

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

(As adopted September 13, 2014)

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 a number of 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", adherence to which is one of the conditions of individual membership in the National Association.

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. 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: OFFICERS

Chapter officers consist of President, Vice-President, and Secretary-Treasurer. The term of office is two years. The duties of the officers are those designated in the National By-Laws. The Board of Directors consists of five members. Three of these members are elected for two-year terms, and two are elected for two-year terms on alternate years. The first year of the chapter's revitalization (2015), two board members shall serve one year only, in order to establish staggered elections the following year. The Board assists the President to help execute

the duties of that office. Board members may be called upon to participate in special projects, such as programs, publicity, meetings, etc.

Special officers, committees or chairmen may be appointed by the President to serve in temporary capacities. 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 Chapter President calls at least two meetings of the Chapter each year. Announcements of meetings with proposed agenda and program are made available to chapter members 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 board members) 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 at the spring meeting. A nominating committee appointed by the President provides a slate of nominees for the offices requiring replacement. An election is specified in the meeting announcement. Elected officers take office at once, serving until the spring meeting two years later.

A quorum is required for a valid vote and consists of 15% of the active membership. At any regular meeting each member in good standing is entitled to vote in person, by written proxy, or online upon any motion or question properly brought before the Chapter.

ARTICLE VII: DUES AND ASSESSMENTS

The current annual Chapter dues amount for active membership is twenty-five dollars. The annual dues amount may be changed 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. 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, masterclasses, and Student Auditions. Chapter members also are awarded discounts on some events that require a fee.

ARTICLE VIII: PROGRAM AND PROCEDURES

The program of this Chapter properly may include social, professional, and educational activities at the discretion of the officers and members, so long as such activities are consistent

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

ARTICLE IX: AMENDMENTS

The By-Laws of this Chapter may be repealed or amended, or new By-Laws 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 arranges locations for fall and spring Chapter meetings and appoints a coordinator as host for each meeting.
4. The President arranges the program for the fall meeting and the spring meeting. The President also arranges for funds to finance such events. Additional funds can be allocated through the National Vice-President of NATS, Discretionary Funds.
5. The President convenes Board 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 Liaison (the chief contact and onsite organizer at the audition location) in arranging the Student Auditions. The President ensures arrangements are communicated to the Chapter in a timely manner.
8. The President appoints a nominating committee, consisting of a chairperson and two additional members to nominate new officers and board members. The Nominating committee will accept nominations for the following positions:
 - President, Vice-President, Secretary-Treasurer – elected for one two-year term beginning June 1
 - Board Members: five members
 - a. Three members elected for one two-year term
 - b. Two members elected for one two-year term in alternate years
9. The President works with committees appointed for special projects.
10. The (Chapter) President is a member of the Regional Governor's cabinet and will be available for all meetings announced.
11. The (Chapter) President keeps Chapter business running smoothly, consulting with other Officers and Board members as necessary
12. The (Chapter) President is an authorized signer on the Chapter checking account.

Also see:

ARTICLE IV: OFFICERS of the Chapter By-Laws

ARTICLE VI: “Duties and responsibilities of administrative officer” in the National By-Laws.

VICE-PRESIDENT/STUDENT AUDITIONS COORDINATOR:

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. The incoming President, with board approval, may give new responsibilities to the Vice-President.
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 Chapter 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 Coordinator and work closely with the Auditions Liaison organizing the Spring Auditions. The Vice-President will also compile a list of audition winners for submission to the Web Supervisor.

SECRETARY-TREASURER

1. The Secretary-Treasurer has a term of two years.
2. The Secretary-Treasurer keeps accurate minutes and records of Chapter and Board meetings.
3. The Secretary-Treasurer conducts other correspondences or record keeping as directed by the President of the Chapter.
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 a checking account and signs all checks being disbursed. The President also is an authorized signer on the account.

(The above is in accordance with the National By-Laws and Article IV: Officers of the Chapter By-Laws)

SECRETARY-TREASURER –GREATER PHILADELPHIA CHAPTER additional duties

1. The Secretary-Treasurer keeps a record of names and addresses of members for a directory list.
2. The Secretary Treasurer takes minutes at all Chapter and Board meetings held during the year. Shortly after the meetings a copy of the minutes is made available to the Chapter.
3. The Secretary-Treasurer compiles a membership directory which shall be posted on the website, especially to aid in recognizing the eligibility of students for Student Auditions.
4. 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.

5. The Secretary-Treasurer may assist the President in any way necessary to conduct the business of the Greater Philadelphia Chapter.

BOARD MEMBERS

There will be five Board Members of the Greater Philadelphia Chapter:

Three members will be elected for one two-year term each

Two members will be elected for one two year term on alternative years.

(See By-Laws, Article IV – Officers of Chapter)

The Board will be responsible for such things as programs, publicity, web oversight, and chapter meetings. Officer and board consensus will result in the appointment of one member of the board as Web Supervisor. The Web Supervisor may function as a web manager (creating, organizing, updating, and otherwise changing web-based information) or may work as a liaison between the chapter and some other web manager. The Chapter President will call board meetings when necessary.