

San Diego County Chapter: American Orff-Schulwerk Association CONSTITUTION AND BY-LAWS

(2018 retyped from 1987 original)

ARTICLE 1 - Name

The name of this organization shall be the San Diego County Chapter of the American Orff-Schulwerk Association.

ARTICLE 2 - National Affiliation

The San Diego County Chapter shall be in close affiliation with the American Orff-Schulwerk Association, hereinafter referred to as the AOSA, and shall frame its activities in conformity with the spirit of the AOSA's Constitution and By-Laws.

ARTICLE 3 - Aims and Objectives

- Section 1. To hold regular workshops during the academic year.
- Section 2. To disseminate information concerning events of the local chapter, other chapters, the national organization, workshops, and courses in Orff-Schulwerk.

ARTICLE 4 - Membership

- Section 1. Membership in the San Diego County Chapter shall be open to all who subscribe to its Aims and Objectives. Members shall have the right to vote and to hold office in the organization. The categories shall be:
- Regular
 - Student (full time)
 - RETIRED**
 - Institutional
 - Industry

- Section 2. These membership categories are defined in the By-Laws.

ARTICLE 5 - Organization

- Section 1. The governing body of the San Diego County Chapter shall be the Executive Board.

- Section 2. The Executive Board shall consist of:
- (a) The Elected Officers: President, First Vice-President, Second Vice-President, Secretary, and Treasurer.
 - (b) The immediate Past President.
 - (c) Members-at large appointed by the Executive Board from each of the following geographical areas: East San Diego County, Northeast San Diego County, Northwest San Diego County, San Diego City, South San Diego County.
 - (d) Advisors chosen from the San Diego County music personnel, who support San Diego AOSA Aims and Objectives, shall be appointed by the Executive Board.
- Section 3. Candidates for election to the Executive Board are required to be members in good standing of the AOSA.
- Section 4. Members of the Executive Board shall serve for a term of two years and may thereafter offer themselves for re-election.
- Section 5. If any member of the Executive Board is unable to complete his or her term of office, the President, with the approval of the remaining Board members, shall have power to fill the vacancy for the unexpired term.
- Section 6. Amendment to the Constitution and By-Laws of the San Diego County Chapter may be made by the affirmative vote of two-thirds of the Executive Board.
- Section 7. In the event the President's position becomes open, the Executive Board shall have the power to fill the vacancy for the unexpired term.

BY-LAWS

ARTICLE 1 - Membership

- Section 1. Regular members shall have voting privileges and reduced admission to chapter workshops.
- Section 2. Student members shall have all rights and privileges of regular members during such time as they remain full-time students.
- Section 3. Institutional members shall include organizations interested in the Aims and Objectives of San Diego AOSA. One person designated by the organization holding such membership shall be entitled to regular membership privileges.

- Section 4. Industry members shall include organizations or individuals engaged in private business who are interested in the Aims and Objectives of San Diego AOSA.
- Section 5. Membership dues shall be determined annually by the Executive Board. Membership shall be based on the fiscal year July 1 to June 30.

ARTICLE 2 - Meetings

- Section 1. Meetings of the AOSA Executive Board may be called at the discretion of the President or by a simple majority of the Board. There shall be a minimum of the three meetings a year.

ARTICLE 3 - Elections

- Section 1. Elections to the Board shall be held annually. The term of office shall commence on July 1.
- Section 2. The executive Board will appoint a nominating committee to prepare a slate of candidates for the offices of: President, First Vice-President, Second Vice-President, Recording Secretary, and Treasurer. This slate shall be reported to the membership at the final meeting. At this time, additional names for any office are received from the floor. If additional names for any office are received from the floor, election shall be by secret ballot. In the absence of additional names from the floor, the presiding officer may ask for a motion for election by acclamation.

ARTICLE 4 - Duties

- Section 1. Duties of the Executive Board:
It shall be the duty of the Executive Board (a) to exercise general supervision, (b) to plan workshops, and (c) to transact routine business.
- Section 2. Duties of the President:
It shall be the duty of the President (a) to conduct ordinary and extraordinary meetings of the Executive Board, and (b) to establish the agenda for Board meetings, (c) to preside at all ordinary and extraordinary meetings of the Board, and (d) to perform other functions normally incident to the office of the Presidency.
- Section 3. Duties of the First Vice-President (Membership Chairman):
It shall be the duty of the Membership Chairman (a) to assist the President in carrying the duties of the President's office, to assume the obligations of this office whoever the President is unable to do so, and to serve as Membership Chairman, (b) to maintain a current membership list, and act as custodian of the membership files, (c) shall assist the

Program Chairman in conducting correspondence and answering promptly any inquiries of members or prospective members and, (d) to be responsible for circulation of workshop notices to members, prospective members and others.

- Section 4. Duties of the Second Vice-President (Program Chairman):
It shall be the duty of the Program Chairman (a) to contact clinicians suggestion by the Executive Board and arrange the dates, fees, times, and places for these clinicians to appear at workshops.
- Section 5. Duties of the Recording Secretary:
It shall be the duty of the Secretary (a) to record the proceedings and transactions of all meetings of the Board, (b) to conduct correspondence and to answer promptly any inquiries (b) to conduct correspondence and to answer promptly any inquiries of members or prospective members.
- Section 6. Duties of the Treasurer:
It shall be the duty of the Treasurer (a) to act as custodian of all funds of the Chapter, (b) to collect members' annual subscription, (c) to keep an accurate account of monies received and disbursed, (d) to present a financial report and balance sheet to the Executive Board, and (e) to issue payment of bills.
- Section 7. Duties of Members-At-Large:
It shall be the duty of Members-At-Large (a) to disseminate information about activities of the Chapter in their respective areas, (b) to promote interest and enthusiasm for participation in Chapter activities, and (c) to give assistance to Chapter activities.
- Section 8. Duties of the Advisors:
It shall be the duty of the Advisors to serve the Executive Board through guidance and advice.

ARTICLE 5 - Parliamentary Authority

The rules contained in Roberts Rules of Order, Revised, shall govern the conduct of the Executive Board in all cases to which they are applicable, and in which they are not inconsistent with these By-Laws.