



## **PMTA POLICIES AND PROCEDURES**

**June 10, 2006**

**Revised November 2011**

*At the June 3, 2006 meeting of the PMTA Board of Directors, the PMTA Job Description Handbook was adopted as the official "PMTA Job Description/Policies and Procedures Handbook." The purpose of this handbook is to address specific issues of operation not covered in the organizational bylaws. Changes, additions, amendments, deletions of any item in this handbook require Board of Directors approval.*

*PMTA is an affiliate of Music Teachers National Association.  
PMTA is a 501c3 non-profit educational corporation.*

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## PMTA ADMINISTRATIVE SERVICES

The PMTA Administrative Assistant works for – and is paid by -- the state organization. Any individual member, college or university, or local association wishing to contract her services can do so; but that member, college or LA is responsible for paying those services.

**REGARDING RE-ISSUE OF DSPF OR OTHER CERTIFICATES:** If the request for a re-issued certificate is due to the requesting teacher's mistake, there is a \$5 per certificate charge payable in advance. If the mistake is the chair's or AA, PMTA will absorb the cost.

## PURCHASE OF PMTA ADDRESS LABELS

### PMTA MEMBER DATABASE PURCHASE

The PMTA member database (names and addresses only) is available for purchase for a fee of:

\$100/member

\$300/non-member individuals, businesses, colleges or universities.

This fee (subject to annual review by the Board of Directors) is for a one-time purchase of pre-printed labels. HOWEVER, pre-approval by the Executive Committee is required to determine if the focus or purpose of the purchasing entity agrees with the mission of PMTA. All inquiries regarding database purchases go to PMTA Administrative Assistant. After consulting with the Executive Committee, the President will respond to all inquiries directly and instruct the AA of the committee's decision.

As of 2007, the Board agreed to NOT sell the member email list.

## PMTA COMMUNICATIONS

### WEBSITE ADVERTISING

For organizations/business/individuals that do NOT hold PMTA membership (regardless of whether there is a member on its Board; or on the staff, or volunteer in its office), the following rates apply:

**Sponsors** - for a renewable annual (July 1-June 30) fee of \$150, sponsors will receive space on the website for logo, brief description, a link to their website, a package of 3 membership-wide email blitzes for announcing events related to the sponsor's business, plus listing of the event for a month on homepage of PMTA website. In the event that the sponsor either hosts or underwrites a state-wide PMTA event that is active during that year, the fee for that year will be waived. (For example - hosting a conference or DSPF/MTNA competition weekend, underwriting Keystone competition, etc.)

**Advertiser** - for a renewable annual (July 1-June 30) fee of \$50, advertisers will receive space on the website for logo, brief description and a link to their website. Advertisers may upgrade to sponsor at any time during the fiscal year for an additional \$100 with complete benefits listed above.

**ONE TIME ANNOUNCEMENT** - PMTA is willing to send a single membership-wide email blitz for non-member organization advertising opportunities applicable to our entire membership. Content must be approved by president or other executive board member. Cost per blitz is \$50. A package of 3 membership-wide email blitzes is available for \$125. An additional 30-day homepage announcement listing can be added to a single email blitz for \$25. Fees are payable in advance and complete and finished ad copy must be presented with payment. Announcement must appear in the following format:

Event Title/description (1 or 2 lines)  
Date/Time/Place  
Admission/Fee (if any)  
Contact info (name, phone or email)

If the organization does not want to pay for the announcement, they will be guided to the Local Association page for contact information so they can distribute their message directly to select locations via the current local President. Please direct all inquiries to [info@pamusicteachers.org](mailto:info@pamusicteachers.org).

Note: A one-time announcement to appear on the Homepage Announcement Section or email newsletter is free for Local Association events.

## WEBSITE HOSTING

**Hosting Beginning Jan 2012:** Mike Shirk, Shirk Communications, 1048 Terrace Ave., Wyomissing PA 19610; adguys@shirkcom.com, 610-736-9223.

Managed by: PMTA Administrative Assistant

**Submission Guidelines for Local Association News (for newsletter & website):** This space is dedicated to events calendars for PMTA Local Associations. Using the format shown below, send information to [info@pamusicteachers.org](mailto:info@pamusicteachers.org). Please include a contact person for your workshops in case someone outside your area wants information. This listing is NOT for announcement of student awards/accomplishments/etc; that is more appropriate for your local newsletters. For further details and info, a link will be provided to your website.

The Local Association **Schedule of Events** is submitted quarterly according to the deadlines below. These are the only times this information will be updated. Deadlines are: February 20 -- for events February to May; April 20 -- for events May to July; July 20 -- for events August to November; November 20 -- for events November to February.

**Example of Schedule of Events calendar submission:** Sept. 22, 2pm - DSPF at Smalltown University. DSPF Honors Recital Sept. 23 at Park Community United Methodist Church. Chair: Any member; email [an@xxx.com](mailto:an@xxx.com). Visit our website at [MTA.org](http://MTA.org) for more information.

**Submission Guidelines for Members in the News:** This space is dedicated for announcements of PMTA member accomplishments - recitals, recently published, academic advancement, etc. Deadlines for submission are the same as above. Announcements will appear during the same periods specified above.

## MTNA PERFORMANCE COMPETITIONS

### COMPETITION JUDGES

Performance judges are paid \$75 for the first hour and \$25 for each additional hour, payable in half hour increments, rounded up to the next half hour. PMTA will provide judges with lunch IF their competition covers the lunch hour. Light refreshments are also provided. Parking fees are paid by PMTA. Any meals outside the competition time are the judges' responsibility. In the event the competitions are held in conjunction with the conference: if the judge wants to attend sessions only the day of his judging, there is no registration fee. If attending the entire conference, he/she pays the one-day registration fee.

Composition judges are paid \$20 per composition with \$50 minimum fee and a maximum of \$200 per judge. (approved Nov. 06)

### MTNA STUDENT COMPETITION TRAVEL GRANTS

This program will be reviewed annually by the Board of Directors and grant amounts determined by fund availability. When funds are available, students will receive information from the Competitions Chair immediately following State Competitions. If the student plans to take advantage of these funds, he/she must submit a Statement of Intent to the Competitions Chair outlining approximate expenses. Student must submit invoices to the Chair within two weeks following the close of the Division Competition. Same procedure applies for any students who might go to National Competitions.

## CONFERENCE

### PROGRAM ADVERTISING

All advertising rates are subject to change and to the approval of the PMTA Board of Directors. Complimentary ads are offered at the discretion of the Conference Chair.

Conference Ads: Contact Administrative Assistant for rates.

Complimentary Ads offered to conference sponsors such as :

- Full page – Hosting university (generally a cover)
- Half page – Piano dealer sponsoring clinician or supplying instruments
- Publisher sponsoring a clinician
- Another music organization who shares costs of event/clinician/etc

### EXHIBITORS

Contact Conference Chair for details. Charges subject to the approval of the PMTA Board of Directors. Complimentary exhibit space is offered at the discretion of the Conference Chair.

Regular Exhibitor Price: \$100

Complimentary Exhibit Space can be offered to:

- PMTA Members as a benefit of membership
- Piano dealer who supplies instruments receive
- Publisher sponsoring clinician

### PMTA MEMBER CONFERENCE CLINICIANS

PMTA Members who serve as workshop clinicians are not reimbursed for services or for expenses associated with their presentations including handouts, rental equipment, travel, meals, etc.

### HIRED ARTIST FEES

Read the contract thoroughly. Since our artists generally give us a significantly reduced fee, PMTA will assume the cost of meals and sometimes lodging. Consult with site coordinator to determine if hosting university can provide adequate housing or if the music department will assist with fees. The performance fee is generally around \$3000. Actively seek co-sponsors!

### HIRED CLINICIAN FEES

Read the contract thoroughly. Generally travel and lodging fees are assumed by a publisher or instrument dealer. PMTA will assume the cost of meals. Depending on level of commitment, the sponsor received free ad in conference program. Consult Administrative Assistant.

### CONFERENCE SITE FEES

The Conference Chair/~~Second VP~~ should consult with the Executive Committee prior to ordering payment of deposits or fees to hosting universities.

### DSPF AT STATE CONFERENCE

The hosting university site coordinator will have final say whether the DSPF and Concerto Ensemble Festival will take place during conference in consideration of space limitation.

**PMTA ANNUAL CONFERENCE SITE PROSPECTUS**

**Hosting University:** \_\_\_\_\_ ~ **Contact person:** \_\_\_\_\_

**Proposed Dates:** Conferences have run Thursday through Sunday, Friday through Sunday, or Saturday and Sunday. Specific dates determined by the conference chair, Board of Directors and site coordinator.

**DATE REQUESTED:** \_\_\_\_\_

**Accommodations:** To be secured by site coordinator. Approximately 60-80 moderately priced rooms convenient to conference site.

Hotel name: \_\_\_\_\_  
Address: \_\_\_\_\_  
Phone: \_\_\_\_\_  
Contact person: \_\_\_\_\_ Price: \$ \_\_\_\_\_  
\*\*Thursday evening board meeting will take place at hotel.

**Meals:** Catering or meal consideration --

- \_\_\_\_\_ Friday lunch (bag/box/buffet lunch)
- \_\_\_\_\_ Friday preconcert dinner (no program)
- \_\_\_\_\_ Friday artist reception (optional)
- \_\_\_\_\_ Saturday IMT Luncheon (served luncheon; with presentation; podium/microphone)
- \_\_\_\_\_ Saturday cocktail/social hour prior to banquet ( \_\_\_\_\_ on campus or \_\_\_\_\_ at hotel)
- \_\_\_\_\_ Saturday banquet ( \_\_\_\_\_ on campus or \_\_\_\_\_ at hotel); with entertainment
- \_\_\_\_\_ Sunday lunch (bag/box lunch)

Provide campus food service contact information:

Name: \_\_\_\_\_ Phone: \_\_\_\_\_

**Parking:**

- \_\_\_\_\_ Friday for approximately 150 (members, clinicians, competitors/families)
- \_\_\_\_\_ Saturday for approximately 100 (members, clinicians)
- \_\_\_\_\_ Sunday for approximately 300 (members, clinicians, students/families)
- \_\_\_\_\_ Are parking passes required?
- \_\_\_\_\_ Is there handicapped parking?
- \_\_\_\_\_ Shuttle between hotel and campus

**Equipment for workshop rooms:**

- \_\_\_\_\_ pianos \_\_\_\_\_ Powerpoint
- \_\_\_\_\_ large space for movement \_\_\_\_\_ blackboard

**Commitment from university:**

- \_\_\_\_\_ Piano technicians
- \_\_\_\_\_ Guest artist assistance
- \_\_\_\_\_ Refreshments
- \_\_\_\_\_ Other

**Convention Site Coordinator:**

- \_\_\_\_\_ Coordinator for duties per job description handbook (copy attached)
- \_\_\_\_\_ Coordinator for faculty recital (Optional!!!)
- \_\_\_\_\_ Coordinator for recruiting student volunteers

**Name**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Local music contacts:** (on separate sheet)

- \_\_\_\_\_ Name/address/phone of local/nearest music distributor
- \_\_\_\_\_ Name/address/phone of local/nearest piano/keyboard dealer
- \_\_\_\_\_ Name/address/phone of other potential exhibitors

**Do have suggestions for a conference artist?**

Site Coordinator Signature: \_\_\_\_\_

Phone: \_\_\_\_\_

Email: \_\_\_\_\_

Today's Date: \_\_\_\_\_

**Information needed 8-12 months prior to conference date**

- \_\_\_\_\_ Map of university and parking information
- \_\_\_\_\_ Driving directions
- \_\_\_\_\_ Info regarding school and music department
- \_\_\_\_\_ Names/phone/email of potential competition adjudicators
- \_\_\_\_\_ List of nearby restaurants/eateries and alternate hotel accommodations
- \_\_\_\_\_ Official hotel information (page)

**Rooms for Conference Sessions:**

Workshops/Friday/Saturday/Sunday

- \_\_\_\_\_ 2 classrooms each accommodating audience of 75; 1 grand in each
- \_\_\_\_\_ 1 classroom devoted to technology (lab; digitals; computers; etc)
- \_\_\_\_\_ Exhibitors area (preferably with registration)
- \_\_\_\_\_ Registration area (large open area preferably near exhibit area)
- \_\_\_\_\_ Artist recital auditorium (Friday or Saturday)
- \_\_\_\_\_ Certification testing classroom (small room; no instruments; desks/chairs required; Saturday only)

## MTNA PERFORMANCE COMPETITIONS SITE PROSPECTUS

Rooms must be available late afternoon/evening prior to competitions

- \_\_\_\_\_ Room A - 1 grand, audience 50-100 (piano competition)
- \_\_\_\_\_ Room B - 1 grand, audience 50-100 (piano competition)
- \_\_\_\_\_ Room C - 1 grand, audience 50 (piano competition)
- \_\_\_\_\_ Room D - 1 piano, audience 25-50 (instrumental or vocal competition)
- \_\_\_\_\_ Room E - 1 piano, audience 25-50 (instrumental or vocal)
- \_\_\_\_\_ Balloting room - classroom/conference room (should accommodate refreshments)
- \_\_\_\_\_ 4-6 practice rooms reserved during competitions

## DSPF/ENSEMBLE FESTIVAL & CONCERTO FESTIVAL SITE PROSPECTUS

This event is for students K-12 and their families; can attract up to 800 students.

- \_\_\_\_\_ 2-3 recital rooms with grand pianos
- \_\_\_\_\_ 1-2 room with two grand pianos
- \_\_\_\_\_ Registration area

**PMTA FINANCE COMMITTEE**

The PMTA Finance Committee will periodically review the organization’s finances and report to the Board of Directors with any suggestions for change.

**FOUNDATION**

Each year the DSPF makes a donation of \$1 per registered student to the MTNA Foundation. These funds could be used to honor a PMTA member as a Foundation Fellow (minimum of \$1000 required). Prior to each DSPF, the Board of Directors (or appointed committee) should decide who to honor with that particular year’s donation

**MEMBERSHIP**

**MTNA/PMTA MEMBERS CATEGORIES, DUES AMOUNTS, BENEFITS - Refer to website for current rates.**

Active	\$45.00 (subject to annual review)
Active Senior to age 70	\$30.00 - 25% discount
Retired, not teaching	\$15.00 - 50% discount (with 20 yrs. continuous teaching)
Business/Corp.	\$100 ( <i>benefits above under website advertising</i> )
Patron	\$25
Institutional	\$100 ( <i>benefits above under website advertising</i> )
Honorary	Waived with board approval
Collegiate	\$10.00

## REIMBURSEMENT OF OFFICER AND CHAIR EXPENSES

All requests for reimbursement of expenses by PMTA Officers or Chairs must be submitted in writing on the appropriate form available from the Treasurer or from the website. All receipts must be attached. Forms are first sent to the President for signature. Any expenditures over \$100 (except as listed below) must be pre-approved by the Executive Committee. All requests for reimbursement must be submitted within 60 days of the event date. All reimbursement requests are periodically reviewed by the Executive Committee.

**OFFICE EXPENSES:** All office expenses incurred by any chair, officer, competition coordinator on behalf of the organization (postage, printing, supplies, etc) are fully reimbursed.

### PRESIDENT:

- Conference: Lodging and travel
- Board Meeting(s): Lodging and travel
- National Leadership Summit (first year of term): Paid by MTNA
- National Conference: Lodging and travel
- Eastern Division: Lodging and travel
- Visits to Local Associations: Travel; one night's lodging if necessary
- General Expense related to running the organization: Full reimbursement

### VICE-PRESIDENT:

- Conference: Lodging and travel
- Board Meeting(s): Lodging and travel
- General Expense related to the office: Full reimbursement

### SECRETARY

- Conference: Lodging and travel
- Board Meeting(s): Lodging and travel

### TREASURER

- Conference: Lodging and travel
- Board Meeting(s): Lodging and travel

### ADMINISTRATIVE ASSISTANT:

- Conference: Lodging and travel
- Invoices for work as submitted

### COMPETITION CHAIR AND COORDINATORS:

- Lodging for night preceding MTNA competitions
- Travel to competition site
- General Expense related to the office: Full reimbursement

### CONFERENCE CHAIR:

- Lodging and travel to conference
- General Expense related to the office: Full reimbursement

### DSPF CHAIR:

- Stipend of \$200
- General Expense related to the office: Full reimbursement

### WEBSITE

- Stipend of \$150
- General Expense related to the office: Full reimbursement

**Per Nov 2011 Board Meeting:** all participating board members will receive gas reimbursement for roundtrip miles as follows: \$30 for 75-150 miles, \$40 for 150-250 miles, \$50 for 250-350 miles, \$60 for 350-450 miles, \$70 for 450-550 miles, \$80 for 550-650 miles, \$90 for over 650 miles. In addition, all participating board members will be reimbursed for conference registration fees. The executive committee may also offer conference lodging to select board members (for example DSPF chair, conference committee member, website liason).

## ADMINISTRATIVE ASSISTANT SERVICES

PMTA Administrative Assistant will periodically invoice PMTA for services rendered. Such invoices will be forwarded to the President for signature. President will complete and attached the Funding Request Form and forward such invoices to the Treasurer for immediate payment. The Board of Directors grants the President authority to approve payment of invoices as they come due.

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

### Code of Ethics

**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/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 respect the integrity of other teachers' studios and shall not actively recruit students from another studio.
- 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.

## ETHICAL CONCERNS

Direct communication is essential in resolving ethical concerns. Members are strongly encouraged to work out ethical problems themselves. If issues cannot be resolved by the involved parties, the President and a three-member PMTA Ethical Concerns Committee may assist in their resolution. Grievous cases may be referred to the PMTA Board of Directors. Procedures for handling ethical concerns are outlined below. Each step will be followed in a timely fashion with the utmost tact and confidentiality. Communication with others beyond the parties involved will take place only when necessary or required by law.

### **A. Submission of a Concern**

1. A member may report an alleged ethical infringement by another member to the President. An issue reported first to a member of the Ethical Concerns Committee will be referred to the President.
2. The President will send the reporting member an outline of ethical concerns procedures and a request for written documentation, which must contain the specific charges, supporting evidence, and the reporting member's address, phone number, email address, and signature.
3. The President may stop the process at any point, finding that the issue does not constitute a clear code violation warranting intervention.
4. The President may be able to expedite a resolution. The member charged with the alleged infringement, if contacted, will be given the opportunity to respond to the reported concern. The reporting member will be made known to the reported member if deemed necessary to facilitate a resolution.
5. When ethical concerns cannot be immediately resolved, the President will send the submitted documentation to the PMTA Ethical Concerns Committee, along with any response from the reported member.

### **B. Ethical Concerns Committee**

1. Upon receipt of the ethical concern documentation, the committee will conduct communication with the reporting member and the reported member in an effort to resolve the issue.
2. The reporting member will be made known to the reported member if deemed necessary to facilitate a resolution.
3. The committee may stop the process at any point, finding that a resolution is not forthcoming and further intervention would not be productive.
4. Concerns Committee reports to the Board of Directors will not contain names of the involved members.

### **C. Referral to PMTA Board of Directors**

1. Particularly grievous ethical offenses may be referred by the committee to the Board of Directors.

2. The Board will send a written notice to the reported member of his/her ethical infringement, possible consequences, and the right to comment or a hearing.
3. The hearing, if requested, will take place at a regular meeting of the Board of Directors, and the member may have legal representation. All costs are the responsibility of the member.
4. The Board may exonerate the member, determine that certain conditions should be met in order to maintain PMTA membership, or terminate membership according to the PMTA Bylaws.
5. If certain conditions should be met in order to maintain membership, the Board will set a deadline for the submission of a report showing that those conditions have been met.

## VOTING/BYLAWS AMENDMENT PROCESS

added 11/11

### BYLAWS AMENDMENTS

#### XIII - BYLAW AMENDMENTS

##### Section 1. AMENDMENT PROCESS

Amendments may be proposed by the Board of Directors or upon petition by no fewer than twenty-five (25) members in good standing. Any proposed amendment must be submitted in writing to the Board of Directors for its consideration for recommendation at least sixty (60) days prior to presentation to the membership.

##### Section 2. VOTING AND ADOPTION

a. These Bylaws may be amended at any General Membership Meeting of the Association by a two-thirds majority vote of those present and voting.

b. These Bylaws may be amended via a mail or electronic mail ballot by a two-thirds majority vote. The date for the return of the completed ballots must be clearly stated on the ballot. The membership will be notified of the results of the balloting along with any revised amendments within sixty (60) days of the return deadline.

- The President will appoint a committee to handle any proposed bylaws amendments. Proposed amendments must be reviewed and approved by the Board of Directors before presenting to the membership for voting according to the Bylaws.

### VOTING IN A NEW SLATE NEW OFFICERS

#### ARTICLE VI - NOMINATIONS AND ELECTIONS

##### Section 1. NOMINATING COMMITTEE

A Nominating Committee shall be appointed by the President to nominate the elected officers. The committee shall consist three (3) active members of the Association.

##### Section 2. SLATE OF CANDIDATES

The Nominating Committee shall prepare a slate of not more than two (2) candidates for each office. This slate shall appear in an issue of the official Association newsletter at least sixty (60) days before the designated election date.

##### Section 3. ELECTION

The active members of the Association shall elect the executive officers of the Association in June of the odd-numbered years, with ballots mailed or emailed sixty (60) days prior to the close of all voting.

a. If the election is to take place at an annual conference, election of the proposed slate of officers shall be by a voice vote of the majority of those present at this meeting. Nominations from the floor shall be allowed, provided the nominee is eligible for election and has consented to be a candidate. In the event of two (2) candidates per office, the election will be done by secret ballot, with each office voted on separately.

b. If the election is to take place by electronic or mail ballot, election shall be determined by the majority of ballots received.

- At the beginning of the election year, the President will appoint a committee of three members in good standing to comprise the Nominating Committee, and will appoint a Chair from among the three.
- The Committee will organize a slate of officers to be published in the January newsletter of election years (odd-numbered year), so it can be voted on in before end of the fiscal year.
  - In the case of a June conference: slate must be in place and approved at the Board's fall meeting of the previous year; then printed in the winter/January newsletter; **voted on by General Membership at it's June meeting.**
  - In the case of a November conference: slate must be in place and approved at the Board's fall meeting of the previous year; then printed in the winter/January newsletter; **voted on by General Membership via written ballot.**

## PMTA History

A predecessor of the present Pennsylvania MTA was founded at the close of MTNA's thirteenth annual meeting in Philadelphia, on July 5, 1889. Seventeen "earnest music teachers of Pennsylvania" met at the call of Joseph H. Gittings of Pittsburgh, but Theodore H. Presser was elected temporary chairman. The newly formed organization, taking the name of Pennsylvania State Music Teachers Association, elected William Wolsieffer its president and made plans for its first state convention, to be held in Philadelphia during the Christmas holidays of 1889.

Records of eight annual meetings are available, extending to that of 1896. At the fourth meeting, held in Reading in 1892, the Association imported a large orchestra from Philadelphia, was able to cover its costs through the sale of tickets to the general public, and yet emerged with a cash surplus of \$625.52. The fifth meeting, at Scranton in 1893, again presented an orchestra; and a concert containing the music of seventeen Pennsylvania composers was "a pronounced feature of a very gratifying nature." Thereafter, each annual meeting showed a declining cash surplus; the meeting of 1896, at which Thomas à Becket (who was to be MTNA's president in 1904) was elected president, is the last for which records are known.

Discussions leading to the formation of the present Pennsylvania Music Teachers Association were begun by a group of the state's teachers at the MTNA Cleveland convention of 1940, but definitive action was delayed. Eight years later, at Chicago, discussions were resumed under the leadership of F.A. Diefenthaler and Arzella Huntsberger; Leroy B. Campbell was appointed temporary president, and planning continued. The Association was formally established and the first slate of officers elected during the MTNA convention of 1950 at Washington; James Francis Cooke was elected president. PMTA enjoyed a rapid growth in membership in the following years, and became affiliated with MTNA in 1953.

In 1957 the state was divided into seven districts, each with its own appointed chairman. Local organizations of teachers (in Pittsburgh, Reading, etc.) were organized, this action contributing largely to the success of a membership recruitment drive. Certification had been an item of concern as early as 1954, but was officially approved at the PMTA convention of 1959. PMTA has participated actively in the Student Auditions programs at all levels, and since 1969 has contributed several Eastern Division and national competition winners in various categories.

**Today**, PMTA membership averages 650 with 16 active Local Associations. Ongoing state activities include an annual conference, the Dorothy Sutton Performance Festival (semi-competitive adjudication event), PMTA/Keystone Composition Competition, PMTA/Jacobs Chamber Music Competition (junior and senior high), and an annual Leadership Weekend held in conjunction with its June Board meeting. Other state conference activities have included a piano ensemble concert, student masterclasses, ongoing student workshops and clinics. In 2006 PMTA became an Act 48 Provider for the PA Department of Education. The newest service that PMTA provides its membership is a quarterly email newsletter. For more information on PMTA visit our website - [pamusicteachers.org](http://pamusicteachers.org).

Most recently, PMTA will host three consecutive Eastern Division competition event -- 2007 at Duquesne University; 2008 at Penn State University; and 2009 at West Chester University. PMTA leaders have served in Division and National leadership positions including, National Local Association Chair, National IMT Committee, National Arts Awareness Advocacy Committee, National Local Association Committee, the Board of Directors, Division President and President-Elect, Competitions Chairs and Coordinators.

PMTA has adopted as its Mission Statement -- The purpose of this organization is to:

- Further the art of music;
- Promote the professional growth and development of its members by providing programs that encourage and support teaching, performance, composition and research;
- Provide ongoing performance and education opportunities for students of its membership;
- Promote and support music and music education in the community;
- Promote public awareness of the value of music education for all individuals.