



Policies and Procedures

ALBERTA REGISTERED MUSIC TEACHERS' ASSOCIATION (1982)

The Policies and Procedures are intended to be a “living document” for the purpose of clarifying the day-to-day operation of ARMTA Calgary Branch.

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1 DEFINITIONS

- 1.1 **A.R.M.T.A.** and **ARMTA** mean Alberta Registered Music Teachers' Association (1982).
- 1.2 **C.F.M.T.A.** and **CFMTA** mean Canadian Federation of Music Teachers' Association; F.C.A.P.M. and FCAPM mean *féderation canadienne des associations de professeurs de musique*.
- 1.3 **"Branch Board"** or **"Board"** means ARMTA Calgary Branch Officers, ARMTA Calgary Branch Members at Large, CFMTA Delegate and ARMTA Board Members.
- 1.4 **"Officers"** consist of the Chair, Past Chair, Vice Chair, Treasurer, Bookkeeper and Secretary of ARMTA Calgary Branch.
- 1.5 For the purposes of government reporting, an Officer and a Director are one and the same.
- 1.6 **"Members at Large"** means ARMTA Calgary Branch members elected to serve on the ARMTA Calgary Branch Board.
- 1.7 **"CFMTA Delegate"** means the Calgary branch member who is an officer of the provincial ARMTA Board.
- 1.8 **"ARMTA Board Members"** or "Branch representatives" means the ARMTA Calgary Branch members who represent the Branch at the Provincial ARMTA Board.
- 1.9 **"Chair"** means chairperson of the ARMTA Calgary Branch.
- 1.10 **"Past Chair"** means the immediate Past-Chair of the ARMTA Calgary Branch.
- 1.11 **"Vice-Chair"** means Vice-Chair of the ARMTA Calgary Branch.
- 1.12 **"Administrator"** means Administrator of the ARMTA Calgary Branch.
- 1.13 **"Secretary"** means Secretary of the ARMTA Calgary Branch.
- 1.14 **"Treasurer"** means Treasurer of the ARMTA Calgary Branch.
- 1.15 **"Term"** means term of office.

In this document, unless the context otherwise requires, words imparting the singular number of the masculine gender shall include the plural number of the feminine gender, and where the context requires reference to persons, shall include firms and corporations.

2 OBJECTIVE STATEMENTS

ARMTA Calgary Branch is a collection of music teachers that exists:

- 2.1 to promote the professional status of music teachers in the community;
- 2.2 to support private studio music teachers
- 2.3 to promote excellence in music instruction
- 2.4 to encourage and uphold ethical standards of professional conduct among music teachers
- 2.5 to cooperate with music teachers' organizations throughout the province;
- 2.6 to raise the public profile of registered music teachers through cooperation with other branches of ARMTA and CFMTA
- 2.7 to encourage students, teachers and composers by providing scholarships and bursaries

3 CODE OF ETHICS

This Code of Ethics is a statement of the general principles governing the professional behaviour and conduct of members of the association in their relations with one another. It is to be applied in particular circumstances and cases, as the conscience of the individual member shall dictate, having due regard for any current usage or practice of ARMTA or its branches. Professional conduct that is not, in good faith, consistent with such principles or that willfully departs there from is unethical.

3.1 ARMTA promotes

- 3.1.1 high musical and academic qualifications among its member teachers
- 3.1.2 progressive ideas on the teaching of music

- 3.1.3 workshops and lectures for the continuing education of teachers
- 3.1.4 attendance at Provincial /Territorial and National conventions
- 3.1.5 awareness of Canadian contemporary music
- 3.1.6 formal tuition contracts between the teacher and the student

3.2 The Code of Ethics expresses our commitment to

- 3.2.1 the profession
- 3.2.2 the student
- 3.2.3 the community

3.3 The teaching of music is primarily a cultural activity, yet all business matters should be handled in a professional manner.

3.4 Music shall be taught with the object of improving its prestige as an art form and enhancing the status of music in the community.

3.5 The art of music teaching shall be regarded as a continual process of self education and improvement to develop professional excellence and improve standards.

3.6 Students shall be treated with consideration and patience.

3.7 Fair and honourable business practices shall at all times be observed in dealing with students, their parents and other members of the association.

3.8 Members of the association may fairly compete with one another, but misrepresentation of one's own or disparage of another member's professional standing or personal qualities is unethical conduct.

3.9 A fair and reasonable period of continuous instruction shall warrant a member's claiming a student.

3.10 On the undertaking to give instruction to a student who has formally received instruction from another teacher, a member should be satisfied that the student has formally discontinued instruction with the former teacher.

4 MEMBERSHIP

4.1 Membership in ARMTA Calgary Branch is open to those who are members in good standing of ARMTA provincial.

4.1.1 Types of membership are defined by ARMTA Provincial.

4.1.2 Full members as defined by ARMTA provincial.

4.1.3 Affiliate members as defined by ARMTA provincial.

4.1.4 Honorary Branch membership may be granted at the discretion of Calgary Branch Board (local dues paid by Calgary Branch)

4.2 Withdrawal and Expulsion of members:

4.2.1 The Branch Board may suspend membership of any member whose fees are in arrears.

4.2.2 The Branch Board may reprimand or expel any member who has acted to the detriment of our Association. Refer to ARMTA provincial code of ethics and ARMTA Calgary Branch code of ethics.

4.2.3 Should a member of the public contact ARMTA Calgary with a complaint against a member teacher, an officer in consultation with two other Branch Board members will hear the complaint and interview the teacher. This group may examine whether the teacher has been in compliance with his/her studio policies and make recommendations regarding resolution. They may also determine whether any wrong-doing has occurred that would require the expulsion of the member.

4.2.4 Expulsion for a reason other than fee payment, entitles the aggrieved member to a hearing before a Membership Jury which shall consist of the Past Chair, Chair and three (3) ARMTA Calgary Branch members.

4.2.5 Loss of membership: any member who resigns, withdraws, or is expelled from the Branch will forthwith forfeit all right, claims and interest arising from or associated with membership in ARMTA Calgary Branch.

5 MEMBERSHIP DUES

- 5.1 **Branch dues** are to be paid directly to the Provincial Administrator along with provincial dues. The Provincial Administrator forwards branch dues back to the branch.
- 5.2 The annual membership dues of the Calgary Branch are established by the general membership at the Annual General Meeting.
- 5.3 The branch fee shall be paid by March 31 of each year.

6 PRIVILEGES OF MEMBERSHIP

- 6.1 Provincial regulations regarding membership privileges take precedence over branch descriptions. Please refer to ARMTA and CFMTA for ARMTA Provincial and CFMTA privileges of membership.
- 6.2 Each full member and each affiliate member of ARMTA Calgary Branch
 - 6.2.1 receives information and news from ARMTA Calgary Branch, ARMTA Provincial, and CFMTA online via emails, bulletins and website publications
 - 6.2.2 may have the minutes of the meetings of the Branch, upon request.
 - 6.2.3 may access the “members only areas” (password protected areas) of ARMTA Calgary Branch, ARTMA, and CFMTA websites where documents are stored.
 - 6.2.4 may be listed on ARMTA website “Find a Teacher” service.
 - 6.2.5 has the privilege of using the ARMTA and CFMTA name and logos on studio materials such as business cards and recital programs.
 - 6.2.6 is encouraged to attend all Branch general meetings with the privilege of one vote.
 - 6.2.7 is eligible for election and appointment to the Board of the ARMTA Calgary Branch.
 - 6.2.8 is eligible, as well as their students, to attend and/or participate in Calgary Branch workshops and competitions.
 - 6.2.9 has the benefit and prestige of all advertising done by the Calgary Branch.

6.3 Only full members are entitled to use the designation “Registered Music Teacher” or the abbreviation “RMT”.

7 BRANCH BOARD

7.1 The Board will consist of four to nine Members at Large including the officers (but not the administrator), ARMTA board members (1 for each 100 branch members), CFMTA delegate, and an (paid, non-voting) Administrator.

7.2 The Members at Large will be members in good standing and are elected by the membership at the Annual General Meeting.

7.3 The Members at Large will determine among themselves who will be the Chair and Vice-Chair. In the event that there is not an Administrator, Members at Large may serve as Treasurer and as Secretary.

7.4 The Administrator

7.4.1 may serve as the Secretary,

7.4.2 may serve as the Treasurer; or if the Treasurer is a Member at Large, may serve as the Bookkeeper under the Treasurer,

7.4.3 may serve as the Webmaster.

7.4.4 is not required to be a member of ARMTA.

7.5 This Board will be the governing body of this Association and will have full control and management of the business and affairs of ARMTA Calgary Branch.

7.6 An Officer or Board Member may be removed from their position under the following circumstances:

7.6.1 Not fulfilling their duties for six months as outlined in this Policies and Procedures Manual and job descriptions.

7.6.2 Has engaged in unethical behaviour according to the Calgary Branch of the Alberta Registered Music Teachers Association (1982) code of ethics.

7.7 At the end of the term in May, the Administrator will pay an honorarium equal to the branch membership fee from the past year to Members at Large who have fulfilled their commitment on the Branch Board over the past year.

8 DUTIES OF OFFICERS AND BRANCH BOARD

8.1 **Chair:** The chair will:

- 8.1.1 with the guidance of the Board give leadership to the Branch.
- 8.1.2 appoint conveners and committees as necessary to carry out the business of the Branch.
- 8.1.3 preside at all meetings of the Branch and the Board.
- 8.1.4 be an ex-officio member of all Branch Committees.
- 8.1.5 be entitled to have voting privileges to cast a deciding vote.
- 8.1.6 perform duties as described in the appendix of job descriptions.

8.2 **Vice-Chair:** The Vice-Chair will

- 8.2.1 assume the duties of the Chair in the absence of the Chair.
- 8.2.2 perform duties as described in the appendix of job descriptions.

8.3 **Past Chair:** The Past Chair will

- 8.3.1 act as Parliamentarian at all General and Board meetings of the Branch.
- 8.3.2 serve ex-officio in an advisory capacity.
- 8.3.3 perform duties as described in the appendix of job descriptions.

8.4 The **Administrator** will as **Secretary**

- 8.4.1 keep accurate minutes of the General meetings, Board meetings, and any Special meetings of the Branch.
- 8.4.2 keep a record of the attendance at meetings.
- 8.4.3 perform duties as described in the appendix of job descriptions.

8.5 The **Administrator** will as **Treasurer**

- 8.5.1 present an audited statement at the Annual General Meeting.
- 8.5.2 with the advice of the Board, prepare a budget to present at the Annual General Meeting.
- 8.5.3 perform duties as described in the appendix of job descriptions.

8.6 The **Administrator** will as **Bookkeeper**

- 8.6.1 deposit all funds in whatever bank the Board may select.
- 8.6.2 maintain accounts of receipts, and disbursements
- 8.6.3 perform duties as described in the appendix of job descriptions.
- 8.6.4 The bookkeeper is not required to be a member of ARMTA

8.7 **Members at Large**: Each Member at Large will:

- 8.7.1 provide expertise to assist when required.
- 8.7.2 perform duties as described in the appendix of job descriptions

8.8 **ARMTA Board Members and CFMTA Delegate**: The ARMTA Board members and the CFMTA Delegate will

- 8.8.1 attend their respective meetings as representatives of the Branch.
- 8.8.2 serve as liaison between the Branch and the ARMTA Board.
- 8.8.3 perform duties as described in the appendix of job descriptions.

8.9 All members of the Board, elected or appointed, are expected to attend all meetings of the Board as called by the Chair, as well as the Annual General Meeting and the General Meetings of the Branch.

9 **CONVENERS**

9.1 The conveners shall be established as deemed necessary by the Chair in consultation with the Branch Board.

9.2 Conveners report to the Branch Board through the Chair and the Secretary.

9.3 Conveners perform the duties as described in the appendix of job descriptions.

9.4 Conveners attend meetings of the Board as invited by the Chair.

10 MEETINGS OF THE BRANCH BOARD

10.1 Branch Board Meetings may be attended in person or by electronic means (such as ZOOM) as specified by the Secretary.

10.2 Regular meetings shall be held on dates, at places and at times set by the Chair.

10.3 A quorum shall consist of five members of the Board, with voting by simple majority. The Chair will vote only if there is a tie.

10.4 Board meetings shall be open to all members in good standing without voting privileges.

10.5 At all meetings of the Branch Board, Policies and Procedures shall guide the proceedings. A current edition of "Call to Order: meeting Rules, Procedures and Advice for Non-Profit Organizations" will govern procedural details.

11 ELECTION OF MEMBERS AT LARGE

11.1 The Election of Members at Large is held at the Annual General meeting.

11.2 The Nominating Committee (one to three members appointed by the Chair) will present a slate of nominees, with the prior consent of nominees, for Members at Large to the Calgary Branch membership one week prior to the Annual General Meeting. Nominations, with prior consent of the nominee, may also be accepted from the floor at the Annual General Meeting.

11.3 Voting shall be by show of hands or by secret ballot, a simple majority being required to elect a member at large. The Chair will vote only if there is a tie.

11.4 Members at Large are elected for a 2 year term. A Chair will not hold office for more than four consecutive years.

- 11.5 Elected Members at Large commence their terms immediately and serve until their successors are elected.
- 11.6 Any vacancy occurring during the year may be filled by appointment of the Branch Board.
- 11.7 If the Branch is unable to hold elections at the Annual General Meeting, the Vice-Chair will become Chair should the current Chair be unable to continue until elections can be held.

12 GENERAL MEETINGS

- 12.1 General Meetings may be attended in person or by electronic means (such as ZOOM) as specified by the Secretary.
- 12.2 The **Annual General Meeting** of ARMTA Calgary Branch shall be held each year, within the first three (3) months of the end of the fiscal year, in Calgary, on a day fixed by the Board. Fourteen (14) days' notice of such meeting shall be communicated by email to all members by the Chair or Secretary.
- 12.3 At every Annual General Meeting, the business of the meeting shall include:
- 12.3.1 the minutes from the previous AGM
 - 12.3.2 business arising from the minutes
 - 12.3.3 Reports of the Chair, Vice-Chair, and Administrator; and reports from Conveners as determined by the Board.
 - 12.3.4 the Financial Statement for the previous year
 - 12.3.5 the report of the Auditors
 - 12.3.6 the presentation of the budget
 - 12.3.7 the election of Members at Large
 - 12.3.8 the appointment of auditors for the ensuing year
 - 12.3.9 new business
- 12.4 The Chair presides over the Annual General Meeting or assigns a chairperson to preside over the meeting.

12.5 The Chair of the meeting may adjourn the meeting if an issue cannot be resolved in a timely manner. The Branch Board will send out a new notice with the time and place of the adjourned meeting. The only agenda items are those specific topics left from adjourned meeting.

12.6 Any **Special General Meeting** may be called if needed, at the discretion of the Chair and the Board Members shall be notified of such meetings at least seven (7) days in advance. This special meeting will only address the matters described in the agenda and no other matters.

12.6.1 Any member calling a special meeting must submit a detailed agenda describing exactly what business will occur. This special meeting will only address the matters described in the agenda and no other matters.

12.7 At all meetings of the Board and all General meetings of ARMTA Calgary Branch Policies and Procedures shall guide the proceedings. A current edition of "Call to Order: meeting Rules, Procedures and Advice for Non-Profit Organizations" will govern procedural details.

13 VOTING AT GENERAL MEETINGS

13.1 All members in good standing for the current year shall have a vote in all general and/or special meetings.

13.2 Voting shall be by simple majority.

13.3 The Chair will vote only if there is a tie.

14 QUORUM AT GENERAL MEETINGS

14.1 A quorum for the business of a general meeting shall be seven per cent (7%) members in good standing as of one week before the meeting.

14.2 In the event a quorum is not present 15 minutes after time called for the meeting, the business of the meeting shall stand adjourned for 30 minutes. The members not present will immediately be notified electronically and given that time to join the meeting, including electronically. The meeting will be called to order and Quorum will be the number of members present.

15 SEAL OF SOCIETY SEAL of ARMTA CALGARY BRANCH

- 15.1 The Branch Board may adopt a seal or logo.
- 15.2 Any seal and/or logo adopted shall be:
 - 15.2.1 the common seal or logo of ARMTA Calgary Branch.
 - 15.2.2 used as deemed by the board (e.g. on certificates)
 - 15.2.3 in the custody of the Chair, Secretary, or Treasurer.

16 REMUNERATION

- 16.1 Unless authorized at any meeting and after notice for same shall have been given, no officer or member of the association shall receive any remuneration for his/her services.

17 DOCUMENTS

Documents containing personal information

- 17.1 ARMTA Calgary Branch's policies around gathering, keeping, or disposing of personal information are voluntary.
- 17.2 Paper copies of registration and application forms for occasions including recitals, master classes, or grants, should be shredded 12 months after the event. Digital copies should be removed from any digital storage (such as hard drives, discs, memory sticks).
- 17.3 Permissions for publication of creative endeavours (such as composition, art, or performances) shall be kept until those products are removed from public access, or after 50 years. Paper copies shall be scanned Digital documents
- 17.4 Permissions for the use of pictures or videos of persons shall be kept until those likenesses have been removed from public access, or after 50 years.
- 17.5 Documents to be kept more than 12 months shall be stored digitally in ARMTA Calgary's Dropbox account. Paper copies shall be scanned, uploaded to Dropbox, and then shredded. The Administrator will have access and provide access to conveners and officers of the Branch on an as needed basis.

18 REVENUE AND FINANCE, RECORDS

- 18.1 The **fiscal year** begins March 1st and ends February 28/29th.
- 18.2 The accounts of ARMTA Calgary will be audited by two members in good standing who are not Branch Board Members at the time of the audit.
- 18.3 The books and records of ARMTA Calgary may be inspected by any member in good standing at the Annual General Meeting or at any time convenient to the Secretary and Treasurer.
- 18.4 All payments rendered on behalf of ARMTA Calgary shall be authorized by two (2) of the following signing officers: the Bookkeeper, Treasurer, Chair, Vice Chair, or Past Chair. The two officers must be two separate people for each authorization.
- 18.5 Surplus Funds: when the Branch has more funds in hand than a reserve to cover expenses for one year, use the following procedure.
- 18.5.1 From the year end Balance Sheet, the accumulated surplus is the amount of "Total Cash and Bank" listed under Assets, and assumes liabilities are \$0.00. The "Total Cash and Bank" amount should not fall below \$20,000 (a reserve of expenses in an average year). Each year 15% of the amount exceeding \$20,000 should be used by the Branch for special projects. Such that, for example, if at the end of the fiscal year, the "Total Cash and Bank" amount is \$50,000, then subtract \$20,000 from \$50,000. The remaining amount is \$30,000. Fifteen percent (15%) of \$30,000 is \$4500 and it is to be used for special projects in the following year.
- 18.5.2 The board shall annually determine which budget lines, additional projects, or other groups (e.g. the Endowment Society, community festivals, special events, conferences) will benefit from "surplus funds".
- 18.5.3 The Board shall report annually to the membership at AGM how any surplus funds will be used that year.
- 18.6 ARMTA Calgary Branch shall send the branch Chair (or in the absence of the Chair, a designated Branch Board member) to CFMTA conference in odd numbered years. The Branch will cover up to \$2000 for

expenses depending on the location and length of time spent at the conference.

18.6.1 **If conference is in Calgary or area:** reimburse cost of conference ticket.

18.6.2 **If conference is within driving distance:** reimburse up to \$1000 for full 3-day conference. Driving distance is defined as being more than 80 km from the member's home. Amount will be prorated for stays shorter than the full 3-day conference. \$1000 includes ticket to conference, hotel, gas and meals.

18.6.3 **If location of conference requires plane travel:** reimburse up to \$2000 for full 3-day conference. Amount will be prorated for stays shorter than the full 3-day conference. \$2000 includes ticket to conference, round-trip plane tickets, hotel, gas and meals.

18.6.4 **Conditions**

- Must provide copies of conference ticket, hotel bill and plane ticket to the bookkeeper (administrator)
- Must write an article and supply photos for Impromptu
- Must commit to being chair for at least two full years

19 DISTRIBUTION OF ASSETS UPON DISSOLUTION

19.1 Upon dissolution of the **Endowment Society** of ARMTA Calgary Branch and after payment of all debts and liabilities, the remaining monies and/or property of the Society shall be distributed or disposed of ARMTA (1982) Calgary Branch.

19.2 Upon dissolution of ARMTA **Calgary Branch**, and after payment of all debts and liabilities, the remaining property of the branch shall be distributed or disposed of by ARMTA Provincial.

20 AMENDMENTS

20.1 The following sections of the Policies and Procedures of ARMTA Calgary Branch may be amended by the Branch Board and must be presented to a General Meeting before they take effect. The membership must be given 7 days' notice that amendments will be presented for approval at such General Meeting.

Membership – Section 4

Branch Board – Section 7

Duties of Officers and Branch Board – Section 8

Meetings of the Branch Board – Section 10.3 re quorum and voting

Election of Members at Large – Section 11

General Meetings – Sections 12.2, 12.3, and 12 .4

Voting at General meetings – Section 13

Quorum at General Meetings – Section 14

Revenue and Finance, Records – Section 18

20.2 All other sections of this Policies and Procedures may be amended by the Branch Board as any regular meeting of the Board. Such amendments must be presented as information to the members at the next General Meeting.

1 INDEX TO THE APPENDIX OF JOB DESCRIPTIONS

posted separately at <https://armta.ca/calgarybranch/> under documents

21.1 **Branch Board:**

- Chair
- Vice Chair
- Past Chair
- Administrator
- Secretary
- Treasurer and bookkeeper
- Board Member / Member at Large
- ARMTA Board members
- CFMTA delegate

21.2 **Conveners and Committees:** for a list of conveners and committees refer to the document Job description – conveners document as found at <https://armta.ca/calgarybranch/>