

American String Teachers Association California Chapter, Inc.

Bylaws

As revised – July, 2018

ARTICLE I

SECTION I – Name

This association shall be known by the title of American String Teachers Association, California Chapter, Inc., and hereafter as CalASTA.

SECTION II – Purpose

CalASTA is organized exclusively for charitable, literary, and educational purposes.

The purpose of this non-profit Corporation shall be:

- A. To establish the highest artistic and pedagogical standards in stringed instrument and orchestra teaching; i.e. the sponsoring of research and study of all phases of string and orchestra teaching and playing;
- B. To promote the study of stringed instruments and development of orchestra programs at the elementary, secondary, and college levels, and in private studios;
- C. To promote the highest standards in string solo, ensemble, and orchestra performance;
- D. To encourage composition, arrangement, and publication of representative string and orchestra music;
- E. To publicize personal and social values gained by the performer and consumer of string and orchestra music;
- F. To provide information about string and orchestra materials and services of benefit to public school and private teachers of stringed instruments and orchestra directors; and
- G. To publicize, promote and participate in the performances, conferences, advocacy, and publications of national ASTA.

ARTICLE II

CalASTA 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

- A. The Executive Board of Directors shall consist of the following elected officers: the President, President-Elect, immediate Past President, Secretary, and Treasurer.
- B. The Full Board of Directors consists of the Executive Board plus Section Presidents, and the appointed positions necessary for the governance of the chapter.
- C. The legal fiscal year shall be 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

- A. The President-Elect, the Secretary, and Treasurer shall each serve for a term of two years.
- B. The President-Elect, upon completion of a two year term of office, automatically becomes the President for a term of two years.
- C. The immediate Past President shall continue in an ex-officio capacity as advisor to the Board of Directors for a term of two years.
- D. In the event of a vacancy of any officer other than that of President, the President, with 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

- A. President: Schedules, announces, and presides over two meetings each year of the Full Board of Directors; presides at all Chapter

- meetings; maintains an annual report of state-wide activities; receives biannual rebates from the national Executive Director and forwards these to the Treasurer; attends the State Presidents' 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 CalASTA Bylaws are reviewed during his or her term in office.
- B. 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 CalASTA at professional meetings when requested by the President.
 - C. Past President: Serves as advisor to the President; attends Board of Directors meetings; represents CalASTA at professional meetings when requested by the President.
 - D. 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 Soundpost*. And, in conjunction with the Webmaster, prepares election materials through electronic or posted mail to all members and collects any paper ballots.
 - E. Treasurer: Establishes a Chapter bank account; receives, deposits, disburses, and accounts for all funds; keeps accurate records of income and expenditures; sends rebates biannually to each active section (one- half of the national rebate received for each section member); submits financial reports to the Board of Directors at the close of each fiscal year; files IRS and FTB forms, as required. Submits to National ASTA CalASTA Financial Reports by February 15 for the previous July-December and by August 15 for the previous January-June.

SECTION V – Appointed Positions

- A. The President will appoint the non-elected positions of the Board of Directors. The appointed positions may include but are not limited to *The Soundpost* 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 CalASTA, with the possible exception of a board-

approved contractor. All appointees will be approved by majority vote of the Board of Directors prior to the beginning of their term.

- B. Duties of the appointed positions are detailed in the CalASTA Policy Manual.
- C. Term of Appointments: Term of appointments shall coincide with the current President's term.
- D. Removal from office: Appointed positions may, following notice and an opportunity to be heard, be removed from their position by a majority of the members of the Executive Board of Directors.

ARTICLE IV

SECTION I – CalASTA Administration

- A. The President shall be Chairman of the Board of Directors.
- B. The Full Board of Directors shall meet twice per year. The Executive Board of Directors shall meet upon call of the President.
- C. Emergency decisions may be made by the President after a telephone or email discussion and approval by a majority of the Executive Board of Directors. Such actions shall be ratified by the Full Board of Directors at their next meeting and shall be recorded in the minutes.

SECTION II - Financial Operations

- A. Expenditures for the normal budgeted expenses of all offices, committees, or commissions shall be subject to approval of the President.
- B. All expenditures shall be paid by the Treasurer with approval as indicated below.
- C. Expenditures of money beyond the area of budgeted expenses shall be approved by the Full Board of Directors.

SECTION III - Election of Officers

- A. Elections are held in even-numbered years.
- B. Prior to February 1st of an election year, the State President shall appoint a Nominating Committee, who shall designate a ballot of candidates for the offices to be vacated. Choices shall be submitted by March 1st.

- C. The November before the election year, the Nominating Committee will consult to propose two candidates for President-Elect, Secretary, and Treasurer. The Secretary and the Treasurer may be re-elected. There should be at least two candidates for each contested office.
- D. Student members, institutional members, and subscriptions (schools and libraries) are not eligible to vote.
- E. New officers' terms begins May 15 of the election year.
- F. All election procedures are detailed in the CalASTA Policy Manual.

ARTICLE V

SECTION I - Membership Classification

The members of CalASTA 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

- A. 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.
- B. Membership in the CalASTA Chapter and one of its geographical sections is contingent upon membership in ASTA.

ARTICLE VI

SECTION I - Chapter Organization

- A. The California Chapter of ASTA shall be composed of geographical sections within the state. A geographical section shall consist of a group of ten or more members of CalASTA who have voluntarily banded together to further their mutual interest in stringed instruments and whose group organization meets CalASTA requirements.
- B. Each Section shall elect a President, President-Elect, Secretary, Treasurer, and such additional officers as the Section sees fit.

SECTION II - Rebates

- A. The Treasurer shall send biannual rebates (one-half the national rebate per member) to each qualifying Section.

- B. No Section shall qualify for biannual dues rebates if on June 30th or December 31st the Section membership is less than ten, or if the Section has not held a meeting within the preceding legal fiscal year, or if the previous rebate check has not been cashed within ninety days of issuance.

SECTION III - Duties of Section Presidents

Preside at all Section meetings, plan and organize programs for such meetings, oversee Section activities, serve on the Full Board of Directors, attend or send a representative to state Board of Directors meetings, inform the state President concerning Section activities, ensure that the Section Treasurer provides a semi-annual financial report to the state Treasurer within thirty (30) days after June 30 and December 31 of each year, organize membership drives.

ARTICLE VII

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

ARTICLE VIII

SECTION I - Amendments

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

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

B. This Association is exempt from State Franchise Tax under Section 23701-e of the California Revenue and Taxation Code.

Committee Members:

Kimberly Cole Feeney – Sacramento Section, CalASTA President

Michael Feeney - Sacramento Section, CalASTA Treasurer

Loretta JW McNulty – San Francisco Section, CalASTA Past President

Quyen Nguyen, San Diego Section, CalASTA Secretary

July, 2018