

BY-LAWS OF THE GREATER PHILADELPHIA CHAPTER OF THE NATIONAL ASSOCIATION OF TEACHERS OF SINGING, INC.

(As adopted August 2018)

ARTICLE I: NAME

The National Association of Teachers of Singing originally chartered this organization as the Delaware Valley Chapter. The Delaware Valley Chapter became inactive for several years and was re-activated in 2014. The change in name to the Greater Philadelphia Chapter was accepted unanimously at the August 18, 2014, Settlement Music School chapter meeting. The NATS Executive Office approved the renaming on August 20, 2014. No re-chartering was necessary.

ARTICLE II: PURPOSES AND CODE OF ETHICS

The Greater Philadelphia 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;
- 3) To encourage and conduct research;
- 4) To disseminate information to the profession at large;
- 5) To stimulate effective cooperation among vocal teachers for their mutual welfare and advancement.

The Greater Philadelphia Chapter, as an organization, subscribes without reservation to the national "Code of Ethics" (<https://www.nats.org/code-of-ethics.html>), adherence to which is one of the conditions of individual membership in the National Association. Further, the Greater Philadelphia Chapter bylaws are consistent with the national bylaws (<https://www.nats.org/bylaws.html>).

ARTICLE III: MEMBERSHIP

All teachers of singing, who have been accepted by the national association into full and active national membership, are also eligible for chapter membership. (NATS members are allowed multiple chapter memberships.) Chapter dues are required for chapter membership (see Article VII). Chapter membership will be terminated when a member resigns from or is dropped from membership in the national association.

ARTICLE IV: LEADERSHIP

Chapter officers consist of the *president*, the *vice president*, and the *secretary-treasurer*.

The *board* consists of five regular members and allows for the appointment of alternate members as necessary. The board assists the president in executing the duties of that office.

The officers and the board will all vote upon chapter matters that require a leadership vote.

Special officers, committees or chairpersons may be appointed by the president to serve in temporary capacities. (Examples of these special appointments include *Social Media Director* and *Nominations Committee Chair*). Any administrative officer, whether elected or appointed, will cease to hold office upon termination of membership in the National Association. Any elected officer may be removed from office, upon due cause, by two-thirds vote of the chapter membership.

ARTICLE V: MEETINGS

The president calls at least two meetings of the chapter each year, and leadership meetings as needed. Announcements of meetings with the proposed agenda are made available to the applicable parties at least fourteen days prior to the date of each meeting. Chapter meetings are held at times and places most convenient to the largest number of members. Additional chapter meetings may be called by the president or by any responsible segment of the membership, provided in the latter instance that chapter officers and the remainder of the chapter membership (including the leadership) are notified at least fourteen days in advance of the meeting date. This fourteen-day notification period may be suspended in rare instances when an emergency requires faster meeting arrangements.

ARTICLE VI: ELECTIONS AND QUORUM

Elections are held in the spring. A nominating committee appointed by the president provides a slate of nominees for the offices requiring replacement and communicates nominee information and voting procedures to the chapter. Elected officers take office at once, serving until the spring election two years later.

A quorum is required for a valid vote and consists of 15% of the active membership. Each member in good standing is entitled to vote in person, by written proxy, or online upon any motion or question that passes through the leadership to the chapter.

ARTICLE VII: DUES AND ASSESSMENTS

Any change to the annual dues amount is determined by a majority vote of all active members, to be instated for the next membership year. Chapter dues shall be paid with national dues through the NATS executive office (<https://www.nats.org/nats-membership.html>). Membership ceases when dues are not paid. Members may re-activate their memberships by submitting payment of current dues. Greater Philadelphia Chapter members are eligible to participate in all Greater Philadelphia Chapter activities, including workshops, lectures, master classes, and Student Auditions. Chapter members also are awarded discounts on some events that require a fee.

ARTICLE VIII: ACTIVITIES AND PROCEDURES

The activities of this chapter may include social, professional, and educational events at the discretion of the leadership and members, so long as such activities are consistent with the

purposes and code of ethics stated in Article II above. Chapter and leadership meetings are conducted in accordance with *Robert's Rules of Order*.

ARTICLE IX: AMENDMENTS

The bylaws of this chapter may be repealed or amended, or new bylaws adopted, by a majority of the chapter membership voting in person, by written proxy, by mail, or online, provided that such amendments have been announced to the membership at least fourteen days in advance of the voting date.

NATS GREATER PHILADELPHIA CHAPTER JOB DESCRIPTIONS OF CHAPTER OFFICERS

President:

1. The term for the president is two years.
2. The president motivates and leads the chapter and establishes a spirit of creativity and collegiality among all members.
3. The president, in coordination with the leadership, arranges locations for leadership and chapter meetings.
4. The president arranges the agenda for meetings. The president, with the secretary-treasurer, also arranges for funds to finance events.
5. The president convenes leadership meetings whenever necessary.
6. The president oversees communication of chapter business (for example, mailings and website information).
7. The president works with the vice president and the auditions *onsite coordinator* (the chief contact and onsite organizer at the audition location) in arranging the Student Auditions. The president ensures information is communicated to the chapter in a timely manner.
8. The president appoints a nominating committee for chapter elections in the winter of each year, consisting of a chairperson and two additional members.
9. The president works with committees appointed for special projects.
10. The president is a member of the Eastern Region Governor's cabinet and will be available for all announced meetings.
11. The president keeps chapter business running smoothly, consulting with officers, board members, and others as necessary
12. The president is the principal officer and primary contact for IRS correspondence, as well as an authorized signer on the chapter checking account.
13. The president responds to all requests made by the regional and national offices, including end-of-year business reports.
14. The outgoing president will ensure a smooth transition of leadership and be available for counsel for at least one year. Outgoing responsibilities shall include the successful transfer of all pertinent chapter records, documents, passwords, accounts, and holdings.

Vice President/Student Auditions Chair:

1. The term for the vice president is two years.
2. The vice president works closely with the president in conducting the business of the chapter.
3. In the event that the president is unable to complete the term of office, the vice president will assume the duties of the office of the president (with board and secretary-treasurer majority approval). If the board and the secretary-treasurer find the vice president unable or unsuitable to assume these duties, the secretary-treasurer and the board will identify through consensus a board member to assume them.
4. The vice president will act as *student auditions chair* and work closely with the on-site coordinator in organizing Student Auditions. Responsibilities include an annual review of the audition rulebook and managing the registration process. The vice president will also compile a list of audition winners and their teachers. A complete list of duties associated with this role is found on the national NATS website.
5. The outgoing vice president will ensure a smooth transition of leadership and be available for counsel for at least one year. Outgoing responsibilities shall include the successful transfer of all pertinent chapter records, documents, passwords, and student audition registration materials.

Secretary-Treasurer:

1. The secretary-treasurer has a term of two years.
2. The secretary-treasurer keeps accurate minutes and records of chapter and leadership meetings and makes these available to the chapter in a timely manner.
3. The secretary-treasurer conducts other correspondences or record keeping as directed by the president.
4. The secretary-treasurer keeps the financial records of the chapter and handles the funds for the chapter.
5. The secretary-treasurer supervises the receiving and disbursing of all chapter funds.
6. The secretary-treasurer maintains the chapter checking account and signs all checks being disbursed. The president also is an authorized signer on the account.
7. The secretary-treasurer keeps a record of names and addresses of members for a directory list.
8. The secretary-treasurer will submit in written form an annual report of the chapter's activities and a financial report (covering all financial transactions of the fiscal year, June 1 to May 31) at the end of the fiscal year, June 1.
9. The secretary-treasurer may assist the president in any way necessary to conduct the business of the Greater Philadelphia Chapter.
10. The outgoing secretary-treasurer will ensure a smooth transition of leadership and be available for counsel for at least one year. Outgoing responsibilities shall include the successful transfer of all pertinent chapter records, documents, passwords, accounts, and holdings.

Board:

There will be five regular board members and the option for *alternate board members*:

1. Three regular members will be elected for a two-year term.
2. Two regular members will be elected for a two-year term on alternate years.
3. Alternate board members will be appointed by the board on an as-needed basis for a one or two-year term. Alternate board members may fill unexpected vacancies and/or fill in for regular board members if they are temporarily unable to fulfill a responsibility.

Board members are expected to attend leadership and chapter meetings, and additionally are called upon to participate in and contribute to most chapter activities, such as programs, publicity, meetings, and web and social media oversight.

ADDITIONAL POSITIONS

Additional positions may be created with leadership approval. Members of the leadership, or others, may hold these positions. Typical positions include:

Assistant Auditions Chair:

1. The *assistant auditions chair* assists the auditions chair in whatever capacity is needed.

On-Site Coordinator/Auditions Host:

1. The on-site coordinator reserves the site with a sufficient number of rooms for performances, tabulations and chapter/district/regional meetings.
2. The on-site coordinator prepares and provides information about directions, housing, and parking for posting and dissemination to attendees.
3. The on-site coordinator coordinates tuning of all pianos when necessary.
4. The on-site coordinator engages a sufficient number of door monitors and timers.
5. The on-site coordinator reserves a hospitality room for NATS members and coordinates catering, if needed.
6. The on-site coordinator posts signage throughout facilities
7. The on-site coordinator communicates with guest adjudicators and/or performers about logistical arrangements.

Regulations Consultant:

1. The *regulations consultant* assists the auditions chair (the vice president) by answering member questions about Student Audition rules.

Web Supervisor:

1. The *web supervisor* is a board member or officer appointed by leadership consensus. The web supervisor may function as the *web master* (posting meeting minutes; and creating, organizing, updating, and otherwise changing web-based information) or may work as a liaison and overseer of some other web master.

Web Master:

1. The web master runs the website: www.greaterphiladelphianats.org and posts approved content and updates.
2. The web master assists as necessary in making updates on behalf of the chapter to the Eastern Region and national NATS websites.
3. The web master is responsible for keeping the web presence professional, friendly, and consistent with the chapter mission.

Social Media Director:

1. The *social media director* runs the Facebook page, the YouTube page, and other social media outlets the leadership votes to adopt. The social media director plays an active role in marketing and publicity and suggests new platforms to the leadership.
2. The social media director is responsible for keeping the social media presence professional, friendly, and consistent with the chapter mission.

COMMITTEES

It is expected that the leadership will serve on various committees. The president, in consultation with the leadership, assigns committee chairpersons and members. Revisions to committee personnel are made as needed.

Nominating Committee:

The nominating committee is a three-person standing committee that collects nominations for president, vice-president, secretary-treasurer, and the five regular board members. The chairperson of the committee is responsible for communicating committee information to the membership, running the elections, and receiving emailed votes. The chairperson of the committee must not be up for re-election during that year's election.

Other committees are ad hoc and may be given such charges as organizing and planning *teacher workshops*, organizing and planning *student master classes and workshops*, and organizing and planning *chapter social activities*.