

BYLAWS OF THE SASKATCHEWAN REGISTERED MUSIC TEACHERS' ASSOCIATION

1. The Association

1.1 In these bylaws:

- (a) "Act" means *The Registered Music Teachers Act, 2002*
- (b) "Association" means the Saskatchewan Registered Music Teachers' Association
- (c) "administrative bylaw" means a bylaw made in accordance with subsection 14(1) of *The Registered Music Teachers Act, 2002*
- (d) "regulatory bylaw" means a bylaw made in accordance with subsection 14(2) of *The Registered Music Teachers Act, 2002*
- (e) "Executive Committee" means the executive as set out in section 7 of the Act.
- (f) "register" means the list of members of the Association, including all categories of membership.

2. Objectives of the Association

2.1 The objectives of the Association shall be:

- (a) to promote the interest of teachers of music in Saskatchewan who are members of the Association.
- (b) to encourage and foster the formation of local branches composed of members of the Association at suitable centres throughout Saskatchewan.
- (c) to promote progressive ideas and methods in teaching of music; to encourage systematic preparation in the art of teaching and to stimulate the acquirement by its members of a high standard of musicianship and general culture.
- (d) to develop and encourage interest in music as a credit in public, high school and university education.
- (e) to promote and assist all movements designed to improve the teaching of music and foster the interest of the public in music and, for these purposes, to join with other societies and associations having like aims and objects in furthering these purposes.
- (f) to promote and maintain the status of professional music teachers in the province.

3. Head Office of the Association

3.1 The head office of the Association shall be in the Province of Saskatchewan at a place to be determined by the Executive Committee.

4. Local Associations

4.1 Local Associations at present in existence, or which may be formed hereafter, consisting of members of the Association shall be deemed to be affiliated with the Association. Such local groups or associations shall have as their objects the promotion of the interest of the Association in their vicinity. **Subject to the provisions of sections 6.2, 6.3 and 6.4 of these by-laws**, no person whose name is not on the register shall be entitled to vote on provincial matters at meetings or hold himself out as a member of the Association. Representation and submissions on matters within the scope of the Association may be made from time to time to the Executive Committee of the Association, and shall be dealt with by said committee or referred by it to the Association

at the Annual Meeting or otherwise as may be deemed expedient by the Executive Committee. Local Associations may have such offices and prescribe such fees for membership as may be determined by the members of any such local association. With the approval of the Executive Committee, a group of members of the Association may establish a local group or association. **Subject to the provisions of sections 6.2, 6.3 and 6.4 of these by-laws**, in order to use the designation RMT, a person must be a member of the provincial Association.

5. Administrative Bylaws

5.1 Executive Committee

(a) There shall be an Executive Committee of eight Members. Of these eight, the immediate Past-President of the Association shall be one, and six others shall be elected. The Public Appointee shall be the eighth member.

(b) Notwithstanding the requirement that Executive Committee members shall be members of the Association, the Secretary-Treasurer and Registrar may be an individual **or individuals** who:

- **is/are** not a Member/**Members** of the Association;
- **is/are** not a Member/**Members** of the Executive Committee;
- may hold office for such a term as decided by the Executive Committee; and
- may receive remuneration as determined by the Executive Committee.

(c) Nominations for members of the Executive Committee may be made by a **Full Member or an Affiliate** Member of the Association or a Local Association, provided such nominations are sent to the Secretary before the date of the Annual Meeting and are accompanied by written consent of the nominee. **Nominations coming from Local Associations must include the name of the nominator and the person who seconded the nomination.** Nominations may be made from the floor at the Annual Meeting by a **Full or Affiliate** Member present, provided the nominee is in good standing, the nominee has provided consent to his or her nomination, and the nominee is present at the meeting.

(d) If not more than sufficient names are placed in nomination to fill the number required, the President or person then presiding shall declare those nominated to be elected. If more than are required are nominated, a vote shall be taken by ballot at said meeting under the direction of the person so presiding or as the meeting may direct. The person so presiding shall not vote but shall have a casting vote in the event of a tie vote resulting.

(e) The election of the Executive Committee, and all other questions voted on at a meeting of the Association, shall be decided by a majority of the votes of the members present who are entitled to vote.

(f) The Executive Committee shall elect the Vice-President. The Vice-President shall automatically become the President following the term served as Vice-President. The Vice-President of the Association shall be elected by the Executive Committee at the Executive meeting immediately following the Annual Meeting.

(g) The Executive Committee elected shall take office immediately after the conclusion of the Annual Meeting and shall hold office until their successors are appointed (or elected).

(h) To insure greater continuity in the Executive, each provincial executive member shall serve a two year term, three elected each year. When a two year term is not

completed, member/s shall be elected to complete the two year term/s. No one may serve more than three consecutive terms on the Executive Committee with the exception of the President and the Vice-President.

(i) No one who has held the office of President for two successive terms shall be eligible to serve as President until after the lapse of one year or term following their last period of office. If a member of the Executive Committee dies, or resigns, or permanently takes up residence outside Saskatchewan, or for any reason vacates his office, the Executive Committee may appoint a successor who shall hold office until the next Annual Meeting of the Association. At that time an election will be held in accordance with section 5.1 of these by-laws to fill the vacancy for the remainder of the term of the vacant position.

(j) The Association, at its Annual Meeting, shall set the honoraria, if any, to be paid to members of the Executive Committee for carrying out Executive Committee duties.

5.2 Patrons

(a) At any meeting of the Association called for the election of the Executive Committee there may be chosen such patrons as the Association may decide. Persons so chosen need not be members of the Association. No one so appointed shall be by reason of such appointment a member of the Executive Committee or eligible to vote at an Annual Meeting or Special Meeting.

5.3 Duties of the Officers

(a) The President shall preside at all regular meetings of the Executive Committee and all meetings of the Association, and shall be the chief executive officer of the Association.

(b) The Vice-President shall preside in the absence of the President and shall act as chief executive officer in the absence of the President and when requested to do so by the President.

(c) The Secretary-Treasurer shall make a record and keep minutes of the meetings of the Association and of the Executive Committee and generally keep the business records and attend to the correspondence of the Association under the direction of the President or the Executive Committee.

(d) The Registrar shall keep the Register of Members as set out in Section 5.7 of these by-laws.

5.4 Meetings of the Association

(a) An Annual Meeting of the Association shall be held at a designated time at such date and place as may be determined by the Executive Committee. Not more than eighteen months shall elapse between an Annual Meeting and the previous Annual Meeting. All **Full and Affiliate** Members who are in good standing and whose dues are paid shall be eligible to attend and vote at the Annual Meeting of the Association.

(b) Special Meetings of the Association may be called by the Executive Committee at a time and place to be determined by the Executive Committee to consider such matters only as may be specified in the notice of call of the meeting.

(c) Ten days notice of Annual and Special Meetings shall be given to all members of the

Association by the Registrar or, in his or her absence or incapacity, by the President or some person authorized by the President or by the Executive Committee.

(d) Resolutions or submissions from local Associations or **from Full or Affiliate** Members of the Association for consideration at any meeting of the Association shall be submitted through the Secretary to the Executive Committee at least four weeks before the date of the Annual Meeting. Notice thereof shall be given to **all** Members with the call of the meeting. **Any resolution which calls for, or whose approval would necessitate, a change in the By-laws must be moved and seconded by a Full Member of the Association. Resolutions submitted by Local Associations must include the name of the person presenting the motion and the name of the person seconding the motion.**

(e) Extraordinary resolutions may be submitted 48 hours ahead of the annual meeting to be considered by the Executive Committee. **Extraordinary resolutions will be brought to the Annual Meeting only if they deal with matters of urgency, and if delaying discussion of the issues raised would do irreparable harm to the Association or its objectives. The inclusion of extraordinary resolutions in the agenda of any Annual Meeting shall be at the discretion of the Executive Committee.**

(f) A quorum of the Association shall be five percent of **those who are Full or Affiliate Members. Those** Members must be present in person and no member may attend or vote by proxy.

(g) Robert's Rules of Order shall govern so far as they are applicable at all meetings of the Association.

5.5 Executive Committee Meetings

(a) Meetings of the Executive Committee may be held without formal notice if all Members of the Executive Committee agree and if a quorum is present. **Five Members of the Executive Committee** shall constitute a quorum with such powers as may be given them by resolution of the Executive Committee.

5.6 Committees

(a) The Executive Committee may form Committees, as it deems necessary for carrying out the work of the Association.

(b) A report of the work of each Committee shall be submitted to the Executive Committee and shall be presented to members at the Annual Meeting or Special Meeting.

(c) The Executive Committee may set the term of office for a member and appoint the chairperson for any Committee it deems necessary to form.

(d) The Executive Committee shall set the travel expenses and honoraria, if any, to be paid to members of Committees for attending at, and participating in, Committee meetings or conventions.

(e) An Advisory Board shall be set up to consist of the four most recent Past Presidents of the Association, not to include the immediate Past President.

5.7 Register of Members

(a) The Executive Committee shall provide for a Register of **all** Members to be kept by the Registrar.

(b) The Register of Members shall be open at all reasonable times to examination by any

member of the Association.

(c) The Executive Committee may honour Members who have devoted 25 years of membership and who have contributed to the raising of the status of the Association by their ethical attitude and dedicated teaching. The member shall be honoured at an Annual Meeting.

(d) The Registrar shall report to the provincial government annually, not later than January 31st, details as required by the amendment to the Act.

5.8 Member Fees

(a) Every new Member shall pay a one time application fee and every Member shall pay an annual fee as determined at the Annual Meeting. The Executive Committee shall be authorized to make any additional assessment they deem necessary.

(b) **Affiliate Members shall pay the same annual fee as full members.**

(c) **Friends of the Association** shall pay half the regular membership fees.

(d) The annual fee shall cover the period April 1st in each calendar year to March 31st in the next following year.

(e) **The annual fee must be in the hands of the Registrar by March 31 of any year. A late fee of \$25 will be assessed on April 12. If payment is not received by April 15, members will not be included in the Directory.**

(f) The Registrar may, in his or her discretion, suspend or cancel the membership of any Member who does not pay his or her membership fees and assessment as, and when, required by the Association.

(g) A Member whose membership has been suspended or cancelled for non-payment of membership fees may apply to the Registrar to have his or her name reinstated on the Register, upon payment of the outstanding registration fee plus a restoration fee as required by the Executive Committee.

(h) A Full, **or Affiliate** Member in good standing is a member of the Saskatchewan Registered Music Teachers' Association and the Canadian Federation of Music Teachers' Association.

5.9 Audit

(a) The books of the Association shall be audited annually and a financial report submitted by the Secretary-Treasurer to the Annual Meeting of the Association.

(b) The Auditor, or Auditors, shall be appointed annually by the Executive Committee at its first meeting.

5.10 Financial Matters

(a) Sixty percent of the net profit accruing from the Provincial Meeting shall be given to the Provincial Association with forty percent retained by the Local Association arranging the meeting. If any deficit occurs, this should be borne equally by the Provincial Association and the Local Association.

(b) The signing authority for the Association's financial management shall be any **one** of the following for amounts up to and including \$999.99: President, Past-President, Secretary-Treasurer. **For cheques in excess of that amount, the approval of the President shall be obtained either at a meeting of the Committee or via e mail. Once such approval is obtained, either the Past President or the Secretary-Treasurer may sign the cheque and**

only one signature will be required.

(c) All moneys of the Association shall be deposited to the credit of the Association in a chartered bank or invested in other institutions, covered by the Canadian Deposit Insurance Corporation, to be named from time to time by resolution of the Executive Committee and all payments therefrom shall be made by cheque to be drawn by the Secretary-Treasurer and signed by the designated signing authorities.

6. Code of ethics

6.1 The Saskatchewan Registered Music Teacher will.....

- (a) teach to the best of his/her ability and always promote a positive professional image
- (b) always respect the dignity of the student and the work of another teacher.
- (c) keep the trust under which confidential information is exchanged.
- (d) refrain from proselytizing another teacher's students by inducement, innuendo, or insinuation.
- (e) be candid, but kind and objective, when advising a student of his/her abilities.
- (f) employ fair and honorable business practices at all times in dealing with students and the Association.
- (g) not misrepresent his/her own professional standing or advertise in a misleading manner.

7.1 Full Membership

- (a) The Executive Committee of the Association may admit an individual to be a full member of the Association as a Registered Music Teacher if the individual meets the requirements of section 18 of the Act.
- (b) Notwithstanding section (a) above, or section 18 of the Act, those applying for full membership with an Associate or Licentiate diploma from Trinity College, London, England, the London College of Music, or the Guildhall School of Music or any of the Royal Schools of Music, London, England, shall also be required to produce proof of the successful completion of all of the Royal Conservatory Grade IV theory exams (Harmony, History and Counterpoint) or their equivalent. Equivalency of credentials from institutions not named in the Act shall be measured according to the standards and curricula of Canadian conservatories.
- (c) Notwithstanding section 18 of the Act, or sections 7.1 (a) and (b) of these by-laws, all applicants for full membership who have not completed a teaching diploma from a recognized conservatory, or a music education degree from a recognized university must also submit proof of pedagogical training in the discipline in which they are seeking registration. Such proof may consist of the following:
 - documentation (letters of testimony, student exam and/or festival results) showing two years of successful teaching experience in the discipline in which registration is sought.
 - completion of the written and/or viva voce pedagogy exams in the discipline in which registration is sought from any recognized conservatory, together with a performer's diploma in the same discipline from any recognized conservatory, or

- documented proof of participation in 40 hours of pedagogy classes, workshops, seminars in the discipline in which registration is sought..

7.2 Affiliate membership

(a) Notwithstanding section 7.1 above, the Executive committee of the Association may admit to the first level of the Affiliate category of membership in the Association persons who:

- reside in the province of Saskatchewan and
- are 18 years or age or more, and
- have completed at least all of the requirements for a Grade 10 certificate from The Royal Conservatory of Music , Conservatory Canada, or the Canadian National Conservatory of Music , or the equivalent thereof.

(b) Notwithstanding sections 7.1 and 7.2 (a) above, the Executive committee of the Association may admit to second level of the Affiliate category of membership in the Association persons who:

- reside in Saskatchewan and
- are 18 years or age or more and
- have completed at least all of the requirements for a Grade 9 certificate from The Royal Conservatory of Music , Conservatory Canada, or the Canadian National Conservatory of Music, or the equivalent thereof.

(c) Affiliate Members at both levels shall be eligible to attend all Association and local meetings of members and to vote on matters at both the local and provincial level, but shall not be entitled to hold office as a member of the Executive Committee.

(d) Affiliate Members shall only advertise themselves as Affiliate members of the Association, not as full members and shall not be entitled to use the designation “R.M.T.”

7.3 Friends of the Association

(a) Notwithstanding Section 7.1 (a) above, the Executive Committee of the Association may recognize as Friends of the Association persons who

- are resident in Saskatchewan and
- are music publishers, owner or managers of music stores, music librarians, piano tuners with certificates from approved schools, and presidents of music festivals or others as approved by the Executive Committee.

(b) Friends of the Association shall have no voting privileges at the local or provincial levels, but are entitled to attend meetings at both the local and provincial levels.

(c) Friends of the Association shall not be entitled to use the designation “R.M.T.” and shall only advertise themselves as Friends and not as members, of the Association.

7.4 Membership application procedures

(a) All applications for membership shall be made in writing to the Registrar and shall be accompanied by:

- certificates of proficiency and character as determined by the provincial association.
- diploma or diplomas, including proof of pedagogical training as set out in section 7.1 (c) above,
- the required application fee and registration fee, and proof of a successful criminal

- record check, performed no more than three months before the date of application.
- (b) the registration fee shall be returned to the applicant if the application is not approved by the Examining Board, consisting of the Past President, the President, and the Vice President.
 - (c) Any person who meets the qualification for Full Membership or Affiliate Membership, as the case may be, in the Association and who pays the required fee of the Association in the manner established by it, shall be entitled to membership in the Association and have their name entered in the register by the Executive Committee.

7.5 Honorary Life Membership

(a) Honorary Life Membership may be conferred upon a member for outstanding service to the Association after unanimous consent of the Advisory Board and the Executive Committee.

8. Bylaws

- (a) Amendments to the bylaws may be presented by the Executive Committee, or a Special Committee under its jurisdiction as the case may be, at an Annual Meeting or Special Meeting, as the case may be.
- (b) Amendments to the bylaws must be confirmed by a two-thirds majority vote at an Annual Meeting or Special Meeting of the Association.
- (c) Notification to all Members of such bylaw amendments must be given at least 14 days prior to the next Annual Meeting or a Special Meeting called for that purpose.

9.1 Professional Conduct Committee

- (a) The Committee shall consist of a minimum of three **Full Members in good standing of the Association** that are appointed yearly by the Executive.
- (b) These Members of the Professional Conduct Committee cannot also be Members of the Discipline Committee.
- (c) If an appointee resigns, the Executive will appoint a successor for the remainder of the term.

9.2 Discipline Committee

- (a) The Discipline Committee shall consist of a minimum of three Members; two **Full Members in good standing of the Association** who are appointed yearly by the Executive and the third member shall be the Public Appointee. **A Friend of the Association may serve as a public appointee to this committee.**
- (b) Members of the Discipline Committee cannot also be members of the Professional Conduct Committee.
- (c) If an appointee resigns, the Executive will appoint a successor for the remainder of that term. .
- (d) This Committee may make rules regulating their business and proceedings..

10. Coming into Force

These bylaws come into force when they are approved by the Minister and published in the Gazette, as per Section 13(8) of the Act.

Certified a true copy

Registrar, SRMTA

Approved

Minister of Education