

FLORIDA STATE CHAPTER BYLAWS: ASTA WITH NSOA

1999 Revision

ARTICLE I: IDENTITY AND PURPOSE

Section 1. Name. The name of this organization shall be the FLORIDA AMERICAN STRING TEACHERS ASSOCIATION WITH NATIONAL SCHOOL ORCHESTRA ASSOCIATION (or FL-ASTA WITH NSOA)

Section 2. Purpose. The purpose of this organization shall be to promote excellence in string and orchestra teaching and playing in the state of Florida through:

- a) an open sharing of ideas
- b) providing benefits, services, and activities responsive to the needs of all members
- c) developing strong state leadership
- d) actively enhancing the image and visibility of string and orchestra teaching and study
- e) offering advocacy for string education
- f) cultivating an inclusive community of string and school orchestra teachers and players.

ARTICLE II: GOVERNANCE

Section 1. This organization is the State Chapter of ASTA WITH NSOA and shall be governed by the bylaws of the state organization, along with the Articles of Incorporation and bylaws of the National ASTA WITH NSOA where applicable. These latter two documents shall be the final authority if these bylaws are deemed in conflict.

Section 2. Rules contained in the most current edition of *Robert's Rules of Order* shall govern the organization in cases where they are applicable and consistent with the bylaws of this organization.

ARTICLE III: MEMBERSHIP

Section 1. Membership shall be consistent with the national classifications: Active, Dual, Life, Senior, Student, School or Library. The National Executive Board determines qualifications, dues, state rebates and voting status for each classification. Voting privileges for regular and special elections of the organization are afforded to Active, Dual, Life and Senior members only.

Section 2. All members in good standing are entitled to receive all state communications and printed materials. Members must have paid their annual national dues to be in good standing.

Section 3. State chapters shall be formed as detailed in the national bylaws.

ARTICLE IV: OFFICERS

Section 1. The elected officers of the Florida ASTA WITH NSOA shall be President, President-elect and Secretary. (The President automatically becomes Past President upon completion of his or her two-year term and remains on the board for two more years.) Additional officers may be elected within the structure of the national elections. Additional officers may be appointed. The Florida Executive Board shall include a

Treasurer, a Newsletter Editor, and a Membership Chair, and may include, as deemed appropriate, offices such as Regional Chairs, Student Chapter Chair, Communications Chair, Outreach Chair, Solo Competition Chair, Grantsman, Parliamentarian, Awards Chair, and Members-at-Large, with or without specific designations such as School Programs or Studio Teachers. Board appointments will be made by the President with the approval of the majority of the voting members of the Executive Board.

Section 2. Nomination and election procedures for state officers shall follow the same procedure as for national officers (Article VI of the National Bylaws). Election of officers will be by simple majority. Officers shall be elected for two-year terms.

Section 3. Voting procedures shall follow those of the national board (Article V of the National Bylaws). Biannual officer elections shall be held by mail: the mailed envelope shall include a ballot, balloting information, and a return envelope preaddressed to the Ballot-count Chair, and may not include any other materials.

Section 4. Officers shall perform the usual duties of officers of an organization of this nature and such duties as may be prescribed by the President and/or Executive Board.

Section 5. All expenditures shall be at the consent and direction of the President through the Treasurer. Expenditures of more than 500 dollars shall require a majority vote of the State Executive Committee.

ARTICLE V: MEETINGS

Section 1. The State Chapter shall have at least one annual membership meeting. The State Executive Board shall meet at least once a year in addition to the annual membership meeting. Minutes of the Executive Board and Annual Meetings shall be sent to the membership in a timely fashion after each meeting.

Section 2. In addition to a gathering, meetings of the State Executive Committee or Board may be held by teleconference, e-mail, fax, mail, or other appropriate media, providing a majority of voting Executive Committee members participate.

ARTICLE VI: COMMITTEES

Committees of the Florida Chapter are of two types: standing and special. Chairs of committees/projects are appointed by the President for terms not to exceed two years, but they can be reappointed for successive terms. Chairs submit reports at each Executive Board meeting.

ARTICLE VII: AMENDMENTS

Section 1. Proposed amendments or revision to the bylaws must be amended by a two-thirds vote of the eligible membership balloting by mail in accordance with the stipulations of the National Bylaws. Thirty days notice shall be given of proposed amendments prior to the date of balloting, either by publication in an official organ of the state chapter or by mail to all members of record.

Section 2. The State Executive Board must consider in writing and approve the bylaw changes before submission to the general membership.

revised August 1999

FL-ASTA WITH NSOA POLICY STATEMENTS

Flexible guidelines for governing the State Chapter that would not necessitate amending the bylaws. Some of these recommendations exist in national documents (e.g., election procedure) and are reiterated here for convenient reference. Others address topics that experience has shown change upon the wishes of the current slate of officers (e.g., who votes). Recorded in August of 1999 with additions /deletions to be proposed when appropriate.

Relationships: FL-ASTA WITH NSOA shall maintain a close relationship with the national association, the Florida Suzuki Association, the Florida Department of Education, and any other institution or organization beneficial to the well-being of the state of strings and orchestral activity in Florida.

Meetings: The annual General Meeting and one Executive Board Meeting take place during the annual winter FMEA convention. Additional meetings may be called by the President.

Membership: A Database should be maintained, including as much information as available about members, including "friends" of the chapter.

Officers: The total number of voting board members will include the elected officials (President, Past President, President-elect and Secretary) plus the Treasurer, Newsletter Editor, Membership Chair, and Regional Chairs, i.e., those offices that require active responsibility throughout the two-year term. This group constitutes the Executive Committee: the Executive Board comprises all elected and appointed officers. The Newsletter Editor may serve as the Communications Chair; the President-elect may serve as the Membership Chair; the Past President may serve as the Treasurer. The President-elect shall serve as the cochairperson of committees if so appointed by the President.

Duties of officers should be detailed in this policy statement. Examples include:

1. The Treasurer records rebates and presents a biannual report to the Executive Board. All expenditures shall be at the consent and direction of the President through the Treasurer.
2. The Newsletter Editor prepares the official publication of the state organization twice yearly at minimum, preferably in the spring and in the fall. The newsletter shall serve as the main communication channel.

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Save the above for reference. Please exercise your vote on the bylaws. (The policy statements document is not an official ruling document and does not require voting upon.) Clip the ballot below, place in an envelope, stamp and mail to the address below. (Thank you for your .33 cent stamp.) If you wish to comment on either document, please do.

Mail to: Camille Smith, FL-ASTA WITH NSOA Secretary
5400 NW 39th Ave., #Y-223
Gainesville, FL 32606

Must be postmarked by September 24, 1999

Election of Officers: (Even years are election years):

1. *Fall, uneven year.* State President, with input from the Board, appoints a nominating committee (usually three members). Members should not be candidates. Members should represent mixed geography and professional bent. The chair should not be a current board member.
2. *January, even year.* The nominating committee meets to propose two candidates for each office: President-elect and Secretary. These persons must agree to run for the office. (President-elect and President move "up" an office.)
3. *Late January.* The national office will send each state president a set of mailing labels for all members currently eligible to vote. Brief biographies of each candidate should be included with the ballots. Ballots are mailed to eligible voters, including a return envelope addressed to the chair of the nominating committee, and notice given that ballots must be returned no later than March 1. Mailing must be by January 30.
4. *March.* The Nominations Chair counts and notifies the President of the results, who in turn notifies all candidates and publishes the results in the newsletter or in a letter to the membership. (It is a good idea to appoint the losing candidates to offices on the board and keep them active. The President should also keep track of the number of votes cast, seeking a way to motivate membership, as voting participants are usually far lower than they should be.)
5. *April.* The President notifies the National ASTA WITH NSOA Executive Board of the new officers through the annual state report.
6. *May 15.* Elected officers take office. The outgoing President should make sure that all records from previous officers are transferred to new officers in a timely manner.

Authority:

1. The President is the first choice to serve as the state representative to national meetings or other such activities of the National ASTA WITH NSOA. With a majority vote of the Executive Committee, a substitute may be named.
2. A quorum of the general membership shall comprise one-tenth of the voting membership. A quorum at a membership meeting is established as the number of people present. Action taken is based on a majority vote.
3. The *Chicago Manual of Style* is the grammatical authority of choice for FL-ASTA WITH NSOA documents.

Bylaws ballot to be clipped and mailed (see reverse side). Photocopies will not be accepted.

According to the National ASTA WITH NSOA Bylaws, membership classifications holding voting privilege are Active (Professional) ____ Dual ____ Life ____ Senior ____ . Please check your classification.

I approve the new FL-ASTA WITH NSOA Bylaws _____

I do not approve the new FL-ASTA WITH NSOA Bylaws _____

optional: Name _____
Address _____
Address _____