**COLLEGIATE CHAPTER CHAIR (CCC)**

Revised 2016

**Bylaws Article III – Membership, Section 2. C**: Collegiate Members are college students currently involved in music study. They shall be entitled to participate in the activities of the Association, attend meetings upon payment of any registration fee, and may enter students in non-competitive auditions. They shall not have the right to vote or hold office.

**Bylaws Article VII – Officers, Section 4**: Special duties of officers and elected board positions shall be found on the website.

**General Responsibilities**

1. Keep a copy of each chapter’s Bylaws, and an accurate list of collegiate chapters with names of the active member advisors and officers.
2. Serve as liaison between collegiate chapters and the MTNA representative.

Contact an OMTA Active Member at universities that do not have collegiate chapters, encouraging them to form a chapter. Explain the purpose and benefits of having a Collegiate Chapter, and offer to help them organize one.

Each September furnish the MTNA office with a list of collegiate chapters with the names and addresses of the president and advisor.

Encourage Collegiate Members to attend the district conference. Collegiate Members who pre-register receive a complimentary lunch.

Encourage Collegiate Members to attend the annual OMTA state conference. Collegiate Members receive complimentary registration.

Encourage graduating students to continue their affiliation with MTNA and OMTA. A Collegiate Member who joins OMTA as an Active Member immediately upon graduation from college shall pay one-half of the annual dues the first year.

\*Check *Policies and Procedures* for more information

\*Expenses incurred by this office may be reimbursed by digitally submitting (via OMTA website) the *OMTA Officer Expense Form* with paid receipts to the OMTA Treasurer.

\*It is the responsibility of each Officer and Chair to keep the list of duties for his office updated. Each time a change is made, email the revised page to the President for distribution to the VP for Communications. Please keep a flash drive of pertinent files to pass on to the next Officer at the end of term.