

**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 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 all relevant parties.
- Section 3. AMTAS will conduct all of its programs and activities in a nondiscriminatory 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 AMTAS is open to any due-paying Student Member of AMTA as described in Article III, Section 4 of the AMTA Bylaws.
- Section 2. Dues will be set by AMTA.
- Section 3. The membership year coincides with the AMTA membership year, beginning 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 Article X of these Bylaws.
- 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 following the second business meeting of

National Conference and lasts until January 31 of the year following the next National Conference, excluding the President-Elect to serve one (1) year as President-Elect, the following one (1) year as President, and an additional year (1) as Past-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 and the Past-President 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 serves as Chief Executive Officer of AMTAS. The duties of the President are:

- a. Representing AMTAS in interactions with other organizations.
- b. Attending all meetings of the Student Affairs Advisory Board (hereafter referred to as SAAB) as a voting member.
- c. Appointing willing AMTAS members to fill vacant positions among Executive Officers.
- d. Assuming responsibility for posting all updated scholarship information, contests, and conference information on the AMTAS Facebook page in the event that the Vice-President is unable to fulfill their position's duties.
- e. Providing a Presidential report to the membership four (4) times throughout the year: to the Secretary by April 30th for inclusion in the Spring Blog Update, to the Secretary by two weeks following National Conference for inclusion in the Fall Blog Update, at the first student business meeting of AMTAS at the National Conference, and to the Vice President by December 30 to be posted on the AMTAS website.
- f. Submitting a Presidential Address to the guidebook by January 1, only within the year the Executive Board has chosen to update the guidebook.
- g. Acting as the Student Liaison for the Commission for the Education and Clinical Training of the 21st Century Music Therapist.
- h. In the event that the office of President is vacant, the President-Elect will assume the responsibilities of the President. 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:

- a. 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.

- b. Providing assistance relating to Executive Officer email accounts, including answering of questions and creation of new accounts if needed.
- c. Acting as a liaison between all Standing Committee Student Representatives and Committee Chairs. The President-Elect corresponds with the Student Representatives on the AMTA Standing Committees and the members of the AMTAS Board of Directors, whose members are outlined in Article VI, Section 2, a minimum of once every quarter.
- d. Communicating the results of the President's Challenge award defined in Article XIII, Section 4 to all Regional Presidents at least thirty (30) days prior to the National Conference.
- e. Attending all AMTAS and SAAB meetings as a voting member.
- f. Providing a President-Elect report to the membership four (4) times throughout the year: to the Secretary by April 30th for inclusion in the Spring Blog Update, to the Secretary by two weeks following national conference for inclusion in the Fall Blog Update, at the first general business meeting of AMTAS at the National Conference, and to the Vice President by December 30 to be posted on the AMTAS Website.
- g. Communicating with all Executive Officers in an advisory capacity as needed.
- h. In the event of a vacancy in the office of President Elect, the position will remain open until National Conference and the general body will elect both a President and President-Elect, as outlined in Article XI, Section 6.
- i. Act as or appoint a Student Representative for any Standing Committee as necessary.
- j. Extend or alter the nomination period of Standing Committees if necessary.

Section 6.

The duties of the Vice President are:

- a. Creating and maintaining the AMTAS website and updating email addresses of national and regional officers within 10 days of beginning their terms.
- b. Attending all AMTAS meetings and SAAB meetings as a voting member.
- c. Providing a Vice President's Report to the membership four (4) times throughout the year: to the Secretary by April 30th for inclusion in the Spring Blog Update, to the Secretary by two weeks following national conference for inclusion in the Fall Blog Update, at the first general business meeting of AMTAS at the National Conference, and by December 30 to be posted on the AMTAS Website.
- d. Following the National Conference, the Vice President submits a summary of the business of AMTAS for publication in "Music Therapy Matters."
- e. Serving as the active administrator of the AMTAS social media accounts (Twitter, Facebook and Instagram) and posting all updated scholarship information, contests, and conference information via social media.
- f. Posting the Executive Officers' final reports, any information about Standing Committees, and the revised Bylaws on the AMTAS Website by the end of their term.

- g. A vacancy in the office of Vice President is filled by Presidential appointment with approval of the Board of Directors.
- Section 7. The duties of the Parliamentarian are:
- a. Ensuring that all AMTAS meetings are conducted according to Robert's Rules of Order.
 - b. Attending all AMTAS and SAAB meetings as a voting member.
 - c. Reviewing the AMTAS Bylaws and presenting recommended changes to be approved at the second general business meeting, as detailed in Article XVII of these Bylaws.
 - d. Submitting copies of the most current AMTAS Bylaws to each of the AMTAS Executive Officers, the SAAB Chairperson, and the AMTA National Office by November 30.
 - e. Providing a Parliamentarian's Report to the membership four (4) times throughout the year: to the Secretary by April 30th for inclusion in the Spring Blog Update, to the Secretary by two weeks following national conference for inclusion in the Fall Blog Update, at the first general business meeting of AMTAS at the National Conference, and to the Vice President by December 30 to be posted on the AMTAS Website.
 - f. A vacancy in the office of Parliamentarian is filled by Presidential appointment with approval of the Board of Directors.
- Section 8. The duties of the Secretary are:
- a. Keeping minutes for all AMTAS and SAAB meetings.
 - b. Managing all correspondence of AMTAS, including all nomination forms and student reports.
 - c. Recording minutes of Executive Officer meetings and sending them to the Regional Representatives.
 - d. Maintaining a current list of all members of the Board of Directors.
 - e. Facilitating the AMTAS Blog, as detailed in Article XII, Section 2.
 - f. Sending the updated contact list of new National and Regional AMTAS officers to the AMTAS Board of Directors, AMTA Board of Directors, SAAB Chairperson, and the AMTA National Office on April 30 and November 30.
 - g. Informing all Executive Officers and members of the Board of Directors of the meeting times and locations at the annual conference.
 - h. Attending all AMTAS and SAAB meetings as a voting member.
 - i. Serving as the Editor for all AMTAS Publications, as outlined in Article XII of these Bylaws.
 - j. Providing a Secretary's Report to the membership four (4) times throughout the year: by April 30th for inclusion in the Spring Blog Update, by two weeks following National Conference for inclusion in the Fall Blog Update, at the first general business meeting of AMTAS at the National Conference, and to the Vice President by December 30 to be posted on the AMTAS Website.
 - k. A vacancy in the office of Secretary is filled by Presidential appointment with approval of the Board of Directors.
- Section 9. The duties of the Treasurer are:

- a. Being entrusted with the custody and supervision of the financial affairs of AMTAS.
- b. Depositing all checks within 90 days, balancing the AMTAS account, and developing a budget for the following membership year to be presented to the members of AMTAS at the first general business meeting and approved by the members at the second general business meeting.
- c. Furnishing a report of the financial standing of AMTAS any time, such a report is requested by any AMTA member.
- d. Submitting a Treasurer's Report on the financial standing of AMTAS four (4) times throughout the year: to the Secretary by April 30th for inclusion in the Spring Blog Update, to the Secretary by 2 weeks following National Conference for inclusion in the Fall Blog Update, at the first general business meeting of AMTAS at the National Conference, and to the Vice President by December 30 to be posted on the AMTAS Website.
- e. Attending all AMTAS and SAAB meetings as a voting member.
- f. Bringing all AMTAS materials to the National Conference to be given to the newly elected Treasurer.
- g. A vacancy in the office of Treasurer is filled by Presidential appointment with approval of the Board of Directors.

Section 10. The duties of the Past President are:

- a. Attend business and Executive Board meetings at the request of the AMTAS President to offer guidance to the Executive Board.
- b. Assist in appointing a Student Representative for any Standing Committee as necessary.
- c. A vacancy in the office of Past-President is filled by the immediate past Vice President. If the immediate past Vice President is unable to serve, the immediate Past-President will be asked to serve for a maximum of five (5) months in order to provide continuity between the Executive Officers.

Section 11. The AMTAS Executive Officers will act as a committee of whole to transact business between general AMTAS business meetings. All transactions of the Executive Officers will be reported in full at the following 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. The President of AMTAS may call special meetings of the AMTAS Executive Officers or Board of Directors.

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 approved by written consent 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. The Board of Directors consists 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 Chairperson of SAAB and the AMTAS Past-President are ex-officio members without the right to vote.

- Section 3. A Regional Representative to the Board of Directors serves as a liaison between their 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 the 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 (3) weeks of selection (usually at Regional Conference), each Regional Representative will submit their name and contact information to the SAAB Regional Advisor, AMTAS Secretary, and SAAB Chairperson and will submit their region's governing Bylaws to the AMTAS Parliamentarian. If the Regional Representative is unable to attend the National Conference, they will send a qualified alternate.

- Section 4. Board of Directors business outside the National Conference will be conducted through electronic correspondence.

- Section 5. Each student representative is encouraged to submit a regional project at the annual SAAB meeting. The regional project should have an emphasis on either advocacy, community service, or professional development and be completed prior to the following national conference. The regional project report submission form will be emailed to each regional president prior to the annual Board of Directors meeting.

Article VII. Student Representatives to the AMTA Standing Committees

- Section 1. There will be at least one Student Representative appointed to each of the fifteen (15) AMTA Standing Committees. These committees, separated by council, are:
- a. The Council on Association Services- Clinical Practice Networking Committee, International Relations Committee, Interprofessional Collaborative Resources Committee, Diversity, Equity, Inclusion, Access, and Justice Committee (DEIAJ), Membership Committee, Professional Advocacy Committee, and Workforce Development and Retention
 - b. The Council on Education and Clinical Training- Academic Program Approval Committee, Association Internship Approval Committee, and Continuing Education Committee
 - c. The Council on Professional Practices- Government Relations Committee, Reimbursement Committee, Research Committee, Standards of Clinical Practices Committee, and Technology Committee
- Section 2. Student Representatives to the AMTA Standing Committees are appointed by the AMTAS Board of Directors at each National Conference. The members can choose to nominate themselves or another AMTAS member for a position. These forms must be submitted no later than April 1st of that same year. The AMTAS Board of Directors will review the nomination form. The President will appoint each Student Representative with approval from the Executive Board. The AMTAS President-Elect can act as a Standing Representative for the empty positions and/or appoint a willing Student Representative as necessary with the AMTAS President's approval. Additionally, the President-Elect may extend or alter the nomination period if necessary.
- 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 their respective Standing Committee as a non-voting member. Student Representatives communicate with the AMTAS President-Elect at least once per quarter. During the second AMTAS general business meeting at the National Conference, each Student Representative reports to AMTAS about the issues of their respective Standing Committee. Immediately following their report to 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 4, handles any concerns brought to its attention by students or concerning students. SAAB serves as a direct communication link between AMTA and AMTAS.
- Section 2. The mission of the Student Affairs Advisory Board is to provide guidance, support, and knowledge to the American Music Therapy Association Students and regional boards, be the communication liaison between students and their

faculty, act as an educational resource concerning members' learning and administration of bylaws, and uphold rules, regulations, implementation of charges, ethical guidelines, and standards of practice.

Article IX.

Quorum

- Section 1. A simple majority of the Board of Directors, including the AMTAS President or President-Elect, will constitute quorum at any meeting of the Board of Directors.
- Section 2. A simple majority of the Executive Officers will constitute quorum at any meeting of the Executive Officers.
- Section 3. 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 able to retain student membership status through December of the upcoming term are eligible to hold an Executive officer position. Student membership status is as detailed in Article III, Section 1. In the event that there is not a national conference, the nomination and voting process will be completed as detailed in Section 5.
- Section 2. Nominations will open prior to or during the first general business meeting of the National Conference. Any AMTAS member may nominate an AMTAS member to run for one (1) Executive Officer position. The nominated student must be present at the second student business meeting and accept their nomination prior to the floor closing in order to be included on the election ballot. During the first student business meeting, the President will open the floor to any final nominations for each Executive Officer position, and will remain open until the beginning of the second student business meeting. At the second student business meeting, the President will close the floor for nomination and the ballot will be finalized. Each nominee shall have the opportunity to present their platform and qualifications for the position prior to ballots being cast.
- Section 3. Ballots are distributed via a link to an online ballot to AMTAS members, and voting will close prior to the end of the second business meeting. Each AMTAS region will have a separate link to a ballot associated with their region. Using this ballot, anonymous elections will occur for AMTAS President-Elect, Vice President, Parliamentarian, Secretary, and Treasurer. Each region has 100 votes per position. The division of these votes will be based on the percentages acquired from the election results. Each nominee will receive the proportion of the total votes equal to their percentage of votes received from the specific region. In the event that any nominee's percentage of votes is not a whole number, the percentage will be rounded to the nearest whole number. Each region's number of ballot submissions will be compared to the number of attending members from each region. If the number of submitted ballots exceeds the attending members of a region, a re-vote with

paper ballots will occur for that region. In the event of a virtual conference, if the number of submitted ballots exceeds the attending members of a region, a re-vote will take place via a new online ballot. Non-voting volunteers and the SAAB Chairperson are responsible for tallying both online and paper ballots, as well as announcing election results. In the event that holding an online vote is not possible, voting with paper ballots will occur. In the event that voting with paper ballots occurs, a region's 100 votes will still be proportional to the results of tallying the paper ballots. Each nominee's votes from every region will be summed to determine results.

Section 4. 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 Chairperson 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 current AMTAS President may appoint a willing AMTAS member to fill the position with the approval of the AMTAS Board of Directors.

Section 5. In the event that there is not a national conference being held, nominations for AMTAS officer positions will follow the same timeline as previously outlined for national conference. The nomination form will be distributed to students via a link to an online ballot during the first student business meeting. All nominations will close during the second business meeting, where voting will be completed and votes tallied during the second business meeting.

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 the position's duties, including attendance at the National Conference, they must notify the AMTAS President and the SAAB Chairperson of their resignation in writing no later than one (1) month prior to the National Conference. If an Executive Officer is unable to attend the National Conference and chooses not to resign, they must notify the AMTAS President and the SAAB Chairperson no later than one (1) month prior to the National Conference, must find a replacement, and may consult the AMTAS President and the SAAB Chairperson for assistance in securing a replacement. If the current Executive Board member chooses to resign, they must surrender any records related to their office to the SAAB Chairperson. If they choose to find a replacement, they 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 Executive Officer is found to be involved with any behavior that is deemed inappropriate and/or unlawful, in accordance with these Bylaws, the AMTA Bylaws, 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 Executive Officers shall take place. The Executive Officers shall review the matter and decide on proper action to be taken.

- Section 3. Any of the elected or appointed Executive Officers, AMTAS Representatives, Committee Chairpersons, or other representatives of the organization may be suspended from duties by an affirmative vote of at least seven (7) of the thirteen (13) voting members of the Board of Directors. In order to remove anyone in an elected or appointed position, the following must occur: The Board of Directors and the SAAB Chairperson shall be supplied with supporting evidence which justifies a removal, a paper or electronic ballot will be sent to all Board members to complete and return via post or email, and the Board must support by majority vote the removal of the person in the elected or appointed position. The Executive Officers, AMTAS Representatives, Committee Chairpersons, and other representatives of the organization can be called to action without a meeting in order to discuss the rescinding of anyone in an elected or appointed position.
- 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 the National Conference of that year. Whoever is elected as President-Elect at the National Conference will then begin their presidential term immediately (National Conference-January). When the new Executive 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 their 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 Chairperson will attempt to make contact through the same channels. If, after thirty (30) days, the officer or representative has not made contact, a registered letter will be sent by the SAAB Chairperson stating that if contact is not made within thirty (30) days, the officer or representative 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 position of President-Elect will remain vacant for the remainder of the calendar year. At the National Conference of that year, the membership will elect both a President and a President-Elect who will begin their terms in January of the following year, per Article IV, Section 7 of the AMTA Bylaws. The outgoing President will serve as Past-President for a maximum of five (5) months in order to provide continuity between the Executive Officers.

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 at least once per quarter and whenever new information is available.
- Section 2. AMTAS Blog
- a. The AMTAS Secretary serves as the writer and publisher of the AMTAS blog located on the AMTAS website.
 - b. The AMTAS blog will be updated throughout the year to reflect noteworthy events, service, and achievements of music therapy students, clubs, and AMTAS regions.
 - c. Updates from the AMTAS Executive Board will be posted at least twice a year: once within ten (10) days of April 30 and once within ten (10) days of November 30.
 - d. Each AMTAS region and university music therapy organization will receive contact information and submission guidelines in order to submit content to potentially be published on the AMTAS blog.
- Section 3. AMTAS Logo
- a. The AMTAS Executive Board is responsible for creating/obtaining the logo for the AMTAS organization.
 - b. The logo is present on the newsletter, the AMTAS website and any networking paperwork and acts as a representation of the AMTAS organization.
 - c. To alter or replace the logo, the AMTAS Executive Board will create or search for a new design to present to the membership at the first business meeting. At the second business meeting the presented logo will be voted upon with a simple majority needed to pass.

Article XIII. Awards and Scholarships

- Section 1. AMTAS annually administers AMTAS STAR (Students Taking an Active Role) Awards to well-qualified students who are current AMTAS members as defined by Article III, Section 4 of the AMTA Bylaws. Applications for the STAR Awards must be received by 11:59 p.m. Pacific Standard Time on September 15 in the same year for which they are considered.
- Section 2. AMTAS will support SAAB in coordination and administration of the E. Thayer Gaston Research Award.
- Section 3. AMTAS annually administers financial assistance through the Regional Support Fund to a regional student executive board. Applications for assistance through the Regional Support Fund must be received by 11:59 p.m. Pacific Standard Time on September 15 in the same year for which they are considered.
- Section 4. AMTAS annually administers the President's Challenge in support of a music therapy professional creating a new music therapy program or expanding a music therapy program within the first three years of its establishment. Applications for the President's Challenge must be received by 11:59 p.m. Pacific Standard Time on September 15 in the same year for which they are considered.

- Section 5. 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.
- Section 6. Recipients of student awards, excluding the Gaston award, are not required to attend the National Conference.

Article XIV. Service/Passages

- Section 1. AMTAS will host a Passages conference annually.
- Section 2. Passages will be a student-run conference consisting of presentations by students, interns, new professionals, and others selected by the AMTAS Executive Board to benefit the members of the organization.
- Section 3. Funding in the amount of \$500 will be allocated to Passages to be used at the discretion of the AMTAS executive board.
- Section 4. Any and all suitable presentations that are submitted for potential presentation at Passages will be accepted as time allows. Suitability of submissions for presentation will be determined via a scaled review form. At the point where the number of submissions exceed the amount of space for presentations, the AMTAS Executive Board will vote to determine which submissions will be accepted. Each Executive Officer will receive a number of votes equal to the number of submissions that may be accepted. Executive Officers will divide their votes among all available submissions. Submissions with the most votes will be accepted up to the point when all space for presentations is filled. Each Executive Officer may use only one vote per submission.

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 presented to and approved by the AMTAS members at its first and second general business meetings, respectively.
- Section 4. AMTAS will cap any budgetary surplus at \$500. In the event of a surplus amount that exceeds \$500, up to \$2700 of the excess surplus will be divided equally among the Executive Officers as 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 a 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 Robert's Rules of Order Newly Revised is the authority for all questions of parliamentary procedure not covered by these Bylaws.

Article XVII. Bylaw Amendment

Section 1. These Bylaws may be amended during the AMTAS general business meeting at national conference 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 business 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
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