

Policy Handbook
For
Local Membership Chairs

July 2020



www.fmta.org



FLORIDA STATE MUSIC TEACHERS ASSOCIATION

AFFILIATED WITH MUSIC TEACHERS NATIONAL ASSOCIATION, INC.



Memorandum

TO: FSMTA Local Membership Chairs

FROM: Karen Schaefer, FSMTA Vice President for Membership

DATE: July 1, 2020

RE: Policy Handbook for Local Membership Chairs

The Policy Handbook for Local Membership Chairs is a complete guide to the duties and responsibilities of the Local Membership Chair. Each Local Membership Chair should keep this guide so that current and future Local Membership Chairs may provide information to members and may have at their disposal the information and tools necessary to perform their duties well.

The Handbook includes:

- A job description and suggested activities for the Local Membership Chair
- A list of membership dues for 2020-2021
- Instructions on how to access a list of your current local members
- Membership policies for Active, Senior, and Collegiate Membership
- Procedure for member reinstatement

MEMBERSHIP RENEWAL

MTNA has extended the renewal deadline to September 1. An email from YOU encouraging your local members to renew online at mtng.org will be most appreciated.

Cordially,

Karen C. Schaefer

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Job Description

Each Local Membership Chair shall:

- Direct prospective applicants to the MTNA website to complete the application. This application will include membership at the national, state, and local level. Types of membership, a list of all dues, and a link to the MTNA application may be found on our state website at <https://www.fmta.org/join.html>
- Notify the FSMTA VP for Membership
 - of any changes in local member information to maintain accuracy of the FSMTA database and website
 - of any changes in local dues amount
 - of the passing of any local members for inclusion in the Necrology Report
 - when there is a change in the Local Membership Chair

Welcoming New Members

Merriam-Webster defines the verb “welcome” as follows:

- To greet with courtesy or cordiality
- Receive hospitality gladly
- Give a friendly reception to
- To greet heartily or joyfully

As new members join your local association, do you extend to them a sincere “welcome?” Each of us was once a new member, and I hope you felt very welcomed. Do you personally encourage new members to attend your next event? Are new members greeted with friendly hospitality? Do you introduce them to others? It’s important they feel comfortable and accepted. Ponder these thoughts with this acrostic.

Welcome packet given
Encourage participation
Leadership opportunities offered
Constant communication
One person tells another
Mentor new members
Educate new members about MTNA benefits

- A **welcome packet** is a great way to distribute information about your local association to a new member. You can include many things in this packet: local, state and national association brochures; association yearbook/handbook; gift card to local coffee shop (nominal amount)—this is a kind gesture that sends a “personal” touch. Showcase your newest members by posting their photos and bios on your local/state association website or weekly/monthly newsletter. Hosting a welcome reception is also another great way to show hospitality to new members.
- **Encourage participation** in association events. A new member could be encouraged to volunteer to work at association events even if they don’t enter any students. This is a great way for them to see the excitement and enthusiasm of students as they share their talents with others. That new member may “catch the fever” and be excited to enroll students in future events.
- **Leadership opportunities** should be offered to new members. One of the best ways to get new members involved is to offer them the chance to co-chair or serve as an assistant for a student event. They would be learning the “ins and outs” of an event and be in a better position to actually chair the event the following year.
- **Constant communication** is key in any organization. Make sure it is positive yet informative. Send out a weekly or monthly e-mail newsletter to all members with pertinent information. Include reminders of event fees and deadlines, links to other resources, musical community events, awards and pedagogical articles. This should help generate support and involvement from your new members.
- **One person tells another!** If your local leadership creates excitement and enthusiasm in your association by providing diverse, comprehensive and applicable programs for the members, new members will invite others to join. When a new member feels wanted and included and has a positive attitude about the association, that positivity will spread and hopefully, potential members will join.
- **Mentor new members.** When you take a new member “under your wing,” you have offered guidance and encouragement to them as they navigate through the myriad opportunities offered to them and their students. Pairing new members with veteran members will also result in increased member satisfaction and retention.
- **Educate new members about MTNA benefits.** Direct them to the MTNA website where they can become familiar with the many programs and benefits MTNA offers its members: grants for teacher enrichment, insurance, credit card services, legal consultation, webinars, certification program and merchant services (especially Office Depot/Office Max).

Above all, stay positive and continue to joyfully greet new members with courtesy, cordiality and extend hospitality. Remember, maintaining a happy and welcoming approach to life is contagious and new members will pick up on that joy!

Membership Dues 2020-2021

MTNA

- Active \$81.00
- New first-time Active after January 1 \$40.50
- Senior (age 70 or older) \$60.75
- New first-time Senior after January 1 \$30.50
- Collegiate (no reduction after January 1) \$19.00

By written request to MTNA:

- Retired (age 65 or older, 20 consecutive years of membership) ... \$40.50

FSMTA

- Active or Associate \$45.00
- New first-time Active or Associate after January 1 \$22.50
- Senior 1 (age 70-79) \$33.75
- New first-time Senior 1 after January 1 \$17.00
- Senior 2 (age 80 or older) \$22.50
- New first-time Senior 2 after January 1 \$11.25
- Collegiate (no reduction after January 1) \$10.00
- Retired (age 65 or older, 20 consecutive years of membership) ... \$11.25

LOCAL

- Collegiate \$3.00
- Dues for each local association are listed at <https://www.fmta.org/join.html>

Membership Dues Notes

- The fiscal year for all member types, except collegiate, is July 1 through June 30. The fiscal year for collegiate membership is October 1 through September 30.
- **New** members joining anytime between January 1 and March 31 receive a 50% discount from MTNA and FSMTA for the fiscal year ending June 30. *This discount is restricted to **first-time applicants**.*
- Upon graduation from college, MTNA student members moving to Active status receive for a 50% reduction in national and state dues for a period of one year. MTNA student members wishing to take advantage of this opportunity may contact Melissa Curtice at MTNA at (513) 421-1420, ext. 237.

Renewal Information

- MTNA began processing renewals and new member applications for 2020-2021 on April 1.
- Deadline for renewal of membership dues for MTNA is July 1 of each year. (The 2020-2021 renewal date has been extended to September 1.)

Membership Dues Deadlines for Competitive Events

A member who wishes to enter a student in any competitive event(s) during any membership year must meet the following deadlines for payment of dues. All dates shown reflect the date payment is received and recorded by MTNA.

- MTNA Events – September 1
- FSMTA Events – October 1
 - An exception to the October 1 deadline will be granted to a teacher joining MTNA/FSMTA for the very first time. This one-time exception will allow the teacher to pay national and state dues on or before the competition entry deadline.
 - As stated in the *Handbook for Student Activities*, members renewing after October 1st are required to pay the non-member application fee to enter the FSMTA Competitions.

How to access a list of your current local members:

- Request the use of your Local President's MTNA membership number.
- Go to www.mtna.org.
- Scroll to the bottom of the page to Connect → State Portal.
- Scroll down to Administrator login. Click it.
- Insert last name of Local President and MTNA #.
- Use transaction dates April 1 to the current date.
- Click Export.
- Open Excel report to view the list of your current local members.

Membership Policies

A. ACTIVE MEMBERS

Active Member Requirements – FSMTA Articles of Incorporation and Bylaws

Article V, Section 1. ACTIVE MEMBERSHIP shall be open upon application to any person who is, or has been, professionally engaged in the teaching of music.

- a. Active membership shall provide privileges of participating in the activities of the Association, the right to vote, hold office, and receive the official Association publications.
- b. Any teacher moving to Florida who holds membership in good standing in another state affiliate of Music Teachers’ National Association, will be granted Active membership in FSMTA.
- c. The rights and privileges of active membership will apply equally to all active members of FSMTA, regardless of place of residence.

B. SENIOR MEMBERS

A reduction in dues will be granted to Senior Members as follows:

MTNA Senior Members, age 70 and above	25% reduction in MTNA dues
FSMTA Senior Members, age 70-79	25% reduction in FSMTA dues
FSMTA Senior Members, age 80 and above	50% reduction in FSMTA dues

C. COLLEGIATE MEMBERS

Collegiate Member Requirements – FSMTA Articles of Incorporation and Bylaws

ARTICLE V, Section 3. COLLEGIATE MEMBERSHIP shall be open to all college music students.

- a. Collegiate membership shall provide privileges of participation in the activities of the Association except the right to vote or hold office or enter students in MTNA competitions.
- b. Collegiate members may form collegiate chapters of FSMTA.
- c. The fiscal year for student membership is October 1 through September 30.
- d. Upon graduation from college, MTNA student members may upgrade to Active membership status and receive a 50% reduction in national and state dues for a period of one year. MTNA student members wishing to take advantage of this opportunity may contact Melissa Curtice at MTNA at (513) 421-1420, ext. 237.

F. REINSTATING MEMBERS

1. Each former member who wishes to reinstate their membership may do so by accessing their online profile at mtna.org.
2. Dues must be paid in full for one year regardless of the date of reinstatement.

G. OTHER MEMBERSHIP TYPES

FSMTA also offers membership at the Associate, Honorary, and Retired status. For information concerning these membership requirements and privileges, see the remainder of Article V of the Florida State Music Teachers Association *Articles of Incorporation and Bylaws*.

The Application Process

A. Responsibility of the Applicant

Applicant completes application and submits payment at MTNA.org.

For assistance, contact:

Melissa Curtice, MTNA Membership Processing Manager

513-421-1420, ext. 237

mcurtice@mtna.org

B. Responsibility of the FSMTA Vice-President for Membership

1. Regularly check the Florida state portal at MTNA.org for member updates
2. Enter the new member's information into the FSMTA Database
3. Email the new member a welcome letter, copied to the local membership chair and/or local president. Include the FSMTA website password so the new member will have full access to the FSMTA website for Newsletters, Articles of Incorporation, By-Laws and Membership Directory.

C. Responsibility of the Local Membership Chair

1. Welcome new members to the local chapter with a welcome letter and copy of the local calendar of events/meetings. (Review pages 4-5 of this Handbook.)
2. Provide members of the local association with a current local membership directory.
3. Remind local members each spring of the July 1 membership renewal date. (The 2020-2021 renewal date has been extended to September 1.)

D. Completing the Process

1. Each new member will receive membership information and a permanent membership number from MTNA, via e-mail.