

**Bylaws of the  
Maine Chapter of the National Association of Teachers of Singing, Inc.**  
*Revised October 2, 2002*

**ARTICLE I – NAME**

As chartered in Maine by the Executive Committee of the National Association of Teachers of Singing, Inc., and subject to its bylaws, the name of this organization is the Maine chapter of the National Association of Teachers of Singing, Inc.

**ARTICLE II – PURPOSES AND CODE OF ETHICS**

The Maine Chapter adopts fully the stated purposes of the National Association: which are: To encourage the highest standards of the vocal art and of ethical principles in the teaching of singing; and to promote vocal education and research at all levels, both for the enrichment of the general public and for the professional advancement of the talented. The Maine chapter, as an organization, subscribes without any reservation to the 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, or Honorary Life membership, and who reside in the geographical area which the Maine Chapter has been chartered or otherwise encouraged to serve, are immediately eligible for membership in the chapter. No such member shall be refused membership in the Maine Chapter; however, such chapter membership is not obligatory on the part of the individual. Chapter membership will be terminated when a member resigns from , or is dropped from, membership in the National Association (see ARTICLE VII).

**ARTICLE IV – OFFICERS**

Chapter officers shall consist of President, Vice-President, Secretary, Treasurer, and a Board of (three to five) Directors. The term of office shall be two years, except for members of the Board of Directors, who shall be elected as follows: Three members to serve three-year terms, on member to be elected each year, terms to begin July 1 following spring elections.

The **President** shall preside at all meetings of the Chapter and present such matters as may properly come before the meeting.

The **Vice-President** shall assist the President in his/her duties at meetings when the President is absent. He/she shall normally move up to the presidency after serving as Vice-president. Neither the President nor the Vice-President shall serve consecutively for more than two terms, though they may properly succeed others in these others.

The **Secretary** shall keep accurate minutes of all meetings and conduct necessary correspondence; unless another Chapter member is designated for this task, the Secretary will submit chapter news for each issue of *Inter Nos* in conformity with published deadline dates. At the end of each biennial term of office the Secretary will submit to the National Secretary in written form a report of the chapter's activities. Elections of chapter officers shall be immediately reported to the National Vice-President for chapter Promotion.

The **Treasurer** shall keep an accurate account of the finances of the Chapter, receive payment of dues, send statements for unpaid dues to members on such date as the Board of Directors shall determine, notify delinquent members that they have been dropped from membership on such

further date as the Board shall determine, and pay all approved bills of the chapter, At the end of each biennial term of office the Treasurer will, if requested, submit to the National Treasurer in written form a report of the chapter's finances.

The **Board of Directors** with the chapter officers shall outline programs, direct the policy, activity, and growth of the Chapter, secure speakers and other talent for the meetings, and promote membership in the Chapter in accordance with the membership regulations established by the National Association.

Special officers, committees, or chairmen may be appointed by the President to serve in such temporary capacities as occasion may demand. Any administrative officer, whether elected or appointed, shall cease to hold office upon termination of his 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**

There shall be at least two meetings of the chapter each year. Announcement of meetings with proposed agenda and program will be mailed to Chapter members at least seven business days prior to the date of each meeting. Chapter meetings will be held at times and places most convenient to the largest number of members; in the case of those Chapters which serve a large geographical area, 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 remainder fo the Chapter membership are notified at least seven business days in advance of such a meeting.

## **ARTICLE VI – ELECTIONS AND QUORUM**

At the spring meeting of the Chapter, elections will be held. A nominating committee appointed by the President will provide a slate of nominees for the offices named above. The meeting at which an election will take place will be announced as such to all members of the Chapter at least seven business days in advance of the meeting date and a slate of officers will be given. Officers elected will take July 1, serving two years. (See Article IV, Board of Directors, for an exception to this). A **quorum** will consist of one third of the active membership. At any regular meeting, each member in good standing shall be entitled to vote in person or by written proxy upon any motion or question properly brought before the chapter.

## **ARTICLE VII – DUES AND ASSESSMENTS**

The annual Chapter dues will be established by a majority vote of the membership, as needed, and are payable by January 1 of each year. Notices of nonpayment of dues shall be sent to delinquent members on February 1 of each year. If any remain unpaid by March 1 of that year, said membership shall automatically cease. **Assessments** over and above the annual dues may be made for special events necessitating unusual expenditures only where such a motion is entertained at a meeting where a quorum is present and said motion is passed by a majority, but not less than five affirmative votes.

## **ARTICLE VIII – PROGRAM AND PROCEDURES**

The program of this chapter properly may include social, promotional, professional, and education activities at the discretion of the officers and members, so long a ssuch activities are consistent with the PURPOSES AND CODE OF ETHICS, stated in ARTICLE II, above. **Business meetings** shall be conducted in accordance with Robert's *Rules of Order*.

## **ARTICLE IX – AMENDMENTS**

With the exception of Articles I, II, and III, which may not be amended or revoked, 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, or by mail, provided that such amendments have been announced to the membership at least seven business days in advance of the voting date.

## **ARTICLE X – COMMITTEES**

**Committees** shall be appointed by the President, or the officers, or the Board of Directors as deemed necessary. The committees may be appointed either on an annual or a temporary basis.