



## 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.

# ***MUSIC TEACHERS NATIONAL ASSOCIATION***

## **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 Executive Director and a three-member MTNA Ethical Concerns Committee may assist in their resolution. Grievous cases may be referred to the MTNA 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 Executive Director. An issue reported first to a member of the Ethical Concerns Committee will be referred to the Executive Director.
2. The Executive Director 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 Executive Director may stop the process at any point, finding that the issue does not constitute a clear code violation warranting intervention.
4. The Executive Director 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 Executive Director will send the submitted documentation to the MTNA 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 MTNA 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 MTNA membership, or terminate membership according to the MTNA Bylaws, Article III/2.
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.

**GUIDANCE ON ARTS AWARENESS AND  
ADVOCACY/LOBBYING ACTIVITIES  
BY STATE AND LOCAL ASSOCIATIONS  
ORGANIZED UNDER SECTION 501(C)(3) OF  
THE INTERNAL REVENUE CODE**

State and local association affiliates of Music Teachers National Association, organized under Section 501(c)(3) of the Internal Revenue Code, may engage in lobbying activities; *however, due care should be taken to ensure that such activities do not constitute a substantial part of the association's activities.* An association's exemption from federal income tax could be challenged if the IRS determined that a *substantial part* of the association's efforts were dedicated to carrying on propaganda or otherwise attempting to influence legislation.

To allay any concerns in this somewhat vague area (i.e. what is *substantial...?*), it is prudent to ensure that each state and local association's corporate effort to advocate the maintenance of music and the other arts in our schools and communities, as well as the adoption of the National Standards in the Arts, be conducted primarily, although not necessarily exclusively, in ways that emphasize *educating* and *informing* decision makers of the importance of music and the arts in the lives of America's school children and the value of these disciplines as major elements of our cultural heritage.

The following guidelines are offered for the consideration of state and local associations in pursuing Community Outreach and Education on behalf of music and arts education.

***Reference***

Each state and local association should maintain a copy of Internal Revenue Service Publication 557, "Tax-Exempt Status for Your Organization," (Catalog No. 46573C), available from any local IRS office, or from the U.S. Government Printing Office. Chapter 3 details the organizational and operational guidelines for all Section 501(c)(3) organizations.

***Association Activities That Are Not Considered Lobbying***

State and local associations may engage in these activities without fear of attempting to influence legislation:

- 1) Making available the results of nonpartisan analysis, study or research
- 2) Examining and discussing broad social, economic and similar problems
- 3) Providing technical advice (where the advice would otherwise constitute the influencing of legislation) to a governmental body or to a committee or other subdivision thereof in response to a written request from such body or subdivision
- 4) Appearing before or communicating with any legislative body with respect to a possible decision of that body that might affect the existence of the organization
- 5) Communicating with a government official or employee, other than
  - a) A communication with a member or employee of a legislative communication would otherwise constitute the influencing of legislation,
  - or
  - b) A communication with the principal purpose of influencing legislation

- 6) Communicating between an organization and its bona fide members with legislators or proposed legislation of direct interest to the organization and the members except when those communications *directly* encourage the members to influence legislation, or directly encourage the members to urge nonmembers to influence legislation

Associations engaging in any communications, *as an organization*, which attempt to influence legislation, particularly as outlined in 5) and 6) above, are considered to be lobbying. Again, this activity is not specifically prohibited, but careful records must be maintained to ensure that such “*association lobbying activities*” are not a “*substantial part*” of its overall reason for existence.

Most state and local associations will choose to judiciously direct the preponderance of their community outreach and education efforts in a manner requiring the expenditure of few, if any, funds, and for the most part relies upon inspiring and motivating music teachers, parents, students and other friends and professional colleagues through informational and educational efforts concerning the value of the arts. *Any restrictions imposed on state and local associations do not in any way limit the rights of individual U.S. citizens to express their opinions on any of these issues to their elected officials.* The sheer volume of individual contacts expressing their beliefs to decision-makers ultimately may have more impact than a single organization’s plea for a particular result.

### ***Prohibited Activities***

The following activities are strictly prohibited by state and local associations organized under Section 501(c)(3):

- 1) No funds received from state or federal sources (e.g., grants, subsidies) may be used for any type of lobbying.
- 2) No association monies may be expended for any person’s political candidacy.

### ***Reporting Requirements***

State and local association treasurers, or other responsible officials, filing IRS Form 990 each year should respond to the question concerning lobbying being a “substantial part” of the organization’s activities by indicating **NO**.

### ***Optional Means to Ensure Insubstantial Involvement in Lobbying***

Provisions exist for designating a funding limit to ensure that lobbying activities clearly remain an insubstantial part of an association’s activities. Review of the referenced IRS Pamphlet 557 and consultations with legal counsel are recommended if this option is considered.

### ***Conclusion***

MTNA-affiliated state and local associations may *lobby*, but there are limitations on the *manner* and *extent* of such pursuits, all of which must be carefully assessed in accordance with the purpose and objectives of each organization.

The maintenance of school music programs and the continuance of arts activities in our communities are vital to the education of America’s children and the future of our culture and can be profoundly influenced by the proactive involvement of each MTNA member. Music Teachers National Association is committed to ensuring access to viable music programs for the benefit of all.



## PROFESSIONAL CERTIFICATION STANDARDS

### What A Nationally Certified Teacher of Music (NCTM) Should Know and Be Able To Do

#### STANDARD I: Professional Preparation

##### A. Knowing and Performing Music

Competent music teachers possess a significant understanding of and facility on their performing instrument(s). They demonstrate a specialized knowledge in a performance area as they provide students with comprehensive, sequential instruction. They have substantial knowledge of music theory, music history/literature, and pedagogy/teacher education.

##### B. Knowing and Understanding Students

Competent music teachers have knowledge and understanding of students' physical, social and cognitive growth and past musical experiences. They assimilate this knowledge to develop a course of study and to prepare instruction that meets the needs of each student while cultivating positive and productive relationships.

#### STANDARD II: Professional Teaching Practices

##### A. Planning Courses of Study

Competent music teachers plan courses of study for their students on a regular basis using a wide range of music, musical concepts and materials.

##### B. Facilitating Music Learning

Competent music teachers foster students' interest and facilitate their musical learning by using a variety of resources, equipment, technology, materials, methods, music and teaching styles and strategies.

##### C. Fostering an Educational Environment

Competent music teachers provide and cultivate settings that are conducive to learning and performance, and that are inclusive of students and families from varied backgrounds, cultures and capabilities. They provide settings for a course of study that encourage student confidence, independence, teamwork and high achievement.

##### D. Assessing Musical Growth

Competent music teachers utilize multiple evaluation methods regularly to assess and convey the progress of students' musical growth and performance, and to gather data for planning subsequent courses of study.

#### STANDARD III: Professional Business Management

Competent music teachers demonstrate an understanding and application of basic professional and ethical business practices in their studio and classroom management. These practices include establishing operational and financial policies.

#### STANDARD IV: Professionalism and Partnerships

##### A. Contributing to the Profession

Competent music teachers contribute to the professional growth of their colleagues, their studios and schools, their professional associations and to their profession at large.

##### B. Building Partnerships

Competent music teachers understand and appreciate the unique position that the family unit, colleagues, and the community play in the musical education of students. They actively seek opportunities to build and nurture partnerships with them.

#### STANDARD V: Professional and Personal Renewal

##### A. Evaluating Professional Growth

Competent music teachers continually evaluate their personal teaching philosophy. They regularly assess their teaching and their professional growth to expand their knowledge and improve their teaching.

##### B. Continuing Education

Competent music teachers enhance their understanding of current pedagogical materials and methods, technology and business management through continuing education.

# ***MUSIC TEACHERS NATIONAL ASSOCIATION***

## **TEN ESSENTIAL SKILLS FOR PROMOTING A LIFELONG LOVE OF MUSIC AND MUSIC MAKING**

1. Ability to internalize basic rhythms and pulse.
2. Ability to read—musical literacy.
3. Ability to perform with physical ease and technical efficiency.
4. Ability to hear the notes on the page.
5. Ability to work creatively—improvise, compose, harmonize and play by ear.
6. Ability to understand basic elements of theory, form, harmony, etc.
7. Ability to respond to the interpretive elements of the composition in order to express the emotional character of the music.
8. Ability to conceptualize and transfer musical ideas.
9. Ability to work independently and problem solve.
10. Ability to perform comfortably individually and with others in a variety of settings.

# ***MUSIC TEACHERS NATIONAL ASSOCIATION***

## **PRIVACY POLICY**

Music Teachers National Association (“MTNA”) respects the privacy of its members and visitors to its website. The following Privacy Policy explains how MTNA collects, uses, and safeguards your information.

### **INFORMATION COLLECTION**

Visitors to MTNA’s website are anonymous. Personal information, such as your e-mail address is not collected. Your IP address (computer Internet address) is traced, but not linked to any personally identifiable information so that MTNA may track the number of visitors to various areas of the website and the amount of time that is spent in each area. Other information that may be collected automatically is the type of computer and operating system you are using, which is supplied by your browser.

When you register for a conference, become a member, or purchase/request a product or service, we collect information you provide such as your name, address, telephone number, e-mail address and credit card information.

### ***Cookies***

A “cookie” is a text file stored on your computer which includes information that identifies your computer and can be retrieved by our server to create a seamless browsing session. MTNA uses cookies to track users’ activity through the website in order to improve the website, to offer the user interactive features that would not be possible without them, and to recall specific information to save the user time during subsequent visits to the website.

### **INFORMATION USE**

#### ***Association Use***

Because of the special relationship we seek to maintain with our members, MTNA may, on occasion, send you e-mails regarding the association, news, events and products.

Members who have received the designation of Nationally Certified Teacher of Music will have their contact information available through the Directory of Nationally Certified Teachers of Music.

#### ***Third-Party Use***

MTNA also makes member contact information available to third parties offering products and services. This limited information may include names, job title, company/institution/studio and address. Phone numbers, fax numbers and e-mails will

not be disclosed. Users may request that MTNA not disclose to third parties the data it collects by contacting or at (888) 512-5278.

### ***Credit Card Account Information***

MTNA does not disclose credit card information provided to it by members or visitors. Credit card account information is used only for obtaining payment for goods or services provided. Information is submitted to the appropriate clearinghouse and not disclosed in any other way.

### **DECLINE E-MAIL**

At any time, you may discontinue receiving e-mails from MTNA simply by replying to the e-mail and informing MTNA of your desire. All e-mails you receive from MTNA will provide an opportunity to decline further e-mails.

### **LINKS TO OTHER SITES**

This website includes links to other websites. Since MTNA has no control over and is not responsible for the privacy policies or contents of those websites, MTNA encourages you to review the privacy and other policies of those websites.

### **PRIVACY POLICY UPDATES**

MTNA has tried to create a privacy policy that is comprehensive, readable, and thorough. Despite our best efforts, we may find it necessary to revise it. Any changes will be made without prior notice. The current MTNA Privacy Policy will continue to be posted on our website. If you have questions or comments about our Privacy Policy, please send them to.

### **ACCEPTANCE OF POLICY**

By using the MTNA website, you are agreeing to the terms and conditions set forth in this Privacy Policy. MTNA reserves the right to change this policy at any time.



MUSIC TEACHERS NATIONAL ASSOCIATION

## **Conflict of Interest Policy**

The Board of Directors of the Music Teachers National Association (MTNA) has adopted the following policy designed to avoid any possible conflict between the personal interests of Board members, committee members and staff and the interests of MTNA. This policy also applies in any case in which a committee chairperson or committee member may be delegated the authority to transact any business on behalf of MTNA.

The purpose of this policy is two-fold. First, the policy seeks to reflect the spirit of MTNA's commitment to promote the highest ethical standards in the association management profession. Second, the policy seeks to ensure that decisions about MTNA operations and the use or disposition of MTNA assets are made solely in terms of the benefits of MTNA and are not influenced by any private profit or other personal benefit to the individuals affiliated with MTNA who take part in the decision. In addition to actual conflicts of interest, board members are also obligated to avoid actions that could be perceived or interpreted in conflict with MTNA's interest.

Conflicts of interest may occur when MTNA enters into transactions with not-for-profit organizations as well as those that are undertaken with profit-making entities. The best way to deal with this problem is to make known one's connection with organizations doing business with MTNA and to refrain from participation in/voting on decisions affecting transactions between MTNA and the other organization. Such relationships do not necessarily restrict transactions so long as the relationship is clearly divulged and non-involved individuals affiliated with MTNA make any necessary decision.

### **Policy**

Any member of the MTNA Board of Directors, MTNA committees, and MTNA staff who may be involved in an MTNA business transaction in which there may be a possible conflict of interest shall disclose the potential conflict to the other members of the Board, committee or supervisor before any discussion and vote with respect to the transaction. Such disclosure shall be recorded in the minutes of the meeting at which it is made. The member shall refrain from

voting on any such transaction, participating in deliberations concerning it, or using personal influence in any way in the matter. The foregoing requirements, however, should not be construed to prevent the member from briefly stating a position on the matter or from answering pertinent questions from other Board or committee members by reason of the fact that personal knowledge on the matter may be of assistance to the other members in reaching their decision. The member's presence may not be counted in determining the quorum for any vote with respect to the business transaction which involves a potential conflict of interest.

A written disclosure regarding any possible conflicts and of any adjustments made to avoid possible conflicts of interest shall be kept by the Executive Director and CEO.

## **Definitions**

- “Involved in an MTNA business transaction” means initiating, making the principal recommendation for, or approving a purchase or contract; recommending or selecting a vendor or contractor; drafting or negotiating the terms of such a transaction; or authorizing or making payments from MTNA accounts. That language is intended to include not only transactions for MTNA’s procurement of goods and services, but also for the disposition of MTNA property, and the provision of services or space by MTNA.
- A “possible conflict of interest” is deemed to exist where the Director or close relative, or a member of that person’s household, is an officer, director, employee, proprietary, partner, or trustee of, or, when aggregated with close relatives and members of that person’s household, holds 35% or more of the issued stock in the organization seeking to do business with MTNA. A possible conflict is also considered to exist where such a person is (or expects to be) retained as a paid consultant or contractor by an organization which seeks to do business with MTNA, and whenever a transaction will entail a payment of money or anything else of value to the official, member, to a close relative, or to a member of that person’s household.
- A “possible conflict of interest” exists when an individual affiliated with MTNA has an interest in an organization which is in competition with a firm seeking to do business with MTNA if the individual’s position gives him or her access to proprietary or other privileged information which could benefit the firm in which he or she has an interest.
- A “possible conflict of interest” exists when an individual affiliated with MTNA is a trustee, director, officer or employee of a not-for-profit organization which is seeking to do business with or have a significant connection with MTNA or is engaged in activities which could be said in a business context to be “in competition with” the programs of MTNA.

# **Acknowledgment**

This policy statement shall be made available to each Director, officer, committee chair, and members, and staff. Such individuals will be asked to complete the acknowledgment and an attached disclosure concerning reporting of potential conflicts of interest.

Adopted: September 2009