



# R U L E S

(Bylaws and Standing Rules)

and

# T O O L S

(Funds and Special Programs)

Revised January 2018

Affiliated with  
Music Teachers  
National  
Association

# Colorado State Music Teachers Association

## Contents

### **RULES**

Bylaws.....	1
Standing Rules.....	10
MTNA Code of Ethics.....	13
Teacher Professional Policies.....	15

### **TOOLS**

#### **Special Programs**

CSMTA Designated Funds .....	16
Professional Reading Enrichment Program .....	17
CSMTA Privacy Policy .....	18

# Bylaws

## Preamble

The Colorado State Music Teachers Association, Incorporated (CSMTA), an affiliate of the Music Teachers National Association (MTNA), Cincinnati, Ohio, a Code Section 501 (c) (3) organization, promotes the growth and professional development of its members by providing programs that encourage and support teaching, performance, composition and research.

CSMTA is organized exclusively for charitable, educational, and scientific 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.

In order to accomplish the above objectives CSMTA does hereby adopt these bylaws.

## Article I - MEMBERSHIP

1. Membership classifications are as follows:
  - a. Active Membership shall be open to all individuals professionally engaged in any field of music activity. Those persons holding Active Membership shall be entitled to vote, hold office, have access to the official Association publications, and to participate in all Association activities and programs upon payment of appropriate fees.
  - b. Student Membership shall be open to all full-time college students currently involved in music study, who are also members of an affiliated association. Student members shall be entitled to attend programs of the Association upon payment of the registration fee and to have access to the official Association publications, but shall not have the right to vote, hold office, or enter students into CSMTA or MTNA competitions.
  - c. Patron Membership shall be open to all individuals not professionally engaged in any field of musical activity, but who wish to support the programs of the Association. Patron members shall be entitled to attend programs of the Association upon payment of the registration fee and to have access to the official Association publications, but shall not have the right to vote or hold office.
  - d. Corporate Membership shall be open to those businesses or corporations who have an interest in furthering the mission of CSMTA. Corporate members shall have access to the official Association publications, but shall not have the right to vote or hold office.
  - e. Honorary State Membership may be conferred by the Association upon individuals recommended by the Executive Board and those current CSMTA members who have attained a 50 year membership in MTNA. Honorary state members shall retain the rights of active members.
  - f. Senior Membership is available to any active CSMTA member who is at least seventy

(70) years of age and has maintained membership in CSMTA or another state association during the preceding five (5) years.

- g. Retired membership is open to those who have been active members of CSMTA for at least 20 years, are age 70 or greater, and are essentially retired from teaching. If a member moves to Colorado from another state, his/her membership from previous state(s) may be combined with CSMTA membership to meet the 20 year requirement for this status. A retired member can vote, but cannot hold an elected CSMTA office, may not enter students in CSMTA competitions, and must become a retired member of MTNA. A member must send written notice to the CSMTA Vice President for Membership for this class of membership to be activated.
2. Membership dues shall be proposed by the CSMTA Executive Board and approved by the membership of CSMTA at the annual meeting. The membership year for all membership categories except that of student membership shall coincide with the fiscal year, July 1 to June 30. The student membership year shall be October 1 to September 30.

Annual dues for all categories of membership, with the exception of Patron and Corporate Members, shall be due on the first day of the membership year, after which date members are not in good standing nor entitled to any of the privileges of membership until dues are paid for the current membership year. Names of members whose dues are not paid by the first day of the membership year will not appear on the annual roster printed by CSMTA.

3. All Active, Senior and Student members shall be required to hold membership in the Music Teachers National Association and to pay the annual dues required by that Association.
4. CSMTA shall not discriminate against any member, volunteer, program participant or employee on the basis of race, creed, color, religion, national origin, ancestry, marital status, gender, sexual orientation, age, physical disability, veteran status, or political service or affiliation.

## Article II - REVOCATION OF MEMBERSHIP

No person who has been convicted of a crime involving sexual or other abuse of a person shall be a member of CSMTA. CSMTA shall follow the MTNA Termination of Membership policies.

## Article III - CSMTA ADMINISTRATION

The management and government of this Association shall be vested in an Executive Board and Advisory Council.

1. CSMTA EXECUTIVE BOARD
  - a. The Executive Board shall consist of the elected officers and immediate past president. All members of the Executive Board shall be voting members.
  - b. The Executive Board shall be a legal entity to handle all funds coming into the Association, to manage its property, and to transact all business and other matters pertaining to the Association.

- c. Seven (7) members of the Executive Board shall constitute a quorum for the transaction of business.
- d. The CSMTA Executive Board shall meet at least three (3) times each year. Board meetings are open to all members. Special meetings of the CSMTA Executive Board may be called by the President, or upon the request of not less than fifteen (15) members of the Advisory Council or upon a signed petition from twenty-five (25) Active members of the Association.
- e. Meetings may be held through electronic means such as the Internet or by telephone. These meetings may provide for simultaneous communication among all participating members. Procedures shall be in accordance with the current edition of Robert's Rules of Order.

## 2. ADVISORY COUNCIL

- a. The Advisory Council shall consist of the Executive Board, all Local Association Presidents or Representatives, all Chairs, MTNA and/or West Central Division chairs or officers.
- b. The Advisory Council shall meet at least once a year at the annual conference and other times as deemed necessary by the Executive Board.
- c. The Advisory Council shall make recommendations to the Executive Board regarding policy and membership concerns.
- d. The Advisory Council shall approve any policy with regard to state programs that require an increase in the fiscal commitment of affiliated associations.
- e. The Advisory Council shall have the power to rescind by a two-thirds vote any decision of the Executive Board.
- f. Fifteen (15) members of the Advisory Council shall constitute a quorum for the transaction of business.
- g. The Executive Board may submit items of business by mail to the full membership of the Advisory Council requesting a vote via a mail ballot. The contents of the proposals and the results of such mail ballots shall be reported to the Secretary, approved, and incorporated in the minutes of the next meeting of the Advisory Council.

## Article IV - ELECTION OF OFFICERS

- 1. Officers of the Association shall be a President, President-Elect, Vice President for Membership, Vice President for Student Activities, Vice President for Teacher Enrichment, Vice President for Local Associations, Vice President for Conferences, Secretary, Treasurer, Immediate Past President, and two (2) Representatives-at-Large.
- 2. A nominating committee consisting of the Immediate Past-President (Chair) and two (2) members from the active and senior membership shall be elected at the annual membership meeting preceding the election year. Each shall have given his or her consent.

This committee shall prepare a slate nominating one (1) candidate for each office. All active and senior members shall be notified of the slate of the nominating committee thirty (30)

days in advance of the annual meeting. The committee shall report at the annual membership meeting of the election year, at which time nominations from the floor with prior consent of the nominee are also in order.

3. At the annual membership meeting of the election year, the active and senior members shall elect the officers by secret ballot, and each office shall be voted on separately. In the event of only one nominee for each office, the President may recommend election of the slate of officers by general consent.
4. Each active and senior member shall be entitled to one (1) vote in person. No proxy votes are permitted.
5. The President-Elect upon completion of his or her term of office, shall become President of the Association. Should the elected President-Elect be unable to assume the Presidency, the President shall be elected, for that term only, in the same manner as the other officers.
6. The officers shall hold office for two years or until their successors are elected and installed. All elected officers shall be installed at the annual state conferences during which they were elected. The Treasurer shall assume office at the beginning of the next fiscal year.
7. Officers shall be eligible to serve two consecutive two-year terms in the same office, except:
  - 1) the President, who serves one two-year term
  - 2) the President-Elect, who serves one two-year term
  - 3) the Treasurer, who may serve more than two consecutive two-year terms.
8. An officer may not hold a national, division or state office concurrently except the Immediate Past-President.
9. All vacancies in offices shall be filled by the Advisory Council, except the offices of President and President-Elect. The President-Elect automatically assumes the office of President in the event of a vacancy. A vacancy in the office of President-Elect shall be filled at the next annual meeting.

## Article V - DUTIES OF OFFICERS

1. The President shall preside at all CSMTA general membership meetings, and at all meetings of the Executive Board and Advisory Council. He or she shall supervise all the affairs of CSMTA, instruct all officers in their respective duties, appoint such standing and ad hoc committees and chairs as needed, and perform all such other duties as are incidental to the office or are required by the Executive Board. He or she shall perform such other duties applicable to the office as prescribed by the parliamentary authority adopted by the Association.

He or she shall be an ex-officio member of all CSMTA committees, except the Nominating Committee.

He or she shall coordinate the activities of CSMTA with those of the West Central Division of MTNA and with those of MTNA. He or she shall be a member of the MTNA State Presidents' Advisory Council which meets at the MTNA conference.

2. The President-Elect shall act in the absence of the President. He or she shall be assigned specific responsibilities by the President, shall chair the Bylaws Committee and the Long Range Planning Committee, and shall perform such other duties applicable to the office as prescribed by the parliamentary authority adopted by the Association.

3. The Vice President for Membership shall act in the absence of both the President and the President-Elect. He or she shall be responsible for the recruitment of new members, for the retention of current members, for membership brochures, and for developing and maintaining contact with present and prospective members throughout the state. He or she shall perform such other duties applicable to the office as prescribed by the parliamentary authority adopted by the Association.

The Vice President for Membership shall be responsible for the following Chairs: Community Outreach, Education, and Public Relations; Historian; MTNA Foundation; Student Chapters; and Mentorship.

4. The Vice President for Student Activities shall act in the absence of the President, President-Elect, and the Vice President for Membership, and shall coordinate student activities. He or she shall perform such other duties applicable to the office as prescribed by the parliamentary authority adopted by the Association.

The Vice President for Student Activities shall be responsible for the following Chairs: Concerto Competition, Rising Stars Festival, MTNA Competitions, Student Achievement Day, and Student Theory Activity (STA).

5. The Vice President for Teacher Enrichment shall coordinate all activities relating to continuing education for members. He or she shall perform such other duties applicable to the office as prescribed by the parliamentary authority adopted by the Association.

The Vice President for Teacher Enrichment shall be responsible for the following Chairs: Professional Reading Program (PRP), Certification, *Notes & News* editor, Website Management.

6. The Vice President for Local Associations shall serve as liaison to the Local Associations, independent teachers, and college faculty. He or she shall perform such other duties applicable to the office as prescribed by the parliamentary authority adopted by the Association.

The Vice President for Local Associations shall be responsible for the following Chairs: Independent Music Teachers Forum (IMTF), College Faculty Forum.

7. The Vice President for Conferences shall coordinate the planning for the annual conference. He or she shall perform such other duties applicable to the office as prescribed by the parliamentary authority adopted by the Association.

The Vice President for Conferences shall be responsible for the following Chairs: Programs, Facilities Arrangements, and Exhibits and Showcases. This Vice-President is responsible for scheduling time at the annual conference for the Professional Reading Program (PRP) seminar, the MTNA Commissioned Composer composition performance, the Rising Stars winners' recital, and the MTNA competition winners' recital.

8. The Secretary shall record the minutes of all meetings of the Executive Board and the Advisory Council, maintain files of reports from various offices, distribute copies of minutes in legal form to all members of the Executive Board and the Advisory Council, and perform such other duties applicable to the office as prescribed by the parliamentary authority adopted by the Association.

9. The Treasurer shall be responsible for overseeing, in cooperation with the President, all financial affairs of the Association, and shall serve as chair of the Finance Committee. He or she shall be responsible for the preparation of periodic reports to the Executive Board, a written annual report to the entire membership, filing appropriate tax forms with the Internal Revenue Service, and perform such other duties applicable to the office as prescribed by the parliamentary authority adopted by the Association.

At the end of the fiscal year, the Treasurer shall submit the books to an authorized professional financial consultant for review. A report from the consultant shall be made available to all CSMTA members.

The Treasurer shall be responsible for the following Chairs: Advertising and Grants.

10. The two (2) Representatives-at-Large shall represent the interests of the general membership, shall act as representatives for the President when requested, and shall be assigned other responsibilities by the Executive Board.

## Article VI - COMMITTEES AND CHAIRS

1. The President, subject to the approval of the Executive Board, shall appoint such standing and *ad hoc* committees and chairs as may be required by the Bylaws, or as he or she may deem beneficial to the Association.
2. The Standing Committees of CSMTA shall be:
  - a. The Bylaws Committee composed of the President-Elect (chair), the Immediate Past-President, and two (2) appointed members.
  - b. The Editorial Committee composed of the Newsletter Editor (chair), Immediate Past-President, and one (1) appointed member.
  - c. The Finance Committee composed of the Treasurer (chair), President-Elect, Immediate Past-President, and the Treasurer-Elect if applicable.
  - d. The Long Range Planning Committee composed of the President-Elect (chair), the Immediate Past-President, the Treasurer, and two (2) appointed members.
  - e. The MTNA Commissioned Composer Committee composed of a chair, appointed by the President, and up to three (3) committee members chosen by the chair.
3. Appointive chairs shall be appointed by the President for a two-year term to coincide with the terms of elected officers, except that the individual conference chairs may serve for a one-year term. Appointive chairs shall be required to submit a report, via their Vice President, to each Executive Board meeting. They may be asked to attend an Executive Board meeting if their report recommends a change.

## Article VII - AFFILIATED LOCAL ASSOCIATIONS

1. Two or more active members may petition the CSMTA Executive Board to organize a Local Association which will be affiliated with CSMTA and MTNA. The CSMTA Executive Board shall approve the petition when the following requirements have been fulfilled:



- a. That two (2) copies of the Local Association governing document(s) (e.g., Constitution and Bylaws) have been filed with the Secretary and the Vice President for Local Associations and that they are consistent with those of CSMTA.
  - b. That its fiscal and membership year coincide with that of CSMTA.
2. Each Local Association shall use the phrase "Affiliated with the Colorado State Music Teachers Association and the Music Teachers National Association" in its Bylaws.
3. All members of any affiliated Local Association must be members of both CSMTA and MTNA. The Local Association guarantees on the basis of submitted membership rosters that one hundred percent (100%) of its members who meet the requirements of MTNA Active Membership, and one hundred percent (100%) of its Student members, who meet the requirements of MTNA Student Membership, are members in good standing of MTNA.
4. Annual renewal of a Local Association shall be made without reconsideration by the CSMTA Executive Board provided:
  - a. That the affiliate has not formally notified the CSMTA Executive Board that it wishes to discontinue affiliation.
  - b. That all changes in the Bylaws of the affiliated Local Association have been filed with the Vice President for Local Association, that they are consistent with the CSMTA Bylaws, and have been approved by the CSMTA Executive Board.
  - c. That all activities and functions of the local affiliate be conducted in an ethical and professional manner.
  - d. That all provisions of Sections one (1) and three (3) of this Article continue to be fulfilled.
5. The representative of each Local Association to the Advisory Council shall be the President of the Local Association or a representative selected by the Local Association.
6. Each Local Association Representative to the Advisory Council shall take office immediately following his or her appointment/election by the Local Association.
7. Any Local Association Representative to the Advisory Council who finds it necessary to resign shall submit a written resignation to the Vice President for Local Associations.

## Article VIII - MEETINGS

1. There shall be an annual meeting of the Association, time and place to be determined by the Executive Board. Notice of such meeting shall appear in the official Association publication at least thirty (30) days prior to the time appointed. At this meeting, the President shall permit the general membership to bring forward items for consideration.
2. Twenty-five (25) of the current membership entitled to vote shall constitute a quorum for the election of officers and for the transaction of business at any annual or special membership meeting.
3. The rules contained in the current edition of ***Robert's Rules of Order*** shall govern the Association in all cases to which they are applicable, and in which they are not inconsistent with the Bylaws of the Association or any special rules of order the Association may adopt.

4. The President may appoint a parliamentarian to provide opinion during meetings.

#### Article IX - FINANCE

1. The fiscal year shall commence on July 1 and shall end on June 30.
2. No officer or director of the Corporation, as such, shall at any time receive or become entitled to receive any pecuniary profit from the Corporation; provided, however, that compensation from the Corporation may be paid for any services tendered to the Corporation by any officer, director, agent, or employee, or any other person or corporation pursuant to authorization by the Executive Board.
3. No debt shall be contracted or liability incurred or contract made by and in behalf of this Association unless same be authorized in the budget or by a duly recorded two-thirds vote of the Advisory Council. 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. The funds of the Association shall be deposited under its name in such bank as the Executive Board may designate.
5. Funds may be withdrawn only by checks signed by the Treasurer. The President and President-Elect may sign checks in the absence of the Treasurer.

#### Article X - DISPOSITION OF ASSETS ON DISSOLUTION

1. No distribution of the property of the Corporation shall be made upon its final dissolution until all debts are fully paid, nor shall the Corporation be dissolved or any distribution made except by a majority vote of the CSMTA membership.
2. Upon dissolution, any assets remaining shall be transferred to one or more organizations operating in the State of Colorado, which shall have purposes similar to those of this Corporation. If no such qualified organization exists, the assets shall be transferred to the Music Teachers National Association Foundation, Cincinnati, Ohio.

#### Article XI - PUBLICATION OF BYLAWS

The current CSMTA Bylaws shall be posted on the CSMTA website.

## Article XII - AMENDMENTS

1. These Bylaws may be amended upon recommendation of the CSMTA Advisory Council at any regular annual conference, or any special meeting called for that purpose, by an affirmative vote of two-thirds of the Active and Senior members present and voting. Any proposed change must be in the possession of the Active and Senior members thirty (30) days before taking action on the same.
2. Upon the recommendation of the Advisory Council, these Bylaws may be amended by a mail or email ballot. Approval by a two-thirds vote shall constitute amendment. The ballot and proposed amendments must be submitted to the members of CSMTA at least thirty (30) days in advance of the required return date. The date for return of the completed ballots must be clearly stated on the ballot. The secretary shall keep a record of all mail-in and email ballots for one year.

# STANDING RULES

## MEMBERSHIP FEES

1. The fee schedule for annual state and national dues shall be as follows:
  - a. Refer to the MTNA website to obtain the correct amount for the state and national dues.
  - b. Senior members of MTNA (age 70) receive a 25% discount on the national dues. Senior members of CSMTA (age 70) as of July 1, 2008, receive a 50% discount on the state dues.
  - c. Student members: see CSMTA and MTNA websites for dues.
  - d. Patron and Corporate members: contributions of not less than \$50.00 annually.
  - e. Honorary members: Exempt from state dues.
  - f. Retired members: See CSMTA website.
2. Local Association dues will be included in the MTNA renewal notice.
3. Dues for first-time members joining after January 1 will be prorated at fifty percent (50%). This does not apply to first time senior members.
4. Student members who apply for active membership upon graduation from college will receive a one-time 50% discount on national and state membership dues.

## CSMTA EXECUTIVE BOARD AND ADVISORY COUNCIL MEMBERS

1. CSMTA Executive Board and Advisory Council members traveling over 60 miles round trip to and from CSMTA Board meetings, other than at the time of conference, will be reimbursed 40 cents per mile for all miles over sixty miles round trip. The driver should submit a bill to the CSMTA Treasurer. Other means of transportation will be paid the same or actual fare, whichever is less.
2. Excluding the President, Executive Board and Advisory Council members will be reimbursed 40 cents per mile up to a maximum of \$100 per year, when functioning in an official capacity, excluding travel to conferences and board meetings. The President will be reimbursed up to a total maximum amount of \$500 per year, when functioning in an official capacity.
3. Officers and committee chairmen presenting programs pertaining to their office to Local Associations may receive mileage from CSMTA in lieu of a fee from the Local Association where the program is presented.
4. Executive Board and Advisory Council members who make purchases on behalf of CSMTA will not be reimbursed sales tax, since CSMTA is a 501c3, tax-exempt organization. When purchasing any item on CSMTA's behalf, CSMTA's Colorado state sales tax exemption form should be submitted to the vendor as proof of our status, so that sales tax is not assessed on the purchase.

5. CSMTA will provide the following:
  - a. Round trip air fare to MTNA conference and half the hotel rate for a double room as well as the conference registration fee for the President.
  - b. Round trip air fare to MTNA conference for the President-elect.
  - c. Round trip air fare and hotel for the President-elect to attend the MTNA Summit meeting the year preceding assuming the office of President.
  - d. Half of the round trip air fare (not to exceed \$200) to the MTNA conference for the Vice President in charge of the state conference.
  - e. Registration fee for the CSMTA Conference plus half the hotel rate for a double room and the standard IRS meal per diem for the CSMTA President.

## CONFERENCE

1. The conference registration fee will be waived for any conference presenter.
2. One free conference registration may be awarded annually to a CSMTA member for the following year at the local association luncheon.

## LOCAL ASSOCIATIONS

1. CSMTA will post on the CSMTA website the Student Achievement Day Certificates and the masters of Official Tests which will be accessible only by Local Association Achievement Day Chairs and Presidents. Practice tests will be publicly available online.
2. Local associations may apply to CSMTA for a grant for any Local Association project except fundraising. Applications are due by the date posted on the CSMTA website for the current fiscal year and are available on the CSMTA website or from the Grant Chair.

## JUDGES FEES

1. Judges for CSMTA-sponsored activities are paid \$40.00 per hour with a minimum of \$80.00. Judges working six hours or more shall not be reimbursed for mileage. Judges working less than six hours shall be reimbursed 40 cents per mile for all miles over a 200-mile round trip, with a maximum of \$40.00. The following exception applies: CSMTA members judging at any CSMTA Conference activities shall not be reimbursed for mileage. The following exception applies: Judges needing to travel from the Front Range to judge in the Western Slope Rising Stars Preliminary Round will be reimbursed \$100 for mileage. **Local associations are responsible for setting their own fees for activities within their associations.**
2. The following rules apply for the MTNA Colorado Performance and Composition Competition: Performance judges are paid \$40 per hour and Composition judges receive \$20 per composition when there are fewer than 7 composition entries. For 7 or more composition entries each composition judge receives 1/3 of the total rebate received by CSMTA from MTNA for the Composition Competition.

## CSMTA MEDIATION OF ETHICAL DISPUTES

The CSMTA President welcomes informal consultation about ethical questions or other business matters from members or Local Association officers.

Direct communication between members who are involved in an ethical conflict is the first essential step in resolving the matter. Members are strongly encouraged to work out ethical problems themselves. If issues cannot be resolved by the involved parties, the CSMTA President may assist in their resolution. Procedures for mediating ethical concerns are outlined below. Each step will be followed in a timely fashion with the utmost tact and confidentiality. Communication with others beyond the parties involved will take place only when necessary or required by law.

### A. Submission of a Complaint

1. A member may report an alleged ethical infringement by another member to the CSMTA President. The President will inquire whether the member has attempted to resolve the issue directly with the other member.
2. The President may stop the process at any point, finding that the issue does not constitute an ethical issue or that mediation efforts by the President are not likely to help in resolving the conflict.
3. If the President believes that mediation may aid the resolution of the conflict, the President will request from the reporting member written documentation of the alleged ethical infringement, which must contain the specific charges, supporting evidence, and the reporting member's address, phone number, email address, and signature.
4. The President may contact the member charged with the alleged infringement in order to mediate the conflict. The member charged with the alleged infringement, if contacted, will be given the opportunity to respond to the reported concern. The reporting member will be made known to the reported member if deemed necessary to facilitate a resolution.

If the President is able to successfully mediate the ethical dispute, the resolution will be documented and forwarded to both members. If the President determines the mediation is not possible, the President shall notify the members involved that CSMTA's mediation efforts have terminated. At that point, all involvement of CSMTA in the ethical dispute shall cease.

# MTNA Code of Ethics



## Vision and Values

The mission of MTNA is to advance the value of music study and music making in society and to support the professionalism of music teachers.

The mission is accomplished by members who teach with competence, act with integrity, volunteer services to MTNA programs, provide professional support for colleagues and communities, and comply with all laws and regulations that impact the music teaching profession.

## Code of Ethics

The principles and aspirations found in the Code of Ethics are not conditions of membership, but are goals and ideals that each MTNA member should strive to make an essential part of his or her professional commitment to students, to colleagues, and to society.

### COMMITMENT TO STUDENTS

The teacher shall conduct the relationship with students and families in a professional manner:

- The teacher shall respect the personal integrity and privacy of students unless the law requires disclosure.
- The teacher shall clearly communicate the expectations of the studio.
- The teacher shall encourage, guide and develop the musical potential of each student.
- The teacher shall treat each student with dignity and respect, without discrimination of any kind.
- The teacher shall respect the student's right to obtain instruction from the teacher of his or her choice.

### COMMITMENT TO COLLEAGUES

The teacher shall maintain a professional attitude and shall act with integrity in regard to colleagues in the profession.

- The teacher shall respect the reputation of colleagues and shall refrain from making false or malicious statements about colleagues.
- The teacher shall refrain from disclosing sensitive information about colleagues obtained in the course of professional service unless disclosure serves a compelling professional purpose or is required by law.
- The teacher shall participate in the student's change of teachers with as much communication as possible between parties, while being sensitive to the privacy rights of the student and families.

*continues on page 14*

## COMMITMENT TO SOCIETY

The teacher shall maintain the highest standard of professional conduct and personal integrity.

- The teacher shall accurately represent his/her professional qualifications.
- The teacher shall strive for continued growth in professional competencies.
- The teacher is encouraged to be a resource in the community.



# TEACHER PROFESSIONAL POLICIES

It is the TEACHER'S responsibility toward the student and his or her parents to:

1. Guide the development of each student's musical potential to as full a degree as possible.
2. Encourage the student constantly and instill in him or her a fine appreciation for all kinds of music by offering a broad and enriched program of instruction including theory, technique, keyboard harmony, sight reading, and ensemble playing, as well as repertoire and performance skills.
3. Encourage all students to participate in the various student programs of the State and Local Associations.

It is the PARENTS' and STUDENT'S responsibility to the teacher to:

1. Realize that steady progress is assured only when a conscientious attitude toward music study and practice is held by both the student and his or her parents.
2. Understand that in engaging a private music teacher, certain policies must necessarily exist, such as the following:
  - a. An agreed minimum number of lessons per year are to be assured the teacher when time is reserved in the teaching schedule for that student, thereby establishing a basis for good instruction and assuring the teacher the same economic stability enjoyed by other professional members of the community.
  - b. If an agreement must be terminated by either the teacher or student, a minimum of two weeks notice should be given.

# CSMTA DESIGNATED FUNDS

## CSMTA/BOSTROM/SEEMAN MEMORIAL FUND

This fund is a consolidation of three separate funds. The consolidation was approved by the CSMTA Board of Directors on June 26, 1997. The monies are to be used for teacher education, student travel, and whatever other need the CSMTA Board of Directors deems an important use of these funds. Contact the CSMTA President for assistance in applying for these funds.

The Dorothea Seemann Fund was established on September 26, 1970. She was an active CSMTA member and CSMTA president from 1964-65. She was very dedicated to the premise of teacher education and certification and to the purpose of student auditions. Therefore, this fund was to be used for student auditions, especially to help provide travel expenses for Divisional winners going to National Auditions.

The Marvin Bostrom Fund was established on November 13, 1976. A long-time CSMTA member, he was devoted to the furtherance of certification and gave of his time and talents immeasurably. This fund is to be used for teacher assistance in certification projects and is administered by the Executive Board.

The CSMTA Memorial Fund was established on July 26, 1981, with the money to be used for the professional development of teachers and students. Gifts of any amount may be made to the Memorial Fund. All gifts will be acknowledged in writing to the donor and the family of the deceased person being honored. CSMTA was the first contributor to this fund by appropriating the sum of \$200.00 from savings and donating that amount as a memorial to Professor Eugene Hilligoss of the University of Colorado.

# PROFESSIONAL READING PROGRAM

The Professional Reading Program is a membership service of CSMTA. It is designed to:

1. Afford a means of communication, dialogue, and discussion among teachers.
2. Extend parameters of knowledge through the reading of a variety of books.
3. Utilize the interest, expertise, and experience of the selected leader.
4. Provide program-building opportunity for local associations.
5. Provide opportunities for NCTM renewal points according to current renewal documents posted on the MTNA website (NCTM renewal section).

Each year, the CSMTA Professional Reading Program Chairperson will select a new leader. This leader will choose a topic and a list of three books to be read by the participants. The list of books will be published in the October **Notes & News**, the CSMTA newsletter. Local associations are encouraged to hold meetings throughout the year, in which members can discuss the books as they read them. At the CSMTA conference, the leader will present a session covering the book list.

# CSMTA PRIVACY POLICY

The Colorado State Music Teachers Association (“CSMTA”) respects the privacy of its members and visitors to its website. The following Privacy Policy explains how CSMTA collects, uses, and safeguards your information.

## INFORMATION COLLECTION

Visitors to CSMTA’s website are anonymous. Personal information, such as your e-mail address, is not collected. Your IP address (computer Internet address) is traced, but not linked to any personally identifiable information, so that CSMTA may track the number of visitors to various areas of the website and the amount of time that is spent in each area. Other information that may be collected automatically is the type of computer and operating system you are using, which is supplied by your browser.

When you register for a conference, become a member, or purchase/request a product or service, we collect information you provide, such as your name, address, telephone number, e-mail address, and credit card information.

## INFORMATION USE

### Association Use

Because of the special relationship we seek to maintain with our members, CSMTA may, on occasion, send you e-mails regarding the association, news, events and products. CSMTA publishes a public member directory on its website. This directory includes selected contact information of only those members who request to be listed. Members who wish to be included in the public directory must contact CSMTA at [CSMTA@comusicteachers.net](mailto:CSMTA@comusicteachers.net), or submit an online form via the following link: [www.comusicteachers.net/directoryoptinform](http://www.comusicteachers.net/directoryoptinform). Listed members may at any time request changes in their directory information, or request to be removed from the directory by contacting the e-mail address above or by mailing a written request to: CSMTA Executive Assistant, 5181 S. Eaton Park St., Aurora, CO 80016.

### Third-Party Use

CSMTA also makes member contact information available to third parties offering products and services. This limited information may include names, job title, company/institution/studio and address. Phone numbers, fax numbers, and e-mails will not be disclosed. Users may request that CSMTA not disclose to third parties the data it collects by contacting [CSMTA@comusicteachers.net](mailto:CSMTA@comusicteachers.net) or CSMTA Executive Assistant, P.O. Box 2265, Boulder, CO 80306.

### Credit Card Account Information

CSMTA does not disclose credit card information provided to it by members or visitors. Credit card account information is used only for obtaining payment for goods or services provided. Information is submitted to the appropriate clearinghouse and is not disclosed in any other way.

## DECLINE E-MAIL

At any time, you may discontinue receiving e-mails from CSMTA simply by replying to the e-mail and informing CSMTA of your desire. All e-mails you receive from CSMTA will provide an opportunity to decline further e-mails.

## LINKS TO OTHER SITES

The CSMTA website includes links to other websites. Because CSMTA has no control over and is not responsible for the privacy policies or contents of those websites, CSMTA encourages you to review the privacy and other policies of those websites.

## PRIVACY POLICY UPDATES

CSMTA has tried to create a privacy policy that is comprehensive, readable, and thorough. Despite our best efforts, we may find it necessary to revise it. Any changes may be made without prior notice. The current CSMTA Privacy Policy will continue to be posted on our website. If you have questions or comments about our Privacy Policy, please send them to [CSMTA@comusicteachers.net](mailto:CSMTA@comusicteachers.net).