



Steps to take in forming a new RMA Chapter:

1. Form a Provisional Board.
2. Ratify Chapter Bylaws. (Template attached)
3. Establish a membership dues rate that accounts for the RMA Intl' per capita dues (currently \$33/person)
4. Set up a bank account. (You may need a copy of the RMA Articles of Incorporation, which can be supplied through the RMA office on request.)
5. Create and distribute registration paperwork, ensuring that only AFM members in good standing can join. (Sample membership form/template attached.)
6. Collect a membership fee from your prospective members.
7. Deposit your dues payments into your chapter's account and remit the per capita portion to the RMA.

Once the per capita has been sent in, and each new member has been determined to be an AFM member in good standing, the next step would be the granting of an RMA Charter.

This charter may be granted by vote of the RMA Executive Board in between meetings of the General Conference, and ratified during the credentialing process at the beginning of the next General Conference.



BYLAWS
of the
RECORDING MUSICIANS ASSOCIATION
_____ **CHAPTER**

Article I—Name and Affiliation

The name of this organization shall be the Recording Musicians Association _____, hereinafter called the “Chapter.” It shall be a local chapter of the Recording Musicians Association of the United States and Canada, hereinafter called the “RMA.” To the extent applicable, the Bylaws of RMA are made a part of these Bylaws, and these Bylaws are subject to and subordinate to those of the RMA and of the American Federation of Musicians, hereinafter called the “Federation.” If any conflict or discrepancy appears between these Bylaws and those of the RMA or of the Federation, as amended from time to time, the latter shall prevail.

Article II—Purpose

The object of the Chapter shall be to unite into a common organization musicians in the _____ area who are engaged in recording or otherwise interested in the welfare of the area’s recording musicians; to communicate with the other chapters of the RMA to exchange information and address problems of mutual concern; to act in accord with the principles and purposes of the RMA; and to promote and develop the opportunities for recording musicians in the _____ area to practice their profession in accordance with the standards of the industry and the rules and regulations of the Federation.

Article III—Membership

Section 1. Any member in good standing of the Federation shall be eligible to hold membership in the Chapter.

Section 2. The dues of the Chapter shall be \$_____ per year, subject to an annual cost of living increase (rounded up to the next dollar) based on an index determined by the Executive Board. Annual dues shall be payable on or before April 1 of each year or such later date as may be from time to time determined by the Executive Board. The Treasurer shall notify any member whose dues are in arrears, and any member whose dues are not paid within 30 days of such notice shall be automatically dropped from the membership roles. The Executive Board shall have the authority to establish, at its discretion, reasonable pro-ration of annual dues for membership applicants desiring to join during the year.

Article IV—Officers

Section 1. The officers of the Chapter shall be a President, a Vice-President, a Secretary, a Treasurer and _____ Directors. These officers shall perform the duties prescribed by these Bylaws and by the parliamentary authority adopted by the Chapter.

Section 2. All officers shall be elected biennially at a general meeting held in the winter of each odd numbered year. Any member shall be eligible to hold office, but no member shall hold more than one office concurrently. The officers shall be elected by ballot, and shall serve for two years or until their successors are elected and installed. Their term of office shall begin at the close of the meeting at which they have been elected.

Section 3. Vacancies in office between biennial elections shall be filled by vote of the Executive Board.

Section 4. For the faithful performance of their duties, any Officer may be granted—in lieu of any regular salary—a lump-sum stipend once each year. Such stipend shall be in an amount approved by secret ballot at a general membership meeting. Prior to this meeting the Executive Board shall meet and determine a proposed amount for any stipend to be granted to an Officer based on the following considerations: (a) The amount of time that Officer has devoted to Chapter business; (b) The negative impact of the time devoted to official duties on that Officer's other income; (c) Any extraordinary obligations which the Chapter has placed on that Officer; (d) The impact of the proposed stipend on the treasury of the Chapter. The Executive Board's proposals shall be included in the call of the meeting together with the rationale for each of its recommendations.

Section 5: Officers (and other members) incurring ordinary and necessary expenses in the performance of official or assigned duties on behalf of the Chapter shall be reimbursed for same, subject to the approval of the Executive Board.

Section 6: The Executive Board shall have the right to declare a former titled officer of the Chapter an emeritus officer. An emeritus officer shall be authorized to attend all meetings of the Executive Board as a non-voting member, but shall not be considered in determining the quorum.

Article V—Meetings

Regular meetings of the membership shall be held at least quarterly at a time and place determined by the Executive Board. Special meetings may be called by the President, by the Executive Board, or by petition of any _____ members of the Chapter. Notice of the time and place of each membership meeting shall be sent to each member by mail at least one week before the date of such meeting. _____ members shall constitute a quorum.

Article VI—Executive Board

Section 1. The officers of the Chapter, including the Directors, shall constitute the Executive Board.

Section 2. The Executive Board shall have general supervision of the affairs of the Chapter between its membership meetings, shall fix the time and place of meetings, and shall perform such other duties as are specified in these Bylaws. The Executive Board shall be subject to the orders of the membership meetings, and none of its acts shall conflict with action taken at these meetings.

Section 3. Regular meetings of the Executive Board shall take place monthly at a time and place to be determined by the President or the Executive Board. Special meetings of the Executive Board may be called by the President, and shall be called upon the written request of any three officers. _____ officers shall constitute a quorum for meetings of the Executive Board.

Article VII Committees

Such committees as the Chapter, Officers, or Executive Board shall from time to time deem necessary to carry on the work of the Chapter shall be appointed by the President unless otherwise ordered. The President shall be an ex officio member of all committees, except for the Nominating Committee.

Article VIII—Parliamentary Authority

The rules contained in the current edition of Robert's Rules of Order Newly Revised shall govern the Chapter in all cases to which they are applicable and in which they are not inconsistent with these Bylaws and any special rules of order the Chapter may adopt.

Article IX—Amendment of Bylaws

These Bylaws may be amended at any regular or special membership meeting of the Chapter by a two-thirds vote, provided that the amendment has been submitted in writing at the previous membership meeting or the previous Executive Board meeting and that notice of the proposed amendment has been sent to the members in the call of the meeting at which the proposed amendment will be deliberated.

RMA Recording Musicians Association

Membership Application And Renewal Form

Please complete the information below and mail with your check made payable to RMA__ to:
Membership, RMA __, _____, __, _____

Name _____

AFM Local(s) _____

Address 1 _____

Address 2 _____

City _____ State/Province _____ Zip _____

Instrument (Only 20 spaces total).
You will be listed under the first instrument chosen.

Phone types: H=Home S=Service P=Pager F=Fax O=Office A=Agent C=Cell

Phone 1 _____ Phone 1 type _____

Phone 2 _____ Phone 2 type _____

Phone 3 _____ Phone 3 type _____

Email Address _____

Web Site _____

Please indicate what committee(s) you would be willing to participate in.
Your Chapter depends on your involvement!

1. _____

2. _____

3. _____

Please remember to update your email address; we want to keep you in the loop!



BYLAWS
of the
RECORDING MUSICIANS ASSOCIATION
As amended on October 13, 2002

Article 1—Structure

- A. **Name:** The name of this organization shall be the *Recording Musicians Association of the United States and Canada* (herein referred to as the “RMA”).
- B. **Affiliation:** The RMA shall be an official Conference of the American Federation of Musicians (herein referred to as the “Federation”). These Bylaws shall be subject and subordinate to the Bylaws and amendments thereto of the Federation, and should any conflict or discrepancy appear between these Bylaws and those of the Federation, the latter shall prevail.
- C. **Purpose:** The purpose of the RMA shall be to unite into a common organization those engaged professionally as recording musicians or otherwise interested in the livelihood and welfare of recording musicians, to counsel and advise the Federation on matters affecting recording musicians, to communicate with and coordinate its activities with other persons and organizations with similar interests, and, in general, to promote the welfare and livelihood of recording musicians in accordance with its Bylaws and those of the Federation.

Article 2—Membership and Local Chapters

- A. **Chapter Charters:** Individual musicians shall be organized and shall become members of the RMA through local Chapters. The RMA shall encourage and assist in the formation of Chapters in those areas where sufficient activities and/or interest in professional recording warrant the granting of a charter for such Chapters.
- B. **Federation Membership:** No individual shall be permitted to hold membership in good standing in the RMA or in any Chapter thereof unless that individual is a member in good standing of the Federation.
- C. **Subordination:** The Bylaws of all Chapters shall be subordinate to these Bylaws, and the activities of all Chapters shall at all times be in accordance with the latter. Each Chapter shall amend its Bylaws effecting changes of dues only by a secret ballot vote.
- D. **Membership Lists:** All Chapters shall submit a list of the names and addresses of their members as of March 1 to the RMA Secretary not later than April 1 of each year.

- E. **Minimum Standards:** The General Conference of the RMA shall be empowered to establish, by a two-thirds vote at its Regular Annual Meeting, minimum standards for Local Chapters. Such standards may include a minimum number of members necessary for a Chapter to be granted or to maintain a charter. The General Conference may, at its discretion, declare a Chapter not meeting these minimum standards or retaining such minimum number of members to be dissolved.
- F. **Dissolution:** In the event that a Chapter is dissolved or otherwise ceases to exist; the individual members of that Chapter shall be eligible to affiliate with any other Chapter. Each individual member shall be granted status in good standing in the Chapter to which the membership is transferred through whatever period that individual's dues had been paid to the Chapter which has ceased to exist.

Article 3—Funds

- A. **Sources of Funds:** The funds of the RMA shall be created and maintained by dues assessed upon Chapters, by interest or other earnings on any accumulated funds, by contributions from Chapters and from individual members, and from such other sources as may from time to time be available and are not in conflict with the Bylaws or goals of the RMA nor in conflict with any Federation or civil law.
- B. **Use of Funds:** All funds of the RMA shall be utilized to further the interests and purposes of the RMA as expressed in these Bylaws.
- C. **Per Capita Dues:** Each Chapter shall pay per capita dues on its membership on either an annual or a quarterly basis. Chapters electing to pay on an annual basis shall pay per capita dues in the amount of \$33.00 per member, based on the membership of the Chapter as of March 1. Chapters electing to pay on quarterly basis shall pay per capita dues in the amount of \$9.00 per member based on the membership of the Chapter as of January 1, April 1, July 1, and October 1.
- D. **Timeliness:** Annual per capita dues shall be due and payable not later than April 1 of each year. Quarterly per capita dues shall be due and payable not later than the 15th day of the second month of each quarter. Per capita dues which have not been paid by the due date shall be subject to a late penalty of 1% for each month or fraction thereof that the dues are delinquent.
- E. **Deferments and Waivers:** For good cause or extraordinary circumstances, the General Conference shall be authorized to defer or to waive the payment of a portion of per capita dues or of any late penalties incurred by a Chapter if, in its discretion, such waiver would be in the best interests of the RMA.

Article 4—General Conference

- A. **Delegates:** Each Chapter shall select two of its members as Delegates to the General Conference of the RMA. The President, the Secretary, and the Treasurer of the RMA shall be non-voting Delegates at large to the Conference during their terms, and shall continue to hold that

status even in the event that the Chapter with which they are affiliated should become delinquent, suspended, or cease to exist. The President shall not be eligible to serve as a Delegate from his/her Chapter, but the Secretary and the Treasurer may be selected by their Chapters to be voting Delegates from their Chapters. Unless they have been so selected, none of these Officers shall be counted as one of the two Delegates to which his/her Chapter is entitled.

- B. **Authority:** The General Conference shall be the ultimate governing body of the RMA. It shall exercise full rights of supervision over the property, affairs, activities, and concerns of the RMA. It shall have the sole right to grant charters for new Chapters, to establish policies for the RMA consistent with the Bylaws, and to amend the Bylaws in accordance with the procedures set forth herein. In addition it shall have all ultimate decision making authority, and no Officer nor the Executive Board shall act contrary to its dictates and mandates.
- C. **Annual Meeting:** The General Conference shall hold a Regular Annual Meeting in June of each year, or as soon thereafter as is reasonably possible, at a time and place determined by the President.
- D. **Special Meetings:** Special meetings may be held at any time at the call of the President or upon the demand of a majority of the Delegates.
- E. **Expenses:** All Delegates shall be reimbursed for transportation expenses incurred in attending any meeting of the General Conference, and shall also receive *per diem* for each day in attendance, calculated at the rates established by the U. S. General Services Administration for locations within the United States or at the rates established by the U. S. Department of State for locations outside the United States. No payment for expenses shall be made, however, to any Delegate who is ineligible to vote under the provisions of the following Section.
- F. **Delinquent Chapters:** No Delegate representing a Chapter that is delinquent in the payment of its per capita dues at the time a meeting of the General Conference occurs shall be entitled to vote until payment has been made to remedy the delinquency. Any Delegate who holds office as a Vice President or an Executive Officer shall have that office declared vacant if the Chapter which that Delegate represents becomes more than 60 days delinquent in the payment of its per capita dues.
- G. **Quorum:** For all meetings of the General Conference, a majority of the authorized number of Delegates shall constitute a quorum. Non-voting Delegates, whether those serving by virtue of office or those representing a Chapter that is delinquent as specified in §V-E shall not be considered in determining a quorum.
- H. **Proxies:** A Delegate who is unable to attend a meeting of the General Conference may give a proxy to another member of the same Chapter, including the other Delegate from that Chapter. Proxies shall not be counted as present, however, in determining a quorum.

- I. **Parliamentary Authority:** The current edition of *Robert's Rules of Order Newly Revised* shall be the parliamentary authority for the RMA. The rules contained therein shall govern the RMA in all cases to which they are applicable and in which they are not inconsistent with these Bylaws and any special rules of order the RMA may adopt.

Article V—Officers

- A. **Executive Board:** The Officers of the RMA shall be a President, two Vice-Presidents, a Secretary, a Treasurer, and two Executive Officers. The Officers shall collectively constitute the Executive Board.
- B. **Meetings:** The Executive Board shall hold a Regular Annual Meeting in January of each year, or as soon thereafter as is reasonably possible, at a time and place determined by the President. A majority plus one of the Executive Board shall constitute a quorum of that Board. In addition to the Regular Annual Meeting, transaction of business by the Board through teleconferencing is explicitly permitted.
- C. **Election of Officers:** The General Conference of the RMA shall elect the Officers of the RMA at its Regular Annual Meeting. Any member of the RMA shall be eligible to hold office as President, Secretary, or Treasurer, but only Delegates representing Chapters shall be eligible to hold office as a Vice-President or an Executive Officer. All Officers shall take office immediately upon their election, and shall hold office until the next regular annual election or until their successors are otherwise duly elected or appointed and installed. Upon taking office, each Officer shall take the following oath of office: "I pledge my word of honor to perform faithfully the duties of the office to which I have been elected [or "appointed" if appropriate] during my term of office, and to abide by the Bylaws of the Recording Musicians Association and to enforce those Bylaws fairly, without prejudice or partiality."
- D. **Delegates:** The President and the Secretary shall serve by virtue of office as delegates to the International Convention of the American Federation of Musicians. A Third Delegate and Alternate Delegates shall be elected by the General Conference at its Regular Annual Meeting in each even numbered year.
- E. **President:** The President shall:
- 1) preside at all meetings of the General Conference and of the Executive Board, and cast the deciding vote in the event of a tie at those meetings;
 - 2) serve as an official spokesperson for the RMA in communicating established policies of the RMA to the press and public;
 - 3) communicate to the RMA and to Chapters such suggestions as may, in his/her opinion, promote the welfare of the RMA, its Chapters, and the individual members of the RMA;
 - 4) appoint—in consultation with the Executive Board or the General Conference—and be an *ex officio* member of all committees, except as otherwise determined by the Board;

- 5) make emergency decisions when it is unreasonable to convene the Executive Board, which decisions shall in all cases be subject to review by the Executive Board.

F. **Vice Presidents:** The Vice-Presidents, in order of their rank, shall:

- 1) perform the duties of the President in the absence or disability of the latter;
- 2) convene the General Conference and/or the Executive Board in the absence or disability of the President when a need arises.

G. **Secretary:** The Secretary shall:

- 1) give notice of and attend all meetings of the General Conference and of the Executive Board;
- 2) keep a faithful record of all meetings;
- 3) conduct all correspondence and execute all orders, votes, and resolutions not otherwise committed;
- 4) maintain a list of individual members and furnish copies of said list to each local Chapter by May 1, or as soon thereafter as is reasonably possible;
- 5) send such notices to Chapters, Delegates, or individual members as are required or as are requested by the President or the Executive Board;
- 6) prepare, under the direction of the Executive Board, an annual report, and send the same to all Chapters and Delegates.

H. **Treasurer:** The Treasurer shall:

- 1) collect all per capita dues and other revenues of the RMA and deposit and maintain same in a bank or banks approved by the Executive Board;
- 2) disburse funds upon, and only upon, receipt of vouchers. Disbursements in excess of \$500.00 must be approved in writing by another member of the Executive Board;
- 3) keep an accounting of all monies received and expended by the RMA;
- 4) maintain records, books, and vouchers which shall be at all times subject to the supervision, inspection, and control of the Executive Board;
- 5) make an comprehensive annual report of the finances of the RMA;
- 6) file all Federal and State tax and information returns in a timely manner;

7) deliver, at the expiration of his/her term of office, all books, records, and other documents to his/her successor.

I. **Executive Board:** The Executive Board shall:

- 1) act on behalf of the General Conference in any matter when the latter is not in session, reporting such action to the next meeting of the General Conference for its ratification of same;
- 2) hire such employees or contract with such parties as may be necessary to conduct the business of the RMA;
- 3) have the books and accounts of the RMA reviewed at least once each year by a Certified Public Accountant, who shall deliver a report on his/her findings to the General Conference.

J. **Additional Duties:** In addition to the duties enumerated herein, each Officer shall have such duties as are specified for his/her office by the parliamentary authority.

K. **Compensation:** No Officer shall receive any salary, stipend, or other compensation for the performance of official duties. Each Officer shall, however, be reimbursed for all reasonable and necessary expenses incurred in the performance of those duties. For official travel outside of their city of residence, Officers shall receive all transportation expenses plus a *per diem* for each day away from home, calculated at the daily rates established by the U. S. General Services Administration for locations within the United States or at the rates established by the U. S. Department of State for locations outside the United States.

L. **Officers pro tem:** In the absence or temporary disability of the Secretary or the Treasurer, the Executive Board may appoint a Secretary *pro tem* or a Treasurer *pro tem* to carry out the duties of the missing Officer.

M. **Vacancies:** In the event a vacancy occurs in any office between Regular Annual Meetings, the Executive Board shall appoint an interim replacement to fill the unexpired term, subject to majority approval by a polling of the delegates to the General Conference.

Article 6—Amendments

A. **Proposals:** Amendments to these Bylaws may be proposed by any Chapter or by any two Officers or Delegates to the General Conference. All such proposed amendments shall be mailed (or faxed) to the last recorded address of each Delegate no later than ten days prior to the first day of the meeting at which they are to be considered.

B. **Enactment:** These Bylaws may be amended by a two-thirds vote of the Delegates to the General Conference at any meeting for which proper notice of the proposed amendment has been given.