



Western Region Chapter, American Music Therapy Association, Inc.

Bylaws of the Western Region Chapter, American Music Therapy Association, Inc. March 2018 Ratified Edition

ARTICLE I. Name and Composition

Section 1. The name of this organization shall be the Western Region Chapter, American Music Therapy Association, Inc., an Arizona non-profit corporation, hereinafter referred to as “the Chapter”.

Section 2. As a defined region of the American Music Therapy Association, the Chapter covers the states of Alaska, Arizona, California, Hawaii, Idaho, Nevada, Oregon, Utah, Washington, and U.S. Territories and outlying areas in the Pacific Ocean, “the Western Region” unless reorganized by the American Music Therapy Association.

Section 3. The official publication(s) of the Chapter shall be the WRAMTA website.

Section 4. The fiscal year will align with AMTA’s fiscal year.

ARTICLE II. Purpose, Mission, and Goals

Section 1. The Chapter’s purpose shall be to advance the purposes, goals, and objectives of the American Music Therapy Association on a regional level.

Section 2. The Chapter’s mission is to increase public awareness of the benefits of music therapy and increase access to quality music therapy services throughout the states of the Western Region.

Section 3. The Chapter’s goals are those that support music therapy most effectively in restoring, maintaining, and improving the mental, emotional, and physical health of all persons.

Section 4. The purpose, mission, and goals of the Chapter are carried out in a non-partisan, non- sectarian manner with equal opportunity being given to all, regardless of race, religion, gender identity, sex, sexual orientation, disability, age, veteran status, ethnicity, national origin, or socioeconomic status.

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 access the “Members Only” area of the website.

Section 2. The membership year shall coincide with that set by AMTA. Annual dues are set, collected, and received from AMTA.

ARTICLE IV. Officers

Section 1. The officers of the Chapter shall be elective and appointive. The authorities and duties of each official shall be as defined in these Bylaws.

Section 2. The elective officers of the Chapter shall be a President, President-elect, Past- President, Vice-President, 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 Vice-President-elect, the Vice- President--elect shall assume the office of Vice-President, at the same time as the other officers commence their term. Officers elected by the membership may serve no more than two times consecutively.

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 5. The Chapter shall have standing committees appointed by the President, with approval by the Executive Board.

- 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 Selection Committee
- i: Marketing Committee

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.

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 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. 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. 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.



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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 shall be published 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 shall be published on the website. Sits on the Executive Committee.

Section 12. The 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 act as a mentor to the Vice-President-elect assisting him or her as needed; shall serve as conference chairperson in the first year of their term, overseeing the program planning for the Annual Chapter Conference; and when so acting, 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. A written report shall be submitted for Executive Board meetings, three (3) times yearly and shall be published on the website.

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

Section 14. The Media Relations Coordinator shall publish reports on the website three (3) times yearly, 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 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 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. 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 and Chapter meetings; shall provide a copy of the most recent version of the Bylaws upon request; shall be responsible for publishing all proposed Bylaws Amendments or Revisions on the website at least two (2) months prior to the

Annual Meeting; and shall publish any changes to the Bylaws 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 on the website.

Section 18. The Past President shall act as a consultant to the Executive Board, attend Executive Board meetings, and shall serve as Chapter archivist and Chair of the Historical Committee. Sits on the Executive Committee.

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 on the website.

Section 20. In the event of an officer vacancy that is not otherwise provided for as set forth in these bylaws, the Executive Board shall appoint a replacement to fill the vacancy until the next regularly scheduled election.

PROPOSED SECTION 21

PROPOSED SECTION 22

ARTICLE V. Meetings

Section 1. Bi-annual meetings of the members shall take place during the Chapter's and the AMTA Annual Conferences.

Section 2. The Chapter's Annual Conference shall be held on dates to be determined by the 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.

Section 3. Additional meetings, such as for Standing Committees or Special Committees shall be called at the discretion of the Chair of the Committee or the Executive Board.

Section 4. Regular meetings of the Executive Board shall be held three (3) times per year: one at the time of the regional conference and annual meeting, one at mid-year between the regional and national conferences and prior to the end of the fiscal year, and one during the AMTA National Conference.

Section 5. The President, or upon the request of no less than three Executive Board members, shall call emergency meetings of the Executive Board or Executive Committee when necessary. These meetings may be conducted using appropriate communications technology in a manner that best facilitates the efficient conduct of business and provides for deliberative discourse. The Secretary shall keep the minutes of such meetings and include those minutes as an addendum to the next regularly scheduled meeting of the Executive Board.

ARTICLE VI. Executive Board and Executive Committee

Section 1. The Executive Board serves as the Board of Directors of the Chapter.

Section 2. The Executive Board shall consist of the Chapter's elected officers; President, President-elect, Past President, Vice-President, 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 3. The Executive Board shall have the power to transact the general business of the Chapter, shall be responsible for the management and control of its funds, and shall be empowered to appoint assistants to any officer of the Chapter. The Executive Board shall have the power to create standing or special committees of the Executive Board.



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Section 4. The Executive Committee shall consist of the President, Past President, President- elect, 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 VII. Delegates to the AMTA Assembly of Delegates

Section 1. Delegates and a sufficient number of Alternate Delegates to represent the Chapter on the AMTA Assembly of Delegates shall be elected at the same time as the officers of the Chapter are elected. Elections shall be conducted as stated in these Bylaws and in accordance with the current revision of the WRAMTA Policy and Procedure Manual.

Section 2. Delegates and Alternate Delegates to the AMTA Assembly of Delegates shall serve a three (3) year term of office. In the first year of election, Delegates shall serve as Delegates-elect and attend the AMTA Assembly of Delegates-elect meeting, and then serve for the next two (2) consecutive years as members of the Assembly of Delegates.

Section 3. Chapter Delegates to the AMTA Assembly of Delegates shall keep current on national and regional issues; shall attend all Assembly meetings if possible; and shall notify the President if unable to attend national or regional meetings so that an Alternate Delegate can substitute, and shall inform the Alternate Delegate of any necessary information.

Section 4. Alternate Delegates shall be called in order of Call to Service. In the event of absences leading to an insufficient number of duly elected Delegates to serve at a meeting of the AMTA Assembly of Delegates, the President of the Chapter shall appoint a sufficient number of individuals from the Chapter's eligible voting members, who are in attendance at the National Meeting, and in accordance with the following line of succession: Delegates and Alternate Delegates (elect and past), Chapter officers (present and past), Chapter representatives to AMTA Committees, and the general Chapter membership.

Section 5. Delegates and Alternate Delegates to the AMTA Assembly of Delegates may serve without limitation to consecutive terms.

ARTICLE VIII. Representatives to AMTA Committees

Section 1. Chapter representatives to AMTA Committees shall be appointed by the President and as specified in these Bylaws.

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 on the website.

ARTICLE IX. Quorum

Section 1. Seven members of the Executive Board, five of who must be elected officers of the Chapter constitutes a quorum of the Executive Board.

Section 2. A quorum of the Executive Board, plus at least ten (10) other voting members of the Chapter constitutes a quorum of the Chapter. At no time shall the lack of a quorum at a non- business session prevent those from proceeding with the program of the day.

ARTICLE X. Parliamentary Authority

Section 1. The rules contained in the current edition of Robert's Rules of Order shall govern the Chapter in all cases to which they are applicable and in which they are not inconsistent with these Bylaws and any special rules of order that the Chapter may adopt.

ARTICLE XI. Nominations, Elections, and Bylaws Amendments

Section 1. In a regular election, the President-elect will chair a nominating committee of not less than three (3) and not more than five (5) members assuring appropriate representation from the various states in the region. The President-elect is responsible for ensuring that the committee follows the WRAMTA Nominations and Elections Procedure.

Section 2. Officers and Assembly Delegates for the Chapter shall be elected by a simple plurality of the tabulated votes. Assembly Delegates and Alternates shall be determined in rank order of the number of votes received.

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.

Section 2. Student chapters of WRAMTAS may be organized at AMTA approved academic institutions in accordance with the provisions of the WRAMTAS Constitution and By-laws.

ARTICLE XIII. Charitable Activity Restrictions

Section 1. No part of the net income of the organization shall inure to the benefit of or be distributable to its directors, officers, or other private persons, except that the organization shall be authorized and empowered to pay reasonable compensation for services actually rendered and to make payments and distributions in furtherance of the purposes and objectives of this organization.

Section 2. 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 any political campaign on behalf of any candidate for public office.

Section 3. Notwithstanding any other provisions set forth in these Bylaws, at any time during which it is deemed a private foundation, the organization shall not engage in any act of self-dealing as defined in Section 4941(d) of the Internal Revenue Code of 1986 or corresponding provisions of any subsequent federal tax laws; the organization shall distribute its income for each taxable year at such time and in such manner as not to become subject to the tax on undistributed income imposed by Section 4942 of the Internal Revenue Code of 1986 or corresponding provisions of any subsequent federal tax laws; the organization shall not own any excess business holdings that would subject it to tax under Section 4943 of the Internal Revenue Code of 1986 or corresponding provisions of any subsequent federal tax laws; the organization shall not make any investments in such manner as to subject the organization to the tax imposed by Section 4944 of the Internal Revenue Code of 1986 or corresponding provisions of any subsequent federal tax laws; and the organization shall not make any taxable expenditures as defined in Section 4945(d) of the Internal Revenue Code of 1986 or corresponding provisions of any subsequent federal tax laws.



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Section 4. Notwithstanding any other provision of these Bylaws, the organization shall not conduct or carry on any activities not permitted to be conducted or carried on by an organization exempt from tax under Section 501(c)(3) of the Internal Revenue Code of 1986 or corresponding provisions of any subsequent federal tax laws, or by an organization contributions to which are to be deductible under Section 170(c)(2) of such Code or corresponding provisions of any subsequent federal tax laws.

ARTICLE XIV. Dissolution

Section 1. Upon the dissolution of the organization or the winding up of its affairs, the assets of the organization shall be distributed exclusively for charitable or educational purposes or to organizations, which are then exempt from federal tax under Section 501(c)(3) of the Internal Revenue Code of 1986 or corresponding provisions of any subsequent federal tax laws, and to which contributions are then deductible under Section 170(c)(2) of such Code or corresponding provisions of any subsequent federal tax laws. Organizations having purposes similar to those of this organization shall be preferred.

Bylaws changes were approved by the WRAMTA membership on March 3, 2018

Bylaws changes were approved by the WRAMTA membership on March 17th, 2017

Bylaws changes were approved by the WRAMTA membership on March 12, 2016

Bylaws changes were approved by the WRAMTA membership on November 14th, 2015.