

**SOUTHWESTERN REGION of the
AMERICAN MUSIC THERAPY ASSOCIATION BYLAWS
(Revised – Approved December 2020)**

ARTICLE I. Name and Composition

- Section 1. The name of the organization shall be the Southwestern Region, American Music Therapy Association, Inc., herein after referred to as the Region or SWAMTA.
- Section 2. The Region exists as an auxiliary organization within the structure of the American Music Therapy Association, Inc., herein after referred to as the AMTA or the National.
- Section 3. The Region will conduct 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.
- Section 4. This document does not supersede the bylaws adopted by the AMTA.

ARTICLE II. Purpose and Goals

- Section 1. The purpose of the Region is consistent with that of AMTA: To advance music therapy and to increase access to quality music therapy services (AMTA Bylaws, Art II, Sec. 1).
- Section 2. The goals of the Region shall be:
- a. to provide professional development opportunities for music therapists
 - b. to participate in the operation of the AMTA through representation on committees and the Assembly of Delegates
 - c. to further an awareness and acceptance of music therapy as a viable health profession through job development, public relations activities and local and state legislative action
 - d. to promote communication and support among members through Regional publications

ARTICLE III. Membership

- Section 1. Membership categories in the Region shall correspond to those approved by the AMTA. Regional members of SWAMTA shall include those members of AMTA who are residents of New Mexico, Oklahoma or Texas.
- Section 2. Professional membership will provide the privilege of participation in the activities of the Region, the right to vote, the right to hold office, and the right to receive the newsletter and other communications of the Region.
- Section 3. Associate membership will provide the right to participate in meetings of the Region and to receive the newsletter and other communications of the Region. Associate membership does not include the right to vote or hold office.
- Section 4. Student membership shall provide the right to participate in meetings and programs of the Region, the right to receive newsletters and other communications of the Region, and the right to a 1/3 vote.
- Section 5. Retired professional membership shall provide the same rights and privileges as those for Professional membership. This membership status will be available as

long as the member remains eligible by meeting the standards for this category established by AMTA.

- Section 6. Inactive membership will provide the privileges of participation in the activities of the Region and the right to receive selected publications, but not the right to vote or hold office.
- Section 7. Regional Honorary Life membership may be conferred upon any person living within the boundaries of the Region and shall recognize distinguished service in the field of music therapy. This membership is conferred by the approval of the Board of Directors. Regional Honorary Life members who qualify for professional membership shall have all rights and privileges of such membership without the payment of Regional annual dues. Regional Honorary Life membership may be conferred upon a maximum of two (2) persons in any one membership year.
- Section 8. Membership classes in AMTA not listed herein shall be accorded the right to participate in Regional activities, and receive selected publications.
- Section 9. The membership year will coincide with that of the AMTA. The fiscal year shall be determined by the Regional Board of Directors.
- Section 10. Dues for all membership categories will be established annually by the AMTA Board of Directors, with the approval of the AMTA Assembly of Delegates (AMTA Bylaws, Art III, Sec. 4).
- Section 11. Rights and privileges of membership will be restricted to those who are in good financial standing with the Region.

ARTICLE IV. Officers

- Section 1. The officers of the Region will be elective and appointive.
- Section 2. The elective officers of the Region will be President, President-Elect, Immediate Past President, Vice-President, Vice-President-Elect, and Secretary. The President-Elect is elected to serve two (2) years as President-Elect, two (2) years as President and two (2) years as Immediate Past President. The Vice-President Elect is elected to serve two (2) years as Vice-President-Elect and two (2) years as Vice-President. Elected officers shall assume their office on June 1 of odd numbered years and will continue in office for two (2) years, ending on May 31, or until the next election, unless otherwise stated.
- Section 3. The appointive officers of the Region will be Treasurer, Editor, Website Administrator, Publicity Coordinator, and Parliamentarian. They will serve for a term of two (2) years, or until the next election, at the pleasure of the President and the Board of Directors. These officers may be held over from the tenure of one President to the next but must be reappointed by the incoming President and approved by the incoming Board of Directors.
- Section 4. No elective officer will succeed himself or herself in office, but may be reelected to that office after an intervening period of no fewer than four (4) years.
- Section 5. The President will a) preside at meetings of the Region; b) call and preside at meetings of the Board of Directors; c) appoint, with approval of the Board of Directors, Regional officers, Chairpersons of standing committees, Regional representatives to AMTA committees and Boards, and members of the Regional Financial Advisory and Historical Committee; d) attend Regional Presidents'

meetings at National Conferences; e) maintain communication with and serve as liaison between the Region and AMTA; f) approve all requests for reimbursement or advancement of funds, g) submit annual reports to the membership at the Regional and National Conferences, h) maintain a monthly log of business conducted for two (2) years for information and study by the President-Elect, i) hold ex officio membership on all committees, and j) perform other duties as required. A vacancy in the office of President will be filled by the President-Elect. In the event that the office of President-Elect is also vacant, the vacancy in the Presidency will be filled by the Immediate Past President.

Section 6. The President-Elect will a) assist the President as requested; b) prepare to take over the responsibilities of the Presidency by studying the duties of the President through quarterly conferences with the President and review of the President's log; c) assume all duties of the President in case of resignation or absence of the President; d) serve as membership chairperson and compile a Regional membership directory in the spring of even numbered years; e) study the Bylaws and related literature for the purpose of proposing revisions to these documents where such revisions are necessary to keep the documents current and responsive to the purposes and goals of the Region; f) submit reports to the membership or Board of Directors upon request of the President; g) serve as representative to the Assembly of Delegates; h) assume responsibility for sending election ballots to the membership within 14 days following the Regional Conference during odd numbered years and selecting one other member of the region not running for office to assist with counting ballots; and i) perform any other duties as may be assigned by the President or the Board of Directors. A vacancy in the office of President-Elect occurring prior to or at the first Regional conference in the term will be filled by a specially called election of the membership. Should the vacancy occur after the first Regional conference of the term, the office will remain vacant until the next regular election at which time the membership elects both a President and a President -Elect.

Section 7. The Immediate Past President will a) assist the President as requested providing continuity in the administration of the Region, b) chair the Nominating Committee c) preside in the absence of the President and President Elect d) succeed the Presidency in the case of disability or resignation of the President and President Elect e) serve on the Disaster Response Committee. A vacancy in this office will be filled by presidential appointment with approval of the Board of Directors. Priority consideration will be given to former Presidents.

Section 8. The Vice President will: a.) serve as program chairperson for the Annual Regional Conference and i.) perform all duties and responsibilities as outlined in the Conference Planning Book, ii) appoint a local ad hoc committee to carry out conference preparation and assist the committee as needed, iii.) maintain the master Conference Planning Book, updating in accordance with the guidelines outline in the book, iv.) on behalf of the Region, assume responsibility for and sign the contract with the hotel in accordance with the guidelines outlined in the Conference Planning Book, b.) fulfill other duties as assigned by the President or the Board of Directors; c.) submit reports to the membership or Board of Directors upon request of the President; and d.) preside at meetings in the absence

of the President, President-Elect, and Immediate Past President. A vacancy in the office of the Vice-President will be filled by the Vice-President-Elect.

- Section 9. The Vice President-Elect will assist the Vice President as requested, study the duties of the Vice President in anticipation of assuming the responsibilities of the Vice Presidency, and assume all duties of the Vice President in case of resignation, disability, or absence of the Vice President. A vacancy in the office of the Vice President Elect that occurs prior to or at the time of the first annual conference in the term is filled by a special election of the membership through the election process described in the Bylaws. A vacancy in the office of the Vice President-Elect that occurs after the time of the first regional conference will remain vacant until the next regular election.
- Section 10. The Secretary will: a) record the minutes of all business meetings of the Region and the Board of Directors; b) send copies of the minutes to all Board of Directors members within 30 days of each meeting; c) publish minutes in draft-summary-of-motions format in subsequent issues of the regional newsletter, and d) maintain a rank order listing of Alternate Delegates to the AMTA Assembly of Delegates. A vacancy in the office of the Secretary will be filled by Presidential appointment and approved by the Board of Directors.
- Section 11. The Treasurer will: a) pay all bills authorized by the President and/or Board of Directors; b) keep an itemized account of all receipts and disbursements, to be published annually in the Regional Newsletter; c) provide regular financial reports to the Board of Directors; d) present a written financial report to the membership at the Annual Regional Conference; e) chair the Regional Financial Advisory Committee; and submit financial records for audit upon request of the Board of Directors.
- Section 12. The Editor will: a) edit and supervise the publication of the Regional newsletter; b) chair the Editorial Committee for the Regional newsletter; and c) submit reports to the membership or Board of Directors upon request of the President.
- Section 13. The Website Administrator will: a) Supervise and maintain the website for the region; b) Receive, edit and post submissions to the website from regional members and board members; c) Submit reports to the membership and Board of Directors upon the request of the President; d) Be responsible for the online registration of regional conference e) Maintain G-Suite responsibilities.
- Section 14. The Publicity Coordinator will: a) Establish and maintain social media networking on behalf of the region; b) Establish and maintain contact with companies, universities and organizations who may have an interest in advertising within regional publications and on the website; c) Communicate with the Website Administrator and Editor for the regional conference as needed to establish advertising opportunities.
- Section 15. The Parliamentarian will: a) maintain updated knowledge of Robert's Rules of Order, the Regional Bylaws and related literature; and b) serve as Parliamentarian for all Board of Directors and Regional business meetings to assure that all parliamentary procedures are observed.
- Section 16. Should a vacancy occur in an elective position, other than President or President-Elect, a special election will be held at the next annual Regional Business meeting

through the election process described in the Bylaws. The President with the Approval of the Board of Directors will fill vacancies in appointive positions. When necessary the President may appoint an officer pro tem until an election can be held.

- Section 17. Retiring elective and appointive officers shall deliver to their successors, or other appropriate persons, all records, books, papers or other property belonging to the Region within ten (10) days after vacating office.
- Section 18. The elective and appointive officers of the Region are professional members in good financial standing with the AMTA.

ARTICLE V. Meetings

- Section 1. The annual meeting of the Region will be held in the spring during the Annual Regional Conference; the location and date shall be determined by the Board of Directors.
- Section 2. A meeting of the Region may be called at the National Conference at the discretion of the Regional Board of Directors.
- Section 3. Special meetings of the Region will be called by the President if requested by two-thirds (2/3) of the members of the Board of Directors or upon receipt of a petition signed by a quorum of Regional voting members.
- Section 4. Any one or more members may participate in a Board or committee meeting by means of a conference telephone or similar communications equipment allowing all persons participating in the meeting to hear each other at the same time. Participants are to state their name and be acknowledged by the president prior to speaking and the secretary or designated participant shall take notes including roll call. Motions made during the meeting shall be submitted via email or other method of written communication. Participation in a meeting pursuant to this bylaw will constitute being present at such meeting.
- Section 5. A minimum of three (3) meetings of the Board of Directors shall be held annually (including meetings held during Regional or National conferences or by conference calls).
- Section 6. A quorum of the Board of Directors plus 5% of Professional membership of the region will constitute a quorum for Regional business meetings.

ARTICLE VI. The Board of Directors

- Section 1. The Board of Directors shall consist of eight (8) voting members: President, President-Elect, Vice-President, Vice President-Elect, Immediate Past-President, Secretary, Regional Student President, and one (1) Delegate elected by the Regional Delegates to the AMTA Assembly of Delegates. The Treasurer, Editor, Website Administrator, Publicity Coordinator, Parliamentarian, Government Relations Chairperson, Continuing Education Chairperson, and Student Affairs Advisory Board Chairperson will be ex officio members with no voting privileges.
- Section 2. The Board of Directors will determine the long-range goals and objectives for the Region, transact its general business, prepare an annual budget to be presented at the Annual Regional Conference, and control the expenditure of regional funds.

Section 3. A quorum shall consist of two-thirds (2/3) of the Board of Directors, which shall include at least two-thirds (2/3) of its voting members.

ARTICLE VII. Assembly of Delegates

Section 1. Primary and alternate delegates to the AMTA Assembly of Delegates will be elected by the Region in the spring of odd-numbered years. The number of delegates for the Region will be established by the AMTA Board of Directors. The President and President-Elect shall serve as two of the Region's delegates to the AMTA Assembly of delegates.

Section 2. The Regional delegates' term of office will be two (2) years coinciding with the term of the AMTA National officers.

Section 3. The Regional delegates elected to the AMTA Assembly of Delegates will attend all Assembly meetings and represent the concerns of the Region. Any delegate who cannot attend a National Conference or Assembly meeting will inform the President, who will then secure an alternate by contacting alternate Assembly delegates as they appear on the rank order list maintained by the Secretary. If vacancies remain once the President has contacted all elected alternate Assembly delegates, delegates pro-tem may be appointed by the President, with the approval of the Board of Directors.

Section 4. The elected Assembly delegates shall elect one (1) delegate, who is not a Regional Officer, to represent them on the Regional Board of Directors.

Section 5. Delegates will serve two (2) year terms and may be re-elected.

ARTICLE VIII. Committees

Section 1. A representative to each AMTA standing committee, the AMTA Judicial Review Board and to the AMTA Student Affairs Advisory Board shall be appointed by the President with the approval of the Board of Directors. These representatives will: (a) attend all National meetings of their respective committees; (b) perform designed functions within the committee; (c) present a report to the membership at Regional meetings. If for some reason they are unable to fulfill their duties, they will notify the President within ample time for an alternate to be appointed.

Section 2. There will be four (4) Regional Standing Committees: Government Relations, Employee and Public Relations, Affiliate Relations, and Continuing Education. The Regional representative to the same named AMTA committee will serve as chairperson for these Regional committees. When possible the committee will consist of at least one representative from each state in the Region.

a) The Government Relations Chairperson will serve as liaison between the Regional Board of Directors and the National and the other Regional Government Relations Committees. The duties will include but no be limited to i) serving as ex officio member of the Board of Directors, ii) submitting reports upon request of the President, iii) attending National meetings, iv) performing any duties assigned by the President, the Board of Directors, and/or the National Committee Chairperson.

b) The Employment and Public Relations Chairperson will serve as liaison between the Regional Board of Directors and the National and the other

Regional Employment/Public Relations Committees. The duties will include but not be limited to i) submitting reports upon request of the President, ii) attending National meetings, and iii) performing any duties assigned by the President, the Board of Directors, and/or the National Committee Chairperson.

- c) The Affiliate Relations Chairperson will serve as liaison between the Regional Board of Directors and the National and the other Regional Affiliate Relations Committees. The duties will include but not be limited to i), submitting reports upon request of the President, ii) attending National meetings, and iii) performing any duties assigned by the President, the Board of Directors, and/or the National Committee Chairperson.
- d) The Continuing Education Chairperson will administer the Continuing Education Program for the Region. The duties of this position will include, but not be limited to: i) selection and approval of providers of Continuing Education Courses in the Region; ii) maintenance of ongoing records of completion of courses; iii) submission of reports upon request of the President; and iv) performance of any duties assigned by the President and/or the Board of Directors.

Section 3. The President, with the approval of the Regional Board of Directors, may appoint ad hoc Committees to perform specific duties as authorized. Duties of four such ad hoc committees are as follows:

- a) The Financial Advisory Committee will: i) assist the Board of Directors in fiscal planning by providing a projected budget for the fiscal year and ii) make arrangements for audit of financial records, as directed by the Board of Directors.
- b) The Membership Committee, chaired by the President-Elect, will: i) keep an accurate listing of all members and their membership status; ii) calculate and inform the President when a quorum has been met at all regional business meetings; iii) develop programs to maintain and promote membership in the Region; and iv) compile and send a membership directory to all members in the spring of even numbered years.
- c) The Historical Committee will make recommendations for maintaining the collection and preserving all documents for the Regional Archives housed at Texas Women's University.
- d) The Bylaws Revision Committee will convene as needed to review and make proposed amendments. The President-Elect will chair this committee.

Section 4. The Vice President in accordance with the Conference Planning Book will appoint the members of a Local ad hoc Regional Conference Committee annually. The committee will plan the logistics for the conference using the Conference Planning Notebook and Budget Guidelines supplied by the Vice President. The local committee chairs will receive a 50% reduced registration fee for that conference.

Section 5. The Student Affairs Advisory Board Representative and a qualified alternate will be appointed by the President of SWAMTA. The Student Affairs Advisory Board

Representative shall serve as the Regional Representative to the Student Advisory Board of AMTA; attend Regional Board of Directors meetings; serve as a conduit for student problems and concerns, referring to appropriate committees and officers; keep the Regional Board of Directors advised of all regional and national student activities; establish and/or maintain a handbook outlining job responsibilities; submit a written report at the annual regional conference; and coordinate and administrate the SWAMTA Internship Scholarship, and any other student scholarships/awards initiated by SWAMTA or SWAMTAS.

- Section 6. Each Committee Chairperson will: a) submit budget proposals for the upcoming fiscal year to the Financial Advisory Committee at least one (1) month prior to the Annual Regional Conference; b) submit a written report of activities and plans for that committee; and c) surrender all records relating to their offices within ten (10) days after vacating office.

ARTICLE IX. Nominations and Elections

Section 1. Regular elections will be held in the spring of odd numbered years.

Section 2. In a regular election, a Nominating Committee chaired by the Immediate Past President, along with at least one representative from each state in the Region, when possible, with the approval of the Board of Directors, will present the Board of Directors with a slate of two (2) names for each elective office or Assembly Delegate position becoming vacant in any election year. In the event of a Nominating Committee Member accepting nomination for office, that member should recuse self from the committee and a new Committee Member shall be selected.

Section 3. The proposed slate of candidates will be presented to the general membership at the first general business meeting of the annual Regional meeting prior to the election. Additional nominations may be made from the floor at that meeting.

Section 4. Within 14 days following the Regional Conference during odd-numbered years, ballots will be sent to the voting members of the Region (via U.S. mail, electronic mail, or electronic survey), and returned by the listed date, which is 30 days from the date the ballot is sent. Ballots will contain an option for write-in candidates for each elective position.

Section 5. A simple majority of the votes is necessary for election to office. Positions on the AMTA Assembly of Delegates and their alternates will be filled by rank ordering of votes until the required number of positions is filled. A rank order of Alternate Delegates will be maintained by the Regional Secretary.

Section 6. In a special election, a nominating committee appointed by the President with the approval of the Board of Directors presents the Board of Directors with a slate of names for each seat on the Board of Directors becoming vacant at the time of any special election. The Board of Directors must approve the slate of names by majority vote prior to submitting ballots to the membership. Ballots are to be mailed to all current professional members, to be returned by the date indicated on the ballot, which will be 31 days from the date the ballot is sent. Ballots contain space for write-in candidates for each elected office. Candidates elected into vacant positions serve the remainder of the term and can be nominated to run again for the next term.

ARTICLE X. Regional Publicity

- Section 1. The Regional Publicity committee will coordinate the public affairs, including yet not limited to the publication, website, social media, and solicitation for advertisements, of the region. It shall be chaired by the Editor and consist of a representative from each state in the region, when such representation is possible, the Website Administrator, and the Publicity Coordinator.
- Section 2. The name of the official Regional Publication shall be The Quarter Note.
- Section 3. The Editor, who will also edit and supervise the publication of The Quarter Note will be appointed by the President, with the approval of the Board of Directors, and shall have complete autonomy over editorial policy and content within guidelines approved by the Board of Directors. The Editor will be responsible for a) submitting a budget proposal to the Financial Advisory Committee; b) obtaining and managing funds related to the publication; and c) publication and dissemination of the newsletter.
- Section 4. The RRV will be published three (3) times per year on the website and released via email in February, June, and October. A link to the publication will also be posted on SWAMTA social media sites.
- Section 5. The Website Administrator will be appointed by the President with the approval of the Board of Directors, and shall have complete autonomy over editorial policy and content of the website within guidelines approved by the Board of Directors. The Website Administrator will be responsible for a) submitting a budget proposal to the Financial Advisory Committee; b) obtaining and managing funds related to the website; c) receive submissions from the membership, edit submissions when necessary and post submissions to the website.
- Section 6. The Publicity Coordinator will be appointed by the president with the approval of the Board of Directors, and shall have complete autonomy over communication and interaction with social networking sites on behalf of the region within guidelines approved by the Board of Directors. The Publicity Coordinator will be responsible for a) submitting a budget proposal to the Financial Advisory Committee; b) obtaining and managing funds related to the publicity; and c) maintaining communication with the treasurer and local publicity representative for the regional conference each year.

ARTICLE XI. Parliamentary Authority

The current edition of Robert's Rules of Order, Newly Revised, will be the authority for all questions of Parliamentary procedure not covered by these Bylaws.

ARTICLE XII. Amendments

- Section 1. These Bylaws may be amended at any general membership business meeting held at the Annual Regional Conference by a two-thirds (2/3) affirmative vote of the members present, with students receiving 1/3 vote. The proposed amendments must be submitted either electronically or in writing to that membership at least twenty-four (24) hours prior to the meeting. All approved bylaw amendments will take place immediately unless a proviso is presented as a motion and approved.

Section 2. The Bylaws may be amended by a U.S. mail, electronic mail, or electronic survey vote solicited from the total membership of the Region, the amendments having been submitted to that membership in writing at least four (4) weeks before the vote is due, as necessary for changing, adopting, or repealing an amendment, with students receiving one-third (1/3) vote. All approved bylaw amendments will take place immediately unless a proviso is presented as a motion and approved.

ARTICLE XIII. Recall of Officers and Delegates

Section 1. Any elective officer of the Regional Board of Directors may be recalled by vote of the body. Such a recall vote will act to remove the individual as a member of the SWAMTA Board of Directors and as an officer.

Section 2. A recall election is held when a quorum of members and a quorum of Board members petitions in writing to the President of the Region for such a recall. Should the recall election involve the office of the President, the written petition should be directed to the President-Elect.

ARTICLE XIII. Dissolution

Upon the dissolution of the organization, SWAMTA, the assets of the organization will revert to the AMTA National Office.