

**AMERICAN MUSIC THERAPY ASSOCIATION STUDENTS  
BYLAWS**

**Article I. Name and Composition**

- Section 1. The name of this organization is the American Music Therapy Association Students, herein referred to as AMTAS.
- Section 2. AMTAS is the student organization authorized by Article XIV of the Bylaws of the American Music Therapy Association, herein referred to as AMTA.
- Section 3. AMTAS recognizes and includes the student associations of all AMTA regional organizations.
- Section 4. AMTAS may authorize regional student organizations within its structure.
- Section 5. Regional and local chapters of AMTAS shall adopt the purposes and goals of AMTAS and agree to conform to the Bylaws of AMTAS.

**Article II. Purposes and Goals**

- Section 1. AMTAS adopts and supports the purposes and goals of AMTA stated in Article II of the AMTA Bylaws.
- Section 2. The purpose of AMTAS will be to promote, foster, and advance the education and training of its members.
  - a. AMTAS will develop, maintain, and continually seek to improve its structure, viability, and relationship with its members and AMTA.
  - b. AMTAS will actively seek out and promote means to fulfill the professional needs of its members.
  - c. AMTAS will develop, foster, and promote cooperation with AMTA and other related professional organizations in activities that concern the music therapy profession and enhance the education of AMTAS members.

**Article III. Membership**

- Section 1. Membership in AMTAS is open to any Student Member of AMTA as described in Article III, Section 4 of the AMTA bylaws.
- Section 2. Dues will be those set by AMTA.
- Section 3. The membership year coincides with the AMTA membership year, January 1 and ending December 31.

**Article IV. Executive Officers**

- Section 1. The Executive Officers of AMTAS will be annually elected according to the election procedures presented in these Bylaws, Article X.
- Section 2. The Executive Officers are: President, President-Elect, Vice-President, Parliamentarian, Secretary, and Treasurer. The regular term of office for all Executive Officers commences January 1 and lasts one membership year, excluding the President-Elect to serve 1 year as President-Elect and the following 1 year as President. During the interim between their election to office and their assumption of that office, the newly elected officers are expected to contact the outgoing officers and to become fully apprised of the events and information associated with the office. Retiring officers surrender

- all records older than three years to the AMTA Archivist. Retiring officers will surrender all records from the past three years related to their offices to their successor at the conclusion of the National Conference. Retiring officers will be available as mentors to the newly elected officers for the duration of the following membership year to assure a smooth transition of responsibility.
- Section 3. No officer may hold the same office for more than two consecutive terms.
- Section 4. The President, former President-Elect, serves as Chief Executive Officer of AMTAS, representing AMTAS in interactions with other organizations. The President presides over all meetings of AMTAS. The President attends all meetings of the Student Affairs Advisory Board (hereafter referred to as SAAB) as a voting member. The President is responsible for appointing willing AMTAS members to fill vacant positions among Executive Officers and Student Representatives to Standing Committees. The President will also serve as an administrator of the AMTAS Facebook group, and will act as a facilitator for discussions. In the event that the Secretary is unable to fulfill his/her duties on the Facebook group, the President will be responsible for posting all updated scholarship information, contests, and conference information. The President provides a Presidential report to the membership at three (3) times throughout the year; to the Secretary by April 15th for inclusion in the Spring Newsletter, to the Secretary by November 15th for inclusion in the fall newsletter, and at the first general meeting of AMTAS at National Conference. The President is also responsible for submitting a Presidential Address in the Guidebook by January 1st. A vacancy in the office of the President is filled by the President-Elect. In the event that the office of President-Elect is also vacant, responsibilities will proceed to the Vice-President, Parliamentarian, Secretary, and Treasurer in that order.
- Section 5. The duties of the President-Elect are to assist the President as requested, to study the duties of the President in anticipation of assuming the responsibilities of the Presidency and to assume all duties of the President in case of resignation, disability, or absence of the President. The President-Elect is responsible for assistance relating to Board Members email accounts, including answering of questions and creation of new accounts if needed. The President-Elect acts as a liaison between the Standing Committee Student Representative and the Committee Chair. The President-Elect corresponds with the Student Representatives on the AMTA Standing Committees and the members of the AMTAS Board of Directors a minimum of once every quarter. President-Elect attends all AMTAS and SAAB meetings as a voting member. The President-Elect provides a President-Elect report to the membership four (4) times throughout the year: to the Secretary by April 15 for inclusion in the Spring Newsletter, to the Secretary by November 15 for inclusion in the Fall Newsletter, at the first general meeting of AMTAS at National Conference, and to the Vice-President by December 30 to be posted on the AMTAS Website. The President Elect communicates with all Executive Officers in an advisory capacity as needed.
- Section 6. The Vice President is responsible for creating and maintaining the AMTAS website and updating email addresses of national and regional officers within 10 days of beginning their terms. The Vice-President attends all AMTAS meetings as a voting member and attends all SAAB meetings as a non-voting member. The Vice-President provides a Vice-President's Report to the

membership at four (4) times throughout the year: to the Secretary by April 15 for inclusion in the Spring Newsletter, to the Secretary by November 15 for inclusion in the Fall Newsletter, at the first general meeting of AMTAS at National Conference, and by December 30 to be posted on the AMTAS Website. Following the National Conference, the Vice-President submits a summary of the business of AMTAS for publication in “Music Therapy Matters”. By the end of his or her term, the Vice-President posts the Executive Officers’ final reports, any information about Standing Committees, and the revised Bylaws on the AMTAS Website. The Vice-President serves as a liaison among the Midwestern and Southeastern Regional Representatives and the AMTAS Board of Directors. In the absence of the President, the Vice-President assumes all Presidential duties as outlined in Article IV, Section 4 of these Bylaws. A vacancy in the office of Vice-President is filled by Presidential appointment with approval of the Board of Directors.

Section 7. The Parliamentarian ensures that all AMTAS meetings are conducted according to Robert’s Rules of Order. The Parliamentarian attends all AMTAS meetings as a voting member and attends all SAAB meetings as a non-voting member. The Parliamentarian reviews the AMTAS Bylaws and presents recommended changes to be approved at the annual meeting, as detailed in Article XVI of these Bylaws. By November 30, the Parliamentarian submits copies of the most current AMTAS Bylaws to each of the AMTAS Executive Officers, the chair of the SAAB, and the AMTA National Office. The Parliamentarian provides a Parliamentarian’s Report to the membership at four (4) times throughout the year: to the Secretary by April 15 for inclusion in the Spring Newsletter, to the Secretary by November 15 for inclusion in the Fall Newsletter, at the first general meeting of AMTAS at National Conference, and to the Vice-President by December 30 to be posted on the AMTAS Website. The Parliamentarian serves as a liaison between the Great Lakes Regional Representative and the AMTAS Board of Directors. A vacancy in the office of Parliamentarian is filled by Presidential appointment with approval of the Board of Directors.

Section 8. Secretary keeps minutes for all AMTAS and SAAB meetings. The Secretary will also serve as the active administrator of the AMTAS Facebook group, and is responsible for posting all updated scholarship information, contests, and conference information. The Secretary is responsible for managing all correspondence of AMTAS, including all nomination forms and student reports. The Secretary will also record minutes of Executive Officer meetings and send them to the Regional Representatives. The Secretary maintains a current list of all members of the Board of Directors. On April 30 and November 30, the Secretary sends the updated list to the members of the AMTAS Board of Directors, the AMTA Board of Directors, the AMTA Assembly of Delegates, the SAAB Chair, and the AMTA National Office. The Secretary informs all Executive Officers and members of the Board of Directors of the meeting times and locations at the annual conference. The Secretary attends all AMTAS meetings as a voting member and attends all SAAB meetings as a non-voting member. The Secretary serves as the Editor for all AMTAS Publications, as outlined in Article XII of these Bylaws. The Secretary provides a Secretary’s Report to the membership at four (4) times

throughout the year: by April 15 for inclusion in the Spring Newsletter, by November 15 for inclusion in the Fall Newsletter, at the first general meeting of AMTAS at National Conference, and to the Vice-President by December 30 to be posted on the AMTAS Website. The Secretary serves as a liaison among the Western and Southwestern Regional Representatives and the AMTAS Board of Directors. A vacancy in the office of Secretary is filled by Presidential appointment with approval of the Board of Directors.

Section 9. The Treasurer is entrusted with the custody and supervision of the financial affairs of AMTAS. The Treasurer is responsible for depositing all checks within 90 days, balancing the AMTAS account, and developing a budget for the following membership year to be approved by the members of AMTAS at the second general business meeting. The Treasurer must furnish a report of the financial standing of AMTAS any time such a report is requested by any AMTAS member. The Treasurer submits a Treasurer's Report on the financial standing of AMTAS at four (4) times throughout the year: To the Secretary by April 15 for inclusion in the Spring Newsletter, to the Secretary by November 15 for inclusion in the Fall Newsletter, at the first general meeting of AMTAS at National Conference, and to the Vice-President by December 30 to be posted on the AMTAS Website. The Treasurer attends all AMTAS meetings as a voting member, and attends all SAAB meetings as a non-voting member. The Treasurer serves as a liaison among the Mid-Atlantic and New England Regional Representatives and the AMTAS Board of Directors. A vacancy in the office of Treasurer is filled by Presidential appointment with approval of the Board of Directors.

Section 10. The AMTAS Executive Officers will act as a committee of whole to transact business between annual AMTAS meetings. All transactions of the Executive Officers will be reported in full at the next AMTAS general business meeting.

## **Article V. Meetings**

Section 1. Two AMTAS general business meetings will be held at each National Conference.

Section 2. AMTAS Executive Officers and Board of Directors meetings will be held at each National Conference.

Section 3. Special meetings of the AMTAS Executive Officers or Board of Directors may be called by the President of AMTAS.

Section 4. The order of business of each General Business Meeting at the National Conference will be fixed at the beginning of each conference and will always include:

- a. Call to Order
- b. Approval of the Agenda
- c. Reading and Approval of Minutes
- d. Reports
- e. Unfinished Business
- f. New Business
- g. Good and Welfare

The President submits a tentative agenda for approval by the Board of Directors at the first meeting of the Board of Directors at the National Conference.

- Section 5. The Board of Directors may take action without a meeting provided such action is taken by way of signed written consent by a majority of voting members of the Board. Such action may be taken only after a written statement, in which the action is described, has been sent to all members of the board.

**Article VI. Board of Directors**

- Section 1. The Board of Directors is responsible for conducting the normal business of AMTAS. The Board of Directors will establish major administrative policies to govern the affairs of AMTAS and plan and implement measures to further the growth and development of AMTAS.
- Section 2. There is a Board of Directors consisting of thirteen (13) voting members: AMTAS President, President-Elect, Vice-President, Parliamentarian, Secretary, Treasurer, and seven (7) Student Representatives, one (1) from each AMTA region. The chair of SAAB is an ex-officio member without the right to vote.
- Section 3. A Regional Representative to the Board of Directors serves as a liaison between his or her respective regional organization and AMTAS. A Regional Representative attends all AMTAS general business meetings, Board of Directors meetings, and SAAB meetings as a voting member. The Regional Representative presents a Regional Representative's report three (3) times during the year: to the Secretary by April 15 for inclusion in the Spring Newsletter, to the Secretary by November 15 for inclusion in the Fall Newsletter, and at the first general business meeting of AMTAS at National Conference. Regional Representatives will be selected at the discretion of the regional organizations; however, no AMTAS Executive Officer may be selected as a Regional Representative. Within three weeks of selection (usually at Regional Conference), the Regional Representative will submit his or her name and contact information to the SAAB Regional Advisor, AMTAS Secretary, and SAAB Advisor and will submit his/her region's governing Bylaws to the AMTAS Parliamentarian. If the Regional Representative is unable to attend the National Conference, he/she will send a qualified alternate.
- Section 4. Board of Directors business outside the National Conference will be conducted through electronic correspondence.

**Article VII. Student Representatives to the AMTA Standing Committees**

- Section 1. There is at least one student representative appointed to each of the 13 AMTA Standing Committees: Government Relations, Reimbursement, Research, Standards of Clinical Practice, Communication and Technology, Affiliate Relations, Employment and Public Relations, International Relations, Membership, Professional Advocacy, Special Target Populations, Association Internship Approval, Continuing Education Committees.
- Section 2. Student Representatives to the AMTA Standing Committees are appointed by the AMTAS Board of Directors at each National Conference. Prior to

February 1st, the AMTAS Secretary will provide all AMTAS members with a nomination form for oneself or another AMTAS member to be submitted no later than April 1st. The AMTAS Board of Directors will review the nomination form, with the official appointment of Student Representatives by the President. If any Standing Committee is without a Student Representative at any time, a willing AMTAS member will be appointed as a Student Representative at the discretion of the AMTAS Board of Directors.

Section 3. Student Representatives to the AMTA Standing Committees serve a term of one year, from May 1st until the appointment of a new Student Representative. A Student Representative may be appointed to a second one-year term at the discretion of the Board of Directors.

Section 4. A Student Representative to an AMTA Standing Committee attends all meetings of his/her respective Standing Committee as a non-voting member. Student Representatives communicate with the AMTAS President-Elect a minimum of once per quarter. During the second AMTAS general business meeting at National Conference, each Student Representative reports to the AMTAS about the issues of his/her respective Standing Committee. Immediately following his/her report to the AMTAS, each Student Representative submits a formal summary report of the committee's activities to the AMTAS Secretary for publication in the AMTAS newsletter.

#### **Article VIII. Student Affairs Advisory Board**

Section 1. The Student Affairs Advisory Board (SAAB), as authorized in the AMTA Bylaws, Article IX, Section 3, handles any concerns brought to its attention by students or concerning students. The SAAB serves as a direct communication link between AMTA and AMTAS.

#### **Article IX. Quorum**

Section 1. A simple majority of the Board of Directors, including the AMTAS President or Vice-President, will constitute quorum at any meeting of the Executive Board.

Section 2. Three (3) Executive Officers, three (3) Regional Representatives, and the number of AMTAS members present will constitute quorum for general business meetings of AMTAS at National Conferences.

#### **Article X. Nominations and Elections**

Section 1. Election of AMTAS Executive Officers occurs annually at the National Conference. All AMTAS members are eligible to hold an Executive Officer position. Nomination forms shall be available one month prior to the National Conference. Any AMTAS member may nominate an AMTAS member to run for one (1) Executive Officer position. The nominated student must accept the nomination to be included on the election ballot. Nomination forms are due prior to the first general business meeting, when the President will open the floor to any final nominations for each Executive Officer position. After all nominations have been entertained for each Executive Officer position, the President closes the floor for nominations and the ballot is finalized. At the

second AMTAS business meeting, ballots are distributed to AMTAS members and secret-ballot elections occur for AMTAS President, President-Elect, Vice-President, Parliamentarian, Secretary, and Treasurer. An outgoing officer and SAAB Advisor are responsible for tallying ballots and announcing election results.

Section 2. In the event that there are no nominations for an Executive Officer position at the close of the first AMTAS general business meeting, the AMTAS Parliamentarian will form an ad hoc committee to secure nominations. This committee will include the SAAB Advisor and members of the AMTAS Board of Directors. In the event that a position remains open at the conclusion of the second AMTAS general business meeting, the AMTAS President may appoint a willing AMTAS member to fill the position with the approval of the AMTAS Board of Directors.

**Article XI. Resignation, Removal, and Replacement of Executive Officers and Student Representatives**

- Section 1. If any Executive Officer or Student Representative to an AMTA Standing Committee is unable to fulfill his or her duties, including attendance at National Conference, he/she can notify the AMTAS President and the SAAB Advisor of his/her resignation in writing, if possible no later than two (2) weeks prior to National Conference. If an Executive Officer is unable to attend National Conference and chooses not to resign, he/she may find a replacement, and may consult the AMTAS President and the SAAB Advisor for assistance in securing a replacement. If he/she chooses to resign, he/she must surrender any records related to his/her office to the SAAB Advisor. If he/she chooses to find a replacement, he/she will be responsible for providing the replacement officer with all information relevant to fulfill the duties of the office.
- Section 2. In the event that an officer is found to be involved with any behavior that is deemed inappropriate and/or unlawful, in accordance with these by-laws, the AMTA by-laws, the AMTA Code of Ethics, and/or any other professional document expected to be followed by all music therapists and student music therapists, an executive session of the AMTAS Board shall take place. The board shall review the matter and decide on proper action to be taken.
- Section 3. Any elected or appointed member of the Executive Board, AMTAS Representative, Committee chairperson, or other representative of the organization may be suspended from duties by an affirmative vote of at least four of the six 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 paper or electronic ballot will be sent to all members to complete and return via post, and the membership must support by majority vote, the removal of the elected officer. Appointments of members of the Executive Board, AMTAS Representatives or other representatives of the organization can be rescinded by a majority vote of the Executive Board.
- Section 4. In the event that the President resigns during the year, the current President Elect will assume the role of President. The position of President Elect will remain empty until National Conference of that year. Whoever is elected for President Elect at conference will then begin his or her term immediately (National Conference-January). When the new officers move into their roles (January-National Conference), the newly elected President-Elect will remain in that position for that year. The current President (former President Elect who is standing in for the role of President), will then serve his or her full term as President for the following year.
- Section 5. In the event that an Executive Officer or Student Representative to a Standing Committee does not communicate according to the plan established by these Bylaws, the AMTAS President will attempt to make contact with the officer by email, phone, and registered mail. If the AMTAS President is the inactive Executive Officer, the SAAB Advisor will attempt to make contact through the same channels. If, after 30 days, the officer or representative has not made contact, a registered letter will be sent by the SAAB Advisor stating that if contact is not made within 30 days, he/she will be considered resigned from



office by abandonment. After the waiting period has expired, the position will be considered vacant and will be filled as prescribed by these Bylaws.

- Section 6. In the event that the President Elect resigns between the National Conference and assuming the post of President in the new term, the outgoing President may continue to serve in that position for a maximum of five months in order to provide continuity between the Executive Officers. When this extended term is finished, the acting President Elect will become President and the position of President Elect filled by Presidential appointment, as prescribed by these Bylaws.

## **Article XII. Student Publications**

### **Section 1. AMTAS Website**

- a. The AMTAS Vice-President is responsible for creating and maintaining the AMTAS website.
- b. The AMTAS Website is the primary means of communication for information about AMTAS.
- c. The AMTAS Website is updated whenever new information is available and at least once per quarter.

### **Section 2. Student Newsletter**

- a. The AMTAS Secretary serves as the Editor for the Student Newsletter, News About Music Therapy Students.
- b. The Student Newsletter is electronically published on the AMTAS Website semi- annually, within ten (10) days of April 30 and within ten (10) days of November 30.
- c. Each Student Member of AMTA will receive e-mail notification upon the publication of the Student Newsletter.

## **Article XIII. Student Awards**

- Section 1. AMTAS annually administers the AMTAS STAR (Students Taking Active Roles) Award to a well-qualified student or students, who is a current AMTAS member whose process is described in Article III, Section 4 of the AMTA bylaws.

- Section 2. AMTAS will support the SAAB in coordination and administration of the E. Thayer Gaston Award.

- Section 3. AMTAS annually administers the Regional Support Fund to a well-qualified region, whose process is as described in Article III, Section 4 of the AMTA bylaws.

- Section 4. The AMTAS Executive Officers distribute application materials, evaluate applicants, select the award recipient, and provide the financial support for all awards, excluding the Gaston award. The application process and number of award recipients will be at the discretion of the AMTAS Executive Officers.

## **Article XIV. Service**

- Section 1. AMTAS will complete an annual service project that is selected at the discretion of the Board of Directors.

**Article XV. Funds and Finances**

- Section 1. The fiscal year will be parallel with that of AMTA and run from January 1 to December 31.
- Section 2. Funds will be allocated to the AMTAS Executive Officers for all administrative expenses incurred during their term of office.
- Section 3. Funds will be allocated according to a budget approved by the AMTAS members at its annual meeting.
- Section 4. AMTAS will cap any budgetary surplus at \$500 and from the excess surplus up to \$2100 will be divided equally among each Executive Officer in reimbursement for conference costs.
- Section 5. No part of the net income of the organization shall insure to the benefit of or be distributed to its directors, officers, or other private persons. 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.

**Article XVI. Parliamentary Authority**

- Section 1. The current edition of Roberts Rules of Order Newly Revised is the authority for all questions of parliamentary procedure not covered by these Bylaws.

**Article XVI. Bylaw Amendment**

- Section 1. These Bylaws may be amended at any general business meeting by two-thirds majority vote of the active members present.
- Section 2. A proposed amendment must be submitted in writing at the first general business meeting of AMTAS and voted on during the second general meeting.

*These Bylaws were adapted from the Bylaws of the National Association for Music Therapy Students, and have been adopted:*

1/30/98  
11/30/98  
11/25/00  
10/27/01  
11/02/02  
11/30/03  
11/28/04  
11/18/05  
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