

# Official Constitution of MNSOTA

Minnesota Chapter of ASTA

(Revised June 2000)

## Article I – Name and Purpose

The name of this organization shall be MNSOTA, the Minnesota String and Orchestra Teachers Association, the Minnesota Chapter of ASTA.

MNSOTA promotes excellence in string and orchestra teaching and playing. MNSOTA pursues this mission through:

- An open sharing of ideas;
- Offering benefits, services and activities responsive to the needs of all members;
- Developing strong state and local leadership;
- Enhancing the image and visibility of string and orchestra teaching and study;
- Promoting advocacy for string and orchestra education; and
- Fostering an inclusive community of string and school orchestra teachers and players.

## Article II – Membership

### Section I – Membership

Membership in MNSOTA shall be open only to members of ASTA. Classifications, privileges, and responsibilities of national members continue in effect at the state level. Members must have paid the annual dues in order to be in good standing.

### Section II – Voting Members

Members in good standing are entitled to vote at all business meetings and on all matters before the constituency. National Student Members are not entitled to vote at Business meetings of the Minnesota Chapter nor to hold office in the Minnesota Chapter.

## Article III – Organization

### Section I – Composition of the Executive Board

The Executive Board shall consist of the elected officers and all other officers appointed by the elected officers. The elected officers shall be President, President-Elect, Past-President, and Secretary.

The appointed officers shall be Treasurer, Newslet-

ter Editor and Membership Chairman. Appointments shall be made by the President with majority consent of the Executive Board. Elected officers may serve in their elected office as well as one of the appointed offices (e.g., Secretary and Membership Chairman; Past-President and Treasurer).

Additional officers may be appointed at the discretion of the Executive Board. The elected and appointed Executive Board shall reflect a balance of the particular interests of school string and orchestra teachers, studio teachers, and college and university teachers.

### Section II – Conduct of Business

The business of MNSOTA shall be carried on by its officers and members in good standing. All elected and appointed officers are voting members of the Executive Board which shall be responsible for carrying out the policies of MNSOTA in the interim between meetings of the entire membership.

All Special Committees and all Standing Committees shall be appointed by the President.

### Section III – Duties of Officers

The general duties of the officers shall be the usual implied in their titles.

The President shall issue to the national President-Elect by June 1st of each year a report of the MNSOTA Annual Meeting and of other State Chapter activities.

### Section IV – Terms of Office

Newly elected officers shall officially begin their terms of office on May 15 following their election. The elected officers shall serve a two year term. Officers are encouraged to serve ex-officio from May 15 to September 1 following their term to assist newly elected officers.

The President-Elect automatically becomes President after two years. The President automatically becomes Past-President after two years. The President may not serve more than one consecutive term as President.

Appointed officers shall serve at the discretion of the elected Executive Board, for terms not to exceed two years, but may be reappointed for successive terms. The appointed officers shall begin their terms of office

within thirty days of their appointment.

### Section V – Elections

Elections shall be held in even numbered years, and shall conform to all guidelines contained in the Constitution and By-Laws of ASTA.

The President-Elect and Secretary shall be elected to two-year terms by mail vote. The elections shall be by ballot mailed to each member in good standing in the spring of election years.

In the fall preceding elections, the President shall appoint a nominating committee of three members who shall designate a ballot of candidates for the offices to be vacated. A current or former elected officer shall be appointed to serve as chair. The names of the candidates selected by the nominating committee shall be submitted to the Executive Board for approval.

Ballots are to be counted within 60 days of mailing. Results will be announced at a meeting of the membership of MNSOTA and in a major periodical of MNSOTA.

### Section VI – Unanticipated Succession of Officers

In the event that the office of President becomes vacant during the President's term of office, the President-Elect shall complete the unexpired term of the President as well as the elected term of office, and shall appoint a member in good standing to serve on the Executive Board until the next regularly scheduled election.

In the event that the office of President-Elect becomes vacant due to any circumstance, a special election shall be held by mail vote within 90 days. Ballots will be counted 30 days after mailing, and the newly-elected President-Elect will begin the term of office immediately thereafter.

In the event of the vacancy of any office other than that of the President or President-Elect, the President, with the majority consent of the Executive Board, shall appoint a member in good standing to complete that officer's unexpired term.

## **Article IV – Voting Procedures**

When the Executive Board determines that it is necessary to submit matters to the voting members of the organization, the Board shall give notice of such matters to members either by mail or through a MNSOTA publication of general circulation and shall request the return vote or ballot promptly. The notice shall be mailed or published at least thirty (30) days before the votes or ballots are to be returned and counted.

## **Article V – Meetings**

### Section I – Time and Place of Meetings

Business meetings shall be annual. Time and place shall be designated by the President, with the approval of the Executive Board and all members shall be notified either by mail or through a MNSOTA publication at least thirty days in advance of the meeting. More than one business meeting may be held during a calendar year upon the recommendation of the President, with the approval of the Executive Board, subject to the regulations of notifications given above.

### Section II – Program of Meetings

The program plan in connection with the Annual Business Meeting will be determined by the Executive Board and executed by the President with the aid of any special committee or committees appointed for that purpose.

### Section III – Conduct of Meetings

The rules contained in the *Roberts Rules of Order* shall govern the organization in all cases to which they are applicable, and in which they are not inconsistent with the By-laws or the special rules of this organization.

## **Article VI – Expenditures and Collection of Revenues**

All expenditures of moneys shall be at the direction of the Executive Board. Records shall be kept by the Treasurer and shall be available upon written request to any member in good standing.

The legal fiscal year shall be September 1 through the following August 31.

## **Article VII – Amendments**

This Constitution and By-laws and/or Rules of Order may be amended by a three-fourths vote of a quorum at an Annual or duly approved business meeting or by mail ballot. A quorum shall be the majority of the number enrolled as attending the last convention.

Proposed amendments must be approved by a majority vote of the Executive Board and must be sent in writing with the notices to the members of the constituency one month before being presented at an annual or duly approved business meeting or by mail ballot for a vote.

By-laws and/or Rules of Order may be added as supplementary documents to this Constitution.