

# By-Laws

National Association of Teachers of Singing, Inc.

## DALLAS/FORT WORTH CHAPTER

### ARTICLE I - NAME

As chartered by the Board of Directors of the National Association of Teachers of Singing, Inc. on May 18, 1970, and subject to its By-Laws, the name of this organization is the Dallas/Fort Worth Area Chapter of the National Association of Teachers of Singing, Inc. as revised in 1985.

### ARTICLE II - PURPOSES AND CODE OF ETHICS

The Dallas/Fort Worth Area 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, to encourage and conduct research, to disseminate information to the profession at large, and to stimulate effective cooperation among vocal teachers for their mutual welfare and advancement. The Dallas/Fort Worth Area Chapter, as an organization subscribes without reservations to the "Code of Ethics," 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 or emeritus membership, and who reside in the geographical area in which the Dallas/Fort Worth Area Chapter has been chartered or otherwise encouraged to serve, are immediately eligible for membership in the Chapter. No such member shall be refused membership in the Dallas/Fort Worth Area Chapter; however, such Chapter membership is not obligatory on the part of the individual. Chapter membership will be terminated when a member resigns from, or is dropped from, membership in the National Association. [See also ARTICLE VII.]

### ARTICLE IV - OFFICERS

Chapter officers shall consist of President, Vice-President, Secretary, Treasurer, and a six-person Board of Directors. The term of office shall be two years, except for the three regular members of the Board of Directors, who shall be elected as follows: at the first election, one for 1 year, one for 2 years, and one for 3 years; each year following, one

Director shall be elected for a three year term. The immediate Past President and the two Auditions Coordinators shall serve as the other three members.

The President shall preside at all meetings of the Chapter and present such matters as may properly come before the meeting.

The Vice-President shall assist the President in his, or her, duties and preside at meetings when the President is absent. He or she shall normally move up to the Presidency after serving as Vice-President.

Neither the President nor the Vice-President shall serve consecutively for more than two terms, though they may properly succeed others in these offices.

The Secretary shall keep accurate minutes of all meetings and conduct necessary correspondence. Unless another Chapter member is designated for this task, the Secretary shall submit, in conformity with published deadline dates, news of Chapter activities for each issue of the appropriate NATS publication. At the end of each biennial term of office the Secretary shall submit in written form a report of the activities of the Chapter to the membership. Election of Chapter officers shall be reported immediately to the National Vice-President whose office is charged with the promotion and development of chapters.

The Treasurer shall keep an accurate account of the finances of the Chapter, receive payment of dues, send statements for unpaid dues to members on such date as the Board of Directors shall determine, notify delinquent members that they have been dropped from membership on such further date as the Board shall determine, and pay all approved bills of the Chapter. At the end of each biennial term of office the Treasurer shall submit in written form a report of the finances of the Chapter. If the Chapter finds it expedient, the offices of Secretary and Treasurer may be held by one person, in which case the office shall be known as Secretary-Treasurer.

The Board of Directors, with the Chapter officers as ex-officio members, shall outline programs, direct the policy, activity and growth of the Chapter, secure speakers and other talent for the meetings, and promote membership in the Chapter in accordance with the membership regulations established by the National Association.

Special officers, committees, or chairmen may be appointed by the President to serve in such temporary capacities as occasions may demand. Any administrative officer, whether elected or appointed, shall cease to hold office upon termination of his membership in the National Association. Any elected officer may be removed from office, upon due cause, by two-thirds vote of the Chapter membership.

If any office of the Chapter falls vacant by reason of death, resignation, disqualification, or inability to act, the president may appoint a successor who shall hold office for the balance of the unexpired term. If the president is unable to make the appointment, the vice president shall do so.

## ARTICLE V - MEETINGS

There shall be at least two meetings of the Chapter each year. Announcement of meetings with proposed agenda and program shall be electronically mailed to Chapter members at least twenty-one days prior to the date of each meeting. Chapter meetings shall be held at times and places most convenient to the largest number of members; in the case of those chapters which serve a very large geographical area, Chapter meetings shall rotate to various parts of that area. Chapter meetings may be called by the President or by any responsible segment of the membership, provided in the latter instance the Chapter officers and the remainder of the Chapter members are notified at least twenty-one days in advance of such a meeting.

## ARTICLE VI - ELECTIONS AND QUORUM

At a spring meeting of the Chapter, elections shall be held. A nominating committee appointed by the President shall provide a slate of nominees for the offices named above. The meeting at which an election is to take place shall be announced as such to all members of the Chapter at least twenty-one days in advance of the meeting date and the slate of nominees will be given. Nominations may also be taken from the floor. Officers elected shall take office May 1, serving for two years hence. [See under Board of Directors for an exception.] If the Chapter's first election of officers does not take place at a spring meeting, these officers shall continue in their offices for two years following the Chapter's first spring meeting.

Business can be conducted by the membership present at each chapter meeting. At any regular meeting, each member in good standing shall be entitled to vote in person or by written proxy upon any motion or question properly brought before the Chapter.

When necessary, business may be conducted by use of electronic ballot, which will be sent to all members in good standing using the primary electronic mail address supplied by the members. Quorum for any electronic mail ballot will be fifteen (15) percent of the active members distribution list.

## ARTICLE VII - DUES AND ASSESSMENTS

The fiscal year of the Chapter shall follow the fiscal year of the National Association. Members must have paid their dues no later than February 1 in order to enter students in the spring Chapter Auditions. Chapter membership shall automatically cease if dues remain unpaid after February 1. A member who joins and pays dues after the the spring dinner meeting is considered paid up for the following fiscal year.

## ARTICLE VIII - PROGRAM AND PROCEDURES

The program of the Chapter properly may include social, promotional, professional and educational activities at the discretion of its officers and members, so long as such activities are consistent with the PURPOSES AND CODE OF ETHICS stated in ARTICLE II. Business meetings shall be conducted in accordance with Robert's Rules of Order.

## ARTICLE IX - AMENDMENTS

With the exception of ARTICLES I, II, and III, which may not be amended or revoked, the By-Laws of the Chapter may be repealed or amended, or new By-Laws adopted, by a majority of the Chapter membership voting in person, by written proxy, or by regular or electronic mail, provided that such amendments have been announced to the membership at least twenty-one days in advance of the voting date.

## OFFICER GUIDELINES

[These guidelines are added for clarification and detail of the duties and obligations of the offices described in the formal By-Laws.]

The PRESIDENT shall preside at all Chapter meetings and at all Chapter-sponsored events. The PRESIDENT is responsible for appointing all committees (i.e. Auditions, Recital, SOTY, Social, Membership, etc.) as needed to carry on the various operations of the Chapter. With the other Officers and Board of Directors, s/he shall consider and bring to the general membership for discussion and vote all matters of policy and procedure involving Chapter funds and personnel. In general, the PRESIDENT must act as coordinator and maintain full knowledge of each of the Officer's and Committee Chairman's progress. If feasible, the PRESIDENT will work with the Secretary in publishing the Newsletter.

The VICE-PRESIDENT shall, in most cases be considered President-Elect and shall assist the President in any way, as needed. In the years of a Special Event, such as a Master Class or Workshop, the VICE-PRESIDENT shall serve as Chairman of that event. It shall be his/her duty to present suggestions for that event to the Executive Committee for approval and carry out all aspects of securing the talent, mailing the announcements, and promoting the event. In the absence of the President, the VICE-PRESIDENT shall preside at appropriate functions.

It shall be the duty of the SECRETARY to attend all meetings, record all minutes and conduct necessary correspondence. The SECRETARY shall also report all pertinent news, such as the election of Chapter Officers, to the National Membership Vice-President and the National Executive Director.

The TREASURER shall be responsible for all matters of Chapter finance. S/he shall receive and accurately record all payments of membership dues, entrance fees for auditions, workshops and/or Master Classes and membership social events. The TREASURER shall pay all bills pertaining to the business of the Chapter and shall be

responsible for maintaining adequate funds for such payments. A periodic report should be made to the President and/or Executive Committee.

The Members of the BOARD OF DIRECTORS, along with the Chapter OFFICERS, shall confer at least twice a year on matters of Chapter business, preferably prior to each Chapter Meeting. "Business" shall be defined as policy decisions, program content, special events and/or projects, membership development, financial stability, and any particular Chapter concerns brought to their attention.

Each OFFICER shall present a written report to the Chapter membership at the final meeting of each year. These reports will remain in a permanent file for future study and historical data. Verbal reports will be required of each Committee Chairman on an annual basis.