

KASTA BYLAWS and CONSTITUTION
(Revised February 23, 2024)

ARTICLE I - RULES OF ORDER

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

ARTICLE II - NAME

The name of the organization shall be the Kansas Chapter of the American String Teachers Association.

ARTICLE III - PURPOSE

The purpose of the organization shall be to create, lead, and support a community of diverse members in order to advance string teaching, performing, and scholarship throughout the state of Kansas.

ARTICLE IV – MEMBERSHIP

1. The Kansas Chapter of ASTA shall have a minimum of ten active members on its membership rolls.
2. The fiscal year for this chapter shall be May 15 through May 14.
3. The National Executive Board shall set dues.
4. All communications concerning the chapter or national ASTA will be sent to members through their email address listed in the National ASTA database.
5. The members of the Kansas Chapter of ASTA shall be classified as being Professional, Dual, Senior, New Professional, Student, String Industry, or Institutional – the qualifications for which classifications to be determined by the National Executive Board. Only Professional, Dual, Senior, and New Professional members may vote or hold office on the State Board.

ARTICLE V - AFFILIATION

The Kansas Chapter of ASTA is an affiliate organization of the Kansas Music Educators Association.

ARTICLE VI - OFFICERS AND BOARD MEMBERS

1. The elected officers of this organization shall be President, Past President, President-Elect, Secretary and Member-At-Large. The elected officers represent the voting officers or Executive Board of the Chapter. The Executive Board can reach a consensus on an issue before presenting it for membership review. Recommendations and issues may change after input from appointed committee chairs/facilitators and members-at-large; however, only elected officers may vote.
2. Appointed chairs/facilitators may include but are not limited to a Treasurer, Newsletter Editor, Webmaster, Membership Clerk, Events Chair(s), Scholarship Facilitator, Bylaws Editor, Grant Facilitator, Member-At-Large (appointed), and Historian. The president may appoint chairs/facilitators as needed to conduct Chapter business. The Treasurer shall be appointed by the President with express approval from the majority of the Board.
3. The President with Board approval may appoint other facilitators if it is determined such facilitators are needed. The elected officers and appointed facilitators shall constitute the KASTA State Board.

4. Appointed officers shall be selected, appointed, or re-appointed by the incoming President shortly after the beginning of the President's term of office, preferably within 30 days. Appointed committee chairs/facilitators and members-at-large provide insight into chapter projects and business but they do not vote. They are often called to be present at Executive Board Meetings.
5. All elected officers shall serve for a term of two years. The term of office will begin May 15, coinciding with the term of service for national officers. A State President shall not be eligible for re-election for a second two-year term until at least two years after the completion of that President's term of office. Other officers may be presented for re-election with other candidates without this restriction. Each state election shall be held by email ballot.
6. Appointed chairs/facilitators shall begin their terms of office on the date of appointment and serve until the end of the current President's term of office. The President-Elect may reappoint them as they assume office of President if the appointed officer is able and willing to continue serving, and if the Board gives approval.
7. Should a vacancy occur within an elected office through resignation or other reasons, the President, with the express approval of the majority of the Board, shall appoint a successor to serve the rest of the officer's term who is Professional, Dual, Senior, or New Professional member in good standing.
8. If a vacancy occurs in the President's office, the President-Elect will automatically assume office as President and will finish the current term as well as the term for which they were elected. If the vacancy occurs early in the Vacating President's term of office (during the first year), the new Succeeding President, with consensus with the remaining elected officers will have the option of terminating their service at the end of the term in which they succeeded to the presidency or continue to serve in the term for which they were originally elected.
9. Following a succession to the President's office, a special election facilitated by the Past President will be held by email within 90 days to choose a new President-Elect. Ballots will be counted no more than 30 days after mailing, and the newly elected President-Elect will begin the term of office immediately thereafter.
10. Duties of the Elected Officers will be as outlined in this document or as recommended by periodic review by the Executive Board. The President shall be an ex officio member of all committees. In addition to any duties required by the National by-laws all elected officers shall:
 - Give oral reports at regular chapter meetings when appropriate.
 - Keep notebooks of duties and activities to be passed on to the succeeding officers.
 - Provide training for the incoming officer.

President:

- To be the official leader of the Chapter and to preside at all meetings of the Chapter.
- To appoint all standing and special chairs/facilitators of the Chapter.
- To act as an ex officio member of all the committees.
- To send all necessary reports to National ASTA.
- To call meetings of the elected officers and appointed chairs/facilitators.
- To call special meetings when needed.
- To inform all chairs/facilitators of their responsibilities.
- To represent the Chapter at National ASTA Convention.
- To represent the Chapter at all meetings of the KMEA Board.
- To facilitate all activities at the KMEA In-Service Workshop and KASTA Summer Conference.
- To facilitate the annual KASTA awards.

President-Elect:

- Assist the President in developing all activities, including the KMEA In-Service Workshop and KASTA Summer Conference.

- To act as an ex officio member of all committees.

Past President:

- To act as deputy to the President and to serve as the President in his/her absence.
- To serve as Membership Facilitator.
- To serve as Nominating Facilitator and supervise the election of all new officers.

Secretary:

- To record the minutes of each Chapter meeting and present them to the Chapter at the next meeting.
- To record the minutes of each Executive Board meeting and to present them at the next Executive Board meeting.
- To maintain all Chapter minutes.
- To ensure that all Chapter minutes are passed on to the succeeding secretary.

Member-At-Large (elected):

- To provide a more balanced representation between public school, collegiate, and private studio teachers. The Member-At-Large may be any member of KASTA. The Board shall create a job description specific to the Member-At-Large's area(s) of expertise.
- To facilitate and assist in activities designated by the Executive Board.

Treasurer:

- To collect all money paid to the Chapter from any source and to provide receipts as necessary.
- To deposit all funds in the Chapter bank accounts.
- To render a timely report to the Chapter three times a year and at the request of the President, supplying the President and the Secretary with a copy of the same.
- To pay all Chapter obligations, which must be approved by the President or Immediate Past President.
- To render a report to National ASTA twice yearly.
- To serve on the auditing committee.
- To follow regulatory financial deadlines and responsibilities:
 - File 990 with IRS by the 15th day of the 5th month following the end of the fiscal period (June 30th).
 - File with the State of Kansas the Nonprofit report and pay fee to maintain 501(c)(3) status.
- Safeguard the organization's assets and sensitive information.

ARTICLE VII - ELECTION PROCEDURES

1. Prior to election of new officers, the President shall designate a nominating committee to determine a slate of two candidates for each elected office. The committee shall be chaired by the immediate Past President. The other two members shall be chosen from Professional, Dual, Senior, and New Professional members of ASTA who are familiar with the current state activities and have some knowledge about the members of the organization. Members of the nominating committee cannot be candidates in the election being considered. Chosen candidates will be contacted by email or telephone to receive their consent to serve as candidates. At least two candidates should be chosen to run for each elected office.

2. Election of officers will be held biennially by electronic ballot. Ballots will be sent by email to all eligible state members by email no later than 4 weeks before KMEA In-Service Workshop. The email will include the dates ballots are due and a brief biographical sketch of each candidate. A committee chaired by the immediate Past President will identify potential candidates, design the ballots, and count votes. The Past President will submit the results to the President and the results will be announced at the annual KMEA In-Service Workshop. A follow-up memo will be sent to all ASTA members following the business meeting. Terms of office will not begin before May 15.
3. Prior to May 15 all facilitator notebooks including chapter minutes must be delivered to succeeding officers.

ARTICLE VIII - COMMITTEES

All committees deemed necessary in addition to the Executive Board itself will be appointed by the President in consultation with elected members of the Board. The term of service will depend on the nature of the committee. A committee may be disbanded if it is no longer needed. Members of the committees may be changed from year to year.

ARTICLE IX - MEETINGS AND PROGRAM PLANNING

1. The program plan for the year will be determined and executed by the President, the Executive Board, and appointed chairs/facilitators.
2. The annual business meeting of the membership of the Kansas Chapter of ASTA shall be held once a year at a time and place designated by the President and the Executive Board. All members shall be notified in advance of the meeting.
3. The President will call meetings of the Executive Board at his/her discretion, but there will be a minimum of two Board meetings each year. Special meetings may be called to consider serious items of concern, do important planning, or make important decisions. Minutes of the Board meetings will be taken by the secretary or an approved substitute and should be submitted to the President and the other members of the Board within 30 days following the Board meeting.
4. Three members of the Executive Board shall constitute a quorum for voting purposes during Board meetings. In meetings of the general membership, a minimum of eight voting members will constitute a quorum.

ARTICLE X - FINANCIAL CONSIDERATIONS

1. The Kansas Chapter of ASTA will receive operating funds from National rebates and revenue-producing events sponsored by the organization. The Chapter will maintain a checking account, and the President and Treasurer will be listed on the signature cards. The President shall first approve all expenditures necessary to the administration of the activities of the state organization. The President will consult the Board in deciding when any additional expenditures should be funded.
2. The Treasurer will maintain and balance the monthly bank statements and make these available to the President upon request. The Treasurer will prepare periodic financial reports for Board meetings and an annual report to submit to all members at the time of the business meeting. This report shall be made available to any member in good standing. The financial reports shall also be made available to the National Executive Board upon request.

ARTICLE XI - AMENDMENTS

This constitution and bylaws may be amended by an affirmative vote of two-thirds of the members voting. Voting shall be by email ballot. Thirty days' notice shall be given of proposed amendments prior to the date ballots are due, either by publication in the Chapter Newsletter or Chapter website or by a separate electronic mailing to all members of record. The bylaws shall be reviewed each succeeding 4 years.