

**NORTHEAST WISCONSIN PIANO TEACHERS FORUM
Green Bay, Wisconsin
BYLAWS**

ARTICLE I—NAME

The name of this organization shall be the Northeast Wisconsin Piano Teachers Forum.

ARTICLE II—PURPOSE

- A. The Northeast Wisconsin Piano Teachers Forum is organized exclusively for educational purposes. The Northeast Wisconsin Piano Teachers Forum is a non-profit organization.
- B. Mission Statement: NEWPTF provides a professional and nondiscriminatory environment with activities for the purpose of educating, supporting and promoting piano teachers and their students.

ARTICLE III—GOALS

In order to further music education and appreciation among students in this community, we shall strive—

- A. To become more proficient musicians;
- B. To gain greater understanding of music;
- C. To become more effective pedagogues;
- D. To keep abreast of musicological research and recent teaching methods and materials;
- E. To be aware of and promote musical events;
- F. To provide opportunities for student education and performance.

ARTICLE IV—MEMBERS

Section 1 Any person engaged in the teaching of piano within the Northeast Wisconsin area shall be eligible for membership.

Section 2 Any teacher wishing to become a member must first read and sign the Code of Ethics.

ARTICLE V—MEETINGS

The first meeting of the new year shall be in September. The calendar, with a minimum of four meetings scheduled for the year, will be presented in August together with the annual President's letter.

ARTICLE VI—OFFICERS AND THEIR ELECTION

Section 1 The officers of this organization shall be:

Elected: President
Vice President
Secretary
Treasurer

Section 2 Election by ballot shall be held at the next to last meeting of the program year. Officers shall be installed at the final meeting of the year. They shall serve a two year term. The President and Secretary shall be elected in the even numbered years. The Vice President and Treasurer shall be elected in the odd numbered years. All officers shall be limited to two consecutive terms. They must be out of office for one year before returning to the same office. They may assume a different office.

Appointed: Historian
Publicity Coordinator
Website Coordinator
Teacher Referral Coordinator
TLC Coordinator
Parliamentarian

ARTICLE VII—EXECUTIVE BOARD

The Executive Board shall consist of the elected officers, all of whom will be voting members of the Board. Board meetings shall be held as the need arises.

ARTICLE VIII—DUTIES OF OFFICERS

Section 1 PRESIDENT

- A. The President shall preside at all Forum functions.
- B. The President shall act in an advisory capacity on all committees except the Nominating Committee.
- C. The President may sign checks in the absence of the Treasurer.
- D. The President shall make all appointed position and committee appointments with the approval of the Executive Board.
- E. The President shall appoint the Nominating Committee in June of each year.
- F. The President shall appoint the Auditing Committee each year in May.
- F. The President shall study the Bylaws and related literature with the responsibility of proposing revisions of these documents where such revision is necessary to keep the documents current and responsive to the aims, objectives and purposes of the Forum.
- G. The President shall call a meeting of the former and new officers for the purpose of orientation and smooth transition of the Executive Board.

Section 2 VICE PRESIDENT

- A. The Vice President shall preside at all Forum functions in the absence of the President.
- B. The Vice President shall serve as Program Committee Chairman and shall introduce guest speakers and new members.
- C. The Vice President shall present a tentative calendar for the coming year before his/her term expires.
- D. The Vice President shall serve in an advisory capacity for the Special Events Committee.

Section 3 SECRETARY

- A. The Secretary shall maintain accurate records of all business meetings, Executive Board meetings and Advisory Committee meetings. These records shall be passed to the next Secretary and to the Forum Historian.
- B. The Secretary shall keep an attendance record of all meetings.
- C. The Secretary shall be responsible for the distribution of materials relating to Forum business upon the request of the President.
- D. The Secretary shall be responsible for the distribution of the Bylaws, Code of Ethics, business policies, syllabus and any other Forum materials.
- E. The Secretary shall keep a permanent file of pertinent correspondence.

Section 4 TREASURER

- A. The Treasurer shall collect membership dues, keep financial records, pay all financial obligations and present a monthly report and a financial statement semi-annually.
- B. The Treasurer shall prepare a membership directory to be forwarded to the Secretary who is to present it at the second general meeting of the year.
- C. The Treasurer's books shall be reviewed annually by the Auditing Committee. This meeting shall be called by the Treasurer, and should be completed before the books are turned over if there is a new Treasurer or before June 30.

ARTICLE IX—DUTIES OF THE EXECUTIVE BOARD

Section 1 The Executive Board shall have general supervision of the affairs of the Forum between its business meetings, make recommendations to the Forum and establish the agenda for the general membership meetings. The Board shall be subject to the orders of the Forum and none of its acts shall conflict with action taken by the Forum.

Section 2 The Executive Board meetings will be called by the President. In the absence of The President, the Vice President shall preside. Emergency meetings may be called by the President. Any officer or committee chairman unable to attend the meeting shall submit his or her report to the President prior to the meeting.

Section 3 The Executive Board is empowered to authorize all unusual expenditures

Section 4 The Executive Board shall appoint another member to continue the duties of an officer unable to fulfill a term of office.

Section 5 The Executive Board shall approve the program submitted by the Program Committee Chairman and coordinate Forum activities to facilitate publication of the yearly calendar to be presented in August.

Section 6 The Executive Board shall approve all appointments.

Section 7

A. The Executive Board shall appoint the Festival Committee Chairman and three or more additional members on an annual basis to comprise the Festival Committee.

B. The Chairman shall have served on this committee previously.

Section 8 The Executive Board shall appoint the Special Events Committee Chairman and approve up to 5 additional members on an annual basis to comprise the Special Events Committee.

Section 9 The Executive Board shall serve as arbiter during special circumstances when Forum related conflicts occur among its members.

Section 10 The Executive Board shall study cases in which the Code of Ethics has been violated and determine if forfeiture of membership is deemed necessary.

Section 11 The Executive Board shall appoint chairmen and two additional members for the Ethics, Scholarship and Development committees.

ARTICLE—X DUTIES OF APPOINTED POSITIONS

Section 1 HISTORIAN

A. The Historian shall compile a scrapbook of all printed materials relating to the Forum, which should include newspaper articles, all intra-Forum printed materials and anything else pertaining to organizational activities. This book shall be shown at the June meeting.

B. The Historian shall prepare a summary of yearly activities from September to June. This is to be included in the scrapbook.

C. All historical records shall be stored in a safe, climate-controlled environment.

Section 2 PUBLICITY COORDINATOR

A. The Publicity Coordinator shall be responsible for the media publicity of all Forum activities.

B. The Publicity Coordinator shall be responsible for mailings concerning special events to various organizations as well as to the media.

Section 3 WEBSITE COORDINATOR

The website coordinator will keep the site up to date and keep the members informed as to any changes that have been made.

Section 4 TEACHER REFERRAL COORDINATOR

The teacher referral coordinator will keep up to date lists of teachers with openings and pass this information to those who are seeking a teacher.

Section 5 TLC COORDINATOR

The TLC coordinator sends cards or gifts to a member or family thereof in times of illness, bereavement, congratulations, etc.

Section 6 PARLIAMENTARIAN

The Parliamentarian assists the president in the conduct of the business of the organization.

ARTICLE—X1 ADVISORY COMMITTEE

The Advisory Committee is comprised of the members of the Executive Board, the Appointed Positions and the Chairmen of the Festival, Special Events, Scholarship, Development and Ethics Committees and meets at the call of the President.

ARTICLE X11— STANDING COMMITTEES

Section 1 FESTIVAL COMMITTEE

- A. The Festival Committee shall be responsible for all phases necessary to plan, prepare , and carry out the Baroque, All Star and Classical Festivals according to the syllabus.
- B. The Festival Committee Chairman shall present all repertoire list and rules and regulations changes to the general membership for approval at least six months prior to the event.

Section 2 SPECIAL EVENTS COMMITTEE

The Special Events Committee shall be responsible for all phases necessary to prepare, plan and implement special events.

Section 3 PROGRAM COMMITTEE

- A. The Program Committee shall have two additional members selected by the Program Chairman and approved by the Executive Board.
- B. The Program Committee shall be responsible for all Forum programs, with the approval of the Executive Board, procuring a meeting place, and setting up committees for handling programs, if necessary.

Section 4 SCHOLARSHIP COMMITTEE

The Scholarship Committee is responsible for determining the recipients of the camp and college scholarships that are annually awarded.

Section 5 ETHICS COMMITTEE

- A. The Ethics Committee makes certain that all members are aware of and sign the Code of Ethics.
- B. The Ethics Committee shall refer any breach of the Code of Ethics to the Executive Board for evaluation and determination.
- C. The Ethics Committee Chairman shall maintain an active file of signed Code of Ethics documents.

Section 6 DEVELOPMENT COMMITTEE

The purpose of the Development Committee is to aid the organization in procuring additional scholarship monies by arranging various fund-raising activities.

Section 7 NOMINATING COMMITTEE

The Nominating Committee, consisting of three members, shall present a list of all candidates at the next to last meeting of the program year and shall conduct the elections at that same meeting.

Section 8 AUDITING COMMITTEE

The Auditing Committee, consisting of three members, shall audit the Treasurer's books annually, consistent with Article VIII, Section 4-C.

Section 9 BYLAWS COMMITTEE

The Bylaws Committee, consisting of two members, shall study the bylaws and suggest any changes that need to be made to keep them in line with the functions of this organization

ARTICLE X111—AD HOC COMMITTEES

Ad Hoc Committees shall be appointed by the President and approved by the Executive Board as the need arises.

ARTICLE XIV—DUTIES OF MEMBERS

Section 1 A. Membership dues shall be paid annually.

- B. New members joining after February 1 will pay 1/2 the annual dues assessment.

Section 2 Members are encouraged to attend general meetings regularly.

Section 3 Members who enter students in any of the functions or events sponsored by the Forum are required to be available to assist the committee in charge to whatever extent is necessary to present said function or event.

Section 4 Members shall abide by the Code of Ethics.

ARTICLE XV—REINSTATEMENT

Section 1 The Executive Board shall receive a written request for reinstatement of membership.

Section 2 A terminated member may apply for reinstatement after a minimum period of one calendar year from the termination date.

Section 3 The Executive Board shall meet with said individual to be certain that:

- A. Conditions and attitudes have changed.
- B. The Code of Ethics and Duties of Members are understood and will be followed as indicated by the signing of the Code of Ethics.

Section 4 If the Executive Board approves the application for membership, the reinstated member will be given a probationary period of one year, during which time neither the teacher nor his/her students may enter any event or serve on a committee.

ARTICLE XVI—QUORUM

The number of members present at any general membership meeting shall constitute a quorum.

ARTICLE XVII—AMENDMENTS

Section 1 These Bylaws may be amended by a two-thirds vote of the membership present, provided the proposed amendment has been submitted in writing at the previous meeting.

Section 2 All amendments become effective immediately unless a proviso is added.

ARTICLE XVIII—ADOPTION

These Bylaws shall be the governing document of the Northeast Wisconsin Piano Teachers Forum of Green Bay, Wisconsin and shall become official and binding.

ARTICLE XIX—PARLIAMENTARY AUTHORITY

Robert's Rules of Order Revised shall be the authority for all questions of parliamentary procedure not covered by these Bylaws.

Revisions presented to the Advisory Committee January, 2015 and approved.