

General Information

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From the PMTNM Handbook

AFFILIATION

- The Professional Music Teachers of New Mexico (PMTNM) was formed in 1950 as New Mexico Music Teachers Association. The name of the organization was changed to the Professional Music Teachers of New Mexico, Inc. (PMTNM) in 1998. PMTNM is affiliated with Music Teachers National Association (MTNA), and is a member of the MTNA Southwest Division along with Arizona, California, Hawaii, Nevada and Utah.
- The address for the Music Teachers National Association is: MTNA, 441 Vine Street, Suite #505, Cincinnati, Ohio 45202-2814. Phone: (513) 421-1420. Website: www.mtna.org

CONFERENCES

- STATE: The PMTNM State Conference is held in the fall (usually November) on a three-day weekend (Friday morning to Sunday). Activities of the Convention include: Student Honors Auditions, Junior-Senior Auditions, College Auditions (if not held prior to the conference), Ensemble Program, Student Winners Recital, Business Meetings, Concerts and Workshops.
- DIVISIONAL: Divisional Conferences for teachers, formerly held in conjunction with the Southwest Division JR/SR Performance and Young Artist Auditions, have been discontinued.
- NATIONAL: The MTNA National Conference is held in late March or early April.

DISTRICTS

- The State is divided into six districts. Each is represented by a District Vice-President.

Northwest	Northeast I	
Farmington	Raton	Clayton
Aztec		

Northwest	Northeast I	
Cuba	Los Alamos	Las Vegas
	Santa Fe	
Central		
Gallup	Grants	Tucumcari
	Albuquerque	
	Socorro	Santa Rosa
		Ft. Sumner
	Northeast II	Clovis
	Carrizozo	Portales
	Tor C	
Southwest	Southeast	
Lordsburg	Roswell	Tatum
	Alamogordo	Lovington
	Artesia	Hobbs
	Carlsbad	
Deming	Las Cruces	

DUES

- Individual dues collected by MTNA include state and national dues. Local dues are paid through the local association. Senior memberships are available to members 70 years of age. Other membership categories are Student and Honorary Life. Honorary Life members do not pay state dues, but must pay MTNA dues to receive the publications and benefits of national membership. Part of the national dues pays for the *American Music Teacher* magazine which is sent to each member. The notice for dues is sent from national during the spring. One check for the total state and national dues should be made payable to MTNA and sent to the MTNA office. The membership year begins July 1 and ends June 30.

State and national dues are prorated (half price) for new members who join between Jan. 1 and June 30. Unpaid memberships become delinquent June 30. See www.mtna.org or the American Music Teacher for dues information.

FORMS

- Application forms for PMTNM and MTNA membership are available from the PMTNM Continuing Education Chairman, the Vice-President, the Executive Secretary-Treasurer, or on-line at www.mtna.org. These forms are returned to MTNA national headquarters after they have been properly filled out. Forms for applying for National Certification or renewal of National Certification are available from MTNA. These may also be obtained by going to www.mtna.org. Contact the various chairmen for forms related to the programs they direct. (See Section I of this Handbook.)

Publications

- **NEWSLETTER:** The PMTNM NEWSLETTER is printed three times a year. Publication dates are: January 15, May 15, and September 15. Material for the newsletter is to be in the hands of the Editor one month prior to the publication date.
- The PMTNM NEWSLETTER contains the President's message, reports from the District Vice-Presidents, reports, materials, and/or information, as necessary, from other officers and committee chairmen.
- There should be a concerted effort by all officers and committee chairmen to avoid the cost of independent mailings of materials and information to members and to include all of this in the PMTNM NEWSLETTER. Therefore, all members are urged to read each issue carefully and to file it away for future reference.
- **MAGAZINE:** The American Music Teacher is the official journal of the MTNA and is sent to all members. It is issued six times a year.
- **ROSTER:** A roster of all PMTNM members is published each year. It is compiled by the PMTNM Executive Secretary-Treasurer in cooperation with the Continuing Education Chairman and the Newsletter Editor. It should be sent to members with the January issue of the PMTNM NEWSLETTER.

Scholarship Funds

1. BYRDIS W. DANFELSER PIANO SCHOLARSHIP

- This fund was established in memory of Mrs. Danfelser who founded PMTNM in 1950. She was the first president, a Life Member, and did much to promote music teaching as a profession in New Mexico.

- The fund principal is to be held on deposit with the interest available each year for scholarship purposes. Contributions to the fund are tax deductible and should be sent to the PMTNM Executive Secretary-Treasurer.
- The Scholarships are available for piano students--grade school through high school--to have lessons from members of PMTNM. Scholarship awards will be presented to students of PMTNM members at the annual state conference in November. The scholarship check is sent to the recipient's teacher in January.
- A committee of three will evaluate the applications and decide on the awards to be granted each year. The committee will be comprised of three members -- the current Danfelter Piano Scholarship chairperson, the immediate Past President, and a member appointed by the Incumbent President.
- Application blanks are available from the current Danfelter Piano Scholarship chairperson and included with the spring Newsletter mailing. (See Section I of this Handbook) Completed applications should be sent to the Danfelter chairperson in September. The date is to coincide with the competition enrollment deadline.

2. PAUL MUENCH PIANO SCHOLARSHIP:

- The Eastern New Mexico University has established this scholarship in recognition of Paul Muench's service to both PMTNM and to the colleges in the state of New Mexico. This tuition scholarship, in the amount of \$200, will be made available to a music major at ENMU who is a resident of New Mexico.
- Students who are interested in being considered for this scholarship should submit a letter of application, supported by a letter of recommendation from their music teacher, to: Piano Department Coordinator, School of Music, ENMU, Portales, New Mexico 88130 by March 1. The student should have applied for admission to ENMU, and should plan to come to campus for an audition. The ENMU music faculty will select the recipient, and reserves the right to make no award if applicants do not meet the performance level expected of music majors at ENMU. Any unused funds will be available for additional scholarships in a subsequent year.
- Any person wishing to contribute to this scholarship fund may send a check made out to ENMU and designated for the Muench Scholarship to the School of Music, ENMU, Portales, New Mexico 88130. Contributions are tax-deductible.

3. JOYCE WALKER STUDENT FOUNDATION

- Byron and Velma Gwyn established this foundation in 1980 in honor of their daughter, Joyce Gwyn Walker, and her commitment through the years to the education of piano students and her love and devotion to

the student programs of Professional Music Teachers of New Mexico.

- The funds are to be used for higher education for students who have won through the PMTNM competitions. This may include winners in high school and college categories and which is to be administered by the PMTNM Executive Secretary-Treasurer and the President, with Joyce Walker serving as the chairman. It will be the responsibility of PMTNM to promote this foundation, to administer the funds, and to organize programs involving the students.
- This foundation is open to anyone who wishes to encourage students by giving monies. Donations to the Foundation are tax-deductible, and it is recognized as a charitable corporation.
- Only the accrued interest is to be used for student awards. A statement is to be given by the committee at the annual business meeting of PMTNM. Chairmen of auditions in which there are eligible student winners are to give winners' names and addresses to the PMTNM Executive Secretary-Treasurer immediately following the competitions. Following the state conference the Executive Secretary-Treasurer sends reports of winners and financial transactions to Joyce Walker.
- Current Joyce Walker Student Foundation cash awards for state competitions are as follows:

Junior Auditions	Piano	First place	\$100.00
Senior Auditions	All categories	First place	\$100.00
Student Honors	Categories I through V	First place	\$25.00
College Honors	Piano, instrumental, vocal	First place	\$100.00
	Piano, instrumental, vocal	Second place	\$50.00
College Auditions	(over all categories)	First place	\$600.00
	(over all categories)	Second place	\$200.00

4. PMTNM MEMORIAL OUTREACH FUND

This fund was established by the PMTNM Executive Board on April 30, 1989. Tax deductible donations may be made in memory of a friend or loved one or to honor a person or special occasion. Memorial contributions should be sent to the current PMTNM Memorial Outreach Fund Chairman. (See Committee Chairmen, Section 1) Checks should be made payable to PMTNM with the notation, "Memorial Fund". Donors receive acknowledgment of their gifts. An address should be supplied by the donor, as a card with the name of the donor (amount not specified) is also sent to the family of the person remembered.

Proceeds from the fund will be used for music outreach programs. These may include school-related projects, projects within our organization, community outreach, and recognition.

5. PMTNM STUDENT TRAVEL FUND

A Student Travel Fund has been established to provide grants to student winners for assistance with travel expenses to Southwest Division and National Auditions. Tax-deductible donations to the fund may be made payable to PMTNM with the notation "Student Travel" and sent to the PMTNM Executive Secretary-Treasurer.

Tax And License

- PMTNM
- The Professional Music Teachers of New Mexico is exempt from Federal Income Tax under section 501 (c) (3) of the Internal Revenue Code. This exemption was granted July 1981 and remains in full force and effect. Contributions to the Association are deductible in the manner and to the extent provided by section 170 of the Code.
- STATE
- The State of New Mexico, by statute, requires that all people providing services in the state shall be registered with the State Bureau of Revenue. Reports covering one month or six month periods must be submitted on forms provided by the state, together with a check for the gross receipts tax based on services rendered. The tax can be assessed to the client as part of the tuition charge. Particulars regarding these matters may be obtained from the State Bureau of Revenue.
- LOCAL
- Some municipalities (including Albuquerque) require an Occupation License. The amount of this tax is determined by the amount of the gross annual income. The Treasurer of the municipality can give more information regarding this matter.
- FEDERAL
- In regard to Federal Income Taxes, it is recommended that each teacher contact the local IRS office or a competent accountant to determine all possible responsibilities and deductions under the law.