

**CODE OF REGULATIONS
OF THE
AMERICAN ORFF-SCHULWERK ASSOCIATION**

ARTICLE I – MEMBERSHIP

- Section 1. Regular members shall have voting privileges, be entitled to a one-year subscription to *The Orff Echo* and *Reverberations*, and have access to the *Members Only* section of the AOSA Web site.
- Section 2. Student members shall have all rights and privileges of regular members during such time as they remain full-time students.
- Section 3. Industry members shall include organizations or individuals engaged in private business who are interested in the aims and objectives of AOSA. Industry members shall be entitled to the same rights and privileges as the institutional members. In addition, members of this category are authorized to elect one of their membership designees as a member of the National Board of Trustees.
- Section 4. Honorary members shall enjoy full privileges of regular membership. Payment of membership dues and of registration fees at conference shall be waived for honorary members.
- Section 5. Retired membership shall be extended to anyone who is age 55 or older and retired. Privileges of Retired Members shall be all of those given to regular members of AOSA. Retirement dues shall be 2/3 of the current active membership fee.
- Section 6. Dues and/or fees for each category of membership shall be established from time to time by majority vote of the National Board of Trustees.
- Section 7. Membership shall be for a fiscal year running from July 1 to June 30. Dues are payable on July 1 and shall not be prorated for any membership which runs for less than the prescribed membership year.
- Section 8. Library/Institutions shall have subscription rights only to *The Orff Echo*. Such subscription rights are subject to an annual fee to be set by the National Board of Trustees and include one to three copies of each issue of *the Orff Echo* printed in the fiscal year. No voting rights or other privileges are extended to libraries/institutions under this subscription plan.

ARTICLE II – MEETINGS

- Section 1. Meetings of the National Board of Trustees of AOSA may be called at the discretion of the President or by a majority of the National Board. There shall be a minimum of three meetings yearly.
- Section 2. AOSA shall hold at least one annual meeting during the months October through May.

CODE OF REGULATIONS (cont.)

ARTICLE III – NATIONAL BOARD OF TRUSTEES, ELECTED OFFICES AND APPOINTED POSITIONS

- Section 1. Executive Committee: President, Vice President, Recording Secretary, Treasurer
- a) The Vice President shall be elected every other year and, after a term of two years, shall succeed directly to the Presidency.
 - b) The President shall serve a term of two years.
 - c) Recording Secretary shall be elected for a term of two years and may serve no more than two consecutive terms.
 - d) The Treasurer shall be elected for a term of two years and, may serve no more than two consecutive terms.
- Section 2. Other Elected Positions: Regional Representatives and Industry Representative
- a) Two Regional Representatives from each of the regional divisions, but not from the same chapter, shall be elected by their own regional constituency for a term of three years and may not serve two consecutive terms. No more than one Regional Representative from each region is elected in any given year.
 - b) One Industry Representative shall be elected by industry members for a term of three years and may not serve two consecutive terms.
- Section 3. Appointed Positions: Executive Director, Editor of *The Orff Echo*, Member Communications Coordinator, National Conference Chair(s), National Conference Director, Education Director, Webmaster
- a) The position of Executive Director shall be filled by appointment by the President, with the approval of the National Board of Trustees for a term of up to two years. Appointment shall be made in March. This person shall have no voting privileges on the National Board of Trustees, but will serve in an ex officio capacity. The Executive Director reports to the President.
 - b) The staff positions of *The Orff Echo* Editor, Membership Communications Coordinator, National Conference Director, Education Director, and Webmaster shall be filled upon recommendation of the Executive Director, with the approval of the National Board of Trustees and appointment by the President for a term of up to two years. Appointments shall be made in March. These persons will not serve on the National Board of Trustees and will report to the Executive Director.
 - c) The National Conference Chair(s), upon approval of the National Board of Trustees, shall be appointed by the President to serve on the NBT in an ex officio capacity for a term of three years. Appointments shall be made in March. These persons shall have no voting privileges on the National Board of Trustees and will report to the President.
- Section 4. Nominations and Election Procedures
- a) At the last meeting of the fiscal year a Nominating Committee of at least three members from the National Board of Trustees shall be elected by the Board of Trustees. Neither the President nor Vice President shall serve on the Nominating Committee. The President shall appoint up to three members of the NBT to function as observers on the Leadership portion of the committee.

CODE OF REGULATIONS (cont.)

ARTICLE III – NATIONAL BOARD OF TRUSTEES, ELECTED OFFICES AND APPOINTED POSITIONS Section 4 (cont.)

- b) The Leadership Development and Nominations Committee shall receive, from any member of the Association, names of consenting nominees for all elected offices. The Leadership Development and Nominations Committee shall submit a list of qualified nominees for consideration and recommendation by the National Board of Trustees at the first meeting of the fiscal year.
- c) The Leadership Development and Nominations Committee shall present a slate of candidates approved by the National Board of Trustees to the general membership at the annual business meeting.
- d) Pursuant to the provisions of Ohio Revised Code Section 1702.20, voting may be conducted by mail. Each Association member has the privilege of voting for Vice President, Recording Secretary, Treasurer, and the appropriate Regional Representative.
- e) All candidates shall be elected by a plurality of votes cast.
- f) The election ballot shall provide space for two candidates for each elected office. The ballot contains the name of each candidate. Photos and appropriate biographical information of each candidate, shall appear on the Web site. The ballot, to be valid and true, must be returned to Executive Headquarters within thirty days of the postmark date of the initial mailing. The Executive Director shall conduct a certified tabulation of the ballots. Official election results shall appear in the following issue of *Reverberations*.
- g) In November of the last year of the Industry Representative's term of office, the President, with the approval of the National Board of Trustees, shall appoint three industry members to form a nominating committee to select at least two but no more than three candidates for the three-year term of Industry Representative to the National Board of Trustees. The ballot shall be mailed to each industry member of the association. The ballot, to be valid and true, must be returned to Executive Headquarters within thirty days of the postmark date of the initial mailing. The Executive Director shall conduct a certified tabulation of the ballots. Official election results shall appear in the following issue of *Reverberations*.
- h) All elected positions shall begin the July 1 immediately after election.
- i) All appointed positions shall begin as defined in the appointment.

Section 5. Filling Vacancies of Unexpired Terms of Office

- a) Should the office of President become vacant during the first year of the term of office, the Vice President shall assume the duties of the office, with the immediate Past President participating with the National Board of Trustees in a non-voting, advisory capacity during the remainder of the first year. Should the office of President become vacant during the second year of the term of office, the Vice President shall assume the office.
- b) Should the office of Industry Representative become vacant, the President, with the approval of the immediate past Industry nominating committee, shall appoint an Industry member to fill the remainder of the term of office.
- c) Should any other office on the National Board of Trustees become vacant, the President, with the approval of the National Board of Trustees, shall appoint an appropriate and qualified member of the Association to fill the remainder of the term of office.

ARTICLE III – NATIONAL BOARD OF TRUSTEES, ELECTED OFFICES AND APPOINTED POSITIONS (cont.)

Section 6. Voting Privileges

The President, Vice President, Recording Secretary, Treasurer, Regional Representatives, and the Industry Representative shall hold equal voting rights.

ARTICLE IV – DUTIES

Section 1. It shall be the duty of the President to preside at all National Board of Trustee Meetings and the Annual Business Meetings, and to make appointments as are authorized by the Articles of Incorporation or Code of Regulations.

Section 2. It shall be the duty of the Vice President to preside in absence of the President and to serve as Chairperson of the Advisory Board and the Regional Representative Committee.

Section 3. It shall be the duty of the Recording Secretary to record the proceedings and transactions of all meetings of the AOSA and the National Board of Trustees.

Section 4. It shall be the duty of the National Conference Chair(s) to plan, with the approval of the National Board of Trustees, the National Conference to which he/she has been appointed.

Section 5. It shall be the duty of the Treasurer to review AOSA books monthly. The Treasurer shall report at each meeting of the National Board of Trustees the financial status of AOSA and shall chair the Finance Committee with the assistance of the Executive Director.

Section 6. The Finance Committee shall submit a budget proposal for the coming fiscal year at the last Board meeting of the year.

Section 7. Regional Representatives shall represent the chapters of their own region at the National Board of Trustees meetings, provide a liaison between the National Board of Trustees and the local chapters and show leadership and guidance to those chapters, and actively participate in the affairs of the National Board of Trustees by serving on one or more national committees.

Section 8. The Editor of *The Orff Echo* shall assume responsibility for the publication of *The Orff Echo*.

Section 9. The Membership Communications Coordinator shall assume responsibility for the publication of *Reverberations* and for the editing of the AOSA Web site.

Section 10. The National Conference Director shall assume all duties related to the National Conference that are not assigned to the National Conference Chair(s).

Section 11. The Education Director shall assume duties related to Professional Development, including the Teacher Education and Apprentice Programs.

Section 12. The AOSA Webmaster shall assume duties related to the publication and maintenance of the AOSA Web site.

CODE OF REGULATIONS (cont.)

ARTICLE V – COMMITTEE APPOINTMENTS

- Section 1. The President, with the approval of the National Board of Trustees, shall appoint standing committees of the National Board of Trustees, including Conference, Finance, Financial Assistance, Leadership Development and Nominations, Personnel, Professional Development, Publicity /Public Relations, and Research by July 1, at which time these committees shall assume their duties
- Section 2. The President, with the approval of the National Board of Trustees, shall appoint members to the Editorial Board of *The Orff Echo* at the March meeting. These persons shall assume their duties April 1.
- Section 3. The President, with the approval of the National Board of Trustees, shall appoint ad hoc committees as deemed necessary.
- Section 4. The President shall be an *ex officio* member of all committees except the Leadership, Development and Nominations Committee.

ARTICLE VI – FISCAL

- Section 1. The fiscal year of AOSA shall be from July 1 to June 30.
- Section 2. The records of AOSA are open to the public.
- Section 3. No financial commitments shall be incurred without authorization by the National Board of Trustees.

ARTICLE VII – AMENDMENTS, VOTING

- Section 1. Amendments to the Code of Regulations shall be adopted upon the affirmative vote of a majority of the voting members of the National Board of Trustees at a National Board of Trustees meeting.
- Section 2. The voting members present at any meeting of voting members shall constitute a quorum for such meeting.
- Section 3. At any time at its discretion, the National Board of Trustees may submit a proposition to the membership for approval or ratification. At the election of the National Board, such a proposition may be submitted to the members by mail in accordance with the Ohio Revised Code Section 1702.20, or at the annual meeting, or at a special meeting called for that purpose. If mail ballots are used, approval or ratification shall be upon the affirmative vote of a plurality of ballots returned in accordance with the procedure established by the National Board of Trustees. If approval or ratification is sought at an annual or special meeting, such approval or ratification shall be upon the affirmative vote of a plurality of members present and voting at such meeting.

ARTICLE VIII – PARLIAMENTARY AUTHORITY

- Section 1. The rules contained in Robert's *Rules of Order, Newly Revised*, shall govern AOSA in all cases to which they are applicable and in which they are not inconsistent with the Articles of Incorporation or the Code of Regulations.

ARTICLE IX – DISSOLUTION

In the event the American Orff-Schulwerk Association should dissolve, the Orff Institute in Salzburg, the Carl Orff Foundation and the General Music Society of MENC: The National Association for Music Education shall be given equal shares.

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