



**TMTA 2018—2019  
HANDBOOK**

TENNESSEE MUSIC TEACHERS ASSOCIATION

**Affiliated with Music Teachers National Association**

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**Tennessee Music Teachers Association**



## PURPOSES AND ACTIVITIES

TMTA seeks to raise standards of music teaching and performance in the state, to cultivate fraternal relations among members of the profession, to support members in all matters pertaining to their profession, to develop productive relationships with school and community organizations, and to promote accreditation for qualified music teachers in Tennessee.

TMTA promotes local, state, divisional, and national meetings and conferences; sponsors auditions and competitions at local and state levels for students from elementary through college levels; certifies private music teachers; and selects and makes an annual award to the Teacher of the Year.

## VISION AND VALUES

The mission of MTNA is to advance the value of music study and music making in society and to support the professionalism of music teachers.

The mission is accomplished by members who teach with competence, act with integrity, volunteer services to MTNA programs, provide professional support for colleagues and communities, and comply with all laws and regulations that impact the music teaching profession.

The mission calls for an ethical commitment to students, to colleagues, and to society.

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## TMTA EXECUTIVE BOARD

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**OFFICERS**

President.....Jerilyn Paolini  
paolini@etsu.edu

Immediate Past President.....Dr. Melissa K. Rose  
melissa.rose@vanderbilt.edu

President-elect..... Dr. Kevin Richmond  
kdrchmnd@memphis.edu

Executive Secretary/Treasurer...Dr. Olivia Ellis, NCTM  
olivia.ellis@bryan.edu

Recording Secretary.....Janice Lumpkin  
jlumpkinpiano@bellsouth.net

**COMMITTEE CHAIRS**

Competitions Coordinator .....  
.....Dr. Elaine A. Harriss, NCTM  
elaineh@utm.edu

Chamber, Vocal and Instrumental Chair  
.....Dr. David Kovac  
KOVACD@mail.etsu.edu

Collegiate and Adult Piano Chair ....Dr. Arunesh Nadgir  
arunesh.nadgir@mtsu.edu

Senior Piano Chair (June TMTA Competitions)  
.....Dr. Ryan Fogg, NCTM  
rfogg@cn.edu

Senior Piano Chair (Fall MTNA Competitions)  
.....ChiHee Hwang  
chihee.hwang@vanderbilt.edu

Junior Piano Chair.....Dr. Esther Park  
parkej@etsu.edu

Elementary Piano Chair.....Dr, Lora Gubanov, NCTM  
loragubanov@gmail.com

Arts Awareness and Advocacy .  
.....Deanne W. Irvine, NCTM  
jdrwi@aol.com

Auditions and Competitions Syllabus/Musicianship Tests  
.....Barbara S. Hildebrand  
bharmonyhall@gmail.com

Certification.....Janet E. Sump, NCTM  
janet-sump@utc.edu

Collaborative Performance.....Fay S. Adams, NCTM  
fadams@utk.edu

College Faculty.....Karen Ann Krieger  
karen.a.krieger@vanderbilt.edu

Collegiate Chapters.....Dr. David E. Brunell, NCTM  
dbrunell@utk.edu

Compliance Officer.....Kathryn M. Stimson  
stimhill@aol.com

Composition.....Dr. Jerome Reed  
jerry.reed@lipscomb.edu

Directory & Handbook Editor.....Leigh Stringfield  
leigh@stringfieldorg.com

Facebook .....Karen Caldwell  
kcaldwell23@gmail.com

Historian.....Janice Lumpkin  
jlumpkinpiano@bellsouth.net

IMTF.....Rachel C. Acuff  
racuffribble@hotmail.com

Local Associations.....Joy Morgan Whetstone, NCTM  
cbwjmw@eplus.net

Membership.....Dr. Terry McRoberts, NCTM  
tmcrober@uu.edu

MTNA Foundation.....Judy F. Warrington, NCTM  
jfwntm@bellsouth.net

Newsletter Editor.....Dr. Artina McCain  
TMTAnewsletter@gmail.com

Publicity.....Vacancy

TMTA Scholarship Awards Endowment Fund  
.....Valerie Middleton  
valerie.jg.middleton@gmail.com

Web Contact Co-Chairs.....Dr. Cahill Smith  
csmith@leeuniversity.edu

.....Dr. Yi-Yang Chen  
cheny5@estu.edu

Wellness.....Sandy Triplett  
sptriplett@comcast.net

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**LOCAL ASSOCIATION PRESIDENTS AND COLLEGIATE CHAPTERS**


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**LOCAL ASSOCIATIONS**

Appalachian MTA.....Dr. Esther Park  
parkej@etsu.edu

Athens Area MTA.....Martha McCampbell  
mccampbellhm@charter.net

Chattanooga MTA.....Nancy Teague  
nteague48@gmail.com

Dickson Renaissance MTA..... Wes Ramsay  
augustpr@bellsouth.net

Greater Memphis MTA.....Laura Triplett  
lauradtriplett@gmail.com

Knoxville MTA.....Dr. Eunsuk Jung  
ejung1@utk.edu

Martin Area MTA.....Linda Williams  
normanw1@charter.net

Middle Tennessee MTA.....Veronica Douglas  
veronicadouglas0214@gmail.com

Nashville Area MTA.....Amanda Welch  
president.namta@gmail.com

Ocoee MTA.....Margaret Ann Randolph  
mar2600@aol.com

Plateau Area MTA.....Shirley O'Connor, NCTM  
saoconnor1996@yahoo.com

Smoky Mountain MTA.....Jeanette Hawk  
hawkjntt@aol.com

Upper Cumberland MTA...Dr. Catherine Godes, NCTM  
cgodes@tntech.edu

West Tennessee MTA.....Dr. Terry McRoberts  
tmcrober@uu.edu

**COLLEGIATE CHAPTERS**

**Carson-Newman University**  
Advisor: Dr. Ryan Fogg, NCTM  
rfogg@cn.edu

**Chattanooga Area  
Bryan College**  
Advisor: Olivia Ellis  
olivia.ellis@bryan.edu

**East Tennessee State University**  
Co-Advisor: Dr. Benjamin D. Caton, NCTM  
caton@etsu.edu  
Co-Advisor: Dr. Esther Park  
parkej@etsu.edu

**Middle Tennessee State University**  
Advisor: Dr. Adam Clark  
adam.clark@mtsu.edu

**The University of Memphis**  
Advisor: Dr. Kevin Richmond  
kdrchmnd@memphis.edu

**The University of Tennessee, Knoxville**  
Advisor Dr. Eunsuk Jung  
ejung1@utk.edu

**Vanderbilt University**  
Advisor: Karen Ann Krieger  
karen.a.krieger@vanderbilt.edu

## MEMBERSHIP

### ACTIVE MEMBERSHIP

**Membership in the Tennessee Music Teachers Association** is open to all persons professionally engaged in any field of music teaching. Members of each local organization are considered full members of TMTA and MTNA and are entitled to participate in all activities, vote and hold office.

TMTA members may also participate in the annual state conferences with no additional fee for registration. Individuals over age 70 qualify for Senior Membership rates. The active membership year runs from July 1 through June 30.

### COLLEGIATE MEMBERSHIP

**Collegiate membership** shall be open to all full-time college music students. Student members shall be entitled to attend programs of the Association upon payment of the registration fee and receive the official association publication. Yearly student membership begins October 1 and ends September 30 of the next year.

### MTNA APPLICATION FORMS

Application forms may be found online at <http://www.mtna.org>. In addition, forms may be obtained from MTNA Headquarters:

MTNA National Headquarters  
1 West 4th Street, Suite 1550  
Cincinnati, OH 45202-3004  
Phone: (513) 421-1420 or (888) 512-5278  
Fax: (513) 421-2503  
<http://www.mtna.org>

### INDEPENDENT MUSIC TEACHERS FORUM

**IMTF** is a committee of MTNA devoted to improving the image of the private music teacher, the relationship between parents and teachers, and the quality of professionalism in the field of private music teaching through the advancement of certification of music teachers and through programs which support concerns of the profession.

The IMTF was organized in 1972 by the MTNA Administrative Committee which defined an Independent Music Teacher as a person who provides facilities for the teaching of music and who establishes curriculum, policies, and tuition.

### TMTA HANDBOOK/DIRECTORY

**DIGITALLY** published and available online and by email. Contact TMTA Directory Editor for link to current membership directory.

[directory@tnmta.org](mailto:directory@tnmta.org)

### TENNESSEE MUSIC TEACHER

**DIGITALLY** published quarterly and emailed to members. Contact newsletter editor for deadlines.

[TMTAnewsletter@gmail.com](mailto:TMTAnewsletter@gmail.com)

Current and past newsletters may be found at

<http://www.tnmta.org>

### TMTA AUDITIONS AND COMPETITIONS SYLLABUS AND MUSICIANSHIP MANUAL

**TMTA Auditions and Competitions Syllabus** contains detailed Information for teachers entering students in Local Auditions and the TMTA State Competitions.

**Available online—** <http://www.tnmta.org>

The **TMTA Musicianship Manual**, needed to complete the Musicianship portion of the Local Auditions, comes with instructions, outlines, study guides, examinations and grading guides .

**Available online—** <http://www.tnmta.org>

### MEMBERSHIP DUES:

Current dues for both National and State may be found at: <http://www.MTNA.org>  
Each local may assess an additional annual fee.  
Please contact your local membership chair for more information.

*The membership year begins July 1 and ends June 30. Individuals over age 70 qualify for Senior membership rates. Complete information may be found on <http://www.tnmta.org>, click on **Membership**.*

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## TMTA COMPETITIONS

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ALL TMTA ELEMENTARY, JUNIOR AND SENIOR COMPETITIONS BEGIN AS AUDITIONS AT THE LOCAL LEVEL IN THE SPRING AND ADVANCE TO THE STATE COMPETITIONS AT THE SUMMER CONFERENCE. ADULT AND COLLEGIATE COMPETITIONS BEGIN AND END AT THE STATE LEVEL IN THE FALL.

### SENIOR PERFORMANCE—SUNDAY

**SOLO:** Brass, Organ, Piano, Jazz Piano, Strings, Voice and Woodwinds. **FEE:** \$40.00

**CONCERTO:** Brass, Piano, Strings, and Woodwinds.

**FEE:** \$40.00 \*\*

**ENSEMBLE:** Piano Ensemble (may include up to 2 pianos, eight hands ) and Instrumental Ensemble.

**FEE:** \$40.00 / ensemble

### JUNIOR PERFORMANCE

- PIANO: SATURDAY
- INSTRUMENTAL: SUNDAY

**SOLO:** Brass, Organ, Piano, Jazz Piano, Strings, and Woodwinds.

**FEE:** \$35.00

**CONCERTO:** Brass, Piano, Strings, and Woodwinds.

**FEE:** \$35.00 \*\*

**ENSEMBLE:** Piano Ensemble (may include up to 2 pianos, eight hands ) and Instrumental Ensemble.

**FEE:** \$35.00 / ensemble

### ELEMENTARY PERFORMANCE

- PIANO: SATURDAY
- INSTRUMENTAL: SUNDAY

**SOLO:** Brass, Piano, Jazz Piano, Strings, and Woodwinds.

**FEE:** \$30.00

**CONCERTO:** Brass, Piano, Strings, and Woodwinds.

**FEE:** \$30.00 \*\*

**ENSEMBLE:** Piano Ensemble (may include up to 2 pianos, eight hands ) and Instrumental Ensemble.

**FEE:** \$30.00 / ensemble

### COLLEGIATE PERFORMANCE

**(Held in the Fall)**

**SOLO:** Brass, Organ, Piano, Jazz Piano, Strings, Voice and Woodwinds.

**FEE:** \$45.00

**ENSEMBLE:** Piano Ensemble (may include up to 2 pianos, eight hands ) and Instrumental Ensemble.

**FEE:** \$45.00 / ensemble

### ADULT PERFORMANCE

**(Held in the Fall)**

**SOLO:** Brass, Organ, Piano, Jazz Piano, Strings, Voice and Woodwinds.

**FEE:** \$45.00

**ENSEMBLE:** Piano Ensemble (may include up to 2 pianos, eight hands ) and Instrumental Ensemble.

**FEE:** \$45.00 / ensemble

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### TEACHERS

**In order to register for a TMTA competition, a student's teacher must be an active member of MTNA/TMTA, or pay a non-member fee at the time of registration. MTNA/TMTA members' dues must be paid before the application is accepted and verified**

### ALL MTNA COMPETITIONS BEGIN IN THE FALL.

Teachers should check the April/May AMT  
or

[www.mtna.org](http://www.mtna.org) for up-to-date information.

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\*\*Teachers are encouraged to either accompany their students needing an accompanist or provide one.

## TMTA DISTINGUISHED SERVICE AWARD

2018	Melissa Rose	NAMTA	2010	Ruth Thomas	SMMTA
2017	Deane Gray	SMMTA	2009	Sigrid Luther	CMTA
2016	Terry McRoberts	WTMTA	2008	Elizabeth Cormier	NAMTA
2015	Sandy Triplett	GMMTA	2007	Norma Seifert	GMMTA
2014	Fay Adams	KMTA	2006	Jerry Reed	NAMTA
2013	Dorothy Mahaffey	MTMTA	2005	Carole Batson	NAMTA
2012	Patricia Ward	MTMTA	2004	Benjamin Caton	AMTA
2011	Kathryn Stimson	GMMTA			

## TMTA COMPOSER OF THE YEAR

2012	Mark Volker	Belmont College	1990	Robert Patterson	Memphis
2011	Mark Volker	Belmont College	1989	Kenneth A. Jacobs	University of TN, Knoxville
2010	David Childs	Blair School of Music	1988	Jordan Tang	Jackson
2009	Yigit Kolat	University of Memphis	1987	Mark Putnam	Memphis
2008	Jonathan McNair	Chattanooga	1986	John A. Lennon	University of TN, Knoxville
2007	Olga Harris	Tennessee State University	1985	William Pursell	Belmont College, Nashville
2006	Gary Nash	Fisk University	1984	Marjan Helms	Memphis
2005	Lucas Richman	Knoxville	1983	Larry McFatter	Cal State, San Bernardino, CA
2004	Mario Abril	U of TN, Chattanooga	1982	John Baur	Memphis State University
2003	Ryan Garber	Carson-Newman College	1981	Dwight Gatwood	University of TN, Martin
2002	Michael K. Slayton	Lipscomb University	1980	Peter Temko	U. of TN, Chattanooga
2001	Charles W. Heimermann	Nashville	1979	Alfred Kanwischer	Peabody College, Nashville
2000	Deanna Walker	Blair School of Music	1978	Kenton Coe	Johnson City
1999	Alfred H. Bartles	Nashville	1977	Donald Freund	Memphis State University
1998	Gay Holmes Spears	State University, Arkansas	1976	Nancy Vandavate	Knoxville
1997	Nancy Faber	Nashville	1975	Thomas Hutcheson	MTSU, Murfreesboro
1996	Kenneth A. Jacobs	University of TN, Knoxville	1973	Robert Jager	Tennessee Tech, Cookeville
1995	Donald Lee Gannon, Jr.	Nashville	1972	Gilbert Carp	University of TN, Martin
1994	Paul Brantley	Nashville	1971	David Van Vactor	University of TN, Knoxville
1993	John Elmquist	Memphis	1970	James Richens	Memphis State University
1992	Paul Martin Zonn	Nashville	1969	Gilbert Trythall	Peabody College, Nashville
1991	Michael Kurek	Blair School of Music			

## TEACHER OF THE YEAR SELECTION GUIDELINES

TMTA uses the MTNA selection process for selecting the State Teacher of the Year. Each local MTA may submit a nominee. Nominees will be required to submit the following information/documents:

- |   |  |
|---|--|
| Number of years of teaching experience                        | Community involvement  |
| Teaching/professional achievement (including student success) | Former student or parent letter of support (upload document)     |
| Accomplishments/Service at Local/State/National levels        | Professional colleague letter of support (upload document)       |
|   | Nominating letter from the state organization (upload document). |



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## TMTA PAST PRESIDENTS

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Melissa Rose.....	Nashville	Janie Green.....	Nashville
Kate Stimson .....	Germantown	Jerry Perkins.....	Murfreesboro
Veronica Milner .....	Murfreesboro	Evelyn Stalls.....	Memphis
Sandy Triplett.....	Germantown	Harriet Fulton.....	Martin
Elaine Harriss.....	Martin	Earl Miller.....	Chattanooga
Philip Autry.....	Nashville	Frances Hall Hill.....	Nashville
Terry McRoberts.....	Jackson	Alfred Humphreys.....	Knoxville
Norma Seifert.....	Collierville	Virgil Self.....	Johnson City
Patricia Ward.....	Murfreesboro	Irene Dickerson.....	Chattanooga
Sigrid Luther.....	Dayton	Neil Wright.....	Murfreesboro
Dorothy Mahaffy.....	Tullahoma	Jack Rogers.....	Knoxville
Benjamin Caton.....	Johnson City	Guy Bockman.....	Knoxville
Marolyn Huneycutt.....	Jackson	Cyrus Daniel.....	Nashville
Angeline Case-Newport.....	Memphis	Vernon Taylor.....	Memphis
Jerome Reed.....	Nashville	Phil Howard.....	Murfreesboro
Robert Stewart.....	Martin	J. Clarks Rhodes.....	Knoxville
Ruth Thomas.....	Greeneville		

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## TMTA TEACHER OF THE YEAR

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2018	Chi-Hee Hwang	NAMTA	2001	Rachel Acuff	KMTA	1985	Josephine Flexner	GMMTA
2017	Margaret Ann Randolph	OMTA	2000	Fay Edwards	WTMTA	1984	Billie Jenkins	GMMTA
2016	Alayne Griffin	CMTA	1999	Judith Fairchild	GMMTA	1983	Donald Freund	GMMTA
2015	Fay Adams	KMTA	1998	David Brunell	KMTA	1982	Alice Adams Jackson	WTMTA
2014	Miroslav Hristov	KMTA	1997	David Northington	KMTA	1981	Clifford Dye	UCMTA
2013	Chih-Long Hu	AMTA	1996	Fay Adams	KMTA	1980	Mary Greenhoe	AMTA
2012	Connie Heard	NAMTA	1995	Sigrid Luther	CMTA	1979	Ruth Thomas	AMTA
2011	Marilyn Tolk	NAMTA	1994	June Huffman	WTMTA	1978	Jerry Perkins	MTMTA
2010	Jerome Reed	NAMTA	1993	Elaine Harriss	WTMTA	1977	Carrie Warrick	AMTA
2009	Carol Barr	GMMTA	1992	Rella Carp	WTMTA	1976	Allison Nelson	WTMTA
2008	Helen Gleason	NAMTA	1991	Dorothy McKamie	GMMTA	1975	Lois Goeltz	KMTA
2007	Kathy Edwards	NAMTA	1990	Angeline Case- Newport	GMMTA	1974	Norma Seifert	WTMTA
2006	Carol Boeing	NAMTA	1989	Earl Miller	CMTA	1973	Margaret Wright	MTMTA
2005	Janet Sump	CMTA	1988	Elizabeth Cormier	NAMTA	1972	Alfred Schmied	KMTA
2004	Jama Reagan	NAMTA	1987	Daniel Fletcher	GMMTA	1971	Phil Howard	MTMTA
2003	Patricia Ward	MTMTA	1986	Dorothy Mahaffy	MTMTA	1970	Frances Hill Crutcher	MTMTA
2002	Terry McRoberts	WTMTA				1969	Howard Cadek	CMTA

## TMTA STATE CERTIFICATION, Revised 2010

### COLLEGE FACULTY CERTIFICATION:

All part-time and full-time faculty will be certified by submitting a completed college faculty application from the MTNA website and the \$200 fee. An administrative verification form will be sent to you to fill out and give to your music department head. You will simply renew each year with the Administrative Verification form.

### CERTIFICATION PROCESS IN 5 PHASES

- I. **Write your Teaching Philosophy.** Include educational goals for your students.
- II. **Analyze 4 Teaching Pieces.** These will be given to you from MTNA after you register and pay the \$200 fee. (Be sure you have a background in history, theory, and pedagogy BEFORE you send in the application and fee.) Answer the following questions:
  1. When introducing each of the teaching pieces to a student, what would you discuss concerning the historical era, the composer, and the compositional style?
  2. Indicate at least 4 skills that a student must possess in order to be able to successfully play each piece.
  3. Discuss how you would teach a historically and stylistically appropriate interpretation of each piece. This could include such elements as articulation, pedaling, dynamics and ornamentation.
  4. Identify 4 potential reading and/or technical difficulties in each piece and discuss how you would help the student solve these problems.
  5. Discuss where you would mark appropriate practice strategies and/or memory sections in each piece.
- III. **Present Your Teaching.** Video record lesson segments with the same student and same piece. Practice recording these lessons first so you and your students are comfortable with the camera. Use a lapel microphone so there is no distortion of sound.
  1. In session 1, introduce the lesson for 15 minutes.
  2. In session 2, continue working on the piece for 15 minutes.
  3. In session 3, polish and finish the piece. (These 3 lessons can be stretched over the amount of time that it takes the student to achieve a mid-point and final lesson on this piece.)
  4. Give a list of the materials used in all the recorded lessons.
  5. Write a self-evaluation of each recorded lesson segment. Each self-evaluation must address at least 3 areas from a list of topics that will be given in the Teacher Profile workbook.
  6. Discuss the student's learning modality and how you adapt the lessons to this student's learning style. Use these websites as a guideline.
    - [www.music.sc.edu/ea/keyboard/PPF/5.1/5.1.PPFpp.html](http://www.music.sc.edu/ea/keyboard/PPF/5.1/5.1.PPFpp.html) by Susan Garcia

## PERMANENT NATIONAL AND STATE CERTIFICATION

**PERMANENT NATIONAL CERTIFICATION and PERMANENT TMTA STATE CERTIFICATION IS AVAILABLE IN THE 10TH YEAR OF RENEWAL.**

MTNA will notify members and non-members that they will have earned their Permanent Certification. MTNA certified teachers will then be able to receive their TMTA Permanent Certification in any of the following levels: Standard, Certificate of Achievement, Certificate of Advancement and Emeritus. For members of MTNA the fee for the Permanent TMTA Certificate is \$45. For non-members of MTNA the fee for Permanent TMTA Certificate is \$75.

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## TMTA SCHOLARSHIP AWARDS ENDOWMENT FUND

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TMTA is soliciting contributors to build a fund large enough to grant substantial scholarship awards to those who rank highest in the annual auditions. The majority of the fund is in the **TMTA Scholarship Awards Endowment Fund**. Secondary funds include the **TMTA Elizabeth Lovell Reed Memorial Scholarship Award Endowment Fund**, which underwrites the award for college winners in piano and the **Carrie E. Warrick Memorial Scholarship Awards Endowment Fund**, which underwrites the ninth grade winners in piano in June and the junior high piano winners in the fall.

TMTA has placed these endowment funds with the **Community Foundation of Middle Tennessee**. The professional management of the **Community Foundation** will enhance the growth of the fund and ensure the future fulfillment of the purposes for which contributions are given. TMTA and the Community Foundation are fully tax-exempt, non-profit corporations chartered in the state of Tennessee; and contributions to these funds are fully tax deductible.

Endowment Fund contributions should be sent to Valerie Middleton, 6333 Williams Grove Dr, Brentwood, TN 37027 . Make checks payable to the *TMTA Endowment Fund*, the *E. L. Reed Memorial Endowment Fund* or to the *Carrie E. Warrick Memorial Endowment Fund*. Contributions may also be made online at <http://www.tnmta.org>.

### Categories of Gifts

<b>Benefactor</b>	<b>\$5000</b>
<b>Patron</b>	<b>\$2500-4999</b>
<b>Sponsor</b>	<b>\$1000-2499</b>
<b>Sustainer</b>	<b>\$500-999</b>
<b>Donor</b>	<b>\$250-499</b>
<b>Contributor</b>	<b>\$100-249</b>
<b>Friend</b>	<b>under \$100</b>

Specific awards may be named by those who make a funding commitment on an annual basis. The names of those who have contributed \$50 or more are published in the TMTA Directory.

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## MTNA FUND

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### THE MTNA FOUNDATION

The MTNA Foundation is committed to demonstrating the value of music in American society through programs that nurture and support the creation, performance, study, and teaching of music. Your contribution to the MTNA Foundation provides financial assistance for awards to talented winners of MTNA competitions; matching grants to affiliated local associations for educational projects and community outreach programs; travel grants that enable students to participate in MTNA competitions; grants to MTNA-affiliated state associations for noncompetitive student evaluations and festivals; workshops, seminars, symposia, and other educational programs on topics and issues of importance to the music teaching profession.

### CONTRIBUTION CATEGORIES

Founders Society:	
Platinum Circle	\$10,000+
Gold Circle	\$5,000—\$10,000
Silver Circle	\$2,500—\$4,999
Bronze Circle	\$1000—\$4,999
Benefactor	\$500—\$999
Guarantor	\$250—\$499
Sustainer	\$100—\$249
Supporter	\$50—\$99
Friend	\$25—\$49
Donor	Up to \$25

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### FOUNDATION FELLOWS

The Music Teachers National Association Foundation Fellow program is a meaningful method for honoring deserving individuals while supporting the efforts of the MTNA Foundation Fund through a donation to the Foundation Fund in an individual's name. The following Tennessee teachers have been honored in this way.

Rachel Acuff	2018	Elaine Atkins Harriss	2013
David Brunell	2018	Fay Swadley Adams	2012
Sandy Triplett	2018	Alice Adams Jackson	2012
Luann Forell	2017	Allison Nelson-Loebbaka	2012
Terry McRoberts	2017	Nellie Margaret Mitchell	2011
Patricia Ward	2016	Elizabeth Cormier	2010
Connie H. Swett	2016	Ruth Thomas	2010
Kathryn Stimson	2016	Sigrid Luther	2005
Pat Carter-Zagorski	2016	Dorothy McKamie	2003
Carol Barr	2015	Billie Jenkins Murphy	2003
Dorothy Mahaffy	2015	Benjamin Caton	2002
Philip Autry	2014		
Helen Louise Stout	2014		

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## TMTA CONSTITUTION — REVISED JUNE 2015

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### PREAMBLE

The Tennessee Music Teachers Association, an affiliate of the Music Teachers National Association (MTNA), in order to further the art of music; and to promote the growth and professional development of its members by providing programs that encourage and support teaching, performance, composition and research; and being a not-for-profit organization whose funds are used solely to accomplish these objectives, does hereby adopt this Constitution and Bylaws.

### ARTICLE I – MEMBERSHIP

Section 1. Active Membership shall be open to all individuals professionally engaged in any field of musical activity. Those persons holding Active Membership shall be entitled to participate in all Association activities and programs, to vote, to hold office, and to receive the official Association publications. TMTA strongly encourages its members to adopt the MTNA Code of Ethics as their personal model of professional conduct, although this is not a condition for membership.

Section 2. Collegiate Membership shall be open to all full-time college music students who are also members of an affiliated association. Student members shall be entitled to attend programs of the Association upon payment of the registration fee and receive the official Association publications, and enter students in TMTA local auditions and state competitions. They shall not have the right to vote, hold office, or enter students in MTNA competitions.

Section 3. Retired Membership is open to those who have been active members for at least 20 continuous years, are age 65 or greater and are essentially retired from teaching. A member must send written notice to the MTNA executive director for this class of membership to be activated. Retired members may vote, but cannot hold office or enter students in TMTA competitions.

Section 4. Membership in the Association may be terminated by the member or revoked by the Association as prescribed in the Bylaws.

Section 5. Membership dues shall be set by the Executive Board.

Section 6. Membership in TMTA is not required to enter students in local auditions and state competitions. The executive board will set the fee for participation for non-member teachers.

### ARTICLE II – AFFILIATED LOCAL ASSOCIATIONS

Section 1. TMTA shall encourage the organization of local music teachers associations that are interested in affiliating with TMTA and MTNA. The TMTA officers shall assist in any way possible in the establishment of such local associations when requested to do so by local organizing committees.

Section 2. The Executive Board may suspend or terminate any affiliated Association at any time for justifiable cause, as outlined in the Bylaws.

### ARTICLE III – OFFICERS

Section 1. The officers shall be President, President-elect, Executive Secretary-Treasurer, Recording Secretary, and Immediate Past President. The term of office for each of these officers shall be two years. Except for the Executive Secretary-Treasurer, no person shall hold the same office for more than four consecutive years. Election of officers shall be held at the general business meeting of the Association, or by mail or email as provided for under Article VII

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## CONSTITUTION — REVISED JUNE 2015

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of the Constitution. The President-elect and Recording Secretary shall be elected in odd numbered years; the Executive Secretary-Treasurer shall be elected in even numbered years. All officers shall assume office immediately following election except the Executive Secretary-Treasurer, whose term will begin in July to coincide with the fiscal year.

Section 2. The officers will function as an Executive Committee in order to deal with the day to day business of the Association. Between meetings of the Executive Board, the President and at least two other elected officers may make necessary decisions; however, significant disbursement of funds and new policies must have the approval of the Executive Board. The Executive Committee will be consulted by the President prior to each meeting of the Executive Board, and will meet as deemed appropriate by the President. The Executive Committee will function in an advisory capacity to the Executive Board.

### ARTICLE IV – EXECUTIVE BOARD

Section 1. The Executive Board shall consist of the elected officers, Presidents of affiliated local associations, Local Conference Chair(s), Competitions Coordinator, Competitions Chairs (College/Adult Piano, Chamber/Vocal/Instrumental, Senior Piano, Junior Piano, Elementary Piano), Newsletter Editor, and Chairs for Membership, Certification, IMTF, Composition, MTNA Foundation, Local Associations, Collegiate Chapters, Arts Awareness and Advocacy, College Faculty, and other chairs as listed in the TMTA Bylaws.

Section 2. Control of the Association shall rest ultimately with the members. Such control, however, and the direction of the Association's activities shall be exercised by the Executive Board as authorized by the constitution. The Executive Board shall make a complete report to the Association at the general business meeting.

Section 3. Ten active members shall constitute a quorum of the Executive Board. A minimum of two of the three divisions of the state must be represented in a quorum.

Section 4. The Executive Board shall participate in planning all activities of the Association in cooperation with the President. All changes in the general program and policies of the Association shall be considered and approved by the Executive Board prior to their submission to the Association by the President.

### ARTICLE V – COMMITTEES

The President shall appoint such standing and ad hoc committees and chairs as may be required by the Constitution and Bylaws, or as he or she may deem beneficial to the Association. The President shall be a member ex-officio of all committees except the nominating committee.

### ARTICLE VI – MEETINGS

Section 1. The conference of this Association shall be held at such time and place as shall be decided upon by the Executive Board. The wishes of the membership shall serve to guide the Board in making this decision. The general business meeting of the Association shall be held at the same time and place as the conference. Notice of the conference and the general business meeting shall appear in the official Association publication at least thirty (30) days prior to the time appointed. At this meeting, the President shall permit the general membership to bring forward items for consideration. Thirty members of the current membership registered for the conference and entitled to vote shall constitute a quorum for the election of officers and for the transaction of business.

Section 2. The TMTA Executive Board shall meet three times each year. Special meetings of the Executive Board may be called by the President after agreement to attend has been obtained from a minimum of four Board members

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## CONSTITUTION — REVISED JUNE 2015

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representing at least two of the three divisions of the state. The winter meeting may be held online, if deemed appropriate by the Executive Committee.

### ARTICLE VII – TRANSACTION OF BUSINESS BY MAIL OR BY EMAIL

Section 1. General membership. In the event of an urgent need, transaction of business by mail or by email may be conducted by the President. Such business must have the approval of four of the Executive Board members prior to its submission to the total membership. Each item of business submitted thus by the President must be approved by a simple majority (51%) of the active members voting by mail or by email to become an official act of the Association, on the condition that 30 of the ballots of members entitled to vote have been returned either by mail or by email.

Section 2. Executive Board. The President may submit items of business by mail or by email to the full membership of the TMTA Board requesting a vote via a mail ballot or an email ballot. The contents of the proposals and the results of such mail or email ballots shall be reported to the Recording Secretary, approved and incorporated in the minutes of the next meeting of the TMTA Board. A proposal will pass if it is approved by a simple majority (51%) of returned ballots, on the condition that at least 10 of the ballots have been returned either by mail or by email.

### ARTICLE VIII – PUBLICATION OF CONSTITUTION AND BYLAWS

The TMTA Constitution and Bylaws shall appear in each printed and/or online edition of the TMTA Handbook/Directory.

### ARTICLE IX – AMENDMENTS

Section 1. This Constitution may be amended upon the recommendation of the Executive Board at any general business meeting of the Association by a two-thirds vote of the active members present and voting, provided that notice of such intended amendment is sent to each active member at least thirty (30) days prior to voting. Such notice shall state the amendment up for consideration.

Section 2. Upon the recommendation of the Executive Board, this Constitution may be amended by either a mail ballot or by an email ballot. Approval by a two-thirds vote shall constitute amendment, on the condition that 30 of the ballots have been returned either by mail or by email. The ballot and proposed amendments must be submitted to the members of TMTA at least thirty (30) days in advance of the required return date. The date for return of the completed ballots must be clearly stated on the ballot.

### ARTICLE X – LIMITATIONS

This Association is organized exclusively for educational purposes. The Association will not conduct any other activities not permitted to be carried on by a corporation exempt from Federal income tax under section 501 (c)(3) or the Internal Revenue Code of 1954 or the corresponding provision of any future United States revenue law.

### ARTICLE XI – DISSOLUTION

In the event of the dissolution of this organization, any funds remaining in the treasury after payment of any outstanding debts shall be contributed to the TMTA Scholarship Awards Endowment Fund within the Community Foundation of Middle Tennessee. However, if the named recipient is not then in existence or is no longer exempt from the Federal Income Tax under section 501 (c) (3) of the Internal Revenue Code or is unwilling or unable to accept the distribution, the assets shall be given to a tax exempt organization which will be agreed upon by the then existing Executive Board.

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## TMTA BY-LAWS, REVISED JUNE 2015

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### ARTICLE I – ELECTION OF OFFICERS

Section 1. A Nominating Committee of three members (one from each of the three divisions of the state: West, Middle, East) shall be appointed by the President. The chair will be a member of the Executive Board. The Nominating Committee shall prepare a slate of officers to be presented for vote at the general business meeting of the Association, after its having been presented to the Executive Board.

Section 2. The active members of TMTA shall elect by a majority vote the officers of the Association. Nominations from the floor shall be allowed, provided the nominee is eligible and has consented to be a candidate.

Section 3. No officer may hold a national, division or state elected office concurrently except the Immediate Past President.

Section 4. A vacancy in any office, except that of President, shall be filled by the President in consultation with the Executive Committee, and subject to the approval of the TMTA Executive Board. A President-elect selected in this manner cannot assume the office of the President without being elected to that office.

Section 5. The President-elect, upon completion of the term of office, shall become President of the Association. Should the elected President-elect be unable to assume the Presidency, the President shall be elected, for that term only, in the same manner as that of the other officers.

### ARTICLE II – DUTIES OF ELECTED OFFICERS

Section 1. The President shall preside at all meetings of the Association, the Executive Committee, and the Executive Board; appoint all special committees, serve as ex-officio member of all committees except the Nominating Committee; formulate, in general, all activities of the Association with the assistance of the Executive Board and in keeping with the policies of the Association; coordinate the work of the committees and of the Association as a whole; and perform all other duties ordinarily invested in the office of President.

Section 2. The President-elect shall serve as State Conference Coordinator and shall assume the duties of the President in the event of disability or absence of the President. Following a two-year term, the President-elect shall assume the office of President for the following biennium.

Section 3. The Recording Secretary shall keep the minutes of the Association and of the Executive Board, distribute copies of Board minutes to all members of the Board and past presidents, and perform other secretarial duties as directed by the President.

Section 4. The Executive Secretary-Treasurer shall maintain a central office containing the membership and fiscal records of the Association. The Executive Secretary-Treasurer shall supervise the fiscal affairs of the Association according to the procedures in Article VIII of the Bylaws, and make a financial and membership report at each business meeting.

Section 5. The Immediate Past President shall serve in an advisory capacity to the President, shall chair the Long-Range Planning Committee, and shall update the TMTA Executive Board Handbook as appropriate.



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## TMTA BY-LAWS, REVISED JUNE 2015

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### ARTICLE III – STANDING COMMITTEES

Section 1. Chairs of Standing Committees are appointed by the President and are voting members of the Executive Board. Local Conference Chairs are selected by the local association which hosts the TMTA Conference, and are also voting members of the Executive Board. The duties of all members of the Executive Board will be described in detail in the TMTA Executive Board Handbook.

Standing Committee Chairs of the Executive Board will include:

- Conference Coordinator (President-elect)
- Competitions Coordinator
- Collegiate/Adult Piano Competitions Chair
- Chamber/Vocal/Instrumental Competitions Chair
- Senior Piano Competitions Chair
- Junior Piano Competitions Chair
- Elementary Piano Competitions Chair
- Membership
- Certification
- Musicianship Tests/Auditions and Competitions Syllabus

Other members of the Executive Board will include:

- IMTF
- Composition
- TMTA Scholarship Awards Endowment Fund
- MTNA Foundation
- Historian
- Publicity/Facebook
- Directory/Handbook Editor
- Newsletter Editor
- Local Associations
- Student Chapters
- College Faculty
- Arts Awareness & Advocacy
- Wellness/Collaborative Performance
- Web Contact
- Compliance Officer
- Presidents of all affiliated local associations

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## TMTA BY-LAWS, REVISED JUNE 2015

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Section 2. The Membership Committee shall consist of the Membership Chair, the Executive Secretary-Treasurer, and the Membership Chair of each local organization. Promotion of membership and the establishment of new chapters are the primary functions of this committee.

Section 3. The Certification Committee shall consist of the Certification Chair and one or more members appointed by the President from each area of the state, all of whom must be certified. The function of this committee is to handle all matters concerning certification, including publicity and awarding of certificates.

Section 4. The Competitions Committee shall be chaired by the Competitions Coordinator. Members of the committee shall include the Collegiate/Adult Piano Competitions Chair, Chamber/Vocal/Instrumental Competitions Chair, Senior Piano Chair, Junior Piano Chair, Elementary Piano Chair, and Musicianship Tests/Auditions and Competitions Syllabus Chair. This committee shall organize both the TMTA state level competitions and the MTNA competitions.

Section 5. The Long-Range Planning Committee shall be chaired by the Immediate Past President, and shall consist of all past presidents of TMTA who are currently members of the organization. It will also include the current President and President-elect as non-voting members. The committee will meet at least once a year to consider goals, long-range directions, and appropriate projects for the organization; and it will serve in an advisory capacity by making recommendations to the Executive Board.

Section 6. The Conference Committee shall be chaired by the Conference Coordinator (President-elect), and shall include the local conference chair(s) and local conference committee chairs.

### ARTICLE IV – ADMISSION OF LOCAL ASSOCIATIONS TO AFFILIATION

Section 1. The organizing committee of any local music teachers association desiring affiliation with the TMTA and MTNA must submit three copies of the Constitution and Bylaws of the local association to the Membership Chair of TMTA for examination and approval before affiliation is established. The Membership Chair, the Executive Secretary-Treasurer, and a minimum of two other members of the Membership committee shall serve as a sub-committee to recommend this application for affiliation to the TMTA Executive Board. The Constitution and Bylaws shall be examined by this sub-committee to determine whether a local association is organized in a manner that is compatible with the TMTA and MTNA in purpose, policy and structure for proper function as an affiliated association. Following the vote of the Executive Board, the Membership Chair shall inform the local committee of approval of affiliation, or offer recommendations for improvement so that affiliation can be granted.

Section 2. If a local music teachers association has affiliated with TMTA as a Local Association, all members of that Local Association must be members of both TMTA and MTNA.

Section 3. The fiscal and membership year of the affiliated Local Association shall coincide with that of TMTA.

Section 4. Annual renewal of a local association shall be made without reconsideration by TMTA provided:  
That the affiliate has not formally notified TMTA that it wishes to discontinue affiliation.  
That all changes in the Constitution and Bylaws of the affiliated local association have been filed with TMTA, that they are consistent with the Constitution and Bylaws of TMTA, and have been approved by TMTA.  
That all provisions of Sections (1) through (3) of this Article continue to be fulfilled.

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## TMTA BY-LAWS, REVISED JUNE 2015

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### ARTICLE V – MEMBERSHIP DUES

Section 1. All dues shall be paid to MTNA, which will send state and local dues to the state and local Treasurers. Local membership requires membership at the state and national levels. State dues, set by the Executive Board, shall include TMTA Conference registration.

Section 2. The membership year for all membership categories except that of collegiate membership shall coincide with the fiscal year, July 1 to June 30. The collegiate membership year shall be October 1 to September 30.

Section 3. Annual dues for all categories of membership shall be due on the first day of the membership year, after which date members are not in good standing nor entitled to any of the privileges of membership until dues are paid for the current membership year.

### ARTICLE VI – REVOCATION OF MEMBERSHIP

Membership in the Association may be revoked as prescribed in the MTNA Bylaws. In the event that such action is taken against a teacher, a student of that teacher who is currently involved in a TMTA or MTNA-sponsored competition shall not be penalized.

### ARTICLE VII – FISCAL YEAR

Section 1. The fiscal year shall commence on July 1 and shall end on June 30.

Section 2. All disbursements shall be made according to the fiscal procedures approved by the Executive Board.

Section 3. The Association shall assume no financial obligation without adequate money in the treasury for full payment.

### ARTICLE VIII – RULES OF ORDER

Robert's Rules of Order, Revised, shall be the authority for parliamentary procedure used in all official meetings of the Association, the Executive Board, and the Executive Committee.

### ARTICLE IX – AMENDMENTS

Section 1. These Bylaws may be amended at any meeting of the TMTA Executive Board by a two-thirds vote. Written notice of the proposed amendment(s) must be submitted to the TMTA Board at least two weeks in advance of the meeting.

Section 2. These Bylaws may be amended by a two-thirds vote via mail or email ballot open to the members of the TMTA Board, on the condition that at least 10 of the ballots have been returned. The ballot and the proposed amendment(s) must be submitted to the TMTA Board at least thirty (30) days in advance of the required return date. The date for the return of the completed ballots must be clearly stated on the ballot.

# MTNA CODE OF ETHICS

## VISION AND VALUES

The mission of MTNA is to advance the value of music study and music making in society and to support the professionalism of music teachers. The mission is accomplished by members who teach with competence, act with integrity, volunteer services to MTNA programs, provide professional support for colleagues and communities, and comply with all laws and regulations that impact the music teaching profession.

## CODE OF ETHICS

The principles and aspirations found in the Code of Ethics are not conditions of membership, but are goals and ideals that each MTNA member should strive to make an essential part of his or her professional commitment to students, to colleagues, and to society.

### COMMITMENT TO STUDENTS

The teacher shall conduct the relationship with students and families in a professional manner:

- The teacher shall respect the personal integrity and privacy of students unless the law requires disclosure.
- The teacher shall clearly communicate the expectations of the studio. .
- The teacher shall encourage, guide and develop the musical potential of each student. .
- The teacher shall treat each student with dignity and respect, without discrimination of any kind. .
- The teacher shall respect the student's right to obtain instruction from the teacher of his or her choice.

### COMMITMENT TO COLLEAGUES

The teacher shall maintain a professional attitude and shall act with integrity in regard to colleagues in the profession.

- The teacher shall respect the reputation of colleagues and shall refrain from making false or malicious statements about colleagues. .
- The teacher shall refrain from disclosing sensitive information about colleagues obtained in the course of professional service unless disclosure serves a compelling professional purpose or is required by law.
- The teacher shall participate in the student's change of teachers with as much communication as possible between parties, while being sensitive to the privacy rights of the student and families.

### COMMITMENT TO SOCIETY

- The teacher shall maintain the highest standard of professional conduct and personal integrity.
- The teacher shall accurately represent his/her professional qualifications.
- The teacher shall strive for continued growth in professional competencies.
- The teacher is encouraged to be a resource in the community.

Adopted December 2003; Revised May 2013

### ANTI-TRUST COMPLIANCE\*

MTNA agreed to change its Code of Ethics and will not adopt, encourage its members to follow, or endorse any Code of Ethics provision relating to solicitation of teaching work that does not comply with the FTC Consent Order.

\* The Complete *Anti-trust Compliance Guide* may be found at <http://www.mtna.org>





**Tennessee Music Teachers Association**