

CAPMT STANDING RULES

LISTING OF OFFICERS and BOARD OF DIRECTORS

Executive Board President
President-Elect
Immediate Past President
VP Districts and Chapters
VP Competitions
VP Auditions and Evaluations
VP Conferences
VP Membership
Treasurer
Recording Secretary
Two Members-at-large

District Directors

APPOINTED POSITIONS

Standing Committees/Chairs
Arts Awareness and Advocacy
Advertising and Promotion
Collegiate Chapters
Independent Music Teacher's Forum (IMTF)
Certification
Commissioned Composer
MTNA Foundation
Membership Chair
Publications Editor (CAPMT Connect)
Parliamentarian

Special Committees
Audit
Endowment
Finance
Nominating

Programs Chairs

- MTNA Competitions Chair and Coordinators
- Concerto Competition
- Contemporary Competition
- Honors Competition
- Ensemble Auditions
- Piano Auditions
- Student Evaluations
- Northern Festival
- Southern Festival

DISTRIBUTION OF RESPONSIBILITY

Administration

- Parliamentarian
- Advertising
- Arts Awareness and Advocacy
- Commissioned Composer Chair
- MTNA Foundation Chair
- Advertising and Promotion

Districts and Chapters

- Collegiate Chapters Chair
- IMTF Chair

Student Programs

- MTNA Competitions Chair
- CAPMT State Programs Chairs

Conferences

Membership

- Membership Secretary
- Publications Editor
- Certification Chair

BOARD OF DIRECTORS AND APPOINTED OFFICERS

The Board of Directors consists of all elected officers and District Directors and meets a minimum of three times each year, one meeting in conjunction with the Annual Conference. All members of the Board of Directors are expected to attend these meetings and to present an

annual written report of their activities.

District Directors will receive the same travel reimbursement to attend Board Meetings as Executive Board members receive.

State Chairs may attend any meeting of the Board. This is advisable if a proposal in their area of responsibility is on the agenda of the meeting.

Board members and appointed chairs are to keep accurate records of income and expenses, even if reimbursement of expenses is not to be requested. These records will assist the Finance Committee in planning the proposed budget for the following year.

Each member of the Board of Directors and all Officers and Chairs are to keep accurate and up-to-date files of sample correspondence, application forms, contracts, or any other communication forms which will assist his or her successor. These files are to be turned over to the succeeding officer or chair no later than 30 days after the Election Annual Meeting or appointment of the successor.

EXECUTIVE BOARD

The Executive Board consists of the President, President-elect, Immediate Past President, five Vice Presidents, Recording Secretary, Treasurer/Secretary and two Members-at-large. The Executive Board meets a minimum of 3 times a year, including one meeting in conjunction with the Annual Conference.

All Executive Board members are expected to attend these meetings and to present a written and verbal report of their activities. All Executive Board members are expected to attend the General Business Meeting held during the State Conference and to present a written and verbal report of their activities.

The appointed Parliamentarian is expected to attend all board meetings.

PRESIDENT

The President serves as the official representative of CAPMT, presides at Board of Directors Meetings, Executive Board Meetings, and the CAPMT General Business Meeting held during the State Conference, fills all appointed positions, serves as a member ex-officio of all committees except the Nominating Committee, and is responsible for the communication of information among the state, division and national levels of the Association.

Specific duties include:

1. Filing reports, grant applications, updated officer lists, other information or documentation requested by MTNA or the Southwest Division. A calendar of filing dates and information about the Commissioned Composer program and the Student Artist program are provided by MTNA on the MTNA web site.
2. Attending the MTNA Summit in the first year of office. Presenting a written and verbal summary of state and local activities.
3. Attending the State Presidents Advisory Council Meeting, the Southwest Division Meeting, and other meetings as necessary at the annual MTNA conference. Arranging for state representation at all committee/subject area meetings during the MTNA conference.
4. Attending the January Southwest Division Competitions and the State Presidents' Meeting as requested. Presenting a written and verbal summary of activities.
5. Determining the date, time, and location of all board meetings and sending a memo to the Board of Directors and appointed chairs approximately four weeks in advance of the meeting. A memo should request submission of any agenda items to the appropriate Executive Board member in advance of the stated deadline for inclusion in the agenda. This agenda, with all supportive material, is to be sent to the Board of Directors ten days in advance of the meeting.
6. Assisting the Vice President/Conferences regarding programming, budget and all important issues concerning the conference. Serving as a member of the Commissioned Composer Selection Committee.
7. Writing letters of welcome to new CAPMT members.
8. Writing letters of acknowledgment and appreciation following the CAPMT conference.
9. Attending District and Chapter functions when invited if possible.
10. Maintaining a complete and up-to-date understanding of all MTNA and CAPMT policies, procedures, and programs.
11. Serving as a member of the Conference Steering Committee, the Conference Budget Sub-Committee, and the Commissioned Composer Selection Committee.
12. Submitting MTNA Student Artist Program application forms, completing all arrangements for the conference appearance of the selected student artist(s), and

submitting the Travel Expense/Reimbursement Request Form to MTNA Headquarters.

13. Preparing a written report for all meetings of the Executive Board, the Board of Directors, and the General Business meeting.
14. Observing all Board of Directors and Executive Board's duties as printed at the beginning of this manual.

PRESIDENT-ELECT

The President-Elect is responsible for the duties of the office to which he or she has been elected.

Specific duties include:

1. Presiding at board meetings in the absence of the President.
2. Serving as the official representative of CAPMT in the absence of the President.
3. Attending the MTNA Conference in the year of assuming office; attending the State Presidents Advisory Council Meeting and the Southwest Division Meeting as an observer.
4. Attending the MTNA Summit in the year of assuming office.
5. Attending the January Southwest Division Executive Board Meeting as an observer in the year of assuming office.
6. Serving as a member of the Finance Committee, the Conference Steering Committee, the Conference Budget Sub-Committee, and the Constitution/Bylaws Review Committee.
7. Filling appointed positions following the Annual Conference prior to assuming office.
8. Observing all Board of Directors and Executive Board's duties as printed at the beginning of this manual.

VICE PRESIDENT DISTRICTS AND CHAPTERS

The Vice President Districts and Chapters is responsible for districts, chapters, collegiate chapters, and IMTF activities.

Specific duties include:

1. Representing districts, chapters, collegiate chapters, and IMTF at Executive Board meetings.
2. Attending district and chapter functions when invited if possible. It is recommended that each district be visited twice during a three-year term, with such visits to be initiated when necessary. (see Financial P&P, State Board, #4)
3. Editing information submitted by the Collegiate Chapters Chair, and the IMTF Chair for publication in CAPMT Connect.
4. Providing District Directors with a calendar that includes dates for filing specific reports.
5. Maintaining a complete and up-to-date understanding of all MTNA and CAPMT policies, procedures, and programs.
6. Scheduling and presiding over a meeting with District Directors during the Annual Conference. An agenda is to be prepared and distributed in advance of the meeting (copy to the CAPMT President).
7. Serving as a member of the Constitution/Bylaws Review Committee. This committee, consisting of the President-Elect, the VP Districts/Chapters, and the Parliamentarian, serves as a review committee for governing documents of the districts and chapters. Following review, the committee may recommend changes or may recommend approval by the Board of Directors.
8. Communicating on a regular basis with District Directors and Chapter Presidents on matters of concern or updated information.
9. Encouraging and assisting the formation of new chapters.
10. Preparing a written report for all meetings of the Executive Board and the Board of Directors.
11. Attending all MTNA Conference meetings that relate to local associations, collegiate chapters, and IMTF.
12. Observing all Board of Directors and Executive Board's duties as printed at the beginning of this manual.

DISTRICT DIRECTORS

District Directors shall serve on the State Board of Directors, report directly to the State VP of Districts and Chapters, advise and guide the Chapter officers, coordinate the Chapters, represent them on the State Board of Directors, be the conduit of information at the State and National levels and oversee the activities of all existing chapters within their district. District Directors are to govern through communication and fair representation of all Chapters in their District.

Specific duties include:

1. Maintain current governing documents
Bylaw changes and updates must be approved by the CAPMT Board of Directors and filed with the CAPMT Recording Secretary.
2. Working to increase the number of Chapters within the District, in accordance with the procedures outlined in the State Bylaws. (Art. VI, Sec. 2)
3. Promoting membership and participation in CAPMT's programs and activities.
4. Ascertaining that each Chapter President appoints an Audit Committee to review the Chapter's financial records after the close of each fiscal year (June 30).
5. Filing each chapter's fiscal report, provided by each Chapter President, with the State Treasurer at the end of the fiscal year. These reports must be submitted on the form provided by the State Treasurer by the first business day in August.
6. Compiling each chapter's events to provide an annual calendar of all events within the district, including date, location, chair, application deadlines and list of officers and chairs. This composite calendar will be sent to the VP Districts and Chapters to be posted on the CAPMT website. District Directors should submit any changes as they occur to the VP Districts and Chapters.
7. Working with the Chapter Presidents of all the District Chapters to arrange which Chapters will host the Competitive State Programs (with the exception of the Concerto Competition.) and assisting with communication. All Chapters within the District will be able to participate. On a rotation basis, one Chapter will be responsible for all the arrangements. At the Chapter level, the CAPMT State Programs will occur in the fall and winter months; the State Finals during the spring months.
8. Obtaining membership updates from the Chapter Presidents.

9. Writing and distributing (or supervising) a District newsletter on a regular basis. These newsletters may be posted on Chapter websites and submitted to the VP Districts and Chapters to be posted on the CAPMT website.
10. Preparing written district reports for state board meetings by the deadline requested by the VP Districts and Chapters.
11. Working closely with the VP Conferences when the District hosts the state conference. Assisting with monitors, signs, local publicity, stage managers, reception sponsors and catering, airport transportation for distinguished guests, and banquet and brunch table decorations
12. District Directors are expected to attend the October/State Conference Board meetings.
13. Observing all Board of Directors duties as printed at the beginning of this manual.

CHAPTER PRESIDENTS

Chapter Presidents are responsible for all Chapter activities and programs and for planning and conducting all the activities within the District Chapter Presidents are elected by the chapter members and are not members of the Board of Directors. They report directly to the District Director and are governed by their own State-approved Bylaws.

Specific duties include:

1. Maintaining current governing documents.
2. Appointing a Nominating Committee of three Chapter members to propose a complete slate of officers to be published for the Chapter membership thirty days prior to the election.
3. Appointing Chapter chairs of CAPMT Non-competitive Student Programs (with the exception of the Concerto Competition.) In the case of joint Chapter events, under direction of the District Director, the Chapter Presidents will mutually agree upon and appoint the Program Chair.
4. Concurring with the District Director and other Chapter Presidents of all the District Chapters to develop a calendar on which Chapters will host the Competitive State Programs (with the exception of the Concerto Competition.) All Chapters within the District will be able to participate. On a rotation basis, one Chapter will be responsible for all the arrangements. At the Chapter level, the CAPMT State

Programs will occur in the fall and winter months; the State Finals during the spring months.

5. Communicating to the District Director the names of each winner per category for each Competitive State Program. The one winner per category will represent the District and advance to the State finals.
6. Establishing a chapter checking account and PayPal account. Requesting that the State Treasurer send account authorization to the designated banking institution, naming the Chapter Treasurer as signatory and the Chapter President as alternate, and verifying the chapter's 501(c)3 status. When chapter officers change, the chapter must supply new signature cards to the banking institution.
7. Appointing an Audit Committee to review the Chapter's financial records after the close of each fiscal year (June 30).
8. Filing a financial report with the District Director at the end of the fiscal year (June 30). This Chapter report is submitted on a form provided by the State Treasurer. The District Director will submit the report to the State Treasurer.
9. Providing a calendar of chapter events, including date, location, chair, and application deadlines to all chapter members throughout the year.
10. Contacting and mentoring new members as soon as their names are received.
11. Informing the District Director of any membership changes within the Chapter (changes of address, phone number, email, name, etc.)
12. Writing and distributing (or supervising) a Chapter newsletter on a regular basis.
13. Preparing written Chapter reports in a timely manner, sent to the District Director to be included in the District Director's report for the State Board meetings.

COLLEGIATE CHAPTERS CHAIR

The Collegiate Chapters Chair oversees the activities of Collegiate Chapters on university campuses.

Specific duties include:

1. Encouraging the formation of active collegiate chapters on university campuses. Writing letters to CAPMT members who are university faculty to encourage their contribution to CAPMT as a Collegiate Chapter Faculty Advisor.

2. Assisting, by means of MTNA's members' records, the CAPMT VP of Membership in determining the status of collegiate members as specified in the CAPMT Bylaws.
3. Assisting Collegiate Chapter Faculty Advisors in planning and publicizing activities for their Chapter, either through direct correspondence or through a Collegiate Chapter newsletter or Collegiate Chapter article in CAPMT Connect. This information should be submitted to the VP Districts and Chapters.
4. Requesting reports from Collegiate Chapters to be included in the Collegiate Chapters Chair's written report and sent to the VP Districts and Chapters for presentation at State Board meetings.
5. Coordinating with YPLN (Young Professionals Leadership Network) in arranging for Collegiate Chapter activities at the CAPMT Conference.
6. Being involved with Collegiate Chapter meetings and activities at the MTNA Conference if possible.
7. Filing any requested reports with the MTNA Collegiate Chapters Chair by the requested deadline (copy to the President and to the VP Districts and Chapters).
8. Interfacing with YPLN (Young Professionals Leadership Network) to possibly coordinate activities and jointly communicate.
8. Observing all Appointed Officers' duties as printed at the beginning of this manual.
9. Providing information regarding travel expenses: Collegiate members who get accepted to present at the National Piano Pedagogy Symposium or the MTNA National Conference are eligible to apply for the CAPMT Student Travel Fund. CAPMT will fund up to \$500 per presentation (*not per individual) to cover travel, accommodation and/or conference fee.

INDEPENDENT MUSIC TEACHERS FORUM CHAIR

The IMTF Chair promotes and supports MTNA-sponsored IMTF programs and activities for the independent music teacher.

Specific duties include:

1. Preparing a written report of IMTF activities to be sent to the VP Districts and Chapters by the requested deadline for presentation at State Board meetings.
2. Submitting an IMTF article to the VP Districts and Chapters by the requested deadline

for inclusion in each issue of CAPMT Connect.

3. Scheduling and presenting an IMTF session at the State Conference.
4. Filing any requested reports with the MTNA IMTF Chair by the requested deadline (copy to the President and the VP Districts and Chapters).
5. Observing all Appointed Officers' duties as printed at the beginning of this manual.

VICE PRESIDENT COMPETITIONS

The Vice President of Competitions is responsible for MTNA Competitions, CAPMT Contemporary Music Competition, CAPMT Honors Competition and CAPMT Concerto Competition.

Specific duties include:

1. Representing the MTNA Competitions Chair, the CAPMT Competitive Programs Chairs: Contemporary Music Competition, Honors Competition and Concerto Competition, at all meetings of the Executive Board.
2. Receiving and editing information/articles to be submitted for CAPMT Connect.
3. Maintaining a complete and up-to-date understanding of all MTNA Competitions and CAPMT Student Competitive Programs.
4. Receiving and editing program information, repertoire requirements, and applications/registration forms for publication on the CAPMT webpage and Handbook.
5. Supervising informational packets sent out to District Directors, Chapter Presidents and Chairs of CAPMT Competitive Student Programs. Collect names of Chapter Chairs and disseminate them to State Chairs.
6. Collecting and preparing Conference recital and competition program information for printing.
7. Preparing an information brochure for students and families attending the conference.
8. Assisting with the MTNA and CAPMT Winners Concerts at the Conference. Scheduling and presiding over a meeting of the CAPMT Student Competitive Program Chairs at the conference. An agenda is to be prepared and distributed in advance of the meeting (copy to the President).

9. Collecting two programs from all CAPMT performance events on the Chapter and State levels and sending them to the MTNA Headquarters by June 30. This is a requirement of the MTNA-ASCAP agreement.
10. Monitoring agenda items submitted by Program Chairs.
11. Preparing a written report for all meetings of the Executive Board and the Board of Directors.
12. Observing all Board of Directors and Executive Board's duties as printed at the beginning of this manual.

MTNA COMPETITIONS CHAIR

The MTNA Competitions Chair, a presidential appointee, is responsible for the MTNA Competitions held at the State level in November.

Specific duties include:

1. Serving as the liaison between the MTNA Competition Coordinators and the VP Competitions (for Student Programs.)
2. Maintaining a complete and up-to-date understanding of all MTNA Competitions.
3. Promoting interest and participation in the MTNA Competitions through articles in CAPMT Connect (advance copy to the VP Competitions), personal contact with individual teachers through letters or telephone calls, and communication with State MTNA Competition Coordinators.
4. Publicizing the September MTNA competition registration deadline on the CAPMT website and in the summer issue of CAPMT Connect
5. Securing a suitable site for the Competitions, alternating between sites in Northern and Southern California. Considerations include: Fee charge for use of facility, adequate number and size of rooms for all levels of Competition, adequate warmup/practice facilities, adequate pianos, piano technician availability and fee, and maintenance personnel availability and fee.
6. Submitting MTNA Student Artist Program application forms.
7. Securing judges for competitions according to MTNA guidelines.

8. Scheduling blocks of time for each competition upon receiving list of competitors from the MTNA Director of Competitions. Notify State MTNA Competition Coordinators and instruct them to schedule individual time slots (with accompanist if appropriate) for rehearsal and competition. It is the responsibility of the individual Coordinators to notify participants of their schedule. Individual Coordinators preside over their specific competition, deliberation of judges, and announcement of winners. It is the responsibility of the Coordinators to notify appropriate MTNA chairs of winners and to complete and submit required forms and reports by the stated MTNA deadline.
9. Coordinating arrangements with the host District Director for on-site check-in, music inspection, (including accompanists' music), monitors, timekeepers, signs, arrangements for food/snacks/beverages for judges, accompanists, monitors, etc.
10. Presiding over all Competitions on-site. Travel expenses may be reimbursed.
11. Filing required reports to Division and National Officers and Chairs within two days of the Competition.
12. Completing requisition forms for judges' fees and forwarding them to the VP Competitions for his/her signature.
13. Supervising Competition information sent to contestants. Include a notice that the winner is invited to perform at the State Conference and the alternate and those students receiving honorable mention may be invited to perform in the Conference Masterclasses for Advanced Students.
14. Assisting with all arrangements for the Conference appearance of the selected student artist(s) and submitting the Travel Expense/Reimbursement Request Form to MTNA Headquarters. Arranging and presiding over the State MTNA Winners Concert at the State Conference. Assisting with the scheduling of MTNA winners to perform in Masterclasses at the Conference if needed.
15. Preparing a written report for all meetings of the Executive Board and the Board of Directors (advance copy to the VP Competitions).
16. Observing all Appointed Officers' duties as printed at the beginning of this manual.

VICE PRESIDENT AUDITIONS AND EVALUATIONS

The Vice President Auditions and Evaluations is responsible for CAPMT non-Competitive Programs including Student Evaluations, Piano Auditions, Ensemble Auditions, and Vocal

Ensemble Auditions.

Specific duties include:

1. Representing the CAPMT State Student Evaluations Chair, and State Piano, Ensemble and Vocal Ensemble Chairs at all meetings of the Executive Board.
2. Receiving and editing information/articles to be submitted for CAPMT Connect.
3. Maintaining a complete and up-to-date understanding of all CAPMT Student Non-Competitive Programs.
4. Receiving and editing program information, repertoire requirements, and applications/registration forms for publication on the CAPMT webpage and Handbook.
5. Overseeing the Northern and Southern Piano Auditions and Ensembles Festivals. After conferring with the State Piano Auditions and Ensembles Chairs and the President, ordering Festival T-shirts and arranging for sales at both locations.
6. Supervising informational packets sent out to District Directors, Chapter Presidents and Chairs of CAPMT Non-Competitive Student Programs and collecting names of Chapter Chairs and to disseminate to the State Chairs.
7. Scheduling and presiding over a meeting of the CAPMT Student Non-Competitive Program Chairs at the Conference. An agenda is to be prepared and distributed in advance of the meeting (copy to the President).
8. Collecting two programs from all CAPMT performance events on the Chapter and State levels and sending them to the MTNA Headquarters by June 30. This is a requirement of the MTNA-ASCAP agreement.
9. Monitoring agenda items submitted by Program Chairs.
10. Preparing a written report for all meetings of the Executive Board and the Board of Directors.
11. Observing all Board of Directors and Executive Board's duties as printed at the beginning of this manual.

CAPMT STATE STUDENTS PROGRAMS CHAIRS

It is the responsibility of each individual State Auditions Chair to compile and mail an

instructional packet to District/Chapter Program Chairs. These packets must include the following information:

- Application information and requirements as to repertoire and performance time, entry fee, and postmark deadline.
- A sample letter of instructions, guidelines, and fee schedule to be sent to adjudicators several weeks in advance of the event. Two copies are to be sent, with one copy returned, with adjudicator's signature by the stated date.
- Itemization of entry fees are to be submitted to the CAPMT Treasurer including the deadline for submitting fees.
- Forms for submitting reports to State Chairs of the specific program including reporting deadlines.
- Forms for submitting program information and performance times for Conference student recitals to the State Chairs of specific programs including reporting deadlines.

Other duties include:

1. Preparing guidelines and application forms for the Auditions, or Competitions at the District/Chapter level and submitting for posting on the CAPMT website and for the CAPMT Handbook, a copy to the VP Competitions and VP Auditions and Evaluations for final review.
2. Preparing articles for CAPMT Connect, a copy to the VP Competitions and VP Auditions and Evaluations for final review.
3. Mailing Conference information to winners and teachers.
4. Presiding over the program's competition Finals and the Winners Concert at the Conference or possibly at the Northern or Southern Festival.
5. Attending the CAPMT State Programs Chairs meeting at the conference.
6. Forwarding information to the VP Competitions and VP Auditions and Evaluations for inclusion in Board reports.
7. Observing all Appointed Officers' duties as printed at the beginning of this manual.

STUDENT EVALUATIONS CHAIR

The Student Evaluations Chair, a presidential appointee, supervises the Student Evaluations, a non-competitive, evaluative program held annually at the Chapter level, usually in late spring.

Specific duties include:

1. Maintaining a file of all Student Evaluations material, including explanatory materials and annual reports.

2. Printing and maintaining copies of the Music Literacy Handbook to be mailed to members upon request and payment of the \$10.00 fee. Forwarding collected fees to the CAPMT Treasurer within two weeks of receipt.
3. Preparing all Student Evaluations material for posting on the CAPMT website, and for the CAPMT Handbook, a copy to be sent to the VP Auditions and Evaluations for final review.
4. Preparing Student Evaluations articles for the CAPMT Connect, a copy to be sent to the VP Auditions and Evaluations for final review.
5. Preparing packets for each Student Evaluations site. Packets should include:
 - a. Music Literacy Evaluations and answer sheets.
 - b. Aural Evaluation forms, answer sheets, CDs.
 - c. Sight-playing guidelines and material.
 - d. Oral Interview form.
 - e. A list of qualified, experienced evaluators (non-exclusive).
 - f. A sample letter of instructions, guidelines, and fee schedule to be sent to evaluators several weeks in advance of the event. Two copies are to be sent, with one copy returned, with signature, by the stated deadline.
 - g. A checklist of instructions and duties for local chairs to assist them with their Chapter event.
 - h. An evaluation form for the event to be completed by the local chair following the event and returned to the State Chair within two weeks.
6. Printing and mailing certificates of participation to each site after registration numbers are determined.
7. Supervising any changes made in the materials used for Student Evaluations.
8. Maintaining contact with the local chairs and the Student Evaluation Committee which consists of all the District Directors.
9. Presiding at the Conference meeting of the Student Evaluations Committee.
10. Attending the State Program Chairs meeting at the State Conference.
11. Informing the VP Auditions and Evaluations of ongoing activities, problems, or concerns.
12. Preparing a written report for all meetings of the Executive Board and Board of Directors (advance copy to the VP Auditions and Evaluations).

13. Observing all Appointed Officers' duties as printed at the beginning of this manual.

VICE PRESIDENT CONFERENCES

The Vice President Conferences is responsible for all matters pertaining to the State Conference. Chairs may be appointed to assist as site liaison or with program planning, communications and local arrangements.

1. Specific duties include: Visiting prospective conference sites to assess suitability of the facility. Factors include adequate space and soundproofing for large events, secure space for exhibits that is easily accessible to all CAPMT events, reasonable room and meal rates, meeting room fees, and adequate transportation to and from the airport.
2. Negotiating a contract with the sales manager of the selected facility several years in advance if possible and appropriate.
3. Maintaining ongoing contact with the hotel sales manager(s).
4. If the conference site is a university, it is difficult to obtain a date very far in advance due to the requirement to work around the university's schedule. It is very likely there will be last minute changes regarding which facilities may be used since the university may suddenly require those facilities for its own purposes
5. If the venue is a university, maintaining ongoing contact with the Facilities Coordinator.
6. Coordinating with the CAPMT Management Company (currently Bravura) to obtain all Conference information as soon as it becomes available and submitting to the CAPMT webmaster for posting on the CAPMT website.
7. Coordinating with the State President and serving as Chair of the Conference Steering Committee, the Conference Budget Sub-Committee, and the Lifetime Achievement Award Committee. (Committee details are at the end of this section.)
8. Representing the Conference Steering Committee in submitting a request, including the return due date, for Program Presenters in the Winter and Spring issues of CAPMT Connect and for posting on the CAPMT website.
9. Reviewing proposals for Conference Presenters with the Conference Steering Committee and working to establish the Conference Schedule.
10. Maintaining a close dialogue with the Conference Budget Sub-Committee regarding Conference expenses and budget.

11. Supervising activities of the subject area chairs (details at the end of this section).
12. Arranging for the performance of the Commissioned Composer's Composition.
13. If the venue is not a university, arranging for pianos for the Conference, negotiating with the venue for delivery and pick-up days and times. Making arrangements and scheduling for a piano technician.
14. Sending out contracts to performing artists and presenters with the appropriate return postmark deadline.
15. Sending out equipment and room set-up requirement forms to all Presenters and Program Chairs with the appropriate return postmark deadline.
16. Collecting publicity material, including bios and pictures, for posting on the CAPMT website and in the Spring issue of CAPMT Connect.
17. Selecting menus for the Conference banquet and/or brunch. Determining meal charge, in consultation with the President, on the basis of cost, service charge, tax, and any other related expenses.
18. Conferring with the registrar in preparing the registration form for posting on the CAPMT website.
19. Reporting recommendation(s) of the Lifetime Achievement Award Committee at the Spring Board Meeting for approval and selection. Writing a letter to the approved recipient announcing the award and requesting his or her presence (including spouse/other as our guests) at the Conference banquet or brunch. Requesting the award recipient to speak briefly following the award presentation. Arranging for the framed award certificate to be presented at the banquet or brunch.
20. Working closely with the District Director of the host district regarding monitors, signs, local publicity, stage managers, reception sponsors and catering, airport transportation for distinguished guests, banquet and/or brunch table decorations.
21. Coordinating with the State Treasurer in making hotel reservations for guest artists.
22. Coordinating with the CAPMT Management Company (currently Bravura) in preparation of the Conference Program Booklet. All material to be printed in the program booklet must be received by Bravura two months prior to the date of the Conference. The booklet contains the following items:
 - Messages and/or greetings from the VP Conferences and the President.

- Conference program schedule (time and location of events).
- Conference staff and acknowledgment pages.
- Concert programs and session information.
- Bios and pictures of Conference Artists and Presenters.
- Advertisements, received camera-ready, from the advertising manager.

23. Coordinating with Bravura in determining the number of booklets and printing the booklets.

Booklets are provided for the following:

- Conference registrants
- Conference artists and presenters
- Booklet advertisers
- Conference exhibitors
- Commissioned Composer
- President (12 copies)
- Advertising/Promotion Chair (5 copies)
- VP Conferences (10 copies)

Conference Program Booklets are available to non-registrants or as replacement copies for a fee.

24. Checking the hotel bill or university invoice for accuracy before submitting the requisition to the CAPMT Treasurer for payment to the vendor. If the hotel bill or university invoice is paid by credit card, the VP is to review all charges before signing the charge slip.

25. Preparing a written report for all meetings of the Executive Board and the Board of Directors.

26. Observing all Board of Directors and Executive Board's duties as printed at the beginning of this manual.

CONFERENCE STEERING COMMITTEE

Vice President Conferences, Chair

President

President-Elect

District Director of host district

One additional person to be appointed by the VP Conferences

Specific duty:

1. Reviewing proposals for program presenters and making recommendations to the VP Conferences.

CONFERENCE BUDGET SUB-COMMITTEE

VP Conferences, Chair
President
President-Elect
Finance Committee Chair

Specific duty:

1. Overseeing Conference finances.

AWARDS COMMITTEES

1. Lifetime Achievement Award
 - Committee Comprised of VP Conferences, President, District Director of host district
 - Objective: Considering names of candidates for the award and presenting one or two proposals to the Executive Board at the Spring Board Meeting.
2. Teacher of the Year Award
 - Committee appointed by the CAPMT President will determine the award nomination process
3. *CAPMT Connect* Article of the Year Award

CONFERENCE SUBJECT AREA CHAIRS

Subject area chairs are appointed by the CAPMT President and may include: Arts Awareness and Advocacy, Commissioned Composer, Pedagogy, Piano, Technology, and other areas. The number of chairs may vary from year to year, according to the needs of the Conference.

The Arts Advocacy and Awareness Chair may assist the VP Conferences in securing panel members for an advocacy symposium and in preparing bios of panel members for printing in the Conference Booklet or as a handout.

The Commissioned Composer Chair will determine the needs of the composer for performing his/her composition and assist in fulfilling those needs. The composer's biographical information and photo will be printed in the Conference Program Booklet and posted on the CAPMT website. The commissioned composition will be submitted to the MTNA Commissioned Composer Chair for consideration in the national finals.

The Pedagogy Chair assists the VP Conferences in the preparation of conference programs or panel discussions in the area of pedagogy and in preparing biographical information to be printed

in the Conference Program Booklet or as a handout.

The Piano Chair assists the VP Conferences in scheduling students for Conference Piano Masterclasses and in providing names and program information for these Masterclasses.

The Technology Chair assists the VP Conferences with arrangements for the Conference Technology Symposium. Duties include securing a donated or low-cost facility adequate for the needs of the Symposium, contracting for necessary equipment, contracting with presenters, providing registration information to the VP Conferences for inclusion in pre-conference publicity and Conference Registration Forms, coordinating transportation arrangements with the host district if the symposium is held off-site.

For the Conference, Subject Area Chairs must submit a written report to the Board of Directors Meeting held during the Conference.

Subject Area Chairs must observe all Appointed Officers' duties as printed at the beginning of this manual.

VICE PRESIDENT MEMBERSHIP

The Vice President Membership is responsible for promoting CAPMT membership, for recruitment and retention of members, for promoting National Certification of members, for supervising the publication of CAPMT publications (CAPMT Connect) and the Handbook.

Specific duties include:

1. Representing the Membership Chair, the CAPMT Publications Editor, and the Certification Chair at all meetings of the Executive Board.
2. Attending District and Chapter functions when invited if possible. It is recommended that each Chapter should be visited once during a three-year term; such visits may be initiated as necessary.
3. Overseeing publication of CAPMT Connect
4. Reviewing and/or editing articles submitted for posting on the website and/or publication in CAPMT Connect by the Membership Secretary and the Certification Chair.
5. Supervising the MTNA/CAPMT Membership Campaigns.
6. Supervising the revision, printing, and distribution of CAPMT Membership Brochures.

7. Distributing MTNA Membership Brochures.
8. Assisting the Membership Chair in preparation of the CAPMT Handbook including proofreading.
9. Preparing a written report for all meetings of the Executive Board and the Board of Directors.
10. Observing all Board of Directors and Executive Board's duties as printed at the beginning of this manual.

MEMBERSHIP CHAIR

The Membership Chair, a presidential appointee, maintains an accurate compilation of all membership records reported from MTNA Headquarters

Specific duties include:

1. Maintaining up-to-date records of all CAPMT members, including: name, address, phone number, sex, district, fees paid, membership category, highest degree achieved, teaching status, MTNA membership number, certification status, and renewal date.
2. The Membership Chair has access to the MTNA website and downloads the most up-to-date CAPMT membership reports. Twice per month the membership list is updated into the program (currently Constant Contact) used for mailing information to the membership.
3. Reporting any changes in above information to the MTNA Director of Membership Information Services.
4. Reporting information on new and renewing members to the appropriate District Directors and Chapter Presidents, the VP Districts and Chapters, the VP Membership, and the President as each membership list is received from MTNA Headquarters.
5. Assisting the webmaster in preparing the CAPMT Handbook for posting on the CAPMT website and for printing/ mailing.
6. The CAPMT Handbook is published once a year in late August and contains the following information:
 - A membership list of those members who have paid state, chapter and national dues by June 30.
 - A listing of all members of the CAPMT Board of Directors and Appointed

Officers.

- Descriptions and regulations of all MTNA Competitions.
 - Certification information.
 - Independent Music Teachers Forum information.
 - CAPMT Lifetime Achievement Award information.
 - CAPMT Constitution and Bylaws.
 - CAPMT Advertising and Exhibit Order Forms.
 - MTNA Code of Ethics.
7. Coordinating with the mailing company to mail the CAPMT Handbooks to those who request them and pay the fee.
 8. Preparing membership articles for the CAPMT website and CAPMT Connect (advance copy to the VP Membership).
 9. Providing a written report for all Executive Board and Board of Directors meetings (advance copy to VP Membership).
 10. Providing support with membership inquiries from the capmt.org website
 11. Providing reminders for any emails regarding membership such as renewals, membership drive, and the CAPMT Handbook and Membership Directory.
 12. Updating the CAPMT Membership Chair Guide in accordance with MTNA fees, due dates, and processes.

PUBLICATIONS EDITOR

The Publications Editor, a presidential appointee, is responsible for the publication of CAPMT Connect, the journal for conveying CAPMT and MTNA news and reports to the membership. The Publications Editor has an equipment allowance to be used for adding necessary software or for equipment that is approved by the Finance Committee.

CAPMT Connect is published triennially in September, January and May. Deadlines for receiving information are one month prior to publication date. The May and September issues provide Conference information and registration forms. In addition to announcements, interviews and articles, membership surveys or special ballots May also be included.

Specific duties include:

1. Preparing the publications for printing as soon after the submission deadline as possible, due to dated material and announcements. Send articles and photos to the CAPMT Management Company (currently Bravura) who will prepare layout of the issue for

printing. Do final editing of the issue.

2. Providing a written report for all Executive Board and Board of Directors meetings (advance copy to VP Membership).
3. Observing all Appointed Officers' duties as printed at the beginning of this manual.

CERTIFICATION CHAIR

The Certification Chair, a presidential appointee, is responsible for the Certification Program.

Specific duties include:

1. Assisting the Membership Chair in maintaining current certification information in the State membership files.
2. Responding to inquiries concerning the certification process, requirements, and renewal procedures.
3. Appointing and maintaining communication with local Certification Chairs.
4. Supervising a mentoring program, pairing up applicants with an NCTM member.
5. Promoting certification through announcements on the CAPMT website and articles in CAPMT Connect (advance copy to the VP Membership).
6. Chairing any certification events scheduled during the State Conference.
7. Reviewing and updating material annually for the Handbook.
8. Preparing a written report for all Executive Board and Board of Directors meetings (advance copy to VP Membership).
9. Observing all Appointed Officers' duties as printed at the beginning of this manual.

RECORDING SECRETARY

The Recording Secretary records the minutes of all meetings of the Association which include any actions taken by the Executive Board or the Board of Directors.

Specific duties include:

1. Following the President's call for reports, receiving Board members' reports two weeks prior to the upcoming Board meeting. Distributing (emailing) the reports, agenda and minutes of Executive Board and Board of Directors meetings to all members of the Board of Directors one week of the date of the meeting for their review Copy is to be sent to the President for approval prior to mailing to the Board of Directors.
2. Sending a Corporate Resolution Form to all financial institutions where CAPMT has accounts to identify three signatories as requested by the institutions, or when the signatories change.
3. Observing all Board of Directors and Executive Board's duties as printed at the beginning of this manual.

TREASURER

The CAPMT Treasurer is responsible for the proper maintenance of all financial records and serves as Chair of the Finance Committee. CAPMT Financial Records will be recorded on the CAPMT accounting program. The Treasurer may coordinate with the CAPMT Management Company (currently Bravura) to ensure that all transactions are recorded in a timely manner.

Specific duties include:

1. Working with the CAPMT Management Company (currently Bravura) to submit all IRS required forms, including issuing 1099 forms and annual tax preparation.
2. Ensuring all Quarterly Reports and all documentation are up to date and prepared as required for the annual audit.
3. Preparing the CAPMT books for annual audit by the Audit Committee.
4. Initiating the annual Finance Committee Meeting. Attendees should be the President, President-elect, Past President and Treasurer.
5. Preparing and submitting the proposed budget as agreed upon by the Finance Committee to the Board of Directors for approval at their Spring Board Meeting.
6. Depositing all monies in the name of the Association with such depository as authorized by the Executive Board. Exception: Monies collected through Bravura may be deposited directly by Bravura if prior arrangements for this have been made.
7. Paying all bills approved by an authorized officer or chair and accompanied by an official

CAPMT Requisition Form and supportive documentation. Requisitions are to be paid through online bill paying or in the form of a check.

8. Coordinate with the CAPMT Student Program Management Company (now Bravura) to transfer funds into the CAPMT PayPal account within 2 weeks of the program deadlines. The Treasurer will work with the Management Company to ensure all reports and monies are documented appropriately.
9. Rebating monies due to the Chapters from Student Programs: Funds shall be paid by either the CAPMT Management Company (Bravura) or by the Treasurer. Most rebates will be transferred directly from Bravura to the PayPal account of each chapter which Bravura will set up. Exceptions to this will be handled through online Bill Pay or by checks to the Chapter by the CAPMT Treasurer.
10. Filing all reports required by the Secretary of State, the IRS, and the California Franchise Tax Board (see Financial Policies & Procedures below).
11. Preparing the annual report for the General Business Meeting held at the Annual Conference.
12. Observing all Board of Directors and Executive Board's duties as printed at the beginning of this manual.

COMPOSER COMMISSIONING CHAIR

The Commissioned Composer Selection Committee consists of the Chair, the President and one additional person appointed by the Chair.

Specific duties include:

1. Seeking applications for the Commissioned Composer through announcements on the CAPMT website, in CAPMT Connect and in other professional publications. The Chair is to invite composers to submit a recent, representative score with a CD, or other media recording, and a résumé for consideration by the committee.
2. Presenting the committee's selection to the Executive Board for final approval approximately 15 months in advance of the conference premiere performance.
3. Notifying the selected Commissioned Composer of the Executive Board's decision.
4. Securing the required signatures on the CAPMT Commissioning Program Contract and the MTNA Commissioning Program Application/Contract.
5. Providing Conference program and biographical information on the composer and performer(s) to the VP Conferences for posting on the CAPMT website and for inclusion

in the Fall issue of CAPMT Connect and in the Conference Booklet.

6. Collecting a copy of the score and recorded performance to be sent to MTNA Headquarters by the December 1 deadline.
7. Introducing the composer at the premiere performance, presenting him or her with the commissioning check, and announcing that the commission is funded by CAPMT and MTNA funds.
8. Observing all Appointed Officers' duties as printed at the beginning of this manual.

MTNA FOUNDATION CHAIR

The MTNA Foundation Chair, a presidential appointee, is responsible for promoting and generating support for the MTNA Foundation and its grants and programs.

Specific duties include:

1. Submitting articles for posting on the CAPMT website and for inclusion in CAPMT Connect which to describe Foundation activities and request members' support.
2. Supporting the nomination of MTNA Fellows each year.

Specific duties are:

- a.) Contact the Fellows to let them know they are nominated
 - b.) Gather all of their information, pictures, bio, etc.
 - c.) Register Fellows with the MTNA Foundation using the online form
 - d.) Publicize the Fellows nominees by drafting a press release letter and submitting it to the CAPMT website, Constant Contact, and social media (Facebook, Twitter)
 - e.) Encourage the Fellows to "talk up" their nomination in a celebratory way to reach their personal contacts who are CAPMT members and those who are not, such as colleagues in other organizations, family members and friends
 - f.) Check in with the MTNA Foundation often to see the fundraising amounts for each Fellow nominee. The MTNA Foundation does not volunteer that information; it must be requested
 - g.) Ensure that we reach our \$1,000 goal for each nominee by the deadline, which is usually January 15.
 - h.) Develop additional ways to raise money for the nominees, e.g. a silent auction event
3. Supervising an MTNA Foundation table at the CAPMT Annual Conference.
 4. Receiving quarterly reports from the MTNA Foundation specifying individual and

chapter donors, and other information pertaining to the MTNA Foundation.

5. Preparing a written report for all meetings of the Executive Board and the Board of Directors (advance copy to the President).
6. Observing all Appointed Officers' duties as printed on page 3 on this manual.

ENDOWMENT FUND

The Endowment Fund Chair, a presidential appointee, is responsible for promoting and generating income for the CAPMT Endowment Fund.

Specific duties include:

1. Monitoring the dividends and interest generated by the Fund.
2. Keeping track of the grants that finance the CAPMT Member Emergency Fund. The Emergency Fund provides a one-time grant not to exceed \$1000 to a member overtaken by catastrophic circumstances. Applications are made directly to the President upon the confidential recommendation of another CAPMT member. All grants remain confidential and must be approved by the Treasurer, President-Elect and President.
3. Presenting to the Board of Directors additional ideas for use of the earnings, once the amount is sufficiently significant.
4. Supervising an Endowment table at the CAPMT Annual Conference.
5. Preparing a written report for all meetings of the Executive Board and the Board of Directors (advance copy to the President).
6. Observing all Appointed Officers' duties as printed on page 3 on this manual.

PARLIAMENTARIAN

The Parliamentarian, a presidential appointee, provides opinion during various meetings, serves as a member of the Constitution/Bylaws Review Committee and observes all Board of Directors and Executive Board's duties as printed at the beginning of this manual.

COMMITTEES

Special Committees are:

Audit
Endowment
Finance
Nominating

Committee members and duties are defined in Article IV of the CAPMT Bylaws.

FINANCIAL POLICIES AND PROCEDURES

FINANCE COMMITTEE

The Finance Committee was established by a CAPMT Board action of April 25, 1992, to oversee all financial matters and to make recommendations to the Board of Directors as needed. The Finance Committee consists of the Treasurer as Chair, the Immediate Past President and the President-Elect. A financial advisor may be consulted as necessary.

The Finance Committee prepares a balanced budget for the ensuing fiscal year. The proposed budget must be prepared in time for submission to the Board of Directors for approval at their Spring meeting.

GENERAL OPERATIONAL FINANCIAL POLICIES AND PROCEDURES

1. Payments are made through online Bill Paying or by check. (see Treasurer, #7)
2. Monies are to be kept in a liquid Money Market Reserve Account and a business checking account. A sufficient operating balance is to be kept in the checking account. Monies contributed to the CAPMT Endowment Fund are to be kept in an Investment Account from which only the earnings can be withdrawn.
3. The CAPMT bookkeeping system is to be conducted according to generally accepted cash basis bookkeeping techniques.
4. All monies are to be deposited in a timely manner (within one week).
5. All requests for payment or reimbursement require a completed CAPMT Requisition Form, supportive receipts and/or documentation, and the signature of the appropriate Executive Board officer or event Chair. (see Treasurer, #7) in order for payment to be made.
6. Unincorporated independent contractors earning \$600.00 or more within the calendar year must submit IRS W-9 forms before payment for services may be made. It is the Treasurer's responsibility to collect these forms as required. (This generally refers to Conference Keynote Speakers but can include other services rendered for an annual total of over \$600.00.)
7. Requests for payment or reimbursements are to be sent to the Treasurer within a month in order to maintain accurate monthly financial records.

8. The Treasurer will present up to date reports at each Board meeting.
9. A financial summary of the preceding fiscal year will be published in the Fall issue of CAPMT Connect and posted on the CAPMT website.
10. The CAPMT books are to be closed as soon as possible after the close of the fiscal year on June 30 and presented to the Audit Committee for examination. Following the report of the Audit Committee, the books will be turned over to the accountants for tax form preparation.
11. Treasurer will ensure the following forms are submitted in a timely manner:
 - a) The CA 199 form must be accompanied by a \$10.00 filing fee with the CAPMT Annual Taxes.
 - b) The IRS Form 990 (CA Form 199) Non-profit Organization tax reports must be filed by the State Treasurer prior to November 15.
 - c) IRS Form 1099-MISC must be sent by January 31 to all unincorporated independent contractors earning \$600.00 or more during the preceding calendar year.
 - d) IRS Form 1096, Annual Summary and Transmittal of U.S. Information Returns, must be filed with the IRS by February 28 if filing paper forms or by March 31 if filed electronically.
 - e) California Form RRF-1, Charitable Trust Registration/Renewal Fee Report, must be filed by November 15.
 - f) Filing California Form SI-100, Secretary of State Statement of Information, biennially between March and July. This form must be re-filed when the President changes, since the President is the 'agent for service of process' and the new address needs to be on file.
12. Reports from the Chapter Treasurers must be received by the first business day in August for completion of the IRS/CA tax reports. If a District or Chapter has an interest-bearing account a copy of the 1099 INT interest form(s) must be attached to the Chapter financial report.
13. The interest from July 1 through December 31 and January 1 through June 30 require that two forms be attached since banks report on the calendar year and CAPMT IRS/CA tax reports are on the fiscal year.
14. All state program monies are to be deposited in and distributed from the CAPMT accounts.
15. Each Chapter must have a bank account. All accounts are to be in the name of the chapter. Chapters will be provided an authorization letter from CAPMT to open accounts in the name of the Chapter using the CAPMT EIN number. CAPMT and subsidiary funds are not to be deposited in personal bank accounts.
16. The CAPMT EIN must be used by the Chapters.
17. The Vice President Districts and Chapters ~~is~~ are to provide the CAPMT Treasurer with an up-to-date list of all Chapter Treasurers, with their addresses and phone numbers, at the beginning of the fiscal year. Any changes must be promptly reported.
18. Each Chapter Treasurer is to establish a bookkeeping system which logs each incoming check, the purpose of the check, and the maker. Expenditures must be validated by using a requisition form itemizing and stating the purpose of the expense(s), accompanied by

- receipts and supportive material.
19. Visiting Conference artists will be provided with lodging as authorized and meals at the Conference hotel. Extended lodging may be approved by the Conference Budget Sub-Committee in unusual circumstances.
 20. Collegiate members who get accepted to present at the National Piano Pedagogy Symposium or the MTNA National Conference are eligible to apply for the CAPMT Student Travel Fund. CAPMT will fund up to \$500 per presentation (*not per individual) to cover travel, accommodation and/or conference fee.

STUDENT PROGRAMS RULES

1. All State and Chapter levels of Evaluations/Competitions will be adjudicated by someone whose expertise is in the performance area. In Chapter competitions, when 5 or more entrants or teams are competing and where more than one instrument is involved, two judges reflecting the instrumentation of student entrants should evaluate the event.
2. When selecting adjudicators, it is strongly encouraged that they be from outside the district or chapter, chosen from those who are not familiar with the students to be evaluated. Evaluators should not adjudicate the same program or festival in a Chapter for two consecutive years.
3. The fee for all adjudicators in all programs is \$50.00 per hour.
4. Dates for evaluations and competitions are to be established and announced a minimum of six months in advance of the event.
5. All MTNA Performance Competitions First Prize Winners receive an award of \$200. Travel stipends in the amount of \$250 will be provided First Place Winners traveling over 130 miles to compete at the Division level and an additional amount of \$500 to compete at the National level.
6. State Representatives will not receive the monetary award, but are eligible to receive travel grant awards to compete at Division and National levels. The Endowment Reserves will be tapped for these expenses.
7. MTNA Composition Competition Winners receive from CAPMT: Elementary: \$25, Junior: \$40, Senior: \$50, Young Artist: \$75.
8. The site of the State Auditions of the MTNA Performance Competitions is to alternate between Northern and Southern California whenever possible.

CERTIFICATION RULES

CAPMT will participate in the National Professional Certification Program.

CONFERENCES RULES

1. All conference registration forms shall state that the registration fee is payable in full at the time of registration and that there will be a \$20.00 nonrefundable fee in case of cancellation.
2. Board members shall pay the full conference registration fee.
3. Any member attending a single conference event shall pay a minimum one day registration fee. Exceptions: Teachers may attend festivals free of charge (but not master classes) and may purchase concert-only tickets, rather than paying a one-day registration. A one-day pass will be given to Presenters and Performers. Presenters will be given "session passes" to give to their non-CAPMT associates. All student performances at the State Conference will be open to the public free of charge.
4. CAPMT conference sites are to alternate North-South beginning with the 1993 site in Sacramento. There will be a Conference Steering Committee Consisting of the VP Conferences, President, President-Elect, District Director in the area of the conference, and one other person. In addition, a Budget Sub-Committee consisting of the VP Conferences, President, President-Elect and Chair of the Finance Committee will oversee the Conference finances.

PUBLICATIONS RULES

The CAPMT Journal, CAPMT Connect, is to be published three times annually with the submission deadlines for the September, January and May issues.

MEMBERSHIP RULES

1. There shall be no CAPMT membership card (the MTNA card is sufficient proof of membership for both state and national.)
2. Each member must claim only one district mailing address which is to be listed with the State Membership Secretary and the National Office. If the teacher wishes to participate in activities in any other Chapter(s), the member must pay an additional Chapter membership fee.
3. All MTNA-CAPMT Commissioned Composers who are National Winners shall be made Honorary CAPMT-MTNA members, effective beginning in 1984. Anyone who is granted MTNA Life Membership is automatically granted CAPMT Life Membership.
4. CAPMT will extend Honorary Membership to any member who receives the MTNA Lifetime Achievement award. Professional ethics problems will be handled on an individual basis with the Board deciding how to handle each problem.
All past presidents are considered Honorary Members of CAPMT and with such status do not pay state dues. CAPMT will offer one free, active membership to StAR recipients

STATE BOARD RULES

1. All members of the Board of Directors shall be reimbursed for up to \$200.00 for travel to

attend Board meetings. Travel can be any combination of airfare, taxi, or mileage. Mileage will be reimbursed at the current IRS business rate. Hotel accommodations will be reimbursed 50% of the room rate. Members that require over the \$200.00 cap must obtain prior approval. Additional expenses will be paid with approval by the President, President-elect and Treasurer or the Finance Committee.

2. All MTNA Competitions Chairs and CAPMT State Competitions Chairs will receive the same reimbursement of travel and hotel expenses as the members of the Board of Directors.
3. The State President's travel expenses to District/Chapter functions are to be covered 100% by state funds, providing there is no fee for service, and is to be included in the President's budget
4. Travel funds for the VP Districts and Chapters are to be paid in full by CAPMT --not to exceed one visit per District per year unless there is a need for additional visits. The VP Districts and Chapters may visit a new Chapter even if the VP has visited the district earlier in the same fiscal year.
5. Travel funds for any State Officer to visit a Chapter to make a presentation relating to their position will be paid by CAPMT. Limit: one visit per year.
6. If a Chapter wishes to invite a Board Member to make a presentation not related to their Board position or CAPMT business, the Chapter will pay the travel funds.
7. Members of the Board are encouraged to keep track of and report their expenses whether or not the expenses are reimbursed. This will assist in the preparation of the annual budget.
8. Travel expenses for the CAPMT President to attend the January Southwest Division Executive Board Meeting are to be fully reimbursed from Administrative Travel Funds.
9. Travel expenses for the President-Elect to the January Southwest Division Executive Board Meeting are to be fully funded from Administrative Travel Funds in the year of assuming office.
10. All expenses related to the MTNA National Conference will be fully funded from Administrative Travel Funds. These will include round-trip airfare for the President and round-trip airfare for the President-Elect in the year before assuming office. In addition to the airfare, the President and/or President-Elect will be reimbursed in full for airport transfer, hotel accommodations, MTNA Conference registration and to attend the MTNA Foundation Gala. There will also be a modest per diem allowance.
11. Travel expenses for the CAPMT President to attend the MTAC Convention Opening Banquet to extend greetings from CAPMT are to be fully reimbursed from Administrative Travel Funds.
12. All reimbursements must be accompanied by a CAPMT requisition form and supporting documentation; the requisition is to be signed by the appropriate Executive Board member or appropriate Chair and submitted to the Treasurer before payment will be made.
13. The funding for CAPMT Members nominated as MTNA Foundation Fellows will be guaranteed. If voluntary donations fall short of the required amount, CAPMT will make up the difference.

TREASURER RULES

1. All bills must be accompanied by a CAPMT requisition form and supporting material; the requisition is to be signed by the appropriate Executive Board member or appropriate Chair before payment will be made.
2. CAPMT Financial records will be recorded on the CAPMT Quickbooks accounting program. Both Treasurer and the CAPMT Management Company (Bravura) will access this program and coordinate together to ensure that all transactions are recorded in a timely manner.
3. The CAPMT Student Program management company (now Bravura) will transfer funds into the CAPMT PayPal account within 2 weeks of the program deadlines. Treasurer and management company will work together to ensure all reports and monies are documented appropriately

CAPMT LOCAL ASSOCIATION GRANTS

The Local Association Grants Committee will be comprised of the CAPMT President (ex-officio), two Executive Board members and three Non-Executive Board members to be appointed by the President.

The intent of this program is to provide financial assistance to existing or potential Chapters with no more than 25 members.

1. Grants will be awarded for events such as member recruitment, student events, workshops or other such in-service training to teachers, community outreach or any other purpose which the CAPMT Local Association Grants Committee deems appropriate.
2. Grant proposals must be received by the Committee Chair prior to December 1st. Notification of results will be given by January 15.
3. Grants are awarded for one year. Chapters may reapply in succeeding years and will be considered if funds are available.
4. An application must include a specific proposal with estimated income and expenditures.
5. A report must be filed with the Committee at the end of the grant period detailing the application of the grant.