

## Constitution

### ARTICLE I: Title:

The title of the organization shall be called the Elizabethtown College Music Therapy Club, herein referred to as Alpha Mu.

### ARTICLE II: Function:

The function of this group is:

- A. To bring those interested in music therapy together and provide an opportunity for them to find expression, recognition, and a sharing of ideas and talents.
- B. To promote music therapy throughout the Elizabethtown College campus and its surrounding community
- C. To foster professional ideas among music therapy students
  1. To communicate professional ideas and needs
  2. To stimulate the collection, analysis, and discussion of ideas concerning music therapy.
- D. To cooperate with the Mid-Atlantic Region of Music Therapy Students (MARAMTS), and the American Music Therapy Association (AMTA), and related professional organizations.

### ARTICLE III: Membership:

- A. Membership shall consist of any student interested in music therapy.
- B. Any paying member of Alpha Mu shall in turn be a member of MARAMTS.

### ARTICLE IV: Officers:

Officers of Alpha Mu shall be President, Vice President, Secretary, and Treasurer.

- A. No officer shall be elected to the same office for more than two consecutive terms.
- B. Only persons having active membership status in Alpha Mu shall be eligible to seek and hold office
- C. All officers must be registered students at Elizabethtown College
- D. The term of office for all Alpha Mu officers elected prior to the AMTA Mid-Atlantic Regional Conference (Spring) will begin immediately.

### ARTICLE v. Executive Board and the Board of Representatives:

The executive Board shall consist of the President, Vice President, Secretary, Treasurer and Board of Representatives to MARAMTS. The Board of Representatives will consist of one Senior Representative and one Junior Representative. The term of office for the voting member of the Board of Representatives shall be one year.

ARTICLE VI: Meetings:

- A. Regular meetings shall be held once a month during Professional Seminar (MU 150).
- B. Executive Board meetings shall be held at the discretion of the President or by a majority vote of the Executive Board.

ARTICLE VII. Amendments:

This Constitution may be amended by a two-thirds vote at a regular meeting. All proposed amendments must be submitted to the general membership and the Student Senate at least twenty days prior to their being acted upon.

ARTICLE VIII. Vacancies:

- A. In the event a vacancy occurring in the office of the President, the Vice President will serve as President. Should the Vice President be unable to complete the term, responsibilities shall proceed through the line of succession to the Secretary and Treasurer. In the event a vacancy in an office other than President, the President shall appoint an Executive Board member or other dues-paying member with approval from the Executive Board and the Board of Representatives.
- B. Vacancies of the Senior Representative shall be filled by the Junior Representative. A new Junior Representative will be voted upon by the club members.
- C. Abandonment:  
See the National Constitution, Article VII., Section 12.

**BY-LAWS**

ARTICLE I. Duties of the Officers:

The duties of the officers shall be as follows:

- A. The President shall:
  - 1. Preside over all meetings of Alpha Mu.
  - 2. Be a member ex-officio of all committees
  - 3. Call special meetings of the Executive Board.
  - 4. Establish al committees, with approval of the Executive Board.
  - 5. Establish an agenda for all meetings of Alpha Mu.
  - 6. Follow guidelines set in the AMTA's Handbook.
  - 7. Maintain contact with the faculty advisor and the Student Senate.
  - 8. Serve as the club representative to the Fine and Performing Arts Department at Elizabethtown College.
  - 9. Serve the position of the past-president for one year following his/her term, and act in an advisory position to the Executive Board.

- E. The Senior Representative shall:
  - 1. Attend all MARAMTS business meetings
  - 2. Be the voting member for Alpha Mu in all MARAMTS business meetings
  - 3. Report back to Alpha Mu all information discussed at MARAMTS business meetings
  - 4. Inform successive officer, the Junior Representative, of all duties incurred as Senior Representative
- F. The Junior Representative shall:
  - 1. Attend all MARAMTS business meetings
  - 2. Succeed Senior Representative in office
  - 3. Not be a graduating student
  - 4. Inform successive officer of all duties incurred as Junior Representative

ARTICLE II. Duties of the Faculty Advisor:

The duties of the Faculty Advisor shall be as follows:

- A. Communicate with students to encourage involvement in music therapy, Alpha Mu, MARAMTS, and AMTA.
- B. Attend student meetings
- C. Work with students in planning student meetings and presentations for conferences
- D. Assist students in handling their concerns.

ARTICLE III. Election of Officers:

Election of officers to the Executive Board shall be as follows:

- A. Elections shall be held during MU150, prior to the AMTA-MAR conference.
- B. Nominations shall be accepted from any member of Alpha Mu
- C. Voting shall be taken by a hand count and counted by the faculty advisor
- D. Nominees will be given a maximum of three minutes during MU150 in which to state their qualifications

ARTICLE IV. Duties of the Executive Board:

The duties of the Executive Board shall be as follows:

- A. Transfer general business according to duties of officers in support of the function of Alpha Mu.
- B. Decide upon Alpha Mu dues amount

ARTICLE V. Changing By-Laws:

These By-Laws may be amended at any time by a 2/3 vote of the chairs present. The proposed amendment must be submitted to Alpha Mu to review twenty-four hours before the next Alpha Mu (MU150) meeting.

10. Transfer any irreplaceable material and document to successive officer before the close of the spring semester.

B. The Vice-President shall:

1. Undertake the duties of the President on his/her absence
2. Cooperate in the efforts of all committee chairpersons.
3. Coordinate the publication and distribution of the Alpha Mu handbook.
4. Maintain contact with the faculty advisor
5. Transfer any irreplaceable material and document to successive officer before the close of the spring semester.

C. The Secretary shall:

1. Keep minutes of all meetings.
2. Handle all correspondence.
3. Inform all members of set meetings.
4. Preserve all documents and letters.
5. Coordinate membership.
6. Post minutes of all meetings.
7. Keep a copy of all minutes on file.
8. Transfer any irreplaceable material and document to successive officer before the close of the spring semester.

D. The Treasurer shall:

1. Collect and keep an account for all funds belonging to Alpha Mu, including dues.
2. Receive vouchers for payment of all expenses incurred by Alpha Mu.
3. Report the financial standing of Alpha Mu to the Executive Board.
4. Deliver to the newly elected treasurer all monies, vouchers, books, signature cards and papers of the club, with a supplemental report covering all transactions yet to be completed within two months after leaving office.
5. Allow all books to be open to audit at the discretion of Executive Board.
6. Make all disbursements approved in writing by the President and faculty advisor.
7. Prepare and submit for approval by the Student Senate, a written estimate of monies required for an upcoming fiscal year.
8. Transfer any irreplaceable material and document to successive officer before the close of the spring semester

ARTICLE VI. Funds and Finances:

- A. The fiscal year shall run from June 1 to May 31
- B. Funds will be allotted to the Executive Board members for all expenses incurred subject to the immediate approval of the Executive Board.
- C. This organization shall help fund the Senior Representative for all expenses, including personal expenses and meals incurred when attending regional conference.
- D. Dues shall include the amount decided upon by the Executive Board for the fiscal year.
- E. Dues shall also include MARAMTS dues if applicable in that fiscal year.

ARTICLE VII. Rules of Order

Robert's Rules of Order Revised shall be the authority for all questions of parliamentary procedure not covered by these By-Laws.