

## RMTA POLICIES AND PROCEDURES

Revised at the Executive Committee planning meeting September 25, 2024

### STUDENT RECITALS

- General guidelines for student events vary. Refer to the event webpage for complete details.
- All recital registrations will be electronic and must include complete information. No phone registrations accepted.
- It is assumed all instrumentalists and vocalists will supply their own accompanist and page turner.
- If a program of at least 35 minutes cannot be guaranteed, the event will be canceled and teachers will be notified within 48 hours of the registration deadline.
- Should two students be prepared to play the same selection, the teacher who has registered first may use the piece.
- Follow the repertoire requirements of the particular event.
- Recitals are approximately one hour in duration. Teachers may submit three students per recital. (No time limit.) If you have more students ready, call the Chair to check time availability. If there is sufficient registration, a second program will be scheduled on the same day.
- Memorization requirements determined by the particular event regulations.

### MEETINGS

- Executive Committee must meet twice a year per the bylaws. Other meetings will be scheduled as needed with 30 days notice.
- Membership Meetings must meet twice a year per the bylaws and will be announced by email and on the website. A General Membership/Social will begin 10:00 am; the scheduled workshop/clinic will begin at 10:30 am unless otherwise stated.

### ANNUAL DUES

- ANNUAL DUES: MTNA/PMTA/RMTA and FRIENDS dues must be paid by August 31 of any given year in order for member information to be included in any RMTA publications or membership lists.
- Dues amounts for the next year will be reviewed and established in January of each year. The Treasurer will inform the state and national membership chairs of any changes in local association dues amounts.
- Collegiate member dues shall be \$0 for their first year of membership. Then the amount shall be half of the current Active Member Fee.

### MEMBERSHIP CATEGORIES AND BENEFITS

- MTNA/PMTA/RMTA members receive full benefits with no restrictions.
- FRIENDS OF RMTA, at no cost, may attend meetings, receive local correspondence, and utilize the online Teacher Referral listing. Their students may also participate in LOCAL events paying the same registration fees as members. Friends DO NOT have voting privileges or have access to RMF student scholarships.

### EXPENDITURE GUIDELINES

- GENERAL:
  - Requests by an RMTA member for reimbursement of expenses must be submitted in writing using the Reimbursement Request Form available from the Treasurer.
  - If the Treasurer has questions concerning any item submitted for reimbursement, he/she should consult the EC for guidance.
- CONFERENCES: (If the budget permits.)
  - RMTA will reimburse an officer or member (who would represent RMTA at the state LA meeting) to attend the annual PMTA State Conference and/or the MTNA National Conference if funds allow.
    - State Conference - Half the registration fee plus two night's lodging
    - National Conference – Full registration fee plus two night's lodging

- One conference per fiscal year.
  - The request should be submitted and pre-approved by the Executive Committee at least 90 days prior to the event. Motion required.
- DONATIONS/SPONSORSHIPS:
    - Community requests for advertising or sponsorship will be reviewed and approved/rejected by the Executive Committee. Motion required.
  - RMTA EVENT EXPENSES:
    - All expenses extended by RMTA Event Chairs are to be reimbursed upon receipt by the Treasurer. No pre-approval required, but do inform the Executive Committee and Treasurer of the expense before proceeding. Motion NOT required.
    - Chairs should provide an itemized list with receipts. Items may include certificates, copies, award ribbons or pins, replacement toner cartridges, etc. Motion NOT required.
    - Expenditures over \$100 must be pre-approved by the EC.

#### MEMBERSHIP CORRESPONDENCE

- RMTA newsletters will be emailed/mailed to the membership quarterly or as deemed necessary by the Executive Committee.

#### STUDENT SCHOLARSHIPS

- The application process and auditions are now managed by the Reading Musical Foundation. Check their website for dates and deadlines.

#### ETHICAL CONCERNS PROCEDURE

Should a written report of UNETHICAL CONDUCT on the part of any RMTA member be received from any source, the President will appoint a committee to investigate and resolve the matter. This committee will be appointed within one week of receipt of any written complaint; will consist of an officer from the Executive Committee who will serve as Chairperson, and two members at large; will inform the member whose standards have been questioned of the report and ask that (s)he meet with the committee; will act as mediator to resolve the issue; will give a written summary of its findings to the Executive Committee as expeditiously as possible. All meetings and minutes of the Professional Standards committee will be closed unless disclosure is requested by the member whose standards have been questioned.

The Reading Music Teachers Association requires all members, clinicians, adjudicators or volunteers with access to children under the age of 18 in RMTA programs to provide clearances for Pennsylvania Criminal Record Check and Pennsylvania Child Abuse History Clearance for the primary purpose of safe-guarding children in our care. Such programs include but are not limited to:

- Dorothy Sutton Performance Festival
- Student Recitals and Workshops
- Spring Performance Festival

RMTA members who participate in any student event must provide a copy of each clearance one month prior to the event. Clearances may not be older than five (5) years. The documentation will remain in effect as long as the member is actively involved on an annual basis. If the member does not participate for a year, renewal documentation will be requested.

For adjudicators, clinicians and volunteers, a copy of each clearance must be provided prior to engagement. Clearances may not be older than five (5) years. RMTA will keep clearances on file for five years before requesting renewals.

Required Clearances:

Pennsylvania State Police Request for Criminal Record Check

Submit online at: <https://epatch.state.pa.us>

Pennsylvania Child Abuse History Clearance

Form enclosed – no online submission (14 days needed for reply)

\$10 Money Order Needed

Purpose of clearance: Employment with a significant likelihood of regular contact with children

Must submit to:

Childline and Abuse Registry

Department of Public Welfare

PO Box 8170

Harrisburg, PA 17105

Send clearances to:

RMTA Treasurer

## **Meeting Protocol**

The purpose of an agenda is to keep business meetings short, orderly and on track without any disruption. Helps participants plan ahead of time, provides a clear list of items to be discussed and provides a sense of direction for the meeting. If discussion wanders, President should get meeting back on track.

- President - Call the meeting to order. Take roll call. (Secretary is taking notes.)
- Secretary -- reads the minutes. Ask for any changes or corrections. If none, minutes are approved as read. (Vote not necessary)
- Treasurer's report. Ask for any questions. If none, report is filed as read. (Vote not necessary)
- Old Business -- summary reports on any items previously discussed at any time.
- New Business -- presentation of new ideas, events, etc. A "Motion" needed if the new event requires funding, changes in procedure/bylaws, requires a vote. See below for details.
- Any new items to be discussed.
- Meeting adjourned.

## **General Protocol for Making a Motion.**

- Any active member can make a motion. A motion is made by stating -- "I move that we ....."
- President acknowledges and states: " (name) made a motion to.... Do we have a 'second?'"
- President states: " (name) has seconded the motion. Is there any discussion?"
- If no discussion, President calls for a vote by a show of hands in favor/against. If majority favors, motion is passed. If not in favor, motion is rejected and you move on. If the motion has changed, it should be restated, seconded, discussed, voted on.
- Only one motion can be discussed at a time. If no decision is reached, the motion is tabled.
- A quorum as defined by the Bylaws is required to make any motions and vote.
- Refer to Robert's Rules of Order for guidance.