Parliamentarian Report for the AMTA National Conference  
Atlanta Georgia November 2011  
Proposed Changes to the WRAMTA Bylaws  

Proposed amendments resulting from the WRAMTA 2011 Mid-Year Meeting

**Motion:** To accept one grammatical change to Article IV. Section 5. b., and the addition of four new standing committees to Section 5 as presented.

**ARTICLE IV. Officers**  
Section 5. The Chapter shall have standing committees appointed by the President.
- a. Historical Committee
- b. Bylaws Committee
- c. Nominating Committee
- d. Budget Committee
- e. Awards Committee
- f. Betty Isern Howery Awards Committee
- g. Digital Communications Committee
- h. Presentation Committee

**Motion:** To accept phrasing changes made for clarification purposes to Article IV. Section 9.

Section 9. Any elected or appointed member of the Executive Board, Representative to the AMTA Assembly of Delegates or Committee Representative, or other representative of the Chapter may be suspended from duties by an affirmative vote of five of the seven voting members of the Executive Board. If an elected officer, the membership shall be supplied with supporting evidence to justify removal prior to a required vote of the membership would be required to be removed from office. In order to remove an elected officer, the following must occur: the membership shall be supplied with supporting evidence which justifies a removal, a ballot will be sent to all members, and the membership must support by majority vote, the removal of the elected officer. A mandatory vote by the membership will determine the outcome. Appointments of members the Executive Board, AMTA Standing Committee Representatives or other representatives of the chapter can be rescinded by a majority vote of the Executive Board.

**Motion:** To accept the creation of a new Article IV. Section 6. - Task Forces with accompanying definition.

Article IV. Section 6. Task Forces may be appointed to assist with one time, time-limited tasks/projects that pertain to business. Task Force tasks, timeline and members are appointed and approved by the Executive Board.
The following motions involve many of the same Sections, so for ease of presentation, the following motions will be read together – then voted on separately.

Motion: To accept the renumbering of the subsequent sections of Article IV from 6-19 to 7-20 due to the creation of a new Section 6.

And

Motion: To strike the word “First” from the offices of First Vice-President and First Vice-President elect as they occur in the Bylaws, as presented.

And

Motion: To accept the grammatical changes made for consistency, as they occur in the Bylaws, as presented.

And

Motion: To replace all phrases in the Bylaws containing The Sounding Board with phrases containing “on the website” with their incumbent grammatical needs, as presented.

ARTICLE I. Name and Composition
Section 3. The official publication(s) of the Chapter shall be the WRAMTA website. and the Sounding Board. The Sounding Board shall be posted on the website three (3) times yearly.

ARTICLE III. Membership
Section 1. Membership in the Chapter shall be afforded to all members of the American Music Therapy Association with a current residence situated within the Western Region. As such, each member shall be entitled to the rights, privileges and responsibilities within the Chapter that are afforded to them by virtue of their membership class in AMTA. These rights, privileges, and responsibilities may include the right to vote, to hold office, and to receive all issues of the Sounding Board via website or mail, and access the “Members Only” area of the website.

ARTICLE IV. Officers
Section 2. The elective officers of the Chapter shall be a President, President-Elect, Past-President, First Vice-President, First Vice-President-Elect, Secretary, and Treasurer. The elective officers of the Chapter shall be elected by ballot according to the election procedure set forth in these Bylaws. The officers shall continue in office for a term of two (2) years, from their election or in the event of filling a vacant position, the term is until the next subsequent election.
Section 3. An officer’s regular term of office shall commence at a transitional Executive Board meeting to be held during the regional conference following their election. Following his or her term as President-Elect and President, the President shall assume the office of the Past President and the President-Elect shall assume the office of President, at the same time as the other officers commence their term. Following his or her term as First Vice-President-Elect, the First Vice-President-Elect shall assume the office of First Vice-President, at the same time as the other officers commence their term. No elective officers of the Chapter shall hold the same office for more than two (2) consecutive terms.

Section 4. The appointive officers of the Chapter shall be a Media Relations Coordinator and a Parliamentarian that are appointed by the President with the approval of the Executive Board. The Media Relations Coordinator and Parliamentarian shall serve as non-voting members of the Executive Board. Following an election, the President-Elect, as the incoming President, presents initial appointments to the existing Executive Board for approval at the first Executive Board meeting of the regional conference. Appointive officers shall assume their office at the same time as the incoming President. Appointive officers may be reappointed without a limit to consecutive terms.

Section 7. The Chapter Representatives to AMTA Committees shall be appointed by the President with the approval of the Executive Board. The President-Elect, as the incoming President, may make initial appointments and receive approval from the Executive Board before assuming office, but no earlier than a regular Executive Board meeting at the regional conference during an election year. The Chapter Representatives to AMTA Committees serve at the discretion of the Executive Board.

Section 8. Chapter Officers, Assembly Delegates, and Chapter Representatives to AMTA Committees, upon retiring from office, shall deliver to their successors within two (2) weeks all record books, paper, and other property relevant to their position.

Section 10. The President shall be a Delegate to the AMTA Assembly coinciding with the Assembly term; shall appoint a Media Relations Coordinator and a Parliamentarian; shall appoint Representatives to AMTA Committees by June of the year the President assumes office; shall preside at all meetings of the Chapter; shall call and preside at Executive Board and Executive Committee meetings of the Chapter; shall approve disbursement of funds; a written report shall be submitted at Executive Board meetings, three (3) times yearly and to shall be published in the Sounding Board on the website; and shall be a representative of the Chapter in all official correspondence as necessary; shall serve on all committees as an ex-officio member without the right to vote. Sits on the Executive Committee.

Section 11. The President-elect shall be a Delegate to the AMTA Assembly coinciding with the Assembly term; and shall perform all duties of the President in case of resignation, disability, or absence of the President, and when so acting shall have all the powers of, and be subject to all the restrictions on the President. A written report shall be submitted at Executive Board meetings, three (3) times yearly and to shall be published in the Sounding Board on the website. Sits on the Executive Committee.

Section 12. The First Vice-President shall perform all duties of the President in case of the disability of both the President and the President-Elect, and when so acting shall have all the powers of, and be subject to all the restrictions on, the President; shall serve as conference chairperson, overseeing the program planning for the Annual Chapter Conference; shall have the power to appoint his or her own staff and committees with the exception of the local chair whose appointment must be approved by the Executive Board; shall submit a proposed conference program for the Midyear Executive Board.
meeting; shall post program information for conference on the website by January 1; shall investigate and arrange conference sites two (2) years in advance, including invitation from a local chairperson, when possible; shall submit proposed conference sites to the Executive Board for approval; and shall act as a mentor to the First Vice-President-Elect and assist him or her as needed. A written report shall be submitted for Executive Board meetings, three (3) times yearly and to shall be published in the Sounding Board on the website.

Section 13. The First Vice-President-elect shall assist the First Vice-President as requested; shall study the duties of the First Vice-President in anticipation of assuming the responsibilities of the First Vice-President; shall begin soliciting local chairs and sites for the two years of their tenure as First Vice-President; shall perform all duties of the First Vice-President in the case of resignation, disability, or absence of the First Vice-President, and when so acting shall have all of the powers of, and be subject to all the restrictions on, the First Vice-President. A written report shall be submitted for Executive Board meetings, three (3) times yearly and to shall be published in the Sounding Board Section on the website.

Section 14. The Media Relations Coordinator shall publish reports edit and post the Sounding Board on the website three (3) times yearly (Winter, Spring, and Fall), primarily to promote intra-regional communications; shall manage the website; and shall have the power to appoint his or her own staff. A written report shall be submitted for Executive Board meetings, three (3) times yearly and shall be published in the Sounding Board on the website.

Section 15. The Secretary shall maintain original copies of all official documents and forms, and keep the minutes of all business meetings of the Chapter and all meetings of the Executive Board. Copies of the minutes shall be published in subsequent issues of the Sounding Board on the website. The Secretary shall collect all papers presented before the Chapter and forward them to other officers as needed. Sits on the Executive Committee.

Section 16. The Treasurer shall pay all bills and make all deposits as authorized by the Executive Board; shall keep an itemized account of all receipts and disbursements; shall present a financial report on request for the Annual Meeting; and shall provide current financial statements for Executive Board meetings. As Chair of the Budget Committee, the Treasurer shall submit a proposed budget for the upcoming fiscal year for approval by the Executive Board at the Mid-year meeting. The approved budget shall be published in the following issue of the Sounding Board on the website. Sits on the Executive Committee.

Section 17. The Parliamentarian shall serve as chairperson of the Bylaws Committee; shall ask for input for revisions during the coming year; shall ensure that Robert's Rules of Order are observed at all Executive Board, Executive Committee, and Chapter meetings; shall provide a copy of the most recent version of the Bylaws upon request; shall be responsible for publishing all the initial proposed Bylaws Amendments or Revisions in the Sounding Board on the website at least two (2) months prior to the Annual Meeting; shall ensure any subsequent changes are submitted to the membership on the website at least twenty-four (24) hours prior to a vote at an Annual Meeting, and shall publish submit any approved changes to the Bylaws to the Media Relations Coordinator for posting in the Sounding Board on the website immediately after the Annual Meeting. A written report shall be submitted for Executive Board meetings three (3) times yearly and shall be published in the Sounding Board on the website.

Section 19. The Western Region Chapter American Music Therapy Association Students’ President or a designated representative, as determined by the WRAMTAS Bylaws shall be an officer of the
Executive Board and shall attend all meetings with the right to vote; shall keep current on all pertinent student issues. A written report shall be submitted for Executive Board meetings three (3) times yearly and shall be published in the Sounding Board on the website.

ARTICLE V. Meetings
Section 2. The Chapter’s Annual Conference shall be held on dates to be determined by the First Vice-President with approval of the Executive Board. Invitations or bids for the Annual Conference must be presented to the Executive Board at least two (2) years in advance.

ARTICLE VI. Executive Board and Executive Committee
Section 2. The Executive Board shall consist of the Chapter’s elected officers; President, President-elect, Past President, First Vice-President, First Vice-President-elect, Secretary, Treasurer, and the WRAMTAS President or a delegated student representative. President-elect, Past-President, First Vice-President, First Vice-President Elect, Secretary, Treasurer and the WRAMTAS President or a delegated student representative shall serve as voting members of the Executive Board. The President is a non-voting member; however, in the event of a tie, the President shall serve as a voting member. The Chapter Representatives to the AMTA Government Relations Committee and the AMTA Continuing Education Committee, the Media Relations Coordinator, and the Parliamentarian shall serve as ex officio, non-voting members.

Section 4. The Executive Committee shall consist of the President, Past President President-elect, First Vice-President, Secretary, and Treasurer with the power to respond to the emergency business or crucial issues of the Chapter, when necessary and reporting such issues to the Executive Board.

ARTICLE XI. Nominations, Elections, and Bylaws Amendments
Section 3. These Bylaws may be amended at any Annual Meeting or by mail with a two-thirds vote of the eligible voting members present or responding, provided that changes shall be submitted to the membership on the website at least twenty-four (24) hours prior to a vote at an Annual Meeting, or at least four (4) weeks before a vote is due, if by mail.

ARTICLE XII. Auxiliary Organizations
Section 1. The Western Region Chapter of the American Music Therapy Association Students (WRAMTAS) is the official student organization of the region and will conform to the requirements for the American Music Therapy Association Students and the WRAMTAS Constitution and Bylaws.

ARTICLE VIII. Representatives to AMTA Committees
Section 2. The representatives to AMTA Committees shall keep current on national and regional issues; shall attend their respective national committee meetings; shall notify the Chapter members for their views on pertinent issues and report at the Chapter Business meetings of actions taken; and shall notify the President if unable to attend national or regional meetings so an alternate may be appointed, and shall inform the appointee of any necessary information. Shall submit a written report for the Chapter’s General Business meetings to be published two (2) times yearly in the Sounding Board on the website.