

KASTA BYLAWS and CONSTITUTION  
(Revised January 1, 2018)

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

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

ARTICLE III

The object of the organization shall be to support and encourage the teaching of string instruments and the development of orchestras and chamber ensembles at all educational levels and to establish the highest artistic and pedagogical standards possible at each level.

ARTICLE IV

MEMBERSHIP

1. The Kansas Chapter of ASTA shall have a minimum of ten active members on its membership roles.
2. The fiscal year for this chapter shall be May 15 through May 14.
3. The National Executive Board shall set dues.
4. Printed matter and other communications concerning the chapter or national ASTA will be sent to all members.
5. The members of the Kansas Chapter of ASTA shall be classified as being Professional, Dual, Life, Senior, Student, School or Library -- the qualifications for which classifications to be determined by the National Executive Board. Only Professional, Dual, Life and Senior members may vote or hold office on the State Board.

ARTICLE V

OFFICERS AND BOARD MEMBERS

1. The elected officers of this organization shall be President, Past President, President-Elect, Secretary and Treasurer. The five 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

chairmen/facilitators and members-at-large. But it is the five elected officers actually voting.

2. Appointed chairmen/facilitators may include but are not limited to a Publications Facilitator /Editor, Membership Clerk, Projects Facilitator, Scholarship Facilitator, Bylaws Editor, Grant Facilitator, Ways and Means, members-at-large, Auditor, and Historian. The president may appoint chairmen/facilitators as needed to conduct Chapter business.
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 chairmen/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 chairmen/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 he/she assumes office of President if the appointed officer is able and willing to continue serving, and if the Board gives approval.
7. Should a vacancy in the office of Treasurer, Secretary, or Past-President occur through resignation or other reasons, the President, with the approval of the majority of the Board, shall appoint a successor to serve the rest of the officer's term who is Professional, Dual, Life, or a Senior 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 he/she was 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 his/her service at the end of the term in which he/she succeeded to the presidency or continuing to serve in the term for which he/she was originally elected.
9. Following a succession to the President's office, a special election facilitated by the Past President will then be held by email mail vote within 90 days to choose a new President-Elect. Ballots will be counted 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 chairmen/facilitators of the Chapter.
- To act as an ex-official member of all the committees.
- To send all necessary reports to National ASTA.
- To call meetings of the elected officers and appointed facilitators/chairmen.
- To call special meetings when needed.
- To inform all facilitators/chairmen 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 actives at the KMEA In-Service Workshop

President-Elect:

- Assist the President in developing all actives at the KMEA In-Service Workshop
- To act as an ex-official member of all the committees

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.
- Insure that all Chapter minutes are passed on to the succeeding secretary.

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 monthly report to this Chapter, supplying the President and the Secretary with a copy of the same.
- To pay all Chapter obligations by check, which must be approved by two of the following officers: Treasure, President, Secretary or immediate Past President.

- To render an annual report to National ASTA.
- To serve on the auditing committee.

#### 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.

### ARTICLE VI

#### ELECTION PROCEDURES

1. Prior to election of new officers, the President shall designate a three-person nominating committee to determine a slate of two candidates for each elected office. The committee to be chaired by the immediate Past-President. The other two members shall be chosen from Professional, Dual, Life, or Senior 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 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, which should be sent out no later than six four weeks prior to the annual business meeting. Ballots will be sent by email to all eligible state-voting members. A cover letter will indicate the date ballots are due and include brief biographies of each candidate. To count votes, a three-member ballot counting committee will be appointed by the President. The committee to be chaired by the immediate Past-President. The ballot counting committee will receive and count the ballots and submit the results to the President. The results will be announced at the annual business meeting. A follow-up memo will be sent to all ASTA members following the business meeting; however, 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 VII

#### 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 no longer is needed. Members of the committees may be changed from year to year.

## ARTICLE VIII

### MEETINGS AND PROGRAM PLANNING

1. The program plan for the year will be determined and executed by the President, the Executive Board and appointed chairmen/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 IX 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 X 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.