta.org.

Points are also awarded towards the Jr. and Sr. DMA awards.

This event is sponsored by MSMTA.

FCMTA Sonatina/Sonata Festival

Chairpersons: Christel Meyerle : Jennifer Lipetzky

Date: Saturday, March 23, 2019

Location: Frederick Community College (Visual and Performing Arts Center)
7932 Opossumtown Pike Frederick, MD 21702

Time: All day; individual times to be announced two weeks before the Festival.

Fee: \$15 per student. Teachers must be a member of FCMTA. Teachers please write **one check** from your studio (**payable to FCMTA**) for the total fees, and send to Bobbie Rastall, 6777 Sunnybrook Drive, Frederick MD 21702 by February 23. Or send money by PayPal.com to “send money to a friend” Bobbie@rastallmusic.com.

Deadlines: Registration forms must be submitted electronically to jennysmusikstudio@gmail.com by February 23.

Description: FCMTA will host its 14th Annual "Sonatina/Sonata Festival" this year. This is an opportunity for piano students to perform a selection from the vast repertoire of Sonatinas and Sonatas, as well as a contrasting piece. Students will be placed into groups of about 12 students, and will perform in a recital-like format, while a piano adjudicator evaluates their memorized performance. All students will receive a written evaluation by the adjudicator and a certificate.

Students must play **one sonatina or sonata movement** and **one contrasting piece** of the teacher's choice. The contrasting piece must be in a **contrasting style and time period** (exception: at the Elementary and Late Elementary the second piece may be from the same period, but it should contrast in style). The contrasting piece should be the same level of difficulty as the sonatina or sonata.

(The teacher may choose to use any edition of the music, but the music must remain intact: no simplified or shortened versions will be acceptable.)

The student's repertoire must not exceed 10 minutes, total, for levels up to the Advanced Level. Advanced Level time limit is 15 minutes. All music must be memorized. Each student is to have his/her copy of the original music ready to present to the judge. Students with photocopied music will be DISQUALIFIED from the competition. Music produced from CD files, procured from public domain sources such as the Petrucci Music Library (imslp.org), or electronically purchased music is acceptable.

Repeats are generally not to be taken in the sonata or sonatina movement, except for short repeats (8 - 16 measures), or for balance of the form. At the discretion of the teacher, repeats may be used in the contrasting piece if it serves to enhance the music. Both D.C. and D.S. should be taken as indicated. Keep time limits in mind when deciding about repeats.

FCMTA PERFORMANCE TROPHY AWARD

This award is for students of FCMTA teachers, to encourage students to participate in FCMTA events as well as other performance opportunities, and also to encourage concert attendance.

Students earn points toward the “FCMTA Performance Trophy Award” as follows:

- **10 points for performing in any FCMTA or FCMTA-sponsored event**
(Examples: Halloween Recital, Fall Festival, Sonatina Festival, or the MSMTA Musicianship Testing or the MSMTA Theory Test given in Frederick County.)
An additional 5 points are awarded to students who earn a “Superior” rating at an FCMTA-sponsored event.
- **10 points for performing in any event sponsored by an FCMTA teacher**
(Example: Studio recitals by FCMTA teachers.)
- **5 points for performing in a non-FCMTA event**
(Examples: MSMTA Composer’s Circle, WVMTA event, church performance, retirement home performance, etc.) No more than 10 points per month for this category.
- **5 points for ensemble performance**
(Examples: Performing in a school band concert or singing in a church choir on Sunday. Performance does not have to be with primary instrument.) No more than 10 points per month for this category.
- **5 points for attending a concert (instrumental or vocal recital)**
A *Concert Attendance* form must be filled out and submitted to the teacher to sign. The student’s teacher is to approve that the concert is of sufficient value to warrant awarding points for attendance.

To earn the FCMTA Performance Trophy, students must acquire the following number of points in the following categories:

Performance Participation Points Required: 100
(Minimum of 70 points from FCMTA-sponsored events)

Concert Attendance Points Required: 50

Total Number of Points Required: 150

Program forms and information are available at www.fcmta.info. Teachers are responsible to gather all documentation and keep track of points. After all requirements have been met, the teacher sends the completed application and documentation of each event (including scores for judged events) to the Performance Trophy chair:

Nick IntVeldt, 20612 Beaver Creek Road, Hagerstown, MD 21740

Trophies will be available to the student’s teacher about one month after the application is received.

BYLAWS

of the
FREDERICK COUNTY MUSIC TEACHERS ASSOCIATION, INC.
Affiliated With
MARYLAND STATE MUSIC TEACHERS ASSOCIATION, INC.
and
MUSIC TEACHERS NATIONAL ASSOCIATION

Article I - NAME

The name of this organization shall be FREDERICK COUNTY MUSIC TEACHERS ASSOCIATION, INC., referred to as FCMTA, affiliated with the Maryland State Music Teachers Association, Inc., and the Music Teachers National Association (MTNA).

Article II -PURPOSE

1. The Association is an educational, non-profit organization, non-stock membership corporation, and the purpose for which it is formed and the business or projects to be carried on and promoted by it are as follows:

(a) To elevate and to maintain a standard of music study and thereby increase appreciation for the art of music and skill in its performance.

(b) To assure parents and students that they may feel confident that they are under professionally competent instruction when studying with one of its members.

(c) To inform its members concerning advances and practices in the profession, and to organize and conduct clinics, workshops, and meetings.

(d) To cooperate and participate with professional music organizations of mutual interest, and to maintain a close affiliation with the Maryland State Music Teachers Association and the Music Teachers National Association.

(e) To raise funds in order to: 1) conduct the Association, and 2) provide and promote educational opportunities in music for students, with particular emphasis on Frederick County.

2. Said organization is organized exclusively for charitable and educational purposes, including, for such purposes, the making of distributions to organizations that qualify as exempt organizations under Section 501(c)(3) of the Internal Revenue Code, or corresponding section of any future federal tax code.

3. No part of the net earnings of the organization shall inure to the benefit of, or be distributable to its members, trustees, officers, or other private persons, except that the organization shall be authorized and empowered to pay reasonable compensation for services rendered and to make payments and distributions in furtherance of the purposes set forth in the purpose clause hereof. No substantial part of the activities of the organization shall be the carrying on of propaganda, or otherwise attempting to influence legislation, and the organization shall not participate in, or intervene in (including the publishing or distribution of statements) any political campaign on behalf of or in opposition to, any candidate for public office. Notwithstanding any other provision of this document, the organization shall not carry on any other activities not permitted to be carried on (a) by an organization exempt from federal income tax under Section 501(c)(3) of the Internal Revenue Code, or corresponding section of any future federal tax code, or (b) by an organization, contributions to which are deductible under Section 170(c)(2) of the Internal Revenue Code, or corresponding section of any future federal tax code.

4. In the event of the dissolution of this organization, any funds remaining in the treasury after the payment of any outstanding debts shall be contributed to Music Teachers National Association or another 501(c)(3) organization.

Article III - MEMBERSHIP

1. Qualifications. Qualifications for each member are as outlined in the Bylaws of the Maryland State Music Teachers Association.
2. Membership. Membership in MTNA and MSMTA is required in conjunction with local Association membership. The member shall have the right to vote and to hold office.
3. Dues. Membership dues shall be approved by the FCMTA Board of Directors.
4. Renewal. Each member shall renew membership by paying MTNA, MSMTA and FCMTA dues. These combined dues are paid to MTNA at the beginning of each fiscal year.
5. Termination. Membership in the Association may be terminated by the member or revoked by the Association as prescribed in the Maryland State Music Teacher Bylaws.

Article IV - MEETINGS

1. Meetings. There shall be a minimum of six monthly membership meetings from September through June. The time, place, and content of the meetings shall be decided upon by the Board of Directors of the Association and published on the FCMTA website (fcmta.info).
2. Special Meetings. Special membership meetings may be called by the president or the Board of Directors.
3. Quorum. The presence of twenty-five percent (25%) of the Active members of the Association shall constitute a quorum for the transaction of business at any membership meeting.
4. Voting. At any regular or special meeting of the members of the Association, each member in good standing shall be entitled to one (1) vote on any question or issue voted on by the membership. Except as otherwise provided by these Bylaws, all matters shall be decided by vote of a majority of members present, provided a quorum is also present, except that in any election of officers, the office(s) to be filled shall be filled by the candidate(s) who receives the highest number of votes cast.
5. Voting By Officers/Directors. Officers/Directors shall be elected by the membership at the April meeting as further provided in Article V. There shall be no cumulative voting rights by any officer/director or member.

Article V - OFFICERS AND ELECTION

1. Officers. The officers of this Association shall be a president, a vice president, a secretary, and a treasurer who shall be elected by ballot or voice vote at the April membership meeting. These officers and the immediate past president shall constitute a Board of Directors.
2. Election. At the regular January membership meeting, the president shall appoint a nominating committee of at least two (2) members. At the March meeting, this Committee shall present the names of candidates for each office. At the April meeting, nominations for any office may be made from the floor by any member. At the close of nominations, all officers shall be elected by ballot or voice vote by a majority of members present. Officers shall assume their duties at the beginning of the fiscal year, July 1. Each officer shall transfer records of that office to the successor. Each officer shall serve for one year or

until his/her successor is duly elected and qualified, or until removed by the membership by quorum vote. A vacancy in any office may be filled by the Board of Directors for the unexpired term of office.

3. President. The duties of the President of the Association shall be to:

- (a) serve as chief officer; direct and conduct the business of the Association;
- (b) preside at all meetings of the Association and the Board of Directors;
- (c) appoint a chair of all committees, including the Nominating Committee and the Audit Committee and have supervision of the same;
- (d) act as an ex-officio member of all Committees;
- (e) fulfill any duties which the Maryland State Music Teachers Association, Inc., shall require including attending meetings of the MSMTA Executive Board, the Annual Business Meeting or the Biennial Convention activities at each MSMTA Annual Business Meeting or Biennial Convention;
- (f) perform all other duties as the office may require. See “Robert’s Rules of Order, Newly Revised.”

4. Vice President. The duties of the Vice President of the Association shall be to:

- (a) perform the duties of the president in his/her absence, and assist the president in executing that office;
- (b) assume the duties of the president, including the voting privilege on the MSMTA Executive Board, in such case as the president may be absent, incapacitated or unable to complete a full term of office;
- (c) organize the programs for the monthly meetings;
- (d) perform other duties as the office may require.

5. Secretary. The duties of the Secretary of the Association shall be to:

- (a) keep minutes and records of all membership and Board of Directors meetings;
- (b) receive all written reports of other officers and retain them for the future use of the Association and its respective officers;
- (c) conduct all correspondence of the Association;
- (d) publish notice of regular and special membership meetings when appropriate.

6. Treasurer. The duties of the Treasurer of the Association shall be to:

- (a) pay the debts of the Association approved by the membership;
- (b) submit monthly reports at the membership meetings;
- (c) receive dues and other monies on behalf of the Association.

Article VI - BOARD OF DIRECTORS

1. Directors. The affairs of the Association shall be managed by its Board of Directors, which consists of the duly elected officers of the Association, including the immediate past president.

2. Chair. The president of the Association shall serve as Chair of the Board of Directors.

3. Term of Office. The term of office of each director shall be one (1) year and until his/her successor is elected and qualified.

4. Special Meetings. Special meetings of the Board of Directors may be called by or at the request of the president or a quorum of the Board of Directors. Oral or written notice of any special meetings shall be given to each director personally by the secretary within ten (10) day prior thereto, and shall include the time and place of the meeting, and may describe the business to be transacted.

5. Quorum. Three directors shall constitute a quorum for the transaction of business at any meeting of the Board of Directors, but a majority of the directors present at any meeting may adjourn the meeting until a later time without further notice.

6. Expenses. Directors as such shall not receive any salaries for their services, but by resolution of the Board of Directors, a sum fixed for expenses of attendance, if any, may be allowed for attendance at any regular or special meetings of MSMTA. Nothing herein contained shall be construed to preclude any director from serving the Association in any other capacity and receiving compensation therefore.

Article VII - COMMITTEES

1. Nominating Committee. A nominating committee shall be appointed by the president at the January meeting. The committee shall consist of two (2) to five (5) members, the number being determined by the president. At the March meeting the committee shall present the names of candidates for each office. At the April meeting, nominations for any office may be made from the floor by any member. At the close of nominations all officers shall be elected by ballot or voice vote of a majority of members present.

2. Audit Committee. An audit committee of two (2) members shall be appointed by the president at the April meeting. The committee will audit the treasurer's books and submit a report to the President before July 1. The report shall be read at the September meeting.

3. Other Committees. The president shall appoint other committees and committee chairs as deemed necessary by the membership. The duties and functions of any other committee shall be determined by the membership. Any appointed committee shall be dissolved upon completion of its duties.

Article VIII - CONTRACTS, CHECKS, DEPOSITS AND FUNDS

1. Contracts. The Board of Directors may authorize any officer or officers, agent or agents of the Association, in addition to the officers so authorized by these Bylaws, to enter into any contract or execute and deliver any instrument in the name of and on behalf of the Association, and such authority may be general or may be confined to specific instances.

2. Payment. All checks, drafts, or orders for the payment of money, notes, or other evidences of indebtedness issued in the name of the Association shall be signed by such officer or officers, agent or agents of the Association, and in such manner as shall, from time to time, be determined by resolution of the membership.

3. Funds. All funds of the Association shall be deposited, from time to time, to the credit of the Association in such federally insured banks or other depositories as the Board of Directors may select.

4. Contributions. The Board of Directors may accept on behalf of the Association any contribution, gift, bequest, or device for any purpose of the Association.

Article IX - FISCAL YEAR

The fiscal year of the Association shall commence on July 1 and shall end June 30 of the following year.

Article X - WAIVER OF NOTICE

Whenever any notice is required to be given under the provisions of Maryland law or under the provisions of the Articles of Incorporation or by the Bylaws of the Association, a waiver thereof

in writing signed by the person or persons entitled to such notice, whether before or after the time stated therein, shall be deemed equivalent to the giving of such notice.

Article XI - AMENDMENT

These Bylaws may be amended by a two-thirds (2/3) affirmative vote of the members present at any legally constituted meeting of the membership, provided that the amendment does not conflict with the Bylaws of the MSMTA and that notice of the proposed amendment has been given to each member at least two weeks in advance.

NOTES