

of the  
**American Orff-Schulwerk Association**

**CONSTITUTION**

FIRST: Name  
The name of the chapter shall be \_\_\_\_\_.

SECOND: Objectives  
1.) To direct a focus on the many and diversified efforts of persons and institutions manifesting interest and progress in Orff Schulwerk Music for Children and to demonstrate Orff Schulwerk's growth and vitality as well as its relevance to the finest aspects of American education.  
2.) To disseminate relevant news and ideas in regard to Schulwerk philosophies and activities.  
3.) To renew inspiration and vision for persons who are presently using Orff's educational principles.  
4.) To offer enthusiasm and impetus to persons newly embarked on Schulwerk philosophies and techniques.

THIRD: Membership  
Active membership shall be open to all interested in the objectives and the purposes of the chapter. Membership shall belong and be assigned to the following categories:

Regular (individual)	Institution (optional)	Industry (optional)
Student (full-time)	Retired	Honorary

FOURTH: Organization  
1. The chapter shall be governed by an Executive Board  
2. The Executive Board shall consist of four elected officers who are (i) President, (ii) Vice President, (iii) Recording Secretary, and (iv) Treasurer. (The chapter must have at least three (3) officers and may have more officers if desired.)  
3. The President, with the approval of the Executive Board, may appoint other positions to the board – none of whom shall have a vote on the board.  
4. The members of the chapter shall have the right to establish the term of office of the (i) President, (ii) Vice President, (iii) Recording Secretary, and (iv) Treasurer.  
5. The membership shall have the right to delete, alter, or establish offices on the Executive Board.  
6. The term of office shall be \_\_\_ year(s). Officers may (may not) serve more than two terms consecutively.

FIFTH: Meetings  
1. The meeting of the membership shall be at least three times each year.  
2. A quorum in meeting of the membership shall be ten percent (*can make this bigger if desired*) of the active membership.  
3. The Executive Board meetings shall be held at least three times a year. Special meetings may be called by the president upon request.  
4. A quorum of the Executive Board shall consist of no fewer than four board members.

SIXTH Consistency with AOSA  
1. The provisions of the Constitution and By-Laws are contingent upon their consistency with the Articles of Incorporation and Code of Regulations of the American Orff-Schulwerk Association.  
2. Revisions of and amendments to the Articles of Incorporation and Code of Regulations of the American Orff-Schulwerk Association shall be incorporated into the Constitution and By-Laws without a vote of the membership.  
3. In all instances of dispute, the Articles of Incorporation and Code of Regulations of the American Orff Schulwerk Association shall prevail.

SEVENTH Net Earnings

No part of the net earnings of the chapter shall inure to the benefit of, or be distributable to its members, trustees, officers, or other private persons, except the chapter shall be authorized and empowered to pay reasonable compensation for services rendered and to make payments and distributions in furtherance of the purpose set forth in Article SECOND hereof. No substantial part of the activities of the chapter shall be the carrying on of propaganda or otherwise attempting to influence legislation, and the chapter shall not participate in, or intervene in (including the publishing or distribution of statements) any political campaign on behalf of any candidate for public office. Notwithstanding any other provision of these articles, the chapter shall not carry on any other activities not permitted to be carried on (a) by an organization 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 an organization, 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).

EIGHTH Dissolution

Upon the dissolution of the chapter, the officers shall, after paying or making provision for payment of all the liabilities of the chapter, dispose of all of the assets of the chapter exclusively for the purposes of the chapter in such manner, or to such organization or organizations organized and operated exclusively for charitable, educational, religious, or scientific purposes as shall at the time qualify as an exempt organization or organizations under section 501 (c) (3) of the Internal Revenue Code of 1954 (or the corresponding provision of any future United States Internal Revenue Law), as the officers shall determine. Any such assets not so disposed of shall be disposed of by the Court of Common Pleas of the county in which the principal office of the chapter is then located, exclusively for such purposes or to such organization or organizations, as said Court shall determine, which are organized and operated exclusively for such purposes.

NINTH Amendments

This constitution may be amended at any regular meeting of the membership by two-thirds majority of the votes cast (or by mail ballot) provided that the amendment has been submitted in writing at the previous meeting.

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**BY-LAWS**

Article I - Membership

- Section 1. Regular members shall have voting privileges, receive a copy of the annual membership directory and newsletters, and be entitled to member rates at chapter workshops. *(Chapter may also require that all regular members be members of the national association. However, for the chapter to maintain its status as a chartered chapter of AOSA, it must maintain a minimum of 8 national members.)*
- Section 2. Student members shall have all rights and privileges of regular members during such time as they remain full-time students.
- Section 3. Honorary members shall enjoy full privileges of regular membership. Payment of membership dues and registration fees at workshops shall be waived for honorary members.
- Section 4. Retired membership shall be extended to anyone who is age 55 or older and retired. Privileges of Retired members shall be all those given to regular members. Retirement dues shall be 2/3 of the current regular membership dues.
- Section 5. Other membership categories may be established by the Executive Board.
- Section 6. Dues and fees for each category of membership shall be established from time to time by majority vote of the Executive Board.
- Section 7. Dues are payable on July 1 and shall not be prorated for any membership which runs for less than the prescribed membership year.

ARTICLE II - Elected Offices

- Section 1. The President, Vice President, Recording Secretary, and Treasurer shall be elected every (every other year) for a term of \_\_\_ year(s). *(If the chapter decides to have two-year terms of office, then it is suggested that for continuity the President and Vice President be elected in one year and the Treasurer and Recording Secretary be elected in alternate years in order to give consistency on the Executive Board. However, the chapter may choose to have all offices elected at the same time every two years.)*
- Section 2. The officers shall not serve more that two (2) consecutive terms in the same office.
- Section 3. Nominations and Election Procedures  
In the fall of an election year, the president shall appoint a Nominating Committee of at least three members of the membership (not on the Executive Board). The Nominating Committee shall bring to the membership a ballot to be voted on by February 28.
- Section 4. Filling Vacancies of Unexpired terms of Office  
a.) Should the office of the President become vacant during the term, the Vice President shall assume the office.  
b.) Should any other office on the Executive Board become vacant, the President with the approval of the Executive Board, shall appoint an appropriate and qualified member of the chapter to fill the remainder of the term of office.

### ARTICLE III - DUTIES

- Section 1. It shall be the duty of the Executive Board to exercise general supervision and to transact routine business.
- Section 2. It shall be the duty of the President to preside at meetings and to make such appointments with the approval of the executive committee. The President will receive a copy of all bank statements monthly and review them.
- Section 3. It shall be the duty of the Vice President to assist the president and to preside at meeting in his/her absence. The Vice President will develop the workshop schedule with the approval of the executive committee.
- Section 3. It shall be the duty of the Secretary to record the proceedings and transaction of all meetings and keep them in a permanent file. The Secretary shall take care of other necessary correspondence as directed by the President.
- Section 4. It shall be the duty of the Treasurer to act as custodian of all funds of the chapter and to keep a true and accurate account of all monies received and disbursed. He/she shall report at each meeting of the Executive Board the financial status of the chapter. He/she shall issue payment for bills after they have been presented and authorized by the Executive Board.

(Other offices and duties may be added)

### ARTICLE IV – Amendments to By-Laws

- Section 1. Amendments to the By-Laws may be made by the affirmative vote of the Executive Committee.

### ARTICLE V – Parliamentary Authority

- Section 1. The rules contained in Robert's Rules of Order, revised, shall govern this chapter in all cases to which they are applicable and in which they are not inconsistent with these By-Laws or the AOSA Articles of Incorporation and Code of Regulations.