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# WISCONSIN MUSIC TEACHERS ASSOCIATION CONSTITUTION

## **ARTICLE I - NAME**

Section 1. The name of this organization shall be the Wisconsin Music Teachers Association, Inc., (**WMTA**), affiliated with Music Teachers National Association (**MTNA**), Cincinnati, Ohio, a Code Section 501(c)(3) organization.

## **ARTICLE II - PURPOSE**

Section 1. Said organization is organized exclusively for charitable, educational, and scientific purposes, including, for such purposes, the making of distributions to organizations that qualify as exempt organizations under Section 501(c)(3) of the Internal Revenue Code, or corresponding section of any future federal tax code.

Section 2. No part of the net earnings of the organization shall inure to the benefit of, or be distributable to its members, trustees, officers, or other private persons, except that the organization shall be authorized and empowered to pay reasonable compensation for services rendered and to make payments and distributions in furtherance of the purposes set forth in the purpose clause hereof. No substantial part of the activities of the organization shall be the carrying on of propaganda, or otherwise attempting to influence legislation, and the organization shall not participate in, or intervene in (including the publishing or distribution of statements) any political campaign on behalf of or in opposition to, any candidate for public office. Notwithstanding any other provision of this document, the organization shall not carry on any other activities not permitted to be carried on (a) by an organization exempt from federal income tax under Section 501(c)(3) of the Internal Revenue Code, or corresponding section of any future federal tax code, or (b) by an organization, contributions to which are deductible under Section 170(c)(2) of the Internal Revenue Code, or corresponding section of any future federal tax code.

Section 3. In the event of dissolution of this organization, any funds remaining in the treasury after the payment of any outstanding debts shall be contributed to MTNA.

## **ARTICLE III - MEMBERSHIP**

Section 1. Membership classifications and privileges shall be prescribed in the Bylaws of the Wisconsin Music Teachers Association, hereinafter designated as WMTA or as the Association, and must be consistent with the membership classifications provided in the Bylaws of MTNA.

Section 2. Membership dues shall be approved by the Executive Board, the Administrative Council, and the membership of WMTA.

Section 3. Membership in the Association may be terminated by the member or revoked by the Association as prescribed in the WMTA Bylaws.

Section 4. All members of this Association eligible for Active or Student membership in WMTA must hold membership in MTNA.

## **ARTICLE IV - OFFICERS OF THE ASSOCIATION**

Section 1. The officers are a President, a President-Elect (elected in the third year of the President's term), a First Vice President for **Conferences**, a Second Vice President for Membership, a Secretary, a Treasurer, and the **Arts Advocacy and Awareness Chair**. The manner of election, authority and duties of each officer are defined in the Bylaws of the Association.

## **ARTICLE V - EXECUTIVE COMMITTEE**

Section 1. The Executive Committee shall consist of the officers, the Immediate Past President, and the following appointed positions: The **State District Auditions Chair**, the Local Associations Chair, the IMTF Chair, the College Faculty Chair, the **Young Artist Chair**, the **Badger Keyboard Chair**, the **Badger Vocal/Instrumental Chair**, and **Badger Collegiate Chair**.

Section 2. The Executive Committee shall conduct the business of the Association as determined by the policies established by the Administrative Council and within the limits of the Constitution and Bylaws. **It shall have discretion in the disbursement of all funds of the Association.**

Section 3. The Executive Committee shall be empowered to take whatever action may become necessary on behalf of WMTA between scheduled meetings of the Administrative Council.

**Section 4. In order to transact business, a quorum consisting of two thirds of the voting members of the Executive Committee, at least one of them being the President or President-Elect, must be present.**

#### **ARTICLE VI - ADMINISTRATIVE COUNCIL**

Section 1. The Administrative Council shall consist of the Executive Committee, a Representative from each affiliated local association, a Student Representative, and the following appointed positions: **all** District Auditions Chairs, the Certification Chair, the Newsletter Editor, the Publicity Chair, the MTNA Junior High School Competitions Chair, the MTNA High School Competitions Chair, the MTNA Collegiate Competitions Chair, the Archivist, the WMTA Theory Chair, the MTNA Composition Chair, the MTNA Foundation Chair, the Student Activities Chair, the Technology Chair, the Instrumental/Vocal Activities Chair, the Teacher Award of Excellence Chair, the Video Library Chair, and the Webmaster Chair. All appointments are to be made for three-year terms by the President upon the approval by vote of the Administrative Council and shall be eligible for reappointment. **(Strike - No person in an appointed position, except the District Audition Chairs, the Archivist, and the Membership Secretary may serve for more than two consecutive terms.)**

Section 2. The President is empowered to appoint assistants to any officer.

Section 3. The Administrative Council shall determine policies of the Association within the limits of the Constitution and Bylaws and shall have discretion in the disbursement of all funds of the Association.

Section 4. The Administrative Council shall have the power to rescind by a simple majority any decision of the Executive Committee.

#### **ARTICLE VII - MEETINGS, QUORUMS, MAIL BALLOTS**

Section 1. There shall be an annual **conference** of WMTA to be held at a time and place decided upon by the Administrative Council. Written notice of the date and location of the annual **conference** must be sent to the full membership no later than thirty (30) days prior to the **conference** date.

Section 2. There shall be one business session at the annual **conference** open to all members in good standing at which time the officers shall be elected and constitution revisions may take place.

Section 3. Members in good standing are those whose WMTA and MTNA dues are paid for the current fiscal year.

Section 4. The business meetings of all bodies of this organization, including meetings of the Executive Committee and Administrative Council, shall be governed by the most recent edition of Robert's Rules of Order in all cases where said rules do not conflict with this constitution and/or that of MTNA.

Section 5. Those Active members present and voting who are in good standing as shown by the Treasurer's records at the time of the membership meeting shall constitute a quorum for the transaction of business at all membership meetings. **(Strike - for which written notice of date and location has been sent to the entire WMTA membership a minimum of thirty (30) days prior to the meeting.)**

Section 6. A mail ballot may be held on all business matters of the membership, the Administrative Council, and the Executive Committee. For business matters requiring action by the entire membership, the ballot must be submitted at least four (4) weeks in advance of the required return date. The due date for the return of the completed ballots must be clearly stated on the ballot. There must be a return of thirty (30) % of the ballots to declare it a legal ballot, and a simple majority of this thirty (30)% vote of the active members in good standing shall be required for a decision.

For business matters requiring action by the Administrative Council, the ballot must be submitted at least four (4) weeks in advance of the required return date. The due date for the return of the completed ballots must be clearly stated on the ballot. There must be a return of fifty (50)% of the ballots to declare it a legal ballot, and a simple majority of this fifty (50)% vote of the members of the Administrative Council shall be required for a decision.

For business matters requiring action by the Executive Committee, the ballot must be submitted to the Executive Committee at least four (4) weeks in advance of the required return date. The due date for the return of the completed Ballots must be clearly stated on the ballot. There

must be a return of eighty (80)% of the ballots to declare it a legal ballot, and a simple majority of the eighty (80)% vote of the Executive Committee shall be required for a decision.

Section 7. In case of a tie for an officer, which is reported after the close of a business session in which the ballot was taken, the tie will be broken by a mail ballot in which every active member of the organization may participate.

Section 8. A special meeting of the membership may be called by the President with approval and authorization of an in-person or telephone convened meeting of the Executive Committee. All requests for special membership meetings must proceed as follows:

- A. A petition calling for a special meeting, signed by five (5) members of the Executive Committee or twenty-five (25) active WMTA members in good standing, shall be presented to the President of the Association for immediate consideration.
- B. Copies shall be sent to each member of the Executive Committee.
- C. This convened meeting of the Executive Committee shall be called by the President within a period of four (4) weeks from the date of the petition.
- D. At this convened meeting of the Executive Committee a member, or members, representing the petitioner shall explain the reason(s) for requesting a special meeting of the membership.
- E. After due consideration a majority vote of the Executive Committee may authorize the President to call the special meeting of the membership. Written notice of such meeting must be sent to the full membership no later than thirty (30) days prior to the meeting date.
- F. New officers may not be elected and the Constitution may not be revised or amended at a special meeting.

Section 9. The Administrative Council shall meet to carry out the business of WMTA as deemed necessary by the President of the Association. There shall be no fewer than one (1) meeting annually.

Section 10. A minimum of fourteen (14) days advance notice shall be given for any meeting of the Administrative Council.

Section 11. Twenty-five (25)% of Administrative Council members shall constitute a quorum for meetings of the Administrative Council.

Section 12. The Executive Committee shall meet to carry out the business of WMTA as deemed necessary by the President of the Association. There shall be no fewer than three (3) meetings annually.

Section 13. **Seven (7)** voting members of the Executive Committee, at least one of them being the President, First Vice-President, or President Elect, shall constitute a quorum for meetings of the Executive Committee.

#### **ARTICLE VIII - LOCAL ASSOCIATIONS AND STUDENT CHAPTERS**

Section 1. Any area music teachers association within the state of Wisconsin may become and remain affiliated with the Wisconsin Music Teachers Association by fulfilling the requirements of membership as stated in the Constitution and Bylaws.

Section 2. A student chapter may be established at any college or university within the state and may become and remain affiliated with the Wisconsin Music Teachers Association by fulfilling the requirements of membership as stated in the Constitution and Bylaws.

#### **ARTICLE IX - AMENDMENTS**

Section 1. The Constitution of WMTA may be altered or amended at the business sessions of any annual convention by a majority (51)% vote of the active members in good standing present and voting, provided a notice of such intended amendment be mailed to each active member at least thirty(30) days prior to the voting.

Section 2. The Constitution of WMTA may be altered or amended by mail ballot as provided under Article VII, Section 6.

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# WISCONSIN MUSIC TEACHERS ASSOCIATION BYLAWS

## ARTICLE I - ACTIVITIES, PROGRAMS

WMTA shall provide such activities and programs as:

- a) Facilitation of teacher certification through MTNA.
- b) Instruction in all aspects of music through classes for teachers.
- c) Workshops, conferences, master classes, lecture-demonstrations and concerts.
- d) Cooperation with other musical organizations.
- e) Development of musical knowledge and appreciation throughout the state.
- f) The hosting of MTNA sponsored State, Divisional, and National level auditions.
- g) Student activities such as performance opportunities and testing programs.

## ARTICLE II - MEMBERSHIP

Section 1. Active Membership shall be open to all individuals **who are at least 18 years of age and are** professionally engaged in any field of music activity. Those persons holding Active Membership shall be entitled to participate in all Association activities and programs, to vote, hold office and receive the official Association publications. WMTA members are strongly encouraged to adopt the Code of Ethics as their personal model of professional conduct. Compliance with the Code of Ethics is voluntary; therefore, the Association will not respond to, or take action on, any complaint or allegation concerning a violation of the Code of Ethics, except as provided in Article II Section 8 of the WMTA Bylaws.

Section 2. **Collegiate** membership shall be open to all full-time college music students **who are at least 18 years of age. (Strike - ..who are also members of an affiliated association.)** Student members shall be entitled to attend programs of the Association upon payment of the registration fee and to receive the official Association publications, but shall not have the right to vote, hold office, apply for national certification or enter students into MTNA **Performance** competitions **at the State, Division, or National level.** Exception: Student members of WMTA may enter students into WMTA Track 2 or 3 District auditions, **the State District auditions, and the Badger auditions.**

Section 3. Honorary **Life** Membership shall be conferred upon any active member upon the written recommendation of three (3) WMTA members in good standing to be brought before the WMTA Administrative Council for a majority vote. All rights and voting privileges of active membership shall be retained. Honorary membership should be reserved for member(s) having rendered long and/or meritorious service to music.

Section 4. **Retired Membership is open to those who have been Active members for at least 20 continuous years, who have reached the age of 75, and who have essentially retired from teaching. A member must send written notice to the Executive Director of MTNA for this class of membership to be activated. Retired members are entitled to discounted dues and may vote, but cannot hold elective office at the state, division or national levels or enter students in MTNA or WMTA competitions as a Retired Member.**

Section 5. **Institutional Membership shall be open to those institutions that have an interest in furthering the mission of MTNA and WMTA. Institutional members shall receive the official Association publications, but shall not have the right to vote, hold office, or enter students in MTNA or WMTA competitions. However, the music executive or each Institutional Member who has paid the appropriate state membership dues shall have all the rights and privileges of Active Membership.**

Section 6. **Corporate Membership shall be open to those businesses or corporations who have an interest in furthering the mission of MTNA and WMTA. Corporate members shall receive the official Association publications, but shall not have the right to vote or hold office.**

Section 7. **Patron Membership shall be open to all individuals who wish to support the programs of the Association. Patron members shall be entitled to attend programs of the Association upon payment of the registration fee and to receive the official Association publications, but shall not have the right to vote, hold office or enter students in MTNA and WMTA competitions as a Patron Member.**

**Section 8.** (This was section 5.) No person who has been convicted of a crime involving the sexual or other abuse of a person shall be a member of WMTA. Any accusation that a member of WMTA has been convicted of a crime involving sexual or other abuse of a person shall be reported to the President of WMTA, who shall immediately report the accusation to the President of MTNA, who shall appoint a three-person committee to ascertain the validity of a conviction. If the committee substantiates that a person has been convicted of a crime involving sexual or other abuse of a person, the President of MTNA shall immediately terminate the membership and the certification of that person. Any action authorized by the MTNA President in this resolution may be appealed to the Board of Directors of MTNA.

Any membership terminated under this section shall be reinstated upon the filing with the MTNA President with a certified copy of the judgment reversing the conviction.

**Section 9. Termination, resignation and reinstatement of membership other than stated in Article II section 8, will be governed by the MTNA Bylaws.**

### **ARTICLE III - ELECTION OF OFFICERS**

Section 1. The Executive Committee shall appoint a Nominating Committee by May 1 of every third year to select President-Elect candidate(s) and continue on in the following year to prepare a full slate of all other officers. This Nominating Committee shall be composed of three (3) active members in good standing, one of whom must be a member of the Executive Board. Each shall have given his or her consent. The committee shall elect its own chair. If a vacancy occurs on the Nominating Committee, the replacement member shall be nominated by the President with the approval of the Executive Committee. The Nominating Committee shall prepare a ballot of one or two candidates for each office to be voted on at the annual business meeting of the Association. This slate shall appear in an issue of the official Association publication at least forty-five (45) days before the date of the annual session of the Association.

Section 2. Upon the presentation of the slate by the nominating committee, nominations from the floor shall be allowed, provided the nominee is eligible for election and has consented to be a candidate. This consent must be given in writing or given in person at the meeting. Election by the members must be by secret ballot, and each office shall be voted on separately. In the event of only one nominee for an office, the President may recommend election by general consent. The officers shall be elected at the annual meeting following the nomination cycle for a three-year term. A simple plurality of votes by active members in good standing present and voting shall be sufficient for election. At the close of the annual business meeting the officers shall be inducted and shall make the transition to assume full duties of their positions with the help of the predecessors (if necessary) in the month after the conclusion of the convention. No elected person shall hold the same office for more than one consecutive term with the exception of the treasurer who may be elected for additional terms.

Section 3. Members in appointed positions shall serve in the three (3) years of the appointing President's term beginning immediately upon appointment. No member may serve in the same appointed position more than two (2) three-year terms consecutively. All such terms of service will expire at the time of the State **Conference**.

Section 4. No officer may hold a national, division or state office concurrently except the Immediate Past President.

Section 5. A vacancy in any office, except that of President, shall be filled by the President, in consultation with the Executive Committee, and be subject to the approval of the WMTA Administrative Council. A President-Elect who is appointed in this manner cannot assume the office of President without election to that office.

Section 6. Should the elected President-Elect be unable to assume the Presidency, the President shall be elected for that term only, in the same manner as that of the other officers.

Section 7. Succession. The President-Elect will succeed the President. If a President-Elect has not been established in compliance with the Nomination cycle, the responsibilities of the office will pass to the First Vice-President, and, should that person be unable to assume responsibility, to the Second Vice-President.

### **ARTICLE IV - DUES, FISCAL YEAR, MEMBERSHIP YEAR**

Section 1. The fiscal year shall commence on July 1 and shall end on June 30.

Section 2. The membership year for all membership categories (~~strike - except that of student membership~~) shall coincide with the fiscal year, July 1 to June 30. **The student membership year shall be October 1 to September 30.**

Section 3. Annual dues for all categories of membership shall be due on the first day of the membership year, after which date members are not in good standing nor entitled to any of the privileges of membership until dues are paid for the current membership year. **Membership privileges are discontinued if not fully paid by October 15 of any year.**

#### **ARTICLE V - DUTIES OF THE EXECUTIVE COMMITTEE OFFICERS**

Section 1. The President shall preside at all meetings of the Administrative Council and Executive Committee, appoint standing and special committees, serve as ex-officio member of all committees, guide the activities of the Association with the assistance of the Executive Committee and Administrative Council and, in keeping with the policies of the Association, coordinate the work of committees and of the Association as a whole, and perform such other duties applicable to the office as prescribed by the parliamentary authority adopted by the Association.

Section 2. The President-Elect shall assume all duties of the President in the absence of that officer and assist the President as needed. He or she shall perform such other duties applicable to the office as prescribed by the parliamentary authority adopted by the Association.

Section 3. The First Vice President shall preside in the absence of the President and President-Elect, serve as Program Chair of the State **Conference**, and perform such other duties as may be designated by the President, Executive Committee and/or Administrative Council. The First Vice President shall choose the members of the **conference** committee, and perform such other duties relating to the **conference** as prescribed by the parliamentary authority adopted by the Association.

Section 4. The Second Vice-President shall preside in the absence of the President, President-Elect, and the Vice-President for **Conferences**, serve as Membership Chair for the State Association, coordinate all activities relating to the recruitment, retention, and development of members, maintain a listing of active members, said listing consisting of those whose dues have been received by MTNA, and perform such other duties relating to the **conference** as prescribed by the parliamentary authority adopted by the Association.

Section 5. The Secretary keeps the minutes of the Association, Executive Committee, and Administrative Council, prepares the minutes for mailing to members of the Executive Committee and Administrative Council within sixty (60) days following the meetings, sees that the minutes are in legal form and properly preserved, **Secretary maintains a current copy of the WMTA Constitution and Bylaws and submits the Constitution and Bylaws for inclusion in the Association newsletter reflecting any modification(s) but not less than every third year,** and performs such other duties relating to the **conference** as prescribed by the parliamentary authority adopted by the Association.

Section 6. The Treasurer shall be responsible for overseeing, in cooperation with the President, all financial affairs of the Association, and shall serve as chair of the Finance Committee. The Treasurer shall have custody of all monies and securities of WMTA; shall pay out money with checks co-signed by the President and authorized by the Executive Committee or Administrative Council; shall endorse for collection or deposit all checks or other negotiable instruments of WMTA; shall keep the funds in a banking institution only on the direction of the Executive Committee; shall keep regular records of accounts; shall submit a written report on the condition of finances at each Executive Committee and/or Administrative Council meeting; shall give a written financial report at the general meetings or annual **conference**; shall render a complete financial statement in the annual report; shall annually submit the books of account to an auditor and/or internal audit committee selected by the Executive Committee, and perform such other duties applicable to the office as prescribed by the parliamentary authority adopted by the Association.

Section 7. The **Arts Awareness and Advocacy Chair** shall act as a clearing house on information regarding the status of music and the arts in Wisconsin's public schools, maintain a network of communication with MTNA and various music organizations, and keep the WMTA membership informed by contributing regular articles to the newsletter.

Section 8. The Immediate Past President acts as advisor to the Executive Committee and Administrative Council; **shall maintain a current copy of the WMTA Constitution and Bylaws and submit them to the newsletter every third (3) year; shall maintain and revise the WMTA Officer's Handbook every third (3) year,** and performs such other duties applicable to the office as prescribed by the parliamentary authority adopted by the Association.

Section 9. The **State District Auditions Chair** shall chair a committee consisting of the District Chairs to plan and coordinate all District Auditions.

Section 10. The **State Local Associations Chair** shall assist in the establishment of new local associations, investigate the possibility of affiliation of existing associations, and provide assistance to and communication between local associations.

Section 11. The Independent Music Teachers Forum Chair shall plan programs dealing with areas of interest and concern to independent music teachers, and shall express concerns of independent music teachers to the Executive Committee and/or Administrative Council.

Section 12. The College Faculty Representative shall work to increase involvement of college and university faculty in the Association and act as a liaison between these faculty members and the Executive Committee and/or Administrative Council.

**Section 13. The Badger Keyboard Chair shall chair committees to plan and coordinate the Badger Keyboard Auditions.**

**Section 14. The Badger Vocal/Instrumental Chair shall chair committees to plan and coordinate the Badger Vocal/Instrumental Auditions.**

**Section 15. The Badger Collegiate Chair shall plan and coordinate the Badger Collegiate Auditions.**

**Section 16. The Young Artist Chair shall plan and coordinate the Young Artist Auditions.**

#### **ARTICLE VI - DUTIES OF THE ADMINISTRATIVE COUNCIL OFFICERS**

Section 1. Local Association Presidents shall oversee the activities of their affiliated local associations, cooperate with the **Second Vice President for Membership** in conducting membership drives, and assist in coordinating WMTA activities at the District level.

Section 2. The District Chairs shall conduct auditions in **their respective districts**.

Section 3. A Student Representative selected from alternating Student Chapters shall present the interests/concerns of student members.

Section 4. The Certification Chair shall handle all matters pertaining to MTNA Certification.

Section 5. The Newsletter Editor collects information for, publishes, and distributes the WMTA newsletters.

Section 6. The Publicity Chair shall take charge of all publicity work required by the Association and shall communicate to the press such matters as may be referred to it by the Executive Committee, Administrative Board or other committees.

Section 7. The MTNA Collegiate Artist Competition Chair, the MTNA Collegiate Chamber Music Competition Chair, the MTNA High School Competition Chair, the MTNA Junior High School Competition Chair, **(Strike - the Badger Auditions Chair(s), the WMTA Theory Chair,)** and the MTNA Composition Chair shall chair committees to plan and coordinate their respective competitions. The MTNA Collegiate Artist Competition Chair shall serve as the MTNA State Competitions Coordinator.

**Section 9.** The MTNA Foundation Chair shall publicize and coordinate all activities related to the MTNA Foundation.

**Section 10.** The Technology Chair will keep abreast of current music-related technologies, assist membership with music technology, and assist the First Vice-President in planning technology presentations for state **conferences**.

**Section 11. The WMTA Theory Chair shall chair a committee that will plan and coordinate the WMTA Theory Testing program.**

**Section 12. The Awards of Excellence Chair shall process teacher applications for awards, verify accuracy and send awards to qualified teachers.**

**Section 13. The Webmaster Chair shall maintain the WMTA internet web site.**

#### **ARTICLE VII - AFFILIATED LOCAL ASSOCIATIONS AND STUDENT CHAPTERS**

Section 1. Any area music teachers association within the State of Wisconsin may petition the Executive Committee for affiliation by providing the WMTA Local Associations Chair with evidence that the following requirements have been fulfilled;

- A. That its active membership is a minimum of two (2) members.
- B. That it guarantees on the basis of submitted membership rosters that one hundred percent (100%) of its members who meet the requirements of MTNA Active Membership, and one hundred percent (100%) of its student members, who meet the requirements of MTNA Student Membership, are members in good standing with WMTA and MTNA
- C. That its fiscal and membership year coincides with that of WMTA and MTNA.

- D. That two copies of the Local Association's governing document(s) (e.g., Constitution, Bylaws, Articles of Incorporation), have been filed with the WMTA Local Association Chair and that they are consistent with those of WMTA.

Section 2. Upon determining that a petitioning local music teachers association has fulfilled all requirements of Section one (1) of this Article, WMTA shall approve the petition.

Section 3. Annual renewal of a local association's affiliation will be made without reconsideration by the Executive Board, provided:

- A. That the affiliate has not formally notified the WMTA President that it wishes to discontinue affiliation.
- B. That all provisions of Section 1 of this Article continue to be fulfilled.
- C. That all changes in the Constitution and Bylaws of the affiliated association have been filed with the WMTA Local Associations Chair and that they are harmonious with the Constitution and Bylaws of WMTA.

Section 4. In referring to its affiliation, each Local Association shall use the phrase *\*Affiliated with the Wisconsin Music Teachers Association\**, **and \*Affiliated with the Music Teachers National Association\***. **These specified phrases** shall be included in the constitutions of all affiliated Local Associations.

Section 5. The Executive Committee or Administrative Council may suspend or terminate any affiliation at any time for justifiable cause.

Section 6. Student Chapters may be organized at any Wisconsin university or college subject to conditions in Sections 1-5 above.

#### **ARTICLE IX - AMENDMENTS**

Section 1. These Bylaws may be altered or amended at any Administrative Council meeting by a majority vote of the members present and voting, the proposed amendment(s) having been submitted to the Administrative Council membership at least one day in advance of the meeting.

Section 2. These Bylaws may be altered or amended by a majority vote of the Administrative Council members via mail ballot. The ballot and proposed amendment(s) must be submitted to the members of the Administrative Council at least four (4) weeks in advance of the required return date. The date for the return of the completed ballots must be clearly stated on the ballot.