

BYLAWS OF THE OHIO CHAPTER OF THE NATIONAL ASSOCIATION OF TEACHERS OF SINGING, INC.

(As adopted at a chapter meeting in Cleveland, Ohio on October 18, 1975; revised February 1983, April 1985, October 1992, January 1997, June 2007, September 2015, and October 2018)



ARTICLE I: NAME

This organization was originally chartered in 1960 by the Executive Committee of the National Association of Teachers of Singing, Incorporated as the North Central Ohio Chapter of the National Association of Teachers of Singing, Incorporated and subjected to its Bylaws. This chapter was newly chartered in 1973 by the National Board of Director of the National Association of Teachers of singing, Incorporated, in session at their annual meeting in New York City, December 1973, and was granted permission to adopt the new name, Buckeye Chapter. In September 2015, the membership voted to change the name to Ohio Chapter.

ARTICLE II: PURPOSES AND CODE OF ETHICS

The OHIO Chapter adopts fully the stated purposes of the National Association, which are:

- 1) To establish and maintain the highest possible standards of ethical principles and practices in the profession of teaching singing and vocal art;
- 2) To establish and maintain the highest possible standards of competence in said teaching profession;
- 3) To encourage and conduct research;
- 4) To disseminate information to the profession at large;
- 5) To stimulate effective cooperation among vocal teachers for their mutual welfare and advancement.

The OHIO Chapter, as an organization, subscribes without reservation to the National Code of Ethics (<http://www.nats.org/code-of-ethics.html>), adherence to which is one of the conditions of individual membership in the National Association.

ARTICLE III: MEMBERSHIP

All teachers of singing who have been accepted by the National Association into full and active membership, are eligible for membership in the Ohio Chapter. Chapter membership will be terminated when a member resigns from or is dropped from membership in the National Association.

ARTICLE IV: OFFICERS

Chapter officers consist of President, Vice-President, and Secretary-Treasurer. The Board assists the President to help execute the duties of that office. Board members may be called upon to participate in special projects, such as programs, publicity, meetings, etc. Special officers, committees, or chairmen may be appointed by the President to serve as needed. Any administrative officer, whether elected or appointed, will cease to hold office upon termination of membership in the National Association. Any elected officer may be removed from office, upon due cause, by two-thirds vote of the Chapter membership.

ARTICLE V: MEETINGS

The Chapter President calls at least two meetings of the Chapter each year. Announcements of meetings and program are emailed to chapter members at least twenty-one days prior to the date of each meeting. Chapter meetings are held at times and places most convenient to the largest number of members. Additional Chapter meetings may be called by the president or by any responsible segment of the membership provided in the latter instance that Chapter officers and the remainder of the Chapter membership are notified at least twenty-one days in advance of the meeting date.

ARTICLE VI: ELECTIONS AND QUORUM

Elections are held at the spring meeting. A nominating committee appointed by the President provides a slate of nominees for the officers and board members requiring replacement. An election is specified in the meeting announcement. Elected officers take office on June 1 following election, serving until May 31 two or three years later, depending on their term.

A quorum consists of 15% of the active membership. At any regular meeting each member in good standing is entitled to vote in person or by written proxy upon any motion or question properly brought before the Chapter.

ARTICLE VII: DUES AND ASSESSMENTS

The annual Chapter dues for active membership are \$30.00, which is paid to the National office in addition to yearly national dues. The Secretary-Treasurer cannot and will not accept Chapter dues. If any dues subsequently remain unpaid by March 1, membership ceases. Members may re-activate their memberships by submitting payment of current dues. Only members who have paid dues at the active membership level are eligible to submit students to Chapter auditions. Once dues are unpaid and membership lapses, such members will not be eligible to submit students to Chapter auditions until all yearly State and National dues are paid in full. This must be completed at least one month prior to the Auditions.

The annual report of the treasurer covers all financial transactions of the fiscal year, June 1 to May 31.

ARTICLE VIII: PROGRAM AND PROCEDURES

The program of this Chapter properly may include social, professional, and educational activities at the discretion of the officers and members, so long as such activities are consistent with the purposes and code of ethics stated in Article II above. Business meetings are conducted in accordance with *Robert's Rules of Order*.

ARTICLE IX: AMENDMENTS

The Bylaws of this Chapter may be repealed or amended, or new Bylaws adopted, by a majority of the Chapter membership voting in person, by written proxy, or by mail, provided that such amendments have been announced to the membership at least twenty-one days in advance of the voting date.

OHIO CHAPTER of NATS JOB DESCRIPTIONS OF CHAPTER OFFICERS

PRESIDENT

1. The term for the President is two years.
2. Arrange for schools to host Fall Meetings/Student Auditions and Spring Meetings and appoint an On-Site Coordinator as host for each meeting.
3. Arrange programs for the Fall Meeting/Student Auditions to be held in the second half of October with a program on Friday and Student Auditions on Saturday and the Spring Meeting to be held in early April. Arrange for funds to finance such events. Additional funds can be allocated through the National Vice President of NATS, Discretionary Funds and Field Activities.
4. Convene Board meetings whenever necessary.
5. Prepare fall email for distribution to members containing information regarding the Fall Meeting/Student Auditions, including place, breakfast/lunch, agenda, program, and fees. Email letter to members by September 1.
6. Prepare email announcing the Spring Meeting, which is to be sent to the membership by February 18.
7. Work with Vice President/Auditions Chair in arranging the Student Auditions for October. After March 1, instruct the Secretary-Treasurer to compile and send the Auditions Chair a list of currently paid members, which indicates the members' eligibility to enter students in the Ohio Chapter Student Auditions.
8. Instruct Auditions Chair and/or Secretary-Treasurer to compile a list of winners from the Student Auditions. This list will be posted on the Ohio NATS website.
9. Appoint a nominating committee, consisting of a chairperson and two additional members to nominate new Officers and Board members. These names will be

announced in the February email to the membership and the election will take place at the April meeting (see Article VI of the Chapter Bylaws). The Nominating committee will accept nominations for the following positions:

- A. President, Vice-President, Secretary-Treasurer: elected for one two-year term beginning June 1
 - B. Board Members: five members
 - i. Three members elected for one two-year term each
 - ii. Two members elected for one three-year term each in alternate years
10. Work with committees appointed for special projects.
 11. Chapter President is a member of the Regional Governor's cabinet and will be available for all meetings announced.
 12. Chapter President keeps Chapter business running smoothly, consulting with other Officers and Board members as necessary
 13. The President is an authorized signer on the Chapter checking account.

VICE PRESIDENT/ AUDITIONS CHAIR:

1. The term for the Vice President is two years.
2. The Vice President works closely with the President in conducting the business of the chapter. New responsibilities may be given to the Vice President by the incoming President with board approval.
3. In the event that the President is unable to complete the term of office, the Vice President will assume the duties of the office on the Chapter President with Board approval.
4. The Vice President will act as Auditions Chair and work closely with the On-Site Coordinator/Auditions Host to organize the Student Auditions. Specific duties are outlined in the NATS Auditions Guidelines (<http://www.nats.org/nsaresources.html>).

SECRETARY-TREASURER

1. The term for the Secretary-Treasurer is two years, and is renewable by vote of Membership.
2. The Secretary-Treasurer takes minutes at the Fall Meeting, Spring Meeting, and at Board meetings held during the year. Shortly after the meetings a copy of the minutes is sent to the President of the Chapter for Chapter records.
3. The Secretary-Treasurer is responsible for communicating with the national office regarding the status of members' dues.
4. The Secretary-Treasurer keeps the financial records of the Chapter and handles the funds for the Chapter, including the receiving and disbursing of all Chapter funds.
5. The Secretary-Treasurer maintains a checking account and signs all checks being disbursed. The President also is an authorized signer on the account.
6. The Secretary-Treasurer keeps a record of all dues received and names and addresses of members for a directory list.

7. The Secretary-Treasurer compiles a membership directory after March 1, the deadline for delinquent dues. This list will be sent to the Chapter President and Audition Chairperson.
8. The Secretary-Treasurer submits the Secretary's report of the year's proceedings and Treasurer's report of the year's account. These reports are submitted after the end of the fiscal year, June 1.
9. The Secretary-Treasurer will assist the President in any way necessary to conduct the business of the Ohio Chapter.

BOARD MEMBERS

1. There will be five Board Members of the Ohio Chapter (see Chapter Bylaws, Article IV):
 - a. Three members will be elected for one two-year term each
 - b. Two members will be elected for one three-year term each on alternate years
2. The Board will be responsible for such things as programs, publicity, and chapter meetings.
3. The Board will assist with the running of the Spring Meeting and Fall Meeting/Student Auditions as requested.
4. Board meetings will be called by the Chapter President when necessary.