

# **Bylaws of the Oklahoma Chapter of NATS**

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Bylaws revision committee: Kelly Holst (chair), Melody Baggech, Jeremy Blackwood, Tony Gonzalez, Louima Lilite

## **Article I - Organizational Structure**

As chartered by the Board of Directors of the National Association of Teachers of Singing, and subject to its by-laws, the name of this organization is The Oklahoma Chapter of the National Association of Teachers of Singing, Inc.(NATS). The Oklahoma Chapter of NATS is part of the Texoma Region of the National Association of Teachers of Singing, Inc.

## **Article II - Purpose and Code of Ethics**

The Oklahoma Chapter of NATS adopts fully the mission of the National Association, by encouraging the highest standards of the vocal art and of ethical principles in the teaching of singing; and promoting vocal education and research at all levels, both for the enrichment of the general public and for the professional advancement of those pursuing a career in singing.

The Oklahoma Chapter of NATS, as an organization, subscribes without reservation to the Code of Ethics, adherence to which is one of the conditions of individual membership in the nation organization.

## **Article III - Membership**

All teachers of singing who have been accepted by the National Association into full, associate, affiliate, student or emeritus membership in good standing, and who reside or teach in the state of Oklahoma are immediately eligible for membership in the chapter. Affiliate and student members are not eligible to vote or hold office at any level, nor enter themselves or students in competitions. No eligible member shall be refused membership in the Oklahoma Chapter; however, eligibility does not create obligation on the part of the individual. Chapter membership will be terminated when a member resigns, or is dropped from membership in the national organization (see also Article VII).

## **Article IV - Officers**

Chapter officers shall consist of a President, Vice President for Workshops, two Vice Presidents for Auditions (one for Classical and one for Musical Theatre Auditions)\*, Secretary, Treasurer, Webmaster \* and Past-President Ex-Officio. This slate of eight officers shall form the Governing Board of the Oklahoma Chapter of NATS. With the exception of Vice President for Workshops, Treasurer and Webmaster, no officer shall serve in the same office consecutively for more than two two-year terms. In addition to chapter officers, the Oklahoma District of NATS shall have a District Governor\* appointed as such by the Texoma Region Governor.

\*Appointed office.

#### Duties and Obligations of Office:

- The President is elected by a vote of the members and shall preside at all meetings of the Chapter, including e-meetings, present such matters as may properly come before the Governing Board, set the agenda for meetings, and oversee all the Chapter activities. The President shall be responsible for reporting to the District and Region Governors, hold a position on the Texoma Board of Control, and is responsible for selection of Ad Hoc Committee Chairs. The President shall assist the Vice-Presidents of Auditions with the annual student auditions, including securing proper liability insurance from the national organization.
- The Ex-Officio President shall assist the President in his/her duties, preside at meetings when the President is absent, serve as nomination chair, and oversee the election process. In the event that the Ex-Officio President is running for office, he/she shall appoint a nomination chair to serve in his/her place.
- The Secretary is elected by a vote of the members and shall keep accurate minutes of all meetings (including e-meetings) and conduct necessary correspondence. The Secretary shall be responsible only for the distribution of material related to workshops and student auditions, not for creating it. The Secretary shall ensure that meeting minutes and chapter updates are submitted to the Webmaster. The Secretary shall have the current list of members to whom correspondence shall be sent, and will preside at meetings when the President and Past President are absent.
- The Treasurer is elected by a vote of the members and shall keep an accurate account of all finances of the Chapter, receive ACH transfers from the national organization, send statements of unpaid dues to members, notify delinquent members that they have been dropped from membership, and pay all approved bills of the Chapter. A written statement of the Chapter's finances shall be presented to chapter members once a year at the annual business meeting. A written statement of the Chapter's finances shall also be presented once a year at the meeting of the Governing Board. The Treasurer is responsible for submitting the chapter's financial statement to the national organization, online, by the deadline specified each fiscal year. The Treasurer shall serve as Registrar for any Chapter Student Auditions. As Registrar, the Treasurer shall collect all registrations submitted by members and shall receive due payments for such registrations. Once registration is completed all information pertaining to the Student Auditions shall be provided to the Auditions Chair. The Treasurer will preside at meetings when the President, Past President, and Secretary are absent.
- The Vice-President for Workshops is elected by a vote of the members and shall be responsible for workshops (including contracting clinician, transportation, accommodations, arrangements, and publicity) as well as presenting the proposed budget for each workshop to the Governing Board, who then votes to approve the expenditures. The Vice-President for Workshops will serve as chair for the annual Winner's Recital.
- The Vice-Presidents for Auditions are appointed by the President and shall be responsible for the Chapter's student auditions, including all aspects of the auditions which may be delegated in whatever manner the officers see fit (including, but not limited to, audition announcements, scheduling, monitors, name tags, judging forms, winners certificates, and office personnel for tabulations of scores). The Vice Presidents for Auditions are charged to select, in advance, chapter members to assist in the tabulation room, as needed. Interpretation of all questions, rules, policies and procedures of the Student Auditions will be considered by the President, Vice-Presidents for Auditions and Past-President who will have final authority. When the VP of Auditions is appointed for the new term, he/she will shadow the current VP for the Spring Auditions prior to his/her term.

- The Webmaster is appointed by the President and shall be responsible for the chapter's online presence via the chapter website and social media. The Webmaster is responsible for the layout and design of the chapter website and for updating the website in a timely fashion.
- The District Governor shall serve a term of two years and may succeed himself or herself only once. The District Governor shall be responsible for the recruitment of new members and the communication of regional affairs, events and proceedings to the District members, to the Regional Governor and to the National Office, when required. The District Governor will sit on the Texoma Board of Control and the Texoma Governor's Council. The Oklahoma District Governor will serve as chair for events at the Texoma Regional Conference as appointed by the Region Governor.

Official duties of the District Governor and Chapter President, as outlined by the national organization, are found here:

[https://www.nats.org/chapter/Library/Chapter\\_President\\_s\\_District\\_Governor/Manual\\_for\\_Regional\\_District\\_and\\_Chapter\\_Officers\\_updated\\_June\\_2017\\_FINAL-8-8-2017.pdf](https://www.nats.org/chapter/Library/Chapter_President_s_District_Governor/Manual_for_Regional_District_and_Chapter_Officers_updated_June_2017_FINAL-8-8-2017.pdf)

Any officer, whether elected or appointed, shall cease to hold office upon termination of 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. One chapter business meeting is to be held in conjunction with the Spring Student Auditions. The time and location to be determined by the Chapter President and Conference Site Host. One meeting of the Governing Board will be held annually. The chapter membership shall be informed of the Governing Board meeting time and location, and be provided with an agenda at least 21 days in advance of any scheduled meeting. Chapter members may attend the meeting of the Governing Board with one-week advance notice given to the chapter President. Announcements of chapter meetings and conferences, with proposed agenda and program, shall be emailed to the members in good standing at least 30 days prior to the meeting.

## **Article VI - Election and Quorum**

At the Spring business meeting and Student Auditions of the chapter, in even-numbered years, elections shall be held. The nominating chair shall provide a slate of nominees for the offices, named above. The meeting at which an election is to take place shall be announced as such to all members of the chapter, at least 30 days in advance of the meeting date (see Article V), and the slate of nominees will be given in writing at least 21 days in advance. Officers, elected from the slate of nominees or from the floor, shall take office at the conclusion of the student auditions, serving for two years. Any elected officer may succeed himself or herself only once.

A quorum shall consist of not less than 30 percent of the District's voting membership in good standing. A quorum shall be necessary for the conducting of business at the general meeting. A quorum of 75 percent of the Governing Board shall be necessary at meetings of the Governing Board. At any general business meeting, each eligible member in good standing shall be entitled to vote in person or by written proxy upon any motion or question properly brought before the membership.

## **Article VII - Dues and Assessments**

The annual Chapter dues are \$20.00 and are payable with the National dues. New members shall be assessed the full amount of the dues at the time they join the local chapter.

## **Article VII - Program and Procedures**

The program of the Chapter properly may include social, promotional, professional and educational activities at the discretion of its officers and members, so long as such activities are consistent with the purposes and code of ethics, as stated in Article II.

## **Article IX - District Student Auditions**

The Oklahoma District Student Auditions shall be conducted each year at the Oklahoma District Conference, in accordance with NATS National Student Auditions Regulations:

[https://www.nats.org/Library/NSA\\_Files/NATS\\_Regulations\\_3\\_0\\_2017\\_Jul\\_21.pdf](https://www.nats.org/Library/NSA_Files/NATS_Regulations_3_0_2017_Jul_21.pdf)

Rules and procedures for the Oklahoma District Student Auditions may only be amended or changed as allowed by the national regulations. Changes must be approved by a majority vote of the membership present at the Chapter Business Meeting. Chapter-specific District Student Auditions procedures and regulations are found on the Oklahoma Chapter of NATS website.

The Vice Presidents for Auditions may, in consultation with the President, adjust category time limits and repertoire requirements as allowed by national guidelines without a vote of the membership.

## **Article X - Amendment**

With the exception of Articles I, II & III, which may not be amended or revoked, the Oklahoma Chapter of NATS Bylaws may be repealed or amended, or new bylaws adopted, by two-thirds of the chapter membership voting in person, by written proxy, or by electronic mail. A quorum, as stated in Section VI is required. Notification of contemplated changes or amendments to the bylaws must be submitted to the membership in writing at least 15 days prior to the vote.

## **Article XI - Parliamentary Authority**

Robert's Rules of Order, Revised, shall be used as a standard.

## **NATS Code of Ethics**

This Code of Ethics is established by the National Association of Teachers of Singing to the end that its members may understand more clearly their duties and obligations, exemplifying them to other teachers, to their students, and to the public, in order that vocal art may be advanced, that the dignity and honor of the profession may be upheld, its standards maintained and its usefulness extended. Adherence to this Code will promote cooperation, understanding, and good fellowship among its members. It is the duty of all teachers, and is especially incumbent upon members of this Association, to be governed by the principles underlying this Code.

We, as Members, believe that:

1. It is unprofessional and unethical for teachers to make any false claims regarding themselves or their pupils.

2. It is unethical and unprofessional for teachers, by misleading statements or false promises, to induce a student to study singing in the hope of a career, in the student's talent does not warrant it. If, not "in"
3. It is unethical to advertise in a manner that may deceive or mislead prospective students by promises of professional appearances or guarantees of favorable contacts.
4. While it is admissible that free tuition may be given by teachers, the advertising of free scholarships and free tuition constitutes unfair competition with teachers who do not endeavor to increase a class by such methods.
5. Teachers may accept any student for the purpose of cultural development of the singing or speaking voice, and may encourage study for those who need or desire breath control, poise, diction and projection of the voice.
6. To insure impartial diagnosis and honest opinion in voice trials, the student shall be requested not to disclose names of present and former teachers until after the audition.
7. It is unethical to criticize adversely the work of fellow teachers, unless such statements can be substantiated with proof.
8. It is unethical, either by inducements, innuendos, insinuations, or other acts, to proselytize pupils of other teachers.
9. It is unethical to exploit as one's own the results of another teacher's instruction or to allow one's pupil to do so. Further, it is unethical to claim as a pupil one having studied less than eight consecutive months with the teacher making the claim, except where there has been no previous voice training.
10. It is unethical for a member to make a contract with a pupil demanding more than the actual price of lessons, with or without interest as mutually agreed upon. No contract shall be made on the basis of a percentage of the student's future potential earnings, nor shall teachers accept any fee for aid in securing and engagement for a pupil.
11. For mutual benefit, and at the discretion of members, names of pupils who have left a member and failed to meet their instruction fees shall be reported to the Association which shall maintain a list available for consultation by members. If a member learns from any other source that an applicant for lessons has not fulfilled a financial obligation to another member, it is unethical to accept the pupil until these obligations have been satisfactorily adjusted.
12. It is unethical for teachers to offer less than the best instruction of which they are capable to students under their tutelage. The moral and financial obligation of teachers is to give students the instruction, the attention and the full amount of time agreed upon.

