Fiscal Year: July 1 to June 30

ARTICLE I. OFFICES

Section 1.1. Principal Office. The principal office of the Federation shall be as set out in the Articles of Incorporation of the Federation.

Section 1.2. Registered Office. The registered office of the Federation required by law to be maintained in the State of North Carolina may be, but need not be, identical with the principal office.

Section 1.3. Other Offices. The Federation may have offices at such other places, either within or outside the State of North Carolina, as the Council may from time to time determine, or as the affairs of the Federation may require.

ARTICLE II. MEMBERSHIP

Section 2.1. Application for Membership. All applications need to be made on an official World Federation of Music Therapy form. Applicants for full organisational and associate membership, and student organizational membership categories must submit documentation, which describes the aims and objectives of their association.

Section 2.2. Categories of Membership. Membership of the Federation shall be divided into the following categories:

2.2.1. Full organisational membership is open to any music therapy membership organisation or society which has the promotion of music therapy as its main objective, and which meets the Federation’s requirements for full organisational membership as set out in its bylaws. Full organisational members have the right to vote.
2.2.2. **Associate organisational membership** is open to any University or music therapy training centre or other institutions, or organisations related to music therapy, which include the promotion of music therapy among their objectives. Associate organisational members do not have the right to vote.

2.2.3. **Individual professional membership** is open to individuals who can provide evidence of educational/organizational designation as music therapist. Individual professional members do not have the right to vote.

2.2.4. **Individual associate membership** is open to persons interested in music therapy. Individual associate members do not have the right to vote.

2.2.5. **Student organizational membership** is open to any music therapy membership organisation or society, which has the promotion of music therapy as its main objective, and which meets the Federation’s requirements for student organizational membership as set out in its Bylaws. Student organizational members do not have the right to vote.

2.2.6. **Student individual membership** is open to students studying to become music therapists according to their countries guidelines. Applications for individual student membership are required to include the signature of their academic program director. Individual student members do not have the right to vote.

2.2.7. **Honorary life membership** is bestowed upon an individual who has made a substantial contribution to the development of music therapy, and/or to the World Federation of Music Therapy. Honorary members do not have the right to vote. Candidates for an honorary life membership will be nominated and voted by the Council. A maximum of two to three honorary life memberships will be granted within a three-year term.

2.2.8. **Patron membership** is open to individuals or groups, which donate funds to the World Federation of Music Therapy. Patron members do not have the right to vote.

**Section 2.3. Membership Fees.** Membership fees shall be recommended by the Council.

2.3.1. Membership of the World Federation of Music Therapy is for a three-year term, from July 1 in the year of a World Congress to June 30
in the year of the subsequent World Congress. All membership rights including voting are dependent upon the fulfilment of financial obligations (the payment of membership fees) for that three-year period.

2.3.2. If a member organisation or individual does not pay the required fees for the membership period (or, by prior arrangement, pay it in three annual instalments) all membership rights cease and the name of the person or organisation is removed from the membership list.

Section 2.4. Voting. Each country (with a minimum of one full organisational member association) is entitled to one vote at the Federation's General Business Meeting.

2.4.1. Voting privileges are only open to organisations that have paid the total amount for the three-year subscription to the Federation.

2.4.2. Each full organisational member may delegate a representative to attend the Federation’s General Business Meeting; Representatives who are unable to attend may cast their vote online four weeks before the Federation’s General Business Meeting.

2.4.3. Motions will be carried by simple majority vote, except for motions concerning constitutional amendments or dissolution.

2.4.4. Each country shall have one vote. Thus, in countries having only one full organisational member association, this association may vote independently. In countries, where there is more than one full organisational member association, the vote will be divided according to the number of eligible member associations. These associations are encouraged to come to agreement on particular issues and cast a unified vote. If this cannot be done, each of these associations may cast a fractional vote.

2.4.5. Each organisation must authorize one representative to cast a vote at the Federation’s General Business Meeting.

2.4.6. Voting protocol for Council. All members of Council, excluding the Executive Assistant, have the right to vote. The President shall pass the deciding vote in the case of a tie.

ARTICLE III. COUNCIL
Section 3.1. **General Powers.** The Council of the World Federation shall guide the policy and govern the affairs of the Federation, recommend general financial policies of the Federation and establish various commissions as needed.

Section 3.2. The Council of the World Federation consists of the President, Past President, Secretary/Treasurer, an Executive Assistant (ex officio), Commission Chairs, and eight Regional Liaisons. The Officers of the Council and Commission Chairs shall be selected primarily for their expertise. Regional representation is desirable and must be ensured by the appointment of the eight Regional Liaisons. All Council Members need to be either members of at least one of the music therapy organizations in the countries they reside or pursue individual membership of the World Federation of Music Therapy. The number of members of the Council may be increased or decreased by the members by a majority vote at a World Congress.

Section 3.3. **Nomination and Election.** The Council shall be elected by the membership at the World Congress. Individuals seeking nomination to positions on Council may be self-nominated or nominated by any member, or any member of Council. Nominations must include a brief curriculum vitae (professional biography), and a statement as to their motivation for wanting to serve on Council. Any member nominated for election to Council must be a WFMT professional member. The Secretary must receive nominations by the closing date specified.

Section 3.4. **Removal.** Removal of Council Members may be accomplished only for good cause by the Council at a meeting duly called for said purposes. Upon removal, that person shall cease to be a member of Council and shall, within 28 days, hand over to his/her successor, or to the President, all items or documents associated with the work of the position previously held.

Section 3.5. **Council resignations.** Should a casual vacancy occur on Council, as a result of a resignation, the President will have the authority with approval of the Council to appoint a person to serve for the remainder of the term. Resigning Council members shall within 28 days, hand over to his/her successor, or to the President, all items or documents associated with the work of the position previously held.

Section 3.6. **Officers of the Federation.** The Federation shall have the following officers: President, Past President, Secretary, Treasurer, and Executive Assistant (ex officio)
3.6.1. **President.** Voting members elect the President at the Federation’s General Business Meeting for a three-year term. The President is not eligible for re-election to that office until a period of three years has elapsed. The President shall
a. Represent the Federation in public and give guidance for future developments;
b. Maintain the legal status of the Federation;
c. Call for meetings, prepare an agenda and preside over meetings of the Council and the General Business Meetings of the Federation;
d. Support collaborations between music therapy organisations and build affiliations with related professional groups;
e. Submit an annual written report to the Federation;
g. It is mandatory that the incoming President be a person who has served on the World Federation Council;
h. It is advisable that this position rotates among the eight regions;
i. The President, with the approval of the Council, will appoint one of the elected Council Members to serve in her/his position in the event of incapacitation.

3.6.2. **Past President.** The term of office will be three years. The retiring President of the Federation will occupy the position of Past President without election for a three-year term. The Past President shall
a. Provide continuity and gives advice to the Council.
b. Submit an annual written report to the Federation.
c. Succeed to the Presidency in the case of resignation of the President. In case of the incapacity of the Past President, the Secretary shall then succeed to the Presidency.

3.6.3. **Secretary.** The Secretary will serve a three-year term and is eligible for re-election for one further term of three years. The Secretary shall
a. Administer the new and renewed memberships;
b. Maintain a current list of members;
c. Forward correspondence to the President and Council members;
d. Transcribe minutes of Council meetings and the General Business Meeting of the Federation, and to distribute them to members;
e. Maintain and update the Federation’s website according to the agreed job description;
f. Submit an annual written report to the Federation;
g. Have the general charge of the corporate books and records and the corporate seal, and shall affix the corporate seal to any lawfully executed instrument requiring it.

3.6.4. **Treasurer.** The Treasurer will serve a three-year term and is eligible for re-election for one further term of three years. The Treasurer shall

a. Set-up and administer a bank account for the Federation's funds and provides the President full access to the bank account;

b. Reimburse Council members for necessary expenses;

c. Develop a three-year term budget in collaboration with the Council;

d. Provide regular financial statements to the Council and will obtain an audited financial statement for each meeting of the World Federation;

e. File annual taxes;

f. Submit an annual written report to the Federation.

3.6.5. One person may carry out the position of Secretary and Treasurer.

3.6.6. **Executive Assistant.** The Executive Assistant (ex officio) will be appointed by the President and serve a three-year term. The Executive Assistant shall assist the President, Past President, and Secretary/Treasurer to executive delegated tasks and function as the student delegate.

**ARTICLE IV. COMMISSIONS**

**Section 4.1.** The commissions of the World Federation may include: Education and Training; Clinical Practice; Publications; Global Crisis Intervention; Accreditation and Certification; Research and Ethics; Public Relations; and a World Congress Organizer. Other commissions may be formed as necessary.

**Section 4.2.** The Chairperson of each commission will be elected at the Federation’s General Business Meeting by voting members. Commission chairs will be elected for a three-year term and are eligible for re-election for one further term of three years.

**Section 4.3.** Members of each commission (maximum of 4-7) may be appointed by the Chairperson of each commission after discussion with the Council at the Federation’s Council meeting following the World Congress. Geographical representation should be maintained. Members of the
commissions will serve a three-year term and may be re-appointed for one further term of three years.

Section 4.4. The chairperson of each commission shall
a. Provide a vision statement, goals and objectives for the commission’s term;
b. Propose projects including purpose, implementation, and timelines for the three-year term to the Council;
c. Review documents and respond to call for actions by a specified deadline;
d. Attend and participate in Council meetings (online and onsite) or send a brief report in the event of absence;
e. Submit an annual written report to the Federation.

ARTICLE V. REGIONAL LIAISONS

Section 5.1. Each Regional Liaison shall represent one of the following eight regions of the world: Africa, Australia/New Zealand, Latin America, North America, Europe, Eastern Mediterranean, Southeast Asia, and Western Pacific (see appendix).

Section 5.2. The Regional Liaisons are appointed by the Officers of the Council and Chairperson of the Commissions at the Federation’s Council meeting before the World Congress. The appointed Regional Liaisons must reside in the region they represent. All WFMT members are eligible to suggest a candidate of their region to the WFMT Council by a given date. The Regional Liaison will serve a three-year term and may be re-appointed for one further term of three years.

Section 5.3. Each Regional Liaison shall
a. Collect and provide information about the region in accordance with the job description;
b. Review documents and respond to call for action by a specific deadline
c. Attend and participate in Council meetings (online and onsite) or send a brief report in the event of absence;
d. Submit an annual written report to the Federation.

ARTICLE VI. COUNCIL MEETINGS

Section 6.1. A regular meeting of the Council shall be held immediately after, and at the same place as, the General Business Meeting. In addition, face-to-
face meetings of the Council shall take place annually. A quorum shall consist of no less than two Officers of the Council, two commission chairpersons, and 2 Regional Liaisons. Three-month notice of such a meeting is required. An agenda shall accompany the notice.

**Section 6.2.** A General Business Meeting for the Federation’s members shall take place at the World Congress for Music Therapy. Six months notice is required for this meeting. An agenda shall accompany the notice. A quorum shall consist of one third of the member organisations.

**Section 6.3.** Meetings of the World Federation of Music Therapy and Council will be conducted according to democratic parliamentary procedure.

**Section 6.4.** Manner of Acting. Except as otherwise provided in these Bylaws or required by applicable law, the affirmative vote of a majority of the Council present at a meeting of the Council shall be the act of the Council, if a quorum is present when the vote is taken.

**Section 6.5.** Action without Meeting. Action required or permitted to be taken by the Council at a meeting may be taken without a meeting if one or more written consents describing the action taken are signed by each of the members of the Council, as the case may be, whether before or after the action so taken, and filed with corporate records or the minutes of the proceedings of the Council. Action so taken is effective when the last Council member signs such consent, unless the consent specifies a different effective date. Such consent has the effect of a meeting vote and may be described as such in any document.

**Section 6.6.** Participation by Conference Telephone or Skype. Any one or more members of the Council may participate in a meeting of the Council by means of a conference telephone, Skype, or similar communications device that allows all persons participating in the meeting to simultaneously hear each other during the meeting, and such participation in a meeting shall be deemed presence in person at such meeting.

**ARTICLE VII. WORLD CONGRESS**

**Section 7.1** World Congress. Only full organizational members can submit a proposal for hosting the World Congress of the World Federation of Music Therapy. The venue and date of the World Congress will be received and considered six years in advance. Detailed information
regarding the location, venue, financial resources available, and support from other music therapy associations, organisations, and training programs in that country must be included in a preliminary proposal. It is recommended that the proposal also include statements of support from other relevant bodies. An updated report will be reviewed and confirmed by the Council at least four years before the proposed World Congress. In the event that the updated report is not approved by the Council or withdrawn by the proposal sponsor, the Council will invite new proposals to be presented at the intervening World Congress.

Section 7.2. Where a letter of intent and proposals have been received in time, the Council will review the documents and invite proposals to be presented at the World Congress. All World Federation members have the right to attend the presentation. The Council is empowered to make the decision.

Section 7.3. The person selected as the coordinator for the subsequent World Congress will automatically assume a Council position with its respective voting privileges.

Section 7.4. Only a Congress authorised by the Federation shall be allowed to use the title “World Congress of the World Federation of Music Therapy.”

Section 7.5. Proposals to host the World Congress should consider the following guidelines and requirements:

7.5.1. Requirements:
   a. The congress organizer must demonstrate she/he has the necessary local and national support from music therapy organisations in the country;
   b. The congress organizer must demonstrate that registration for the conference will be economic for participants.
   c. Different economic grades of accommodation must be offered to participants, ranging from student accommodation, and 1* - 5* hotel facilities;
   d. A clear timescale for preparation and for the activities of the congress should be provided;
   e. All publicity and information regarding the congress should be written in English and the language of the host country as a basic minimum.

7.5.2. Guidelines
   a. A balance of paper presentations, seminars, panels, round tables, workshops, and poster sessions should be included in the scientific program;
b. Space and time must be allowed at the conference centre for Council meetings and a General Business Meeting of the World Federation of Music Therapy;

c. Plenary sessions should be in English and the language of the host country. Every effort should be made to provide simultaneous or consecutive translation at all other sessions;

d. The congress organizer must appoint an international scientific committee that is representative both geographically and in terms of music therapy expertise and approach. No more than 30% of the international scientific committee must come from the host country;

e. The timescale for the call for papers, scientific review, and notification of acceptance should be clearly defined two years before the congress, and all authors of accepted proposals notified no later than six months before the congress;

f. The conference organisers must set up or utilise an existing website to provide information about the congress, including online proposals submissions and congress registration.

Section 7.6. Revenue. The Congress Organizer is responsible for the finances of the World Congress and takes full responsibility. Financial statements should be made available to the Council. At least 20% of the profit of the World Congress must be returned to the World Federation of Music Therapy no later than six months following the World Congress.

ARTICLE VIII. CONTRACTS, LOANS AND DEPOSITS

Section 8.1. Contracts. The Council may authorize any officer or officers, agent or agents, to enter into any contract or execute and deliver any document or instrument on behalf of the World Federation, and such authority may be general or confined to specific instances. Any resolution of the Council authorizing the execution of documents by the proper officers of the Federation or by the officers generally and not specifying particular officers shall be deemed to authorize such execution by any officer if such execution is within the scope of the duties and of such other office. The Council may by resolution authorize such execution by means of one or more facsimile signatures.

Section 8.2. Loans. No loans shall be contracted on behalf of the Federation and no evidences of indebtedness shall be issued in its name unless authorized by the Council. Such authority may be general or confined to specific instances.
Section 8.3. **Checks and Drafts.** All checks, drafts or other orders for the payment of money issued in the name of the Federation shall be signed by such officer or officers, agent or agents of the Federation, and in such manner, as shall from time to time be determined by resolution of the Council.

Section 8.4. **Deposits.** All funds of the Federation not otherwise employed or invested shall be deposited from time to time to the credit of the Federation in such depositories as the Council directs.

**ARTICLE IX. FINANCES, RECORDS AND REPORTS**

Section 9.1. **Records at Principal Office.** The Federation shall keep a copy of the following records at the Federation’s principal office:

- Its Articles or restated Articles of Incorporation and all amendments to them currently in effect;
- Its Bylaws or restated Bylaws and all amendments to them currently in effect;
- The minutes of all members’ meetings, and records of all action taken by members without a meeting, for the past three years;
- All written communications to members generally within the past three years and the financial statements required by law to be made available to the members for the past three years;
- A list of the names and business addresses of the members of the Council and its officers.

Section 9.2. The financial activity of the World Federation is managed by the Council.

**ARTICLE X. GENERAL PROVISIONS**

Section 10.1. **Seal.** The corporate seal of the Federation shall consist of two concentric circles between or within which are the name of the Federation, the state of incorporation, the year of incorporation and the word “SEAL.” The seal may be used by causing it or a facsimile thereof to be impressed, affixed, stamped or reproduced by any means. Any officer of the Federation authorized to execute or attest a document on behalf of the Federation may affix or reproduce on such document, as and for the corporate seal of the Federation, a seal in any other form sufficient to evidence that it is intended by such officer to represent the
corporate seal of the Federation, in which case such seal shall be as effective as the corporate seal in the form herein prescribed.

**Section 10.2.** Notice and Waiver of Notice. Except as otherwise provided in the Articles of Incorporation or these Bylaws, any notice permitted or required to be given pursuant to these Bylaws may be given in any manner permitted by applicable law and with the effect therein provided. Without limiting the generality of the foregoing, written notice by the Federation to a member is effective when send to the email addresses provided by the member to the Federation.

**Section 10.3.** Fiscal Year. The fiscal year of the Federation shall be as set out at the beginning of these Bylaws.

**Section 10.4.** Indemnification. The following are indemnified against liabilities of the Federation:

a. Member organizations in all categories and the members of such organizations;

b. Individual members, whether professional, associate, student or honorary;

c. Patron members;

d. Member of Council.

10.4.1. The persons listed above shall have a right to be indemnified by the Federation to the fullest extent permitted by law against (a) expenses, including reasonable attorneys’ fees, actually and necessarily incurred by him or her in connection with any threatened, pending or completed action, suit or proceeding, whether civil, criminal, administrative or investigative, whether formal or informal, and whether or not brought by or on behalf of the Federation, arising out of his or her status as a member of the Council, an officer, employee or agent of the Federation, or his or her service, at the request of the Federation, as a member of the Council, officer, partner, trustee, employee or agent of any other corporation, partnership, joint venture, trust or other enterprise or as a trustee or administrator under an employee benefit plan, or his or her activities in any of the foregoing capacities; and (b) any liability incurred by him, including without limitation, satisfaction of any judgment, money decree, fine (including any excise tax assessed with respect to an employee benefit plan), penalty or settlement, for which he or she may have become liable in connection with any such action, suit or proceeding.
10.4.2. Any person who at any time after the adoption of this Bylaw serves or has served on the Council shall be deemed to be doing or to have done so in reliance upon, and as consideration for, the right of indemnification provided herein, and any modification or repeal of these provisions for indemnification shall be prospective only and shall not affect any rights or obligations existing at the time of such modification or repeal. Such right shall inure to the benefit of the legal representatives of any such person, shall not be exclusive of any other rights to which such person may be entitled apart from the provisions of this Bylaw, and shall not be limited by the provisions for indemnification in Sections 55A-8-50 through 55A-8-57 of the North Carolina Nonprofit Corporation Act or any successor statutory provisions. Any person who is entitled to indemnification by the Federation hereunder shall also be entitled to reimbursement of reasonable costs, expenses and attorneys’ fees incurred in obtaining such indemnification.

Section 10.5. Amendments. Amendments to the Bylaws may be recommended by Council or by full organisational members and may be confirmed by two thirds majority vote of members present at a the General Business Meeting. Amendments that originate from organisational members must be forwarded to the Council six months prior to the next Federation meeting. In normal circumstances every attempt will be made to submit amendments originating from Council six months before General Business Meeting.

Section 10.6. Dissolution. The Federation may be dissolved on a resolution of the Council confirmed by a vote of two thirds of the member organisations represented at the meeting. The dissolution must follow the methods and procedures set out in the North Carolina Nonprofit Corporation Act. Members must be notified of this at least one year prior to the Federation’s General Business Meeting at which the vote is taken. In the case of dissolution of the Federation, all its revenues and assets shall be transferred to an international organisation that demonstrates comparable function and purposes to that of the Federation, as determined by Council.

10.6.1. The following are excluded from the distribution of revenues and assets:
- Member organisations in all categories and the members of such organisations;
- Individual members, whether professional, associate, student, or honorary;
- Patron members.
LISTING OF COUNTRIES UNDER THE 8 REGIONS OF THE WORLD FEDERATION OF MUSIC THERAPY (ADAPTED FROM THE WHO)

AFRICA
• Algeria
• Angola
• Benin
• Botswana
• Burkina Faso
• Burundi
• Cameroon
• Cape Verde
• Central African Republic
• Chad
• Comoros
• Congo
• Côte d’Ivoire
• Democratic Republic of the Congo
• Equatorial Guinea
• Eritrea
• Ethiopia
• Gabon
• Gambia
• Ghana
• Guinea
• Guinea-Bissau
• Kenya
• Lesotho
• Liberia
• Madagascar
• Malawi
• Mali
• Mauritania
• Mauritius
• Mozambique
• Namibia
• Niger
• Nigeria
• Rwanda
• Sao Tome and Principe
• Senegal
• Seychelles
• Sierra Leone
• South Africa
• Swaziland
• Togo
• Uganda
• United Republic of Tanzania
• Zambia
• Zimbabwe

AUSTRALIA/NEW ZEALAND
• Australia
• New Zealand

NORTH AMERICA
• Canada
• USA and US Territory

LATIN AMERICA
• Antigua and Barbuda
• Argentina
• Belize
• Bolivia
• Brazil
• Chile
• Colombia
• Costa Rica
• Cuba
• Dominica
• Dominican Republic
• Ecuador
• El Salvador
• Grenada
• Guatemala
• Guyana
• Haiti
• Honduras
• Jamaica
• Mexico
• Nicaragua
• Panama
• Paraguay
• Peru
• Saint Kitts and Nevis
• Saint Lucia
• Saint Vincent and the Grenadines
• Suriname
• Trinidad and Tobago
• Uruguay
• Venezuela (Bolivarian Republic of)

SOUTHEAST ASIA
• Bangladesh
• Bhutan
• Democratic People's Republic of Korea
• India
• Indonesia
• Maldives
• Myanmar
• Nepal
• Sri Lanka
• Thailand
• Timor-Leste

EUROPE
• Albania
• Andorra
• Armenia
• Austria
• Azerbaijan
• Belarus
• Belgium
• Bosnia and Herzegovina
• Bulgaria
• Croatia
• Cyprus
• Czech Republic
• Denmark
• Estonia
• Finland
• France
• Georgia
• Germany
• Greece
• Hungary
• Iceland
• Ireland
• Israel
• Italy
• Kazakhstan
• Kyrgyzstan
• Latvia
• Lithuania
• Luxembourg
• Malta
• Monaco
• Montenegro
• Netherlands
• Norway
• Poland
• Portugal
• Moldova
• Romania
• Russian Federation
• San Marino
• Serbia
• Slovakia
• Slovenia
• Spain
• Sweden
• Switzerland
• Tajikistan
• The former Yugoslav Republic of Macedonia
• Turkey
• Turkmenistan
• Ukraine
• United Kingdom
• Uzbekistan

**EASTERN MEDITERRANEAN**
• Afghanistan
• Bahrain
• Djibouti
• Egypt
• Iran (Islamic Republic of)
• Iraq
• Jordan
• Kuwait
• Lebanon
• Libyan Arab Jamahiriya
• Morocco
• Oman
• Pakistan
• Qatar
• Saudi Arabia
• Somalia
• Sudan
• Syrian Arab Republic
• Tunisia
• United Arab Emirates
• Yemen

WESTERN PACIFIC
• Brunei Darussalam
• Cambodia
• China
• Cook Islands
• Fiji
• Japan
• Kiribati
• Lao People’s Democratic Republic
• Malaysia
• Marshall Islands
• Micronesia (Federated States of)
• Mongolia
• Nauru
• Niue
• Palau
• Papua New Guinea
• Philippines
• Republic of Korea
• Samoa
• Singapore
• Solomon Islands
• Tonga
• Tuvalu
• Vanuatu
• Viet Nam