

CONSTITUTION of IU Student NATS

Preamble:

1. The name of this organization shall be: Indiana University Chapter, Student National Association of Teachers of Singing, hereafter referred to as “IU Student NATS.” IU Student NATS is a student organization at Indiana University.

2. The objectives of this organization shall be:
 - i. To advance knowledge about the National Association of Teachers of Singing and the professions of teaching and singing.
 - ii. to provide fellowship among students and faculty, as well as the community.
 - iii. to represent future music educators' needs and wants in regards to furthering student knowledge and awareness of vocal scholarship, science and teaching practices.
 - iv. to provide a forum for the presentation of innovative ideas to enrich the university community.
 - v. to bring together students, faculty and members of the community with a common interest.

I. Article I: Membership

1. Any person interested in the study of voice or the teaching of singing is eligible to be an active member.
2. Only members who are enrolled at Indiana University may hold office.
3. Membership is contingent upon payment of dues and attendance at meetings.
4. Participation in IU Student NATS must be without regard to arbitrary consideration of such characteristics as age, color, disability, ethnicity, gender, marital status, national origin, race, sexual orientation, or veteran status.

II. Article II: University Compliance

This organization shall comply with all Indiana University regulations, and local, state and federal laws.

III. Article III: Executive Officers

1. The Executive Board consists of all officers.
2. Election of Officers:
 - i. The officers of this organization shall include President, Vice President, Treasurer, Recording Secretary, Membership Secretary, Corresponding Secretary, Historian and Webmaster.
 - ii. Officers will be elected by vote of all members. A majority of votes will constitute a victory.
 - iii. Elections will take place during the April meeting.
 - iv. Officers will assume office for the period of one year beginning the first day after the last day of final exams of the spring semester.
 - v. If an officer resigns or is recalled a reelection will be held at the next scheduled meeting following the procedures of the regular election.
3. Recall of Officers:
 - i. Officers are subject to recall for malfeasance in office.
 - ii. Prior to recall procedures, the organization's advisor may address the problem with the officer.
 - iii. Recall procedures will be initiated at the request of five active members or the organization's advisor.
 - iv. A hearing will be conducted at a regular meeting by the organization's advisor for the presentation of evidence from all concerned parties.
 - v. A majority of those members voting in a recall at the end of the hearing is necessary to remove anyone from office.

IV. Article IV: Advisor

Professor Paul Kiesgen at the Indiana University Jacobs School of Music shall serve as Faculty Advisor for IU Student NATS. The Advisor's responsibility is to serve as a resource for the Chapter and Officers in various matters concerning the study of voice and the teaching of singing, and for any questions or concerns which the Chapter and Officers may have regarding the Chapter's administration, focus and format.

V. Article V: Meetings

1. Meetings will be held the third Monday of each month during the Fall and Spring semesters from 7:00 p.m. to 9:00 p.m. Additional meetings may be called by the President if necessary. Members will be notified of any such meeting at least one week (seven days) in advance.

2. Meetings will follow established order as set by the organization but will include a call to order, reports, old business and new business. Meetings may include speakers or other added features. During meetings, members may present concerns for discussion and vote.
3. Attendance and meeting minutes will be recorded by the Recording Secretary at each meeting.

VI. Article VI: Elections

Elections will take place during the April meeting. Any member in good standing may nominate another member for office, including self nominations. Voting will be by cast by a show of hands, fifty percent of members must be present (a quorum) in order to elect an Officer. The majority of votes of those in attendance will decide the election. A quorum shall be a minimum of 50% plus one of the members in attendance.

VII. Article VII: Statement of Non-Hazing

Hazing is strictly prohibited. Hazing shall be defined as any conduct which subjects another person, whether physically, mentally, emotionally, or psychologically, to anything that may endanger, abuse, degrade, or intimidate the person as a condition of association with a group or organization, regardless of this person's consent or lack of consent.

VIII. Article VIII: Dues & Budgets

1. A majority of the executive board of this organization may determine a reasonable amount for Chapter dues assessed to each member at the beginning of each academic year.
2. A specific member or members, designated by this organization, shall be responsible for payment in full of all debts accumulated by the organization not covered by funds on deposit.
3. Any spending of funds or reimbursement must be approved in advance by the treasurer and properly documented.
4. A membership will be considered as lapsed and automatically terminated if such member's dues remain unpaid sixty days after the first day of the fiscal year; however, the Board may grant an additional thirty days of grace to such delinquent members in meritorious cases. In no case may a person be entitled to vote at any meeting whose dues are unpaid as of the date of that meeting.
5. The Treasurer shall collect all dues and be responsible for notifying members of any delinquency or debt to the organization.
6. The Treasurer will create and maintain the Budget for the organization. The budget shall be revised as needed based upon the goals and activities of the group.

IX. Article IX: Finances

The Treasurer shall be responsible for maintaining financial records of disbursements of all monies allocated to the organization and shall present such records to the organization in the spring each year for budgetary purposes. The organization may be dissolved at any time by the written consent of not less than two-thirds of the members. In the event of the dissolution of the Chapter other than for purposes of reorganization whether voluntary or involuntary or by operation of law, none of the property of the Chapter nor any proceeds thereof nor any assets of the Chapter shall be distributed to any members of the Chapter but after payment of the debts of the Chapter its property and assets shall be given to a charitable organization for the benefit of music education selected by the Board of Directors.

X. Article X: Amendments

1. This constitution and by-laws may be amended by a 2/3 majority vote of those voting; a quorum must be present.
2. Voting on amendments must be conducted after a minimum notice of two weeks.

BY-LAWS

Executive Board

A. President

1. Coordinates all activities of the organization.
2. Liaison to the University community.
3. Official representative of the organization.
4. Calls regular and special meetings.
5. Presides at meetings.
6. Prepares agenda for meetings.
7. Coordinate any guest speakers and/or special events.

B. Vice President

1. Assumes duties of President when necessary.
2. Assists President in coordinating activities.

3. Liaison to the Voice Department.
4. Assists the President in coordinating guest speakers and/or special events.

C. Treasurer

1. Liaison to the Student Activities Office for the purpose of organizational funding.
2. Maintains accurate and current account of all organizational funds.
3. Responsible for dispensing of funds in accordance with goals and programs established by the organization.
4. Responsible for the collection of dues.

D. Recording Secretary

1. Assists President and Vice President to coordinate organization activities.
2. Keeps accurate minutes of each meetings and forwards copies to other officers in a timely manner.
3. Keeps attendance records for meetings.
4. Shall obtain notes and records of the activities of all committees and incorporate them into organization records.
5. Assists Historian in compiling such records into annual Scrapbook.

E. Membership Secretary

1. Maintains accurate and current information of the organization's membership, including current members addresses, phone numbers and e-mail addresses, and such other information as may be required for statistical records and assessment.
2. Maintains membership records in a format which can be passed on to the next office holder, such as CD ROM, card file, etc.
3. Responsible for membership recruitment.
4. Responsible for any correspondence with the NATS national organization regarding membership of the Chapter.

F. Corresponding Secretary

1. Shall have charge of all correspondence related to the organization, including, but not limited to, all interaction with the NATS national

organization, NATS Regional chapters, and community. This shall include mailings as well as e-mail communications.

2. Encourage communication with other chapters, including the sharing of chapter newsletters.

G. Historian

1. Responsible for the preparation of an annual summary of Chapter activities and programs.
2. Maintains the Chapter scrapbook and other historical Chapter records, including Chapter Minutes, Roll books, etc.
3. Maintenance of historical records so that future members can access them.

H. Webmaster

1. In charge of maintaining, updating and maintaining content on the official IU SNATS webpage.
2. Administrates official IU SNATS e-mail account.
3. Administrates IU SNATS Listserv lists.

Amendments

These changes to the Constitution and By-Laws were amended officially by a quorum at the April 10, 2006 meeting of IU Student NATS.

Preamble:

Paragraph 1 shall be amended as follows:

The name of this organization shall be: Indiana University Chapter, Student National Association of Teachers of Singing, hereafter referred to as "IU Student NATS." IU Student NATS is a student organization at Indiana University.

Changes to the name of the organization name shall be made throughout the body of the Constitution and By-Laws to reflect this amendment.

Article III: Executive Officers

Article III shall be amended as follows:

- i. The officers of this organization shall include President, Vice President, Treasurer, Recording Secretary, Membership Secretary, Corresponding Secretary, Public Relations & Hospitality Secretary, Historian and Webmaster.
- iii. Nominations will be taken during March and April, and elections will take place during the April meeting. Nominations will be accepted in writing or in the course of a regular meeting by the current President.
- iv. Officers will assume office for the period of one year beginning the first day after the last day of final exams of the spring semester with the exception of the Vice President who holds the concurrent position of President-Elect and who will assume the position of President for the year after his or her term as Vice President. Officers who wish to continue into a second term (or more) may have first choice at that Office for the following year, and do not need to be re-elected by a quorum.

Article VI: Elections

Article VI shall be amended as follows:

Elections will take place during the April meeting. Any member in good standing may nominate another member for office, including self nominations. Voting will be by cast by secret ballot, fifty percent of members must be present (a quorum) in order to elect an Officer. The majority of votes of those in attendance will decide the election. A quorum shall be a minimum of 50% plus one of the members in attendance.

An additional article, "Article X: Committees" shall be added to the Constitution as follows:

Article X: Committees

1. The standing committees for the Chapter are appointed by the Chapter President and shall be:
 - a. New Voice Educators Symposium. While not a member of the Executive Committee, the Chair of the Symposium shall be appointed by the President the spring prior to the event; The Chair is not required to attend regular Executive Committee meeting, however, a member of the Executive Committee may Chair the Committee. The Chair is ultimately responsible for coordinating all aspects of the Symposium, including, but not limited to, publicity, securing guest speakers and presenters, the format of the event, webcasting and technology, refreshments and meals, etc. The Chair may appoint sub-heads as necessary for the various aspects of the Symposium.
 - b. Special Events. This shall include all events excluding regular meetings and the New Voice Educators Symposium, including the Mocksterclass sessions, interview or exam preparation sessions, concerts or recitals, Masters Interview Series, or any other events which the Chapter may deem appropriate or relevant. While the Vice President is the Chair of this Committee, he/she may appoint sub-committee heads to manage individual events.
 - c. Fundraising. The Treasurer is responsible for all fundraising activities, and may appoint sub-heads for individual fundraising events or projects.
 - d. Membership & Recruitment. The Membership Secretary is the Chair of this Committee, and shall be responsible for the active recruitment of new membership and the maintenance of current membership.
2. Special committees and their Chairs may be appointed by the President as deemed necessary to carry on the work of the Chapter.

The By-Laws shall be amended as follows:

Section B: Vice President shall include the following additional sub-sections:

3. Shall be the Chair of the Special Events Committee, which shall include, but not be limited to, the following: Mocksterclass sessions, interview and auditions preparations, masters interview series, recitals or concerts, etc.
6. The Vice President shall be the President-Elect for the following term.

Section C: Treasurer shall include the following rewording and additional sub-section:

1. Liaison to Student Organizational Accounts for the purpose of organizational funding.
5. Shall be the Chair of the Fundraising Committee.

Section D: Recording Secretary shall include the following rewording and additional sub-section:

2. Keeps accurate minutes of each meetings and forwards copies to other officers within one week of the previous meeting.
6. Assists Historian in maintenance of the Chapter locker.

Section E: Membership Secretary shall include the following rewording and additional sub-section:

2. Maintains membership records in a format which can be passed on to the next office holder, such as CD ROM, card file, etc. in the form of a Membership/ Alumni Database.
3. Shall be the Chair of the Membership and Recruitment Committee.

Section F: Corresponding Secretary shall include the following additional sub-sections:

2. Responsible for obtaining gifts for guest speakers and patrons, including thank you notes, etc.
4. Liaison to the Student Activities Office, maintaining current records for the Chapter, the mailbox, any communications, etc.

An additional section, G: Public Relations & Hospitality Secretary shall be added as follows:

1. Liaison to all media, including NATS national, IU online and print publications, Bloomington media, etc.
2. Responsible for publicizing the Chapter and its events.
3. Responsible for arranging and providing refreshments for regular meetings and special events, if necessary.
4. Assists the Historian in maintaining publicity materials on the Chapter Bulletin Board.

Section H: Historian shall include the following additional sub-sections:

4. Responsible for all photography and videography for Chapter events.
5. Responsible for maintenance and monthly updating of the Chapter Bulletin Board in Clouse's Lounge.
6. Responsible for maintenance of the Chapter locker, including cleaning, upkeep of Chapter supplies and records, etc.

Section I: Webmaster shall include the following additional sub-section:

4. Responsible for annual New Voice Educators Symposium webcast.