



American String Teachers Association

Washington State Chapter



W~ASTA

Bylaws

Article I – Name & Purpose

Section 1: This Association shall be known by the title:

Washington-American String Teachers Association (W-ASTA)

Section 2: The purpose of this organization shall be to support and encourage the professional activities of Washington State String Teachers. We seek to promote the highest artistic and pedagogical standards at all educational settings and levels: public and private schools, postsecondary institutions, and private studios.

Article II– Membership

Section 1: The Members shall consist of the following Individual Membership Categories: Professional, Senior, Dual, and Student. Organizational Memberships are also available for School Educational Institutions, String Industry Council and Library AST-subscription only Memberships; the National Executive Board defines the membership benefits, qualifications, and dues requirements for each category. Student, Educational Institution, and Library Subscription members may not vote or hold office on the National Executive Board.

Section 2: Annual Meeting of Members. The President will hold an Annual Membership Meeting. All members shall be notified at least thirty days in advance of the meeting. At the meeting, the President and Treasurer of the Chapter shall report on the activities and financial condition of the Chapter. Other Chapter business, such as regular or special elections, award presentations, review of policies, etc. may also be on the Annual Membership Meeting agenda. The President, the Board or a majority of the members of the Chapter may call special meetings of the members.

Article III– State Board of Directors

Section 1: General Powers. The business of the State Board of Directors shall be to manage W-ASTA. The Board of Directors includes the Executive Committee Officers and Additional Board Members.

Section 2: The Executive Committee Officers. The Executive Committee Officers of the W-ASTA Chapter State Board of Directors shall be the President, the President-Elect, the Past-President, the Secretary/Membership Chair, two Members-at-Large, the Treasurer, and the Communications Editor. The Members-at-Large primarily serve as regional (East/West) representatives, and may also serve as a project director or institutional representative. The President and Past-President are Executive Committee members through automatic succession. The offices of President-Elect, Secretary and Members-at-Large are selected through vote by the General Membership. The President appoints the Treasurer and Communications Editor (Newsletter/Webmaster). Upon appointment, the Treasurer and Communications Editor become Executive Committee Officers of the Board of Directors.

- Section 3:** Additional Board Members. The President and Officers may appoint additional members to the Board of Directors to advise the officers and facilitate the operation for the Chapter. These additional positions may include activity/project directors, pedagogical/regional representatives, and institutional/industry liaisons. The Board may include, but is not limited to: Studio/ASTA-CAP Liaison, Eclectic Styles Resource Chair, Small Grants Chair, Higher Education Liaison, W-ASTA Festival Chairs, and the Birch Bay String Teachers Workshop Director. All Board Members must be members of ASTA.
- Section 4:** Tenure: Members of the Board of Directors shall serve for a two-year term, coinciding with the term of office of the National Officers. (Elections to be held on even numbered years) The President-Elect, Secretary/Membership Chair and Members-at-Large shall be elected to two-year terms. The President-Elect automatically becomes President after two years, and the President automatically becomes Past-President after two years. A State President shall not be eligible for re-election to a second, two-year term until at least two years after the completion of that President's term of office. The term for the new Board will coincide with the Fiscal Year, July 1 – June 30.
- Section 5:** Duties of Officers. Duties of the State Officers shall be the usual duties implied in the title, those described in the ASTA State Officers Handbook, and such additional duties as ~~may be~~ prescribed by the State Board or by the bylaws of the Chapter Association.
- Section 6:** Voting Privileges.—Members of the Executive Committee, both appointed and elected, shall be the voting members of the Board. The additional members of the State Board will have voting privileges as allowed in the bylaws: all matters with respect to budget and financials, and approval of new Executive Committee Officers in the case of a midterm vacancy.
- Section 7:** Vacancies. In the event that the office of President becomes vacant during his/her term of office, the President-Elect shall complete the unexpired term. In the event that the office of President-Elect becomes vacant due to any circumstance, a special election shall be held by electronic vote. In the event of the vacancy of any office other than that of the President or President-Elect, the President, with the majority consent of the State Board, shall appoint a successor.
- Section 8:** Annual Business and Regular Board Meetings: The President shall call the State Board of Directors meetings at his/her discretion, but there shall be a minimum of at least two meetings a year in addition to the Annual Membership Meeting. The first meeting will be the Annual Business Meeting.
- Section 9:** Quorums: Four members of the Executive Committee shall constitute a quorum for Board meetings. Those meetings that require a vote from the entire State Board will need at least three additional State Board members to constitute a quorum.

Article IV— Nominating Committee & Election of Officers

- Section 1:** Nominating Committee. The nominating committee shall consist of an ex-President as chair, appointed by the President. The chair may then select up to three other members geographically located for this committee. In election (academic odd-to-even) years, the Nominating Committee Chair will provide electronic notification to the membership, announcing the upcoming Regular Election, and will provide an Invitation for Nominations. Nominations will close a month prior to the Annual Meeting. At the Annual Membership Meeting, the nominating committee shall present a minimum of one candidate each for the offices of President-Elect, Secretary/Membership Chair, and two Members at Large, including any and all nominations received directly from the General Membership.

Section 2: Elections. Electronic voting for the Regular Election begins at the Annual Membership Meeting and voting will close two weeks later.

Article V– Program Plan & Timeline

The Program Plan & Timeline for the year shall be determined and executed by the President with the approval of the Board of Directors. The program plan shall outline the Chapter Meetings and Activities for the year, as well as due dates for National ASTA Reports, Annual Taxes, 1099 forms, and WA State Non-Profit Renewal forms. The President will present the Program Plan, accompanied with the Annual Budget proposal, at the Annual Business Meeting,

Article VI– Financial Management

Section 1: Presidential Consent. All expenditures necessary to the administration of the activities of the Association shall be with the consent of the President of the Association.

Section 2: Treasurer’s Report. The Annual Treasurer’s Report shall be submitted at the Annual Business Meeting and Association will receive electronic notification that the Report will be published on the Association website for fifteen days. Hard copies will always be available to Association members by written request.

Section 3: Audit. The Secretary/Treasurer shall supervise an audit of the monetary funds of the Association at least once every election cycle. Members of the audit committee shall be the Treasurer, plus one or two others who should be, but are not required to be, members of the Association. Results of the audit shall be included in the Annual Treasurer's Report for that year.

Section 4: Fiscal Year: The Fiscal Year shall be July 1 – June 30.

Section 5: Annual Budget. The President shall present the Annual Budget, covering the Association’s proposed expenses for the ensuing year, to the entire State Board for its review and approval, no later than the Annual Business Meeting. Approval may be granted through electronic communication. The Association will receive electronic notification that the approved Annual Budget will be published on the Association website for the fifteen days. Hard copies will always be available to Association members by written request.

Section 6: Lack of an Approved Annual Budget. If, upon adjournment of the Annual Business Meeting, the Board of Directors has not approved the Annual Budget, all Association expenditures except required expenses will be frozen. A Special Board meeting may be called by the Executive Committee to approve a budget after the Annual Business Meeting, provided it posts a notice of the meeting on the website and emails the Board of Directors thirty (30) days in advance of the meeting.

Section 7: Non-Budgeted Expenditures. The Board of Directors shall have the authority to authorize payment of individual items not included in the budget, up to \$500. If the Board wishes to authorize a payment that exceeds \$500, the Treasurer shall communicate all such proposal to the General Membership for commentary, through both posting on the website and through email communication. Fifteen days after posting the communication, the Board will re-authorize, amend or retract the proposal, after consideration from the views from the General Membership.

Section 8: Deficit. The Board of Directors shall not approve a budget that will require the Association to end the corresponding fiscal year with a deficit. Any budget requiring the Association to draw from a reserve fund or borrow funds will require a special vote of the Executive Committee in advance of the draw.

Article VII– Communications

- Section 1:** eNewsletter. The primary purpose of the eNewsletter is to communicate news about sponsored events including those of W-ASTA and the National Organization. The eNewsletter may also include announcements by sponsoring organizations and businesses, sponsorship being defined as regular advertisers and institutional members. Content for the eNewsletter will be determined by the Executive Committee and communicated via email by the President to the Communications Editor. The President-Elect or Past-President may also submit content, provided that the President is carbon copied (cc'd) on the email.
- Section 2:** Event announcements by individual members. These announcements may not be for events held by or financially benefitting non-sponsoring organizations.
- Section 3:** W-ASTA Business Emails. All Board members shall carbon copy (cc) the President, Past-President, and President-Elect on all emails involving W-ASTA business.
- Section 4:** The Communications Editor shall be in charge of the Washington American String Teachers Association (W-ASTA) publication, *Overtones*, and the maintenance of the W-ASTA website. Expenditures, contractual agreements and the determining of the number of issues each year are subject to the approval of the President and the Board of Directors. The Editor may appoint a staff to facilitate the operation of this office.

Article VIII– Amendments

Amendments to these bylaws must be passed by an affirmative vote of two thirds of the members voting. Thirty days notice shall be given of proposed amendments prior to the date of balloting by electronic mail to all members in good standing

Ratified *This 18th Day of October, 2000*

Chip Schooler, President

Amended: *This 2nd Day of April, 2014*

Myrnie Van Kempen, President