



NORTH CAROLINA - AMERICAN STRING TEACHERS ASSOCIATION

Bylaws

As revised – 10/2017

Our Mission

The North Carolina Chapter of the American String Teachers Association enriches lives through universal access to excellent string teaching and playing. We pursue this mission through an open sharing of ideas, benefits, services, and activities responsive to the musical needs of all members and their students. This is accomplished by the development of strong and active chapter leadership, enhancement of the image and visibility of string teaching and study, advocacy for string education through communication and cooperation with other music advocacy organizations, and fostering an inclusive community of string teachers, players, and their students. We fulfill this mission by embracing and inspiring our membership and by welcoming, empowering and serving their string related aspirations.

ARTICLE I

SECTION I - Name

This association shall be known by the title of North Carolina Chapter of American String Teachers Association, Inc., and hereafter as NC-ASTA.

SECTION II - Purpose

NC-ASTA is organized exclusively for charitable, literary, and educational purposes. NC-ASTA is one of fifty state chapters and multiple collegiate chapters around the country, each affiliated with the national ASTA.

Specifically the purpose of NC-ASTA shall be:

1. To publicize, promote and participate in the performances, conferences, advocacy, and publications of national ASTA.
2. To publicize, promote, and celebrate the activities of our section throughout North Carolina.

3. To serve as a resource of string-related opportunities in North Carolina.
4. To promote the highest standards of string pedagogy and performance.
5. To provide leadership and a forum for the discussion of the programs and activities of the NC-ASTA.
6. To act as the liaison for the dissemination of information from national ASTA.
7. To function as a fiduciary in handling monetary activities including payments and distributions.

ARTICLE II

SECTION I - National Bylaws

NC-ASTA shall abide by the bylaws, articles, and amendments of the national organization, which is known as the American String Teachers Association.

ARTICLE III

SECTION I - State Organization

The elected officers and the appointed positions make up the Full Board of Directors. The Board of Directors shall carry on the business of NC-ASTA with the legal fiscal year running from July 1 through June 30.

SECTION II - Elected Officers

The elected state officers shall be: President, President-Elect, Secretary, and Treasurer.

SECTION III - Terms of Office

1. The President-Elect, the Secretary, and Treasurer shall each serve for a term of two years.
2. The President-Elect, upon completion of a two year term of office automatically becomes the President for a term of two years
3. The immediate Past-President shall continue in an ex-officio capacity as advisor to the Board of Directors for a term of two years.
4. In the event of a vacancy of any officer other than that of President, the President, with a majority consent of the Executive Board of Directors, shall appoint an active member in good standing to finish the unexpired term of the preceding incumbent. In the event of a vacancy of the office of President, the President-Elect shall assume the office and finish the unexpired term.

SECTION IV - Duties of the Officers

1. **President:** Schedules, announces, and presides over at least one meeting each year of the Executive Board of Directors; presides at all Chapter meetings; maintains an annual report of state -wide activities; receives quarterly rebates from the national Executive Director and forwards these to the Treasurer; attends the State President's Council at national conventions or sends a representative; sends information, reports and notices to officers; fills appointive offices, selects chairpersons and sets up committees as needed; authorizes elections and approves workshops that further the mission and purpose of the organization. Assures that NC-ASTA Bylaws are reviewed once during his or her term in office.
2. **President-Elect:** Assumes presidential duties in case of absence or disability of the President; attends Board of Directors meetings; supports state activities and functions; represents NC-ASTA at professional meetings when requested by the President.
3. **Past-President:** Serves as counsel to the President; attends state board meetings; represents NC-ASTA at professional meetings when requested by the President.
4. **Secretary:** Takes minutes at Board of Directors meetings; submits copies of the official minutes to all board *members*; provides an opportunity for additions and corrections to board members prior to *publication* of the Minutes in the *Alla Corde*.
5. **Treasurer:** Establishes a Chapter bank account; receives, deposits, disburses, and accounts for all funds; keeps accurate records of income and expenditures; submits financial reports to the Board of Directors at the close of each financial year; files IRS forms, if required. Submits to National ASTA NC-ASTA Financial Reports: by February 15 for the previous July-December and August 15 for the previous January-June.

Section V – the Board of Directors

To be eligible to serve on the NC-ASTA Executive Board of Directors, the candidate must be a member of ASTA in good standing.

1. The Executive Board of Directors shall consist of the following elected officers: the President, President-Elect, immediate Past-President, Secretary, and Treasurer. The President will appoint the non-elected positions of the Board of Directors. The Full Board of Directors consists of the Executive Board plus any other positions appointed by the NC-ASTA President. The appointed positions may include but are not limited to *The Alla Corde* Editor, Webmaster, Membership Chair, Solo Competition Chair(s), Historian, ASTACAP Chair, Insurance Liaison and Student Chapter Liaison. All appointees must be active

members in good standing of NC-ASTA. All appointees will be approved by a majority vote of the Board of Directors prior to the beginning of their term.

2. Term of Appointments: Term of appointments shall be two years.
3. Removal from office: Appointed positions may, following notice and an opportunity to be heard, be removed from their position by a majority of the remaining members of the Full Board of Directors.

Duties of the following appointed positions shall include, but are not limited to:

The Alla Corde Editor

1. Creates and manages the information content (words and photos) of the Alla Corde.
2. Is advised by the Board of Directors concerning general content.
3. Seeks contributions of materials from the membership based on the recommendations provided in the ASTA State Chapter Handbook from the national ASTA office.
4. Obtains advertising to help offset the cost of the newsletter.
5. Arranges for mailing of the newsletter as determined by budget restraints.
6. Provides copies of the newsletter for the state website and sends a pdf file to the national office.

Webmaster

1. Creates and manages the information content (words and media) of the state website.
2. Is advised by the board concerning general content.
3. Seeks timely updates by the NC-ASTA President and other officers of material provided in a format specified by the Webmaster.
4. Posts information submitted by NC-ASTA President, editing and formatting as necessary.

Membership Chair

1. Maintains a current list of the membership as provided by the national office
2. Provides membership list for NC-ASTA President.
3. Encourages the enrollment of new members and the renewal of existing memberships via letters, email, and web page interaction.
4. Sends out email correspondence to the general membership when directed by the President.
5. Maintains the security of membership lists which must not be rented or distributed to any company, organization, person or other entity for any reason. Such requests must be forwarded to the national ASTA office.

Solo Competition Chair(s)

1. Sets dates and location of the competition(s).
2. Determines and sets deadline application information.
3. Hires judges.
4. Provides guidelines to the website and *The Alla Corde* at least six months prior to the application deadline.
5. Schedules events and provides information to competitors, judges and NC-ASTA President.
6. Provides a list of winners, their teachers, and the literature played for the state Website and *The Alla Corde* in a timely manner.

ASTACAP Chair

1. Acts as liaison with the National ASTA Staff Associate in charge of ASTACAP.
2. Interacts as much as is possible with the national ASTACAP Committee representing the NC-ASTA ASTACAP program.
3. Reports to the NC-ASTA president any developments and/or changes to the national ASTACAP program.

Insurance Liaison

1. Acts to assure all sanctioned NC-ASTA events are properly insured. NC-ASTA protocol requires all requests for ASTA Liability Insurance originate from the NC-ASTA Insurance Representative. This ensures that all NC-ASTA sanctioned events are properly tracked and covered and that an individual NC-ASTA member cannot request insurance for private purposes.

Historian

1. Collects, classifies, organizes, and cares for material pertinent to past and current activities of NC-ASTA.
2. Maintains computer materials in an easily accessible format.
3. Maintains materials which should include, but are not limited to: meeting minutes, reports, budget statements, newsletters, programs, and captioned photographs from sponsored events.
4. Organizes and passes on all materials to the President at the end of the Historian's term.

Student Chapter Liaison

1. An active member in good standing serves as a liaison with the Board of Directors and student chapters.

2. Provides support for the formation and continuation of student chapters by maintaining relationships with faculty members at high schools and higher education institutions.
3. Seeks opportunities for student members to become involved in NC-ASTA events.

ARTICLE IV

SECTION I – NC-ASTA Administration

1. The President shall be Chairman of the Board of Directors.
2. The Board of Directors shall meet at least once per year or upon call of the President.
3. Emergency decisions may be made by the President after a telephone or email discussion and approval by a majority of the President-elect, Past- President, Secretary, and Treasurer. Such action shall be ratified by the Board of Directors at their next meeting and shall be recorded in the minutes

SECTION II - Financial Operations

1. The President and the Treasurer will prepare an annual budget prior to the start of each fiscal year to be approved by the Full Board of Directors.
2. All Expenditures shall be paid by the Treasurer with approval as indicated below.
3. Expenditures for the normal budgeted expenses of all offices, committees, or commissions shall be subject to approval of the President.
4. Expenditures of money beyond the area of budgeted expenses shall be approved by the Board of Directors.

SECTION III - Election of Officers

1. Odd-numbered years are election years.
2. Voting members (please note that student members, institutional members and subscriptions are not eligible to vote) may be provided the opportunity to select if they would like to vote electronically rather than voting with a paper ballot for all future elections.
3. Autumn before election year: State president and board appoint a nominating committee. (Committee should represent mixed geography and professional bent. Chair is not a state board member.) A chapter past president may serve as a chair of the nominating committee.
4. November before election year: Nominating committee meets to propose two candidates for each office: president-elect and secretary. (Current president-elect will automatically move to president, current president becomes past president). Treasurers and editors are appointed and may be combined with other officers (i.e., secretary/treasurer). There must be two candidates for each

office in order for the election to be valid. Other officers may be elected or appointed according to state constitution and bylaws.

5. January of election year: State chapters request mailing labels of voting members from the national office. Please note that student members, institutional members and subscriptions (schools/libraries) are not eligible to vote in either national or state elections.
6. Late January or early February of election year: Voting members who selected to vote electronically are provided with the instructions to vote and ballots electronically. Voting members who did not select to vote electronically have ballots mailed to them with return envelope (addressed to chair of nominating committee).
7. Ballots are counted at deadline combining vote totals from paper ballots and any electronic ballots.
8. Nominating committee chair reports results to state president.
9. State president informs candidates of results (in person, by phone, or by email) and announces new officers in a newsletter or on the state chapter website.
10. The current state president reports names/contact information of the new officers via email to the national office at membership@astaweb.com.
11. New officers' terms begin May 15.
12. July rebate checks will be withheld from states not completing their elections and reporting results to the national office.

ARTICLE V

SECTION I - Membership Classification

The members of NC-ASTA shall be classified as Active, Dual, Full- time Student, Retired (age sixty-two or over), school, or library as defined by the national Bylaws and Executive Board of ASTA.

SECTION II - Dues

1. Dues are to be submitted to the national organization, ASTA, according to the membership classification and dues schedule designated by the national Executive Board of ASTA.
2. Membership in the NC-ASTA Chapter is contingent upon Membership in ASTA.

ARTICLE VI

SECTION I - General Membership Meetings

At least one General Membership Meeting is held each year. The date, time, and location of each meeting will be selected by the President of NC-ASTA in consultation with the Executive Board and the information will be published in the *Alla Corde Newsletter* and on the website. The President of NC-ASTA (or his or her designee) will preside, and members will be updated on the current activities and programs provided by NC-ASTA and the national association.

ARTICLE VII

SECTION I - Corporate Debts

The private property of individual members of this association shall not be liable for corporate debts.

ARTICLE VIII

SECTION I - Amendments

Proposed amendments to the Bylaws are to be submitted to any officer of NC-ASTA who in turn submits that proposal to the entirety of the Board of Directors for consideration and subsequent action. These Bylaws may be amended by an affirmative vote of two-thirds of the membership casting ballots during a Chapter election or by a special referendum. If a special referendum is implemented the proposed amendments shall be submitted to voting members in good standing one month before the date that is set for counting the ballots.

SECTION II - Standing Rules

The rules contained in Robert's Rules of Order (latest revised edition) shall govern this association in all cases to which they are applicable and where they are not inconsistent with the provisions of these Bylaws.

ARTICLE IX

SECTION I - Tax Exempt Status

This Association is exempt from the payment of Federal Income Tax under Section 501(c) 3 of the Internal Revenue Code.