

## Kansas City Metro Music Therapists (KCMMT)

### BYLAWS

(Revised March 2015)

#### **Article I. Name**

Section 1. The name of the organization will be Kansas City Metro Music Therapists, hereinafter referred to as KCMMT.

#### **Article II. Mission**

Section 1. The mission of KCMMT is to provide the public, music therapists, and students with educational opportunities, networking, and support in the Kansas City area for the purpose of helping others reach their highest potential.

Section 2. The mission will be carried out in a non-partisan, non-sectarian manner with equal opportunity being given to all, regardless of race, religion, gender, disability, age, veteran status, sexual orientation, ethnicity or national origin.

Section 3. The goals of KCMMT will be those that support music therapy most effectively in restoring, maintaining and improving the mental and physical health of all persons.

Section 4. KCMMT will fall under and abide by the American Music Therapy Association Bylaws and Standards of Clinical Practice, and the Certification Board for Music Therapists Code of Professional Practice.

#### **Article III. Membership**

Section 1. Membership will be of (3) classes: Professional, Student and Honorary Life.

Section 2. Professional Membership will be open to music therapists. Professional membership benefits include, but are not limited to, the right to vote, to hold office, to receive job opportunity listings and to receive CMTE opportunities.

Section 3. Student Membership will be open to declared music therapy majors. Student membership benefits include, but are not limited to, the right to vote, to hold office, to receive job opportunity listings and to receive educational opportunities.

Section 4. Honorary Life membership may be conferred upon any person in recognition of distinguished service in continued support of KCMMT. Honorary Life membership is also conferred upon any professors, associate professors, and/or assistant professors in the Kansas City Metro area. Honorary Life membership benefits include, but are not limited to, the right to vote, to receive job opportunity listings and to receive CMTE opportunities.

Section 5. Dues for all membership categories will be reviewed and established annually, no later than June 1 of the previous fiscal year, by the Board of Officers.

Section 6. The membership year will begin every September. Members who pay after September are not pro-rated and will be considered members from the date their dues are received through the end of the membership year.

#### **Article IV. Board of Officers**

Section 1. The Board of Officers of the organization will be elective and appointive.

Section 2. The Board of Officers will determine the goals and objectives for the organization; transact its general business; are responsible for the control and

expenditure of its funds; and are empowered to appoint assistants to any officer of the organization.

- Section 3. The Board of Officers will meet as needed. All Officers are expected to attend all KCMMT sponsored meetings and events. In the event that two (2) consecutive meetings or events are missed, the Officer will be given the opportunity to resign their position if necessary.
- Section 4. The Board of Officers consists of (10) positions: President; Past President; Secretary; Treasurer; Website Administrator; Events Coordinator; Continuing Education Director, and Student Representative. The President, Secretary, Treasurer, and two Events Coordinators are elected to serve a two-year term and will commence in September following elections. The Website Administrator, Continuing Education Director, and two Student Representatives are appointed by the President to a two-year term, on the same cycle as the elected positions. Outgoing officers are expected to contact the newly elected officers and assist them in becoming fully apprised of the events and information associated with the office. Retiring officers will surrender all records related to their offices to their successors by the first day of the new officers' term of office. All current officers are expected to maintain organized records of their work within their positions.
- Section 5. **The President** will facilitate meetings; preside over the Board of Officers and follow-up on absenteeism; administrate events sponsored by KCMMT; create and send internet/email invitations/announcements for all KCMMT sponsored events; serve as the job opportunities contact, and distribute job opportunities to membership and website administrator within 48 hours of receipt; respond to website inquiries in regards to membership and the field of music therapy; will promote KCMMT and the profession of music therapy in the community; serve as basic contact person and is expected to attend all KCMMT sponsored meetings and events. The President must be a professional member of KCMMT with at least 1 year of clinical practice. Must be a Board-Certified Music Therapist (MT-BC).
- Section 6. **The Past President** will chair the Honors and Nominating Committees; serve as a resource; assist the President as requested; assume all duties of the President in case of resignation or absence of the President; promote KCMMT and the profession of music therapy in the community; and is expected to attend all KCMMT sponsored meetings and events. Must be a Board-Certified Music Therapist (MT-BC).
- Section 7. **The Secretary** will notate minutes at board meetings; serve as the liaison between membership and the board; operate as the contact person for membership; inform President of prospective or new members; maintain database associated with distributing and receiving membership registration forms in coordination with the Web Administrator; forward registration fees to the Treasurer; update membership contact information as needed; will promote KCMMT and the profession of music therapy in the community; serve as basic contact person and is expected to attend all KCMMT sponsored meetings and events. Must be a Board-Certified Music Therapist (MT-BC).
- Section 8. The **Treasurer** will be entrusted with the custody and supervision of the financial affairs of the organization including collecting dues, making deposits to

KCMMT bank account, maintaining financial reports, including updating the fiscal year budget, preparing reports for meetings, providing expense reimbursement for members as needed, paying misc. fees associated with the organization, and working with the Board of Officers to ensure tax documents are completed annually; will serve as co-coordinator with the Events Coordinator for all fundraising efforts; will promote KCMMT and the profession of music therapy in the community; serve as basic contact person and is expected to attend all KCMMT sponsored meetings and events. Must be a Board-Certified Music Therapist (MT-BC).

Section 9. ***The Website Administrator*** will design and maintain [www.kcmmt.org](http://www.kcmmt.org); post forwarded information to the website within 48 hours of receipt; notify the Treasurer of all fees for the upkeep and site maintenance; inform the board and membership of any needed maintenance, new technology, fees, etc.; promote KCMMT and the profession of music therapy in the community; serve as basic contact person and is expected to attend all KCMMT sponsored meetings and events.

Section 10. ***The Events Coordinators*** will direct and oversee social and networking events; serve as contact person for social, networking, and community service events; research and contact potential event locations and present a thorough review of locations and amenities to the board for consideration; reserve and confirm selected event locations and accompanying amenities; create flyers and signage for social and networking events if applicable; promote KCMMT and the profession of music therapy in the community; serve as basic contact person and is expected to attend all KCMMT sponsored meetings and events. Must be a Board-Certified Music Therapist (MT-BC).

Section 11. ***The Continuing Education Director*** will coordinate and supervise continuing education activities such as CMTEs, student/professional educational activities such as SPARCS events, etc.; organize and submit continuing education materials, documentation, and reports to the Certification Board for Music Therapists as required by CBMT, and maintain this information for the Board of Officers for review to determine future continuing education activities; promote KCMMT and the profession of music therapy in the community; serve as basic contact person and is expected to attend all KCMMT sponsored meetings and events. Must be a Board-Certified Music Therapist (MT-BC).

Section 12. ***The Student Representatives*** Two Student Representatives will serve as a liaison between students, local Universities and the Board of Officers; will report prospective student members to President and Membership Director; organize and facilitate SPARCS events in the fall and spring semesters; promote KCMMT and the profession of music therapy in the community; serve as basic contact person and is expected to attend all KCMMT sponsored meetings and events. One student representative each will be appointed to the KCMMT board from the University of Kansas and the University of Missouri – Kansas City.

## **Article V. Meetings**

- Section 1. Organizational meetings will be determined by the Board of Officers and announced to membership via e-mail. All Officers are expected to attend. Current membership and prospective membership may attend.
- Section 2. An annual membership renewal event will be held at a location and time determined by the Officers, no later than September 30 of each year .

**Article VI. Quorum**

- Section 1. Decisions affecting the organization will be made by all Officers and presented to the membership.
- Section 2. As deemed necessary by the President, decisions affecting the organization will be presented to the membership for approval by a majority passing vote.

**Article VII. Grievance Filing**

- Section 1. Any member or KCMMT or participant in a KCMMT sponsored event has the right to file a grievance to the organization.
- Section 2. A written grievance should be submitted and presented to the KCMMT President within 30 days after the action. The Board of Officers will address the grievance and will follow AMTA and CBMT policies on resolution of the grievance.
- Section 3. In the event that a grievance can not be resolved by the KCMMT Board of Officers, the President or person who filed the grievance may appeal to the Midwestern Region or the American Music Therapy Association to continue the grievance process.