

Policy Handbook For Local Membership Chairs

June 2011



**FLORIDA STATE
MUSIC TEACHERS ASSOCIATION**

AFFILIATED WITH MUSIC TEACHERS NATIONAL ASSOCIATION, INC.

www.fmta.org





FLORIDA STATE MUSIC TEACHERS ASSOCIATION

AFFILIATED WITH MUSIC TEACHERS NATIONAL ASSOCIATION, INC.



Memorandum

TO: FSMTA Local Membership Chairs

FROM: Anna M. Fagan, FSMTA Vice President for Membership

DATE: June 1, 2011

RE: Policy Handbook for Local Membership Chairs

The Policy Handbook for Local Membership Chairs is a complete guide to the duties and responsibilities of the local membership chair. Each local membership chair should keep this guide in its entirety so that current and future local membership chairs may provide information to members and may have at their disposal the information and tools necessary to perform their duties well.

The handbook includes:

- A job description and suggested activities for the local membership chair
- Membership policies for Active, Provisional, Senior, and Student Membership
- Procedures for member reinstatement
- Step by step procedures for completing new member applications
- A master copy of the current FSMTA *Application for Membership*
- A master copy of the current MTNA *New Member Application*

Information and master copies should be kept with this Policy Handbook so that this information is readily available to current and future local membership chairs and association members.

Please be reminded to discard all old FSMTA applications. A current application form is included with this Handbook for your use. Keep the enclosed application as your master copy and make photocopies as needed – being certain that the FSMTA Code of Ethics *always* appears on the back of the applications you copy.

Contact Information for Membership Questions

Anna M. Fagan
2806 Imperial Point Terrace
Clermont, FL 34711

Home Phone: 352-242-0380
Cell Phone: 407-701-9254
E-mail: anna_fagan@hotmail.com

Table of Contents

Job Description for Local Membership Chair	page 4
Membership Policies	page 5
A. Dues	page 5
B. Active Members	page 6
C. Provisional Members	page 6
D. Senior Members	page 7
E. Student Members	page 7
F. Reinstating Members	page 8
G. Other Member Types	page 8
The Application Process	page 9
Step 1: FSMTA Application	page 9
Step 2: MTNA Application	page 9
Step 3: Completing the Application Process	page 10
Step 4: VP for Membership's Responsibilities	page 10
Step 5: Completing the Membership Process.....	page 10

Job Description

Each Local Membership Chair shall:

1. Process all applications for new members in the local chapter in an accurate and timely manner
2. Notify the VP for Membership of any changes in local member information to maintain accuracy of the FSMTA database and web site
3. Notify the VP for Membership of any changes in local dues amount
4. Report to the VP for Membership the passing of any local members for inclusion in the necrology report
5. Notify the VP for Membership when there is a change in the local membership chair

In fulfilling his/her duties, the Chair may:

1. Welcome new members to the local chapter with a welcome letter and copy of the local calendar of events/meetings
2. Provide members of the local association with a current local membership directory
3. Remind local members each spring of the July 1 membership renewal date

MEMBERSHIP POLICIES

A. DUES

National/State Dues Summary

- MTNA dues for Active membership are \$66.00
- After Jan. 1, 2012, MTNA dues for Active Membership will be \$33.00
- FSMTA dues for Active or Provisional membership are \$40.00
- After Jan. 1, 2012, FSMTA dues for Active membership will be \$20.00
- MTNA dues for Senior membership are \$49.25
- After Jan. 1, 2012, Senior dues will be \$24.75
- FSMTA dues for Senior membership are \$30.00
- After Jan. 1, 2012, Senior dues will be \$15.00
- MTNA dues for Student membership are \$16.00
- FSMTA dues for Student membership are \$10.00
- Local dues for Student membership are \$3.00*

*Note: local dues for student membership were voted on at the October 2000 State Conference. Dues are \$3.00 for every local association, making a combined membership fee for student members of \$29.00. There is no reduction in dues for student members after January 1.

Membership Dues Notes

1. The fiscal year for all member types, except student, is July 1 through June 30. The fiscal year for student membership is October 1 through September 30.
2. New members joining anytime between January 1 and June 30 receive a 50% discount from MTNA and FSMTA for that fiscal year. *This discount is restricted to **first-time applicants**.*

Membership Dues Deadlines

1. Deadline for renewal of membership dues for MTNA is July 1 of each year
2. A member who wishes to enter a student in any competitive event(s) during any membership year must meet the following deadlines for payment of dues (all dates shown reflect the date payment must be received and recorded by MTNA):
 - MTNA Events – September 1
 - FSMTA Events – October 1

- An exception to the October 1 deadline will be granted to a teacher joining MTNA/FSMTA for the very first time. This one-time exception will allow the teacher to pay national and state dues on or before the competition entry deadline.

B. ACTIVE MEMBERS

Active Member Requirements – FSMTA Articles of Incorporation and Bylaws,

Article V, Section 1. ACTIVE MEMBERSHIP shall be open upon application to any person who is, or has been, professionally engaged in the teaching of music, has been endorsed by two (2) local members in good standing and has a Baccalaureate degree with major emphasis in music, or the equivalent.

- a. Active membership shall provide privileges of participating in the activities of the Association, eligibility to attend conferences upon payment of registration fee, the right to vote, hold office, and apply for certification, and a subscription to all issues of the official FSMTA publication within the membership year.
- b. No Florida State Music Teachers Association, Inc. member who permits state membership to lapse may continue as a member of a local association.
- c. Any teacher moving to Florida who holds membership in good standing in another state affiliate of Music Teachers' National Association, will be granted Active membership in FSMTA upon endorsement by two (2) local Active members in good standing.*

* Transferring members are not required to meet degree standards.

C. PROVISIONAL MEMBERS

Provisional Member Requirements – FSMTA Articles of Incorporation and Bylaws

Article V, Section 2. PROVISIONAL MEMBERSHIP shall be available to those who are unable to meet all requirements for membership in the Active classification. Provisional Members must, however, be actively engaged in teaching music, have a high school diploma or GED equivalent, and be accepted by the local Membership Committee.

- a. Provisional members shall be given a three (3) year period in which to advance to eligibility for Active membership. During this period, candidates must pass the FSMTA membership examination and present four (4) students from three (3) or more levels of achievement, above Primary, at District Student Day Auditions. The students must receive the certificate of Achievement at the auditions.
- b. An extension of one (1) to two (2) years may be granted.
- c. Provisional members failing to complete the requirements in their allotted time shall forfeit Provisional membership in the Association. A period of five (5) years must elapse before one is eligible to reapply for Provisional or Active membership.

- d. Provisional membership shall provide all Active membership privileges with the exception of the right to hold state or national office and to apply for FSMTA certification.

Complete information regarding the requirements for Provisional members may be found in the *Membership Examinations Study Guide and Procedures*.

D. SENIOR MEMBERS

A discount of 25% on national dues will be granted to members 70 years of age and older. In addition, a discount of 25% on state dues will be granted to senior members.

E. STUDENT MEMBERS

Student Member Requirements – FSMTA *Articles of Incorporation and Bylaws*

ARTICLE V, Section 3. STUDENT MEMBERSHIP shall be open to any college music major through age twenty-six (26). A qualified Student Member age twenty-seven (27) or older may continue to be a Student Member for duration of study up to four (4) years. A qualified candidate for Student membership who has passed age twenty-six (26) may become a Student Member for duration of study up to four (4) years. Teachers who have held full membership in MTNA or FSMTA may not be considered for Student Membership.

- a. Student members may attend the programs of FSMTA and shall receive the official FSMTA publication.
- b. Student members do not have the right to vote or hold office in FSMTA or to apply for FSMTA certification.
- c. Any Student Member in good standing may prepare students for District or State Student Day under the supervision of a teacher who holds Active Membership in FSMTA. The Student Day application will indicate the supervising teacher as the first teacher, the Student Member as the second teacher.
- d. Student Members may teach no more than 10 students.
- e. Student Members may form college chapters of FSMTA. (See Article XI – State College Student Organization)

Student Membership Notes

1. The fiscal year for student membership year is October 1 through September 30.
2. Upon graduation from college, MTNA student members are eligible for a 50% national dues reduction and a 50% state dues reduction for a period of one year.

F. REINSTATING MEMBERS

1. Each member who wishes to reinstate must complete the state and national applications. If their previous membership is confirmed in the FSMTA or MTNA databases the applicant need not submit transcripts or photocopy of diploma.
2. Pro-ration of dues is not provided for reinstating members, therefore, dues must be paid in full for one year regardless of the date of reinstatement.

F. OTHER MEMBERSHIP TYPES

FSMTA also offers membership at the Associate, Honorary, Life, and Retired status. For information concerning these membership requirements and privileges, see the remainder of Article V of The Florida State Music Teachers Association *Articles of Incorporation and Bylaws*.

THE APPLICATION PROCESS

Each new member must complete both a MTNA *New Member Application* and a FSMTA *Application for Membership*. Any time that either application is incomplete when submitted, the entire application packet is returned to the local membership chair for correction.

Step 1: FSMTA Application Procedures

1. Give each new applicant a current FSMTA application form (found online at www.fmta.org) which bears the FSMTA Code of Ethics on the back of the form. *No FSMTA application form will be accepted as complete without the Code of Ethics.*
2. List MTNA dues, FSMTA dues, and Local dues at the top of the application prior to providing the application to the applicant.
3. The applicant must complete the first three sections (through the third double line) and must sign below the Code of Ethics on the reverse side.

Section 1 – Two new items are included which pertain to information about student and transferring members.

Section 2 – (a) Be sure that only one Primary Teaching Status is checked.
(b) Be sure that college transcripts or photocopy of diploma accompany the application. (College teachers are not required to provide transcripts, as it is assumed that they have appropriate credentials.)

4. Signatures are required below the Code of Ethics from the applicant, a member in good standing and the local membership chair.
5. Local membership chair completes Section 4. The state VP for Membership will check for which membership status the applicant has been approved.
6. *It is the responsibility of the local membership chair to review each of these sections for completeness prior to submitting the application to the VP for Membership.*

Reminder: The FSMTA Application for Membership has been revised. The current version was revised 2/08. Please discard any old application forms.

Step 2: MTNA Application Procedures

1. Use MTNA *New Member Application* for the appropriate fiscal year (dates are shown at the top). Current applications are available online at www.mtna.org.
2. Complete “Membership Dues” and “MTNA National Dues” sections, including the total amount, prior to providing the application to the new applicant. Be sure the *names* of the state and local associations are listed with the dues amounts.
3. The applicant will complete the remainder of the application and return it to the local membership chair.

4. *It is the responsibility of the local membership chair to review each of these sections for completeness prior to submitting the application to the VP for Membership.*

Step 3: Completing the Application Process

1. Dues – One check for the total amount of local, state and national dues is to be made payable to FSMTA and submitted with the application. **NOTE: Credit Cards Are Not Accepted.** Although the MTNA application has a section to provide credit card information, all first-time applicants, transfer members, and reinstating members must apply through FSMTA and therefore a check is required payable to FSMTA.
2. The complete application package – FSMTA and MTNA application forms, college transcripts or photocopy of diploma, and a check payable to FSMTA for the entire dues amount (see #1 above) should be sent to the VP for Membership of FSMTA. *Do not include any local membership applications.*

Step 4: VP for Membership's Responsibilities

1. If the application package is not complete, the VP for Membership will return the entire package to the local membership chair for correction.
2. If the application package is complete, the VP for Membership shall:
 - Process the application and enter the new member's information into the FSMTA Database
 - Send to the new member a welcome packet including a welcome letter and information as to how to access the FSMTA Newsletters, Articles of Incorporation, By-Laws and Membership Directory on the FSMTA website.
 - Send to the FSMTA Treasurer the new member's MTNA application and dues check
 - Retain for FSMTA records the new member's FSMTA application and college transcripts or photocopy of diploma
 - If the new member is approved for provisional status, forward a photocopy of the FSMTA application to the FSMTA Provisional Member Advisor, who will provide the provisional member with specific information including the *Membership Examinations Study Guide and Procedures*

Step 5: Completing the Membership Process

1. FSMTA Treasurer submits the MTNA application and appropriate dues amount to MTNA; FSMTA Treasurer remits local dues to the local association Treasurer.
2. New member receives membership information and a membership number from MTNA, usually via e-mail.