

# Constitution and Bylaws Nevada's Desert-Valley Chapter American Orff-Schulwerk Association

## CONSTITUTION

### Article I Name

The name of the organization shall be Nevada's Desert-Valley Chapter (NDVC) of the American Orff-Schulwerk Association (AOSA).

### Article II Aims and Objectives

The aims and objectives of this organization shall be:

1. To provide inspiration and techniques for those persons interested in Orff-Schulwerk.
2. To promote awareness of the many and varied aspects of the Schulwerk being used successfully in American education and to develop and promote these aspects in our classrooms.
3. To disseminate news and provide opportunities to examine creative and innovative ideas in regard to the Schulwerk philosophy and activities.
4. To offer enthusiasm to all newcomers interested in the philosophy and techniques of the Schulwerk.

### Article III Membership

Membership shall be open to all who are interested in the AIMS AND OBJECTIVES.

### Article IV Organization

1. The Executive Board shall consist of the following eleven voting members: President, President-Elect/Past President, Secretary, Treasurer, Communications Chairperson, Boutique Co-chairpersons, Scholarship Chairperson, Hospitality Chairperson, Instrument Chairperson, and Presenter Chairperson.
2. The terms of office shall be:
  - a. President-Elect/President/Past President- four years, first year as President-Elect, second and third years as President, with the fourth year option to serve as Past President. If the president is unable to finish the term or chooses not to serve as Past President in the 4<sup>th</sup> year, the current president will appoint any Past President.

- b. Secretary, Treasurer, Communications Chairperson, Boutique Co-chairpersons, Scholarship Chairperson, Hospitality Chairperson, Instrument Chairperson, and Presenter Chairperson, two years.
3. The terms of office shall be staggered.
  - a. In even years, President-Elect, Secretary, Treasurer, Communications Chairperson, and Boutique Co- chairperson.
  - b. In odd years, Boutique Co-chairperson, Scholarship Chairperson, Hospitality Chairperson, Instrument Chairperson, and Presenter Chairperson.
4. The terms of office for the newly elected officers of the Executive Board shall begin on the first day of the fiscal year (July 1).
5. If needed, the President will appoint a historian to document the chapter's ongoing history. The historian is not required to attend executive board meetings and has no voting rights.
6. Amendments to the Constitution and/or Bylaws may be made by an affirmative vote of a majority present at the Annual Business meeting. Prior written notice will be given on all said amendments.
7. The Constitution and Bylaws may be suspended for an emergency. An affirmative vote of the majority of the membership is required.

## Article V

### Consistency with American Orff-Schulwerk Association

1. The provisions of the Constitution and Bylaws are contingent upon their consistency with the Articles of Incorporation and Code of Regulations of the American Orff-Schulwerk Association.
2. Revision of the amendments to the Articles of Incorporation and Code of Regulations of the American Orff-Schulwerk Association shall be incorporated into this Constitution and Bylaws without a vote of the membership.
3. In all instances of dispute, the Articles of Incorporation and Code of Regulations of the American Orff-Schulwerk Association shall prevail.
4. Net Earnings. No part of the net earnings of the chapter shall incur to the benefit of, or be distributable to, its members, trustees, officers, or other private persons, except that the chapter shall be authorized and empowered to pay reasonable compensation for services rendered and to make payments and distributions in furtherance of the purposes set forth in Article Third hereof. No substantial part of the activities of the chapter shall be the carrying on of propaganda, or otherwise attempting to influence legislation, and the chapter shall not participate in, or intervene in (including the publishing or distribution of statements) any political campaign on behalf of any candidate for public office. Notwithstanding any other provision of these articles, the chapter shall not carry on any other activities not permitted to be carried on (a) by a chapter exempt from federal income tax under section 501 (c)(3) or the Internal Revenue Code of 1954 (or the corresponding provision of any future United States Internal Revenue Law).
5. Dissolution. Upon the dissolution of the chapter, the Executive Board shall, after paying or making provision for payment of all the liabilities of the chapter, dispose of all the assets of the chapter exclusively for the purposes of the chapter in such manner, or to such organization or organizations organized and operated exclusively for charitable, educational, religious or exempt organization or organizations under section 501 (c)(3) of the Internal Revenue Code of 1954 (or the corresponding provision of any future United States Internal Revenue Law), as the Executive Board shall determine.

Any such assets not so disposed of shall be disposed of by the court of Common Pleas of the county in which the principal office of the chapter is then located, exclusively for such purposes or to such organizations or organizations, as said Court shall determine, which are organized and operated exclusively for such purposes.

## BYLAWS

### Article I Membership and Dues

1. Membership includes the rights and privileges offered by Nevada's Desert-Valley Chapter (NDVC) of the American Orff- Schulwerk Association (AOSA).
2. Annual dues shall be determined by recommendation of the Executive Board and approval of the membership.
3. Local members whose dues are paid as of October 1 of each year will be included in the membership directory.
4. National American Orff-Schulwerk Association annual membership dues shall be paid by Nevada's Desert-Valley Chapter for any chapter member currently serving on the Nevada's Desert-Valley Chapter Executive Board.

### Article II Meetings

1. A minimum of five general meetings will be held each year.
2. The annual Business Meeting will take place during the last general meeting. The meeting will include election of officers, approval of the following year's budget, and Constitutional/Bylaws changes, if necessary.
3. Additional meetings may be called at the discretion of the President with the approval of the majority of the Executive Board.
4. All Executive Board meetings are open to the general membership, without voting privileges.
5. All business portions of the meetings shall be conducted according to Robert's Rules of Order.

### Article III Elections

1. The Executive Board shall appoint a Nominating Committee exclusive of the President. This committee shall solicit and receive nominations, prepare a slate of candidates to be presented at the meeting prior to the Annual Business Meeting, and conduct the election at the Annual Business Meeting. Said election shall be by secret ballot.
2. If any Executive Board member is unable to complete the term of office or is not fulfilling their responsibilities, a majority vote of the board is required to dismiss the person from their position and the

president will appoint a replacement to serve the remainder of their term. In the event that the President cannot finish his/her term, the President-Elect or Past President will fulfill the duties of the President as outlined in Article IV.

3. All offices shall be limited to two (2) consecutive terms except President-Elect/President/Past President.

## Article IV Duties

1. It shall be the duty of the Executive Board to transact routine business as directed by the membership, including the following:
  - a. to attend all executive board meetings and support chapter events
  - b. approve the expenditures of all monies up to \$500 per expenditure
  - c. review the budget for the upcoming fiscal year
  - d. establish a calendar of events
  - e. approve appointments of all committee chairpersons
  - f. receive and make recommendations to the membership on committee reports, national correspondence and local concerns
  - g. handle other duties which are deemed necessary for the effective functioning of the chapter
  - h. to follow up on clinicians contracted for the year at the direction of the President
  - i. to provide information to Communications Chairperson as needed
2. It shall be the duty of the President
  - a. to preside at all meetings
  - b. to coordinate general meetings and delegate responsibility
  - c. to establish a calendar of Executive Board meetings and call additional meetings, if necessary
  - d. to make such appointments as authorized by the Constitution and Bylaws
  - e. to represent Nevada's Desert-Valley Chapter at National Advisory Board meetings
  - f. to appoint a Parliamentarian, if necessary
  - g. to prepare the Annual Report and other national correspondence
  - h. to keep a copy of all current policy
  - i. to coordinate arrangements for current and future presenters
  - j. to follow best practices as outlined by AOSA found on their website under *Best Practice for Chapter Leadership Resources*
3. It shall be the duty of the President-Elect
  - a. to assist the President
  - b. to assume the duties of President if the office is vacant
  - c. to officiate at meetings if the President is absent
  - d. to contract future clinicians for the following two years
  - e. to represent, with the President, Nevada's Desert-Valley Chapter at National Conference
  - f. to follow best practices as outlined by AOSA found on their website under *Best Practice for Chapter Leadership Resources*
4. It shall be the duty of the Secretary
  - a. to record all Chapter and Executive Board proceedings
  - b. to assist the President in completion of all national and local correspondence
  - c. to prepare a membership directory by October 10<sup>th</sup> and forward to the Communications Chairperson for distribution.

5. It shall be the duty of the Treasurer
  - a. to act as custodian of the funds and to keep an accurate record of monies received and disbursed
  - b. to report on the chapter's financial status at Executive Board and Annual Business meetings
  - c. to provide the Secretary with a paid membership list by October 1
  - d. to prepare a written budget
  - e. to follow best practices as outlined by AOSA found on their website under *Best Practice for Chapter Leadership Resources*
  
6. It shall be the duty of the Communications Chairperson
  - a. to oversee the production of a chapter newsletter
  - b. to distribute five issues coordinated with the chapter calendar
  - c. to maintain and update the Nevada's Desert-Valley Chapter website and social media platforms
  - d. to distribute a membership directory by October 15<sup>th</sup>
  
7. It shall be the duty of the Past President
  - a. to offer advice to the board
  - b. to ensure continuity in chapter operations
  - c. to assume duties of the president if the office is vacant
  
8. It shall be the duty of the Boutique Co-Chairpersons
  - a. to maintain current fundraising inventory
  - b. to develop new items for sale
  - c. to solicit and coordinate assistance from chapter members to create and sell items via the booth at workshops, summer levels classes, and other venues as they become available
  
9. It shall be the duty of the Scholarship Chairperson
  - a. to promote and fundraise for the Sue H. Morrow Memorial Scholarship funds
  - b. to receive and manage the scholarship applications and to report to the executive board for approval
  - c. to promote scholarship opportunities from the American Orff-Schulwerk Association
  - d. to manage the Lifetime Recognition Award Program (the Honorary Membership Award for non-members and the Distinguished Service Award for members)
  
10. It shall be the duties of the Hospitality Chairperson
  - a. to organize treats at all meetings or events
  - b. to create and manage membership snack schedule
  - c. to maintain hospitality inventory
  - d. to coordinate food for the Annual Business Meeting/Founder's Day lunch
  
11. It shall be the duties of the Instrument Chairperson
  - a. to be responsible for organizing instrument set-up and gathering special materials requested by the presenter for all meetings
  
12. It shall be the duties of the Presenter Chairperson
  - a. to provide transportation to and from the airport, hotel, and the workshop
  - b. to contact presenter for any special needs
  - c. to secure accommodations
  - d. to provide a small gift to be presented after the workshop
  - e. to organize meals for the presenter

## Article V National Conference

1. The President and a second board member shall represent the chapter at the National Conference. The President shall attend all Advisory Board meetings and the second board member shall attend workshops in order to make recommendations for future presenters
2. The second board member will be the President-Elect. If the President-Elect cannot attend, selection shall be made in the following order: Treasurer, Secretary, Communications Chairperson, Boutique Co-chairperson, Scholarship Chairperson, Hospitality Chairperson, Instrument Chairperson, Presenter Chairperson, Past-President, General Membership
3. The Annual Budget will include funds for the two representatives to help defray the cost of attending this conference

## Article VI National Board Responsibilities

1. NDVC members who have taken on AOSA National Board member responsibilities may have substitute days paid for as determined by the NDVC Executive Board.

Constitution and Bylaws Committee (March 25, 1990)

Randy DeLelles  
Denise Hendrickson  
Jeff Kriske  
Sue Mueller  
Nancy Schkurman

Constitution and Bylaws Committee (March 22, 2007)

Amy Brown  
Gloria Fuoco-Lawson  
Liz Goodman  
Sue DeHart

Constitution and Bylaws Committee (March 21, 2011)

Roy Colver  
Pamela Taylor  
Nicole Yorty  
Amy Brown  
Sue DeHart

Constitution and Bylaws Committee (April 2, 2014)

Rachel DelaCruz  
Kateri Miller  
Armando Campos  
Debra Cenna  
Andre Smith  
Ashley Stewart

Constitution and Bylaws Committee (September 18, 2018)

Rachel DelaCruz

Randy DeLelles

Kim Guinn

Jeannie Walker

Amended: September 9, 1991

Amended: May 8, 1995

Amended: May 16, 1999

Amended: May 8, 2000

Amended: May 6, 2002

Amended: May 7, 2007

Amended: May 9, 2011

Amended: May 5, 2014

Amended: April 6, 2019