

HAMILTON-HALTON ORMTA

BRANCH POLICIES AND PROCEDURES REVISED 2014

This document is to be read in conjunction with the Provincial **ORMTA By-laws**, to be found at www.ormta.org

and contains the **Policies and Procedures of the Hamilton-Halton Branch**, which operate *in addition to* those By-laws (see particularly PART VIII concerning Local Branches)

TABLE OF CONTENTS

A. MANAGEMENT

1.-6.

B. ELECTION OF OFFICERS

1.

C. MEETINGS

1.

D. BRANCH LEVIES

1.-3.

E. DUTIES OF BRANCH OFFICERS

1.-16.

F. SCHOLARSHIP FUNDS

1.

G. PRIMARY TEACHER

1.

A. Management

*Branch policies, in addition to Branch Management as outlined in the **Provincial By-laws (58-59)**, are as follows:*

1. The fiscal year shall begin on May 1st.

2. The maximum amount for any one un-budgeted expenditure that may be authorized by the Branch Executive Committee without being approved at a General Meeting of the Branch is **\$500**.
3. The Officers of the Hamilton-Halton Branch include the required **President, Vice-President, Secretary, Treasurer**, as well as **Past President** and **Webmaster**.
4. Because the stated terms of office are **a minimum of 2 and a maximum of 4 consecutive years, and not more than four terms of office should end each year**, it may be desirable to have one and three-year terms (for officers other than the four required by the Provincial By-laws) in order to avoid having a complete turn-over of officers in any one year.
5. Upon the resignation of an Executive Officer, the Executive shall recommend a replacement to the membership, to be voted in at the next general meeting.
6. The President may, with a majority vote of the executive, request the resignation of an executive officer, if it is determined that the said officer has failed in, or is incapable of carrying out his/her duties. In the event that the said officer is the President, a majority vote of the Executive may request the President's resignation. In such a case, the Vice President would complete the year.

B. Election of Officers

*The Election of Officers shall be according to the **Provincial By-laws (60-64)**. In addition:*

1. Chaired by the Past President, the Nominating Committee contacts ORMTA members and suggests to the current executive those members wishing to run for incoming executive positions. The Nominating Committee presides over election of officers at the Annual General Meeting.

C. Branch Meetings

*Branch meetings shall be held as outlined in the **Provincial By-laws (65-66)**. In addition:*

1. Meeting times, dates and locations will be set by the executive.

D. Branch Levies

*Branch policies, in addition to Branch Levies as outlined in the **Provincial By-laws (67)** are as follows:*

1. Branch levies are to be paid by all Active, and Affiliate members with the exception of Provincial Honorary Members and Non-Branch Active Members. Auxiliary members pay only a partial provincial fee, but no Branch fee.
2. Branch levies are to be paid by members yearly, by **June 30**. The amount will be voted on annually by the Branch members and specified in the minutes of the AGM.

3. The penalty for non-payment of the Branch levy is: Exclusion from all free-to-members Branch activities, and from teacher and membership listings.

E. Duties of Branch Officers

*The duties of the following Branch Officers are as stated in the **Provincial By-laws (68)**, with the following additions.*

1. President

- Ensures that ORMTA Provincial *By-laws* and Branch *Policies and Procedures* are available to all members.
- Ensures compliance with ORMTA By-laws and Policies and Procedures.
- Calls executive and general meetings, sets agendas and presides as chair.
- Maintains contact with Provincial ORMTA, including branch reporting for Provincial publications
- Signs contracts and documents, such as hall rentals, as needed.
- Receives the majority of Branch calls and correspondences and directs these appropriately.
- Organizes the membership of committees.
- Approves all website changes, including event updates.
- Forms an Honour Roll Committee yearly, and works with it to determine scholarship/award winners from Honour Roll list for First Class Honours Recital and informs the treasurer of names and amounts.
- Prepares a “President’s Message” for the Annual Report, Newsletters, etc, as needed.
- Maintains a professional public image.
- Encourages members to give their best effort, and discourages criticism of other members.
- Encourages friendship and social interaction among members, developing respect and comradeship within the association.
- Maintains a working file to be passed on to successor.

2. Vice President

- Assists the President in all matters pertaining to running the Branch
- Maintains a working file to be passed on to successor.

3. Treasurer

- Maintains and reconciles financial books.
- Creates a financial data backup.
- Communicates branch dues to the Provincial Treasurer for invoicing.
- Answers membership questions on member dues which are handled by the provincial office.
- Distributes a financial report at every executive meeting and general meeting including status of:
 - General Operating Fund

- Scholarship Fund

- Collects and deposits monies from recitals, workshops, annual meetings, fundraisers, brochure advertising and issues receipts as needed.
- Collects and deposits donations and issues income tax receipts.
- Handles all banking issues including deposits, renewing investment certificates, cheque ordering and signing authorities.
- Issues and co-signs cheques as directed by the executive.
- Issues and distributes scholarship cheques .
- Prepares the yearly financial statements.
- Provides financial records to an external accounting firm for review and preparation of Official Financial Statements which are included in the Annual Report.
- Completes the annual Charitable Return Forms and ensures they are delivered to the Canada Customs and Revenue Agency by the due date. (6 months from year end of April 30th)
- Prepares a budget for the upcoming year for AGM approval by the membership.
- Maintains a working file to be passed on to successor.

4. **Secretary**

- Records and submits minutes of executive meetings to all executive members.
- Records and submits minutes of General Meetings to the Publicity Manager for distribution to Branch members.
- Records and submits minutes of the Annual General Meeting to the Treasurer for inclusion in the charitable return, and for purposes of banking documents.
- Prepares a summary of the past year's activities for the Annual Report.
- Handles correspondence or courtesies to members (e.g.. cards or flowers) as directed by the executive.
- Assembles and distributes the Annual Report to members.
- Submits a copy of the Annual Report to ORMATA Provincial archives.
- Sends a report to "Notes" as directed by the President.
- Maintains a working file to be passed on to successor

Other officers and their duties, for the **Hamilton-Halton Branch** may include the following positions. Except for **Past President**, any of these responsibilities may be shared by the above executive members:

5. **Past President**

- Advises the President.
- Supports the current executive.
- Attends all executive meetings.
- Acts as a Nominating Committee chair.
- Assists in other executive duties as needed.
- Maintains a working file to be passed on to successor.

6. **Webmaster (Website and Branch E-Mail Communications)**

- Maintains and updates the Branch web pages of www.ormta.org (Provincial site)
- Co-ordinates with other executive members regarding changes or additions to Branch webpages.
- Trains incoming new website convenor when needed.
- Sends out pertinent e-mail reminders and messages to the Branch members.
- Updates members e-mail addresses and adds new members' information to Branch mailing list.
- Maintains a working file to be passed on to successor.

7. **Publicity/Social Media Manager**

- Notifies all Branch members of events.
- Co-ordinates with Webmaster for upcoming information to be added to website.
- Works with the executive to maintain a branch Facebook page.
- Works to "connect" branch members through current social media outlets (Facebook, Twitter, LinkedIn) to help promote Branch events.
- Prepares and distributes posters and/or flyers for upcoming events, as needed.
- Notifies the media of events.
- Arranges photo-ops for events.
- Maintains a working file to be passed on to successor.

8. **Publication Manager (Brochure- Newsletters)**

- Produces a membership brochure twice yearly.
- Co-ordinates with the Provincial Treasurer to update the membership list, using the current information on the ORMTA (Provincial) website.
- Contacts advertisers for the brochure and notifies the Branch Treasurer for billing purposes.
- Arranges for printing and proofing of brochures by deadlines.
- Arranges for distribution of brochures to members, stores and libraries, etc.
- Creates newsletters, co-ordinating with executive for information and content to be included in each.
- Contacts advertisers for newsletter and notifies the Branch treasurer for billing purposes.
- Arranges for printing, proofing, publication and distribution of newsletters.
- Maintains a working file to be passed on to successor.

The following Convenors may be voted in as members of the Executive, or may be appointed by the President from the membership as required, and in that case, only need attend executive meetings if required to report on their progress.

9. **Recital Convenor**

- Plans suitable student recital dates, eligibility, entry deadlines, venues and types of recitals yearly, as directed by the executive.

- Prepares documents outlining upcoming Student Recitals to inform members, and submits for Website and Newsletter publication.
- Arranges with Webmaster for online recital entry forms one month before recital.
- Receives entries from teachers, sets order of performers, (splitting recital into two if warranted) and designs printed programme for each recital. Notifies teachers if there is a time change.
- Arranges for programme printing and distribution at recitals.
- Arranges any special hand-outs such as Senior Recital flowers or Halloween loot-bags.
- Arranges committees or assistants as needed to help with any or all duties on recital days (i.e. set-up, decorations, refreshments, donation table, photos, etc.)
- Presides over recitals, or arranges for someone else to fill in.
- Reports on recitals as needed for Newsletters, Annual Report, Provincial magazine, etc.
- Maintains a working file to be passed on to successor.

10. **Competition Convenor**

- Finds and asks adjudicator(s), subject to Executive approval
- Finds venue
- Reads latest version of rules on ORMTA website
- Adjudicator needs to send bio and picture
- Fixes deadline
- Writes up wording for ORMTA mailing
- Prints application forms
- Allocates folder for application forms and notifies teachers
- Ensures that warm-up room is available before the competition
- Ensures that piano is tuned
- Desk, light, pens, and pencils ready
- Makes up adjudication sheets
- Gets in touch with Treasurer re cheques
- Creates programs
- Prints programs
- Brings original application forms to venue
- Adjudicator must sign application forms for winners and runners up
- Sends in application forms for winners and runners up
- Reports names of winners and runners up to Provincial Convenor

11. **Workshop Convenor**

- Recommends clinicians for workshops
- Co-ordinates with other executive members to arrange workshops
- Maintains a working file to be passed on to successor.

12. **Social Convenor**

- Arranges refreshments for meetings, recitals and workshops as requested
- Prepares a summary of the year's activities for inclusion in the Annual Report

- Maintains a working file to be passed on to successor

12. **Young Artist Convenor**

13. **Canada Music Week Convenor**

15. **Fund Raising Convenor**

16. **Honour Roll Convenor**

- Receives and collates First Class Honour marks with proof, submitted yearly by teachers, by September 30th deadline.

F. Scholarship Funds

ONTARIO REGISTERED MUSIC TEACHERS' ASSOCIATION, HAMILTON BRANCH, SCHOLARSHIP FUND is a Canadian Registered Charity No. 119068302RR0001 effective February 25, 1986.

1. The bulk of the Branch scholarship funds are invested (2014) in GIC's. Any changes to the status of, or reinvestment of these funds, must be voted on by the membership after joint presentation of recommendations from the President and Treasurer.

G. Primary Teacher

1. For purposes of competition or scholarship awards, a teacher is determined to be credited as a student's *primary teacher* for up to **eight months** after that student has transferred to another teacher. However, both teachers can be recognized.