

American String Teachers Association (ASTA)
MD/DC Chapter
BYLAWS
Amended and approved, March 2013

Article I – Name

The name of this organization shall be: American String Teachers Association (ASTA), MD/DC Chapter.

Article II – Object

The object of the Association shall be to support and encourage the teaching and performing of stringed instruments at all educational levels with the highest artistic and pedagogical standards.

Article III – Membership

The members of this Association shall be classified as being either Active, Dual, Life, Senior, Student, School or Library; the qualifications of which classifications shall be as determined by the National Executive Board. Student and School or Library members may not vote in regular or special elections of this organization or hold office on the National Executive Board.

Article IV – Officers, Executive Committee, and Board of Directors

- Section 1. Officers.** The elected officers of this Association shall be President-Elect and Secretary/Treasurer. After two years, the President-Elect automatically becomes President and upon completion of his/her term, the President automatically becomes the Past President, a board position (s)he holds for two years. The President appoints a Newsletter Editor and Membership Chairman who hold these positions for two years. Upon appointment, the Editor and Membership Chairman become officers of the Association.
- Section 2. Terms of Officers.** Officers shall serve a term of two years to coincide with the term of office of the National President of the American String Teachers Association (ASTA). The President shall not be eligible for reelection for a second two-year term until at least two years after the President's term of office.
- Section 3. Executive Committee.** The activities of the Association shall be managed by the Executive Committee, which shall consist of the Officers of this Association plus at least two representatives from the Board of Directors.
- Section 4. Board of Directors.** The President shall appoint a Board of Directors to advise the Executive Committee and facilitate the operation of this Association. This Board shall consist of the Officers; activities or projects directors; instrumental and regional representatives; and organizational, institutional, and industry liaisons. Board members must be members of the Association.
- Section 5. Vacancies.** Should a vacancy in any office occur through resignation or other reasons, the President, with the approval of a majority of the Executive Committee, shall appoint a successor

Article V – Meetings

- Section 1.** The Annual Business Meeting. The Annual Business Meeting of the Association shall be held once a year at a time and place designated by the President with the approval of a majority of the Executive Committee and Board of Directors. All members shall be notified at least thirty days in advance of the meeting.
- Section 2.** Board Meetings. The President shall call Board meetings at his/her discretion, but there shall be a minimum of two Board meetings each year. Special Board meetings shall be held when a written request specifying the special purpose of the meeting is made to the President by at least three Executive Committee members.
- Section 4.** Quorums. Three members of the Executive Committee shall constitute a quorum for Board meetings.

Article VI – Rules of Order

The rules contained in Roberts Rules of Order shall govern the Association in all cases to which they are applicable, and in which they are not inconsistent with the Bylaws or the special rules of this Association.

Article VII – Membership

- Section 1.** The American String Teachers Association (ASTA), MD/DC Chapter shall have a minimum of ten (10) active members in good standing on its membership rolls.
- Section 2.** The fiscal year shall be July 1 through June 30.
- Section 3.** Dues shall be set by the National Executive Board.

Article VIII – Program Plan

The program plan for the year shall be determined and executed by the President with the approval of the Executive Committee and Board of Directors.

Article IX – 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 shall be published on the Association website. Hard copies will 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 during his/her term of office. Members of the audit committee shall be the Secretary/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.** Annual Budget. The President shall present a budget covering the Association's proposed expenses for the ensuing year to the Executive Committee for its review and approval prior to formal submission and approval by the Association not later than the Annual Business Meeting. A Budget Committee, appointed by the president, should have four members, and include the Secretary/Treasurer.
- Section 5.** Lack of Budget. If the Association does not have a budget that is approved by the Board of Directors for the ensuing fiscal year upon adjournment of the Annual Business Meeting, all Association expenditures except required expenses will be frozen on June 30th of that year, until the Fall meeting. A special Board meeting may be called by the Executive Committee to approve a budget after the Annual 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 6.** Non-Budgeted Items. The Executive Committee shall have the authority to authorize payment of individual items not included in the budget, not to exceed \$500 per item, without prior authority of the Association. The Treasurer shall present all such items authorized by the Executive Committee at the next general meeting of the Association as information for that body.
- Section 7.** Deficit. No budget will be approved by the Executive Committee 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 Board of Directors in advance of the draw.

Article X – Duties of the Officers

The elected officers shall perform the duties which are normally considered to be consistent with the title of the office held and such additional duties as may be prescribed by the Executive Committee or by the Bylaws of the Association. The President shall be an ex-officio member of all committees.

Article XI – 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. The nominating committee shall present a minimum of one candidate each for the offices of President-Elect and Secretary/Treasurer.

Article XII – Responsibilities of the Editor

The Editor shall be in charge of the American String Teachers Association (ASTA), MD/DC Chapter publication *Stringendo*. Expenditures, contractual agreements and the determining of the number of issues each year are subject to the approval of the President and the Executive Committee. The Editor may appoint a staff to facilitate the operation of this office.

Article XIII – Standing Committees

All standing committees shall be appointed by the President with the approval of the Executive Committee.

Article XIV – Amendments

These Bylaws may be amended by an affirmative vote of two-thirds of the members voting at the Annual Business Meeting or by mail vote of the Association.

Article XV – Communications

- Section 1.** Weekly eNewsletter. The primary purpose of the eNewsletter is to communicate news about ASTA-sponsored events including those of MD/DC Chapter, sister chapters, and the National Organization. The weekly eNewsletter may also contain:
- Event announcements by sponsoring organizations and businesses, sponsorship being defined as regular advertisers and institutional members.
 - Event announcements by individual members. These announcements should not be for events held by or financially benefitting non-sponsoring organizations.
- Content for the eNewsletter will be determined by the Executive Committee and communicated via email by the President to the eNewsletter editor by each Sunday for publication on the following Tuesday. Content may also be submitted by the President-Elect or Past-President, provided that the President is Cc'd on the email.
- Section 2.** ASTA Business Emails. All Board members shall Cc the President, Past-President, and President-Elect on all emails involving ASTA MD/DC Chapter business.