

CONSTITUTION

Los Angeles Chapter

National Association of Teachers of Singing, Inc.

Article I. NAME

The name of this organization shall be The Los Angeles Chapter of the National Association of Teachers of Singing, Inc.

Article II. PURPOSE

- A. The purpose of this organization shall be to promote cooperation and understanding among the teachers of singing of Southern California, to foster high ethical principles, to disseminate information, and to further in all respects the aims and purposes of the National Association.
- B. This organization/corporation is organized exclusively for charitable purposes within the meaning of Section 501 (c)(3) of the Internal Revenue Code of 1954.
- C. Notwithstanding any other provision of these articles, the corporation shall not carry on any other activities not permitted to be carried on (a) by a corporation exempt from Federal income tax under section 501 (c)(3) of the Internal Revenue Code of 1954 (or the corresponding provision of any future United States Internal Revenue Law) or (b) by a corporation contributions to which are deductible under Section 170 (c)(2) of the Internal Revenue Code of 1954 (or the corresponding provision of any future United States Internal Revenue Law).
- D. Upon the dissolution of this corporation, after paying or adequately providing for the debts and obligations of the corporation, the remaining assets shall be distributed to a nonprofit fund, foundation, or corporation, which is organized and operated exclusively for charitable, educational, or religious and/or scientific purposes and which has established its tax-exempt status under Section 501 (c)(3) of the Internal Revenue Code.

Article III. MEMBERSHIP

The Los Angeles Chapter of the National Association of Teachers of Singing shall be open to all persons regardless of national origin or citizenship. Before one can be considered for NATS-LA chapter membership in any classification, he or she must first be a member of the National Association of Teachers of Singing, Inc. Membership classifications as specified by the national association are as follows (details can be found on the www.nats.org website):

Full Membership: Full Members have full voting rights and may hold office at any level. Years of Full Membership accrue toward Emeritus status. Full Members may sponsor themselves or their students in NATSAA Competitions.

Associate Membership: Associate Members are beginning teachers of singing whose training and/or teaching experience does not yet qualify them for Full Membership. Associate Members have full power of vote and may attend closed general meetings, but may hold office only at the chapter level. Associate Members may sponsor themselves or their students in NATSAA Competitions. Years of Associate Membership do not accrue toward Emeritus Membership status.

Affiliate Membership: Affiliate Membership is open to:

- (1) individuals in fields related to the teaching of singing;
- (2) institutions such as colleges, schools, or universities; or
- (3) business firms associated with music.

Affiliate Members are welcome at all NATS events but are not eligible to vote, attend closed general meetings or hold office at any level. Affiliate Members may not sponsor themselves or their students in NATS Competitions and years of Affiliate Membership do not accrue toward Emeritus Membership status.

Emeritus Membership: Emeritus members are not required to pay Association dues; however, they will be charged a publications fee to receive the *Journal of Singing and Inter Nos*. Emeritus Members may not hold office at the national, regional, or district levels, but

may hold chapter office and may vote.

Article IV. ELECTED OFFICERS AND THEIR DUTIES

- A. The Executive Board of the chapter shall consist of the President, the Vice President (Program Chair), the Membership Chair, the Young Artist Auditions Chair, Student Evaluations Program Chair, Collegiate Auditions Chair, the Secretary, the Treasurer, the Hospitality Chair, the Historian, the Publicity Chair, the Parliamentarian, the Social Media Chair, the Three Directors and the immediate Past President. All of the above shall be elected to office with the exception of the Past President.
- B. The President shall preside over all general and special meetings as well as the Executive Board sessions. The President shall coordinate all chapter activities and insure the accountability of all those involved prior to events. The President may attend all committee meetings ex-officio with the exception of the Nominating Committee. The President (or Vice-President) shall sign all legal documents and bank checks together with the Treasurer and will be responsible for sending all required correspondence, including the minutes and the newsletter, to the National office, the Cal Western Governor and other Cal Western Chapter Presidents. The President shall keep a current list of the Executive Board members on the chapter website and shall supervise the publishing and dissemination of a periodic newsletter.
- C. The Vice President (Program Chair) shall discharge the duties of the President when necessary and shall be responsible for planning and arranging all programs, including symposia and programs at general meetings.
- D. The Membership Chair shall be responsible for matters of membership within the chapter. Those responsibilities include notification and collection of annual chapter dues, processing applications to the chapter, collection of information for, as well as collating and distribution of the annual chapter directory which shall include the current (revised) Constitution and By-laws. The Membership Chair will also keep current the various mailing lists for the chapter, and furnish this information as needed to committee members.
- E. The Young Artist Auditions Chair shall be responsible for the Young Artist Award

competition and shall form and chair a committee of his/her choosing. This committee, with Executive Board approval, shall plan and arrange for the Young Artist Award Competition and ensuing recital.

F. The Student Evaluation Program Chair shall be responsible for the Student Evaluation Program and shall form and chair a committee of his/her choosing. This committee shall execute plans and arrangements for this event and the designated results and reports.

G. The Collegiate Auditions Chair shall be responsible for the Collegiate Auditions and shall form and chair a committee of his/her choosing. This committee shall plan and arrange for the Collegiate Auditions and the designated results and reports.

H. The Secretary shall keep the minutes of all general meetings and of all sessions of the Executive Board, shall record all votes taken outside of the meetings (see Article IX Section B3), shall write all business and social correspondence as directed by the President and shall keep chapter records. Within two weeks of an Executive Board meeting or action, the Secretary shall send the minutes to the Executive Board. After approval, the minutes will be made available to the general membership.

I. The Treasurer shall be the custodian of the funds of the chapter, shall give receipts as appropriate, shall give a periodic report to the Executive Board and file same with the Recording Secretary, shall sign all checks with the President or Vice President, and shall pay all expenses incurred by an officer or committee chairperson in the interest of the organization with the sanction of the Executive Board.

J. The Three Directors shall serve on the Executive Board according to Article VI., Section C. They shall act in an advisory capacity and shall be voting members of the Executive Board. With the sanction of the Executive Board, they shall be responsible for administering and selecting recipients for the Student and Teacher Study Grants.

K. The Immediate Past President shall act in an advisory capacity to the incoming President as well as the Executive Board and shall be a voting member thereof. The Past President shall chair the nominating committee and be in charge of coordinating the election process. Along

with the President, the Past President will have access to the website and is authorized to add content as appropriate.

- L. The Hospitality Chair shall form and chair a committee of his/her choosing to be responsible for all hospitality arrangements at the general meetings, and at any other function specified by the Executive Board.
- M. The Historian shall archive a written and photographic account of the chapter's activities during the current year, and shall file such account for safekeeping, shall preserve programs, publicity, and newsletters with other important data.
- N. The Publicity Chair shall form and chair a committee of his or her choosing. The committee responsibilities shall include, but are not limited to, initiating, developing and maintaining all images, branding and advertising to the NATS-LA community, with the goal of a consistent use of logos and branding material for all documents and correspondence for the chapter. The Publicity Chair will send reminder notices to chapter members via regular mail, email or other media approximately ten days before each NATS-LA event and will submit to the President advertising and content for the website for posting. Other items to be submitted to the President may include lists of events, competition forms and information pertaining to the chapter activities. As appropriate, the Publicity Chair will notify newspapers and will work in conjunction with the Social Media Chair to provide information about NATS-LA events.
- O. The Parliamentarian shall advise when requested on points of Parliamentary Law on the constitution and by-laws of the chapter (Roberts Rules as authority).
- P. The Social Media Chair will develop and oversee the use of social media and other digital initiatives for the NATS-LA Chapter. This will include, but is not limited to, defining, maintaining, monitoring, and integrating interactive platforms for comment or discussion. The Social Media Chair will contribute, supervise and vet discussions, postings of events and/or updates of chapter events for the members and the general public. As appropriate, the Social Media Chair will work in conjunction with the Publicity Chair, and will regularly report to the Executive Board and the President on content and

encourage chapter members to contribute to the various sites.

- Q. Each elective officer shall be the custodian of all chapter properties and records pertaining to that office and shall transmit them to his/her successor at the close of the term in the office.

Article V. APPOINTED OFFICERS AND THEIR DUTIES

- A. An auditor will be appointed annually by the President and may be either from the membership or an outside person. The auditor will review the Treasurer's records, checking for accuracy and completeness. This review shall take place during the month of August after the closing for the fiscal year on June 30th. The auditor shall present a report to the Treasurer, who will submit the report to the Internal Revenue Service. The fiscal year shall be defined as July 1st through June 30th.
- B. A Design, Hosting and/or Technical Support person or entity will be appointed or contracted by the President as needed. The duties of the position may include, but are not necessarily limited to, maintaining and updating the NATS-LA website structure and design.
- C. A web support position may be appointed by the President to assist the President with technical issues that may arise in posting content on the website.

Article VI. EXECUTIVE BOARD AND ITS DUTIES

- A. The Executive Board shall consist of all elected officers and the immediate Past President. The Regional or National Officers may attend Executive Board meetings without voting rights and shall be considered ex-officio members of the Board.
- B. The Executive Board shall be the governing body of the chapter. Chapter members may petition any Executive Board decision with which they may disagree.
- C. Three members of the chapter who have been active within the chapter for a minimum of five (5) years, shall be elected as Directors for terms of three years each, with the terms

staggered so that only one director will be elected each year. Directors will be designated as years #1, #2, and #3. Should a Director not finish the three-year term, a new Director may be appointed by the President, with approval of the Executive Board, to fulfill the unexpired term.

Article VII. NOMINATIONS AND ELECTIONS

- A. Elections may be held during the month of April by means of mail or email ballot. A nominating committee, chaired by the Past President, and consisting of three to five members appointed by the President and confirmed by the Executive Board, shall select a slate of candidates to be presented to the general membership for election.
- B. Space for write-in candidates, who have agreed to run, will be provided on the ballot.
- C. Officers are elected for a term of one year with the exception of the three Directors, the Membership Chair and the Treasurer. Any vacancy occurring during a term of office shall be filled by presidential appointment with the approval of the Executive Board. The term of office shall begin on July 1st and end June 30th.
- D. No member shall hold more than one elective office at one time. Elected officers, with the exception of the Membership Chair and Treasurer, shall not be eligible for more than two consecutive terms in the same office.

Article VIII. SPECIAL COMMITTEES

Special Committees may be authorized by the President with the approval of the Executive Board.

Article IX. MEETINGS

A. General Meetings

- 1. The chapter will hold general meetings and/or symposia a minimum of four times a year. Special meetings may be called or general meetings omitted, at the discretion of the Executive Board.

2. The place and time of each meeting shall be announced in the newsletter or by special announcement to the general membership.
3. A quorum for any general meeting shall be fifteen members in good standing.

B. Executive Board Meetings

1. Executive Board Meetings will be held at the discretion of the President.
2. A quorum for a meeting of the Executive Board shall be one-half of the elected officers.
3. Any necessary action outside of a regular Executive Board meeting may be voted on electronically or by mail, providing a) it is initiated by the President, b) all Executive Board members are contacted, c) responses are in written form including mail and all electronic transmissions such as facsimile and email communications, and d) all written consents shall be filed with the minutes of the meeting, and shall have the same force and effect as a vote of the Executive Board.

Article X. CHAPTER COMPETITIONS AND EVALUATION PROGRAMS

The Los Angeles Chapter of NATS sponsors annual programs for the benefit of students of NATS-LA teachers.

A. YOUNG ARTIST AUDITIONS

This program is for the benefit and promotion of aspiring young artists who are ready to launch a career in singing. The chapter will sponsor the annual winner in a recital. Any monetary awards for the 1st, 2nd and 3rd place winners will be awarded from chapter funds. The income from ticket sales to the recital shall be dispersed as follows: a) expenses of the recital paid, b) any remaining amount shall be divided with 60% awarded as additional funds to the first place winner and 40% given to the chapter Memorial Scholarship Fund. Details and all other governing factors of the competition will be at the discretion of the Young Artist Awards Chair in consultation with his/her committee members and the Executive Board.

B. STUDENT EVALUATION PROGRAM

This program is an opportunity for voice students of all levels (with the exception of college-enrolled voice students) to receive helpful and encouraging adjudications from NATS voice teachers. Details and all other governing factors of the evaluation program will be at the discretion of the Chair of the Student Evaluation Program in consultation his/her committee members and the Executive Board.

C. COLLEGIATE AUDITIONS

This program is for the benefit of both matriculated university and college students studying classical voice and their NATS-LA university and college voice teachers. It is intended to provide useful comments and promote a sense of community. The financial objective is to break even. Accumulated student and teacher entrance fees, minus expenses, will be distributed as monetary awards among the winners. Details and all other governing factors of the competition will be at the discretion of the Collegiate Auditions Chair in consultation with his/her committee members and the Executive Board.

Article XI. AMENDMENTS

This Constitution may be amended by a majority vote of responding chapter membership. The proposed amendments must be presented to the membership in writing on one occasion previous to the vote. The vote shall be taken by means of mail or email ballot.

Article XII. PROCEDURES

In all instances not specified in the Constitution or in the By-laws of the organization, the Robert's Rules of Order Revised, shall be the governing authority.

The revisions to the Constitution were submitted December 10, 1970, February 7, 1971, March 7, 1971, April 1, 1981, June 16, 1985, November 1987, July 14, 1991, and October 26, 2005, September 9, 2013

Walter Martin Robert Gurnee

Patrick Goeser Gwendolyn Roberts, 1987

Alberta Gysin Katharin Rundus, 1991

Margaret Dehning Janet Smith, 2005

Katherin Rundus, Janet Smith, Lois Vaccariello, 2013

NATS-LA BY-LAWS

Los Angeles Chapter National Association of Teachers of Singing, Inc.

1. In accordance with Article IX of the Constitution of the Los Angeles Chapter of the National Association of Teachers of Singing, the chapter shall hold general meetings and/or symposia a minimum of four times a year. Special meetings may be called or a general meeting omitted, at the discretion of the Executive Board.
2. The place of each general meeting shall be announced in the newsletter and/or on the website by special announcement.
3. Closed general meetings may be called at the direction of the Executive Board. Guests and affiliate members may not attend closed general meetings.
4. In order to remain an active member of the Los Angeles Chapter of the National Association of Teachers of Singing, one must be a member in good standing with the National Association and a member in good standing with the Los Angeles Chapter. All National and Chapter dues are payable through the Member's personal account at www.nats.org and shall be assessed in the following manner (see Article III in the Constitution for detailed membership information):
 - a. No member may belong to the Los Angeles Chapter without first belonging to the National Association.
 - b. Annual Chapter membership dues for a FULL MEMBER, ASSOCIATE MEMBER OR AFFILIATE MEMBER are \$50.00 per calendar year in addition to the National Association membership dues. National renewals paid after January 31 will be assessed an additional fee of \$10.00 by National.
 - c. Any Los Angeles Chapter member who does not pay dues by February 1 will be dropped from the roster and the member's name will not appear in the Chapter directory.
 - d. Any member who fails to renew their National membership by March 1 will be considered lapsed and will require reactivation. Former members are eligible to reactivate their membership instead of completing a new membership application.
 - e. Lapsed members who were active within the last calendar year must pay a \$50 reactivation fee to National, in addition to full dues for the current year in order to be reinstated as a National member.
 - f. Lapsed members who were last active two or more years ago must pay a \$20 reactivation fee to National.
 - g. Delinquent fees will not be charged by the Los Angeles Chapter, but will be required by National.
 - h. EMERITUS MEMBERS are not required to pay dues at the National or the Chapter levels.
5. The annual dues for the National Association must be paid to the National Office upon notice from that office. **Notice: In order to remain an active member of the L.A. Chapter, one must be a member in good standing of the National Association.

6. A chapter directory shall be distributed at the beginning of each new season by the Membership Chair.
7. Periodic newsletters shall be sent to each chapter member, regional chapter presidents, and to all appropriate national officers.
8. All checks issued on the funds and bank accounts of the chapter shall be signed by the Treasurer and President or Vice President. Two signatures are required on all checks.
9. Chapter expenses incurred on behalf of the chapter with the approval of the Executive Board shall be paid by the Treasurer. Expense vouchers along with receipts must be submitted to the Treasurer before reimbursement checks are issued. Vouchers must be submitted within sixty days of incurring the expense in order to be considered. Failure to properly submit vouchers and receipts within the prescribed period may result in denial of reimbursement unless good cause is shown for such failure.
10. The duties of the elected and appointed officers are outlined in Articles IV, V and VI of the Constitution.
11. The conduct of business at an Executive Board meeting may be followed in this order: a) call to order, b) reading of the minutes of the previous meeting, c) report of the treasurer, d) activity reports from other officers as appropriate e) old business, f) new business, g) announcements and adjournment. When necessary, Robert's Rules of Order (Revised) shall be consulted.
12. These By-laws are meant to function as the internal rules of the organization and may be amended by a majority vote of the Executive Board at any meeting, providing the proposed amendment has been previously published to the members.

Walter Martin, Chairman Patrick Goeser

June 16, 1985 Robert Gurnee

July 14, 1991 Alberta Gysin, Gwendolyn Roberts

October 26, 2005 Margaret Dehning, Chair Kathrin Rundus, Janet Smith

September 9, 2013 Chair Katherin Rundus, Janet Smith, Lois Vaccariello

March 5, 2018 Melodee Fernandez, Robyn Frey-Monell