

Revised 09/27/2022

THE CENTRAL OHIO FLUTE ASSOCIATION

ARTICLE I – NAME

The name of this organization is The Central Ohio Flute Association (hereafter referred to as COFA).

ARTICLE II – OBJECTIVE

This association is formed to advance the interests of The Ohio State University and the Central Ohio flute community and form a closer fellowship within the flute community and The Ohio State University School of Music.

ARTICLE III – MEMBERSHIP

Section 1: All graduates of The Ohio State University School of Music and all other persons who have been in attendance at the University are eligible for membership. Voting membership is to be limited to currently enrolled Ohio State students involved in music classes, or School of Music alumni in attendance at meetings.

Section 2: Other persons than those defined above, who by their interest in the university, may be entitled to honorary membership upon approval of the Executive Board of COFA. Faculty and alumni flute players and local flute enthusiasts are welcome and encouraged to become non-voting, honorary members.

Section 3: An advisory board composed of honorary members that are well respected in the local music community may be instituted to advise the associate members.

ARTICLE IV – OFFICERS

The officers of this association shall include President, Vice President, Secretary, and Treasurer, all of whom must hold membership in COFA. Associate members are eligible to hold office and serve as committee members. The duties of the officers shall be such as are generally exercised by such officers and as may be assigned to them respectively by the Executive Board from time to time.

ARTICLE V – DUTIES OF OFFICERS

Section 1 President: The president shall preside at all meetings of the association, shall be chairman of the Executive Board, and an ex-officio member of all committees. The president shall appoint committee heads as well as write a letter for the COFA Newsletter with the studio Teaching Assistant(s). The president, with the assistance of officers of the Executive Board and committee heads, shall coordinate the logistical aspects of the COFA Festival.

Section 2 Vice President: In the absence or disability of the president, or at the president's request, the vice president shall perform the duties of the president. If the office of president becomes vacant, the vice president shall become president for the unexpired term. The vice president shall also assist the current president and Teaching Assistant(s) with newsletters, and assume the responsibility for processing membership applications and maintaining membership information.

Section 3 Secretary: The secretary is responsible for all association correspondence. The secretary shall have the custody of the minutes, reports, and past records of COFA. They shall record all changes, notifying immediately the president of COFA of any additions or corrections to minutes and records. The secretary shall send out all notices of meetings and shall keep reports of all meetings and activities of COFA. They shall assist the president and shall be an ex-officio member of all committees.

Section 4 Treasurer: The treasurer shall supervise all receipts and expenditures and shall be in charge of handling financial arrangements for the meetings. They shall collect and disburse them subject to the approval of the Executive Board.

ARTICLE VI – EXECUTIVE BOARD

Section 1: Executive Board, all of whom must be members of COFA, shall consist of:

- a. The above-named officers.
- b. Professor of Flute at the Ohio State University, who by default is also the Advisor.
- c. The Teaching Assistant of the Flute Studio at The Ohio State University, if they are not already serving as an officer.

Section 2: The Executive Board shall have full power to fill all vacancies.

Section 3: A meeting of the Executive Board must be called by the President of the Association at least three days prior to the scheduled meeting. All members should confirm their ability to attend before the meeting is scheduled.

Section 4: The Executive Board shall hold at least three meetings a year, one before each quarterly meeting of the association to draw plans, and the other at the direction of the president.

ARTICLE VII – MEETINGS

Section 1: The president, with the approval of the Executive Board, shall call the quarterly meetings of the association. At least three meetings must be held each year.

Section 2: There shall be such other meetings each academic quarter as the president, with the approval of the Executive Board, deem desirable.

Section 3: The president of the association must call a meeting upon the approval of the Executive Board.

Section 4: Where this constitution fails to provide authority for procedure, Robert's Rules of Order shall be used.

ARTICLE VIII – COMMITTEES

Section 1: The president of the association shall appoint the following standing committees with the approval of the Executive Board:

- a. Competition: It shall be the function of this committee to organize the COFA competitions, including posting audition requirements, collecting audition recordings, scheduling the competition order, contacting and communicating with judges, and announcing the winners of the competition. Refer to the COFA handbook for more details on the responsibilities of the committee head.
- b. Exhibit Hall: It shall be the duty of this committee to communicate with exhibitors, equipment rental, and the Ohio State University School of Music office to prepare the exhibit hall for the COFA Festival.
- c. Publicity: This committee shall work closely with the Executive Board and the publicity staff person of the School of Music and shall endeavor to obtain adequate publicity for the University. This committee will also organize any necessary publicity outside of the university.
- d. Hospitality: This committee shall arrange the courtesy services for the COFA Festival.
- e. Website: This committee shall maintain the COFA website and update the website when needed. This committee should work in close contact with the publicity committee and the advisor.

Section 2: The President of COFA, with the approval of the Executive Board, shall appoint such additional committees as in their judgment the interests of the association may require and may prescribe the duties of such committees.

ARTICLE IX – ELECTIONS

The officers shall be elected each year at the annual meeting and shall hold office until their successors have been elected and qualified. All elected officers will serve a one-year term, with the possibility of renewal.

ARTICLE X—OFFICER/MEMBER REMOVAL/RESIGNATION

Section 1: If an officer decides that they are no longer able to fulfill their position on the Executive Board, they should approach the Executive Board about arranging a new election of the office. The officer must also submit a letter of resignation, describing the reasons for the resignation.

Section 2: If an officer is no longer fulfilling the duties of the office, the Executive Board must meet and arrange for an impeachment vote. This vote shall be made by a quorum of members (2/3 of the total membership) of the association, and an election for a new officer must be arranged. An impeached officer may still be a member of the association.

Section 3: If a member decides that they are no longer able or interested in the duties of membership, they should approach the Executive Board about resigning and will be required to submit a letter of resignation.

Section 4: If a member is no longer fulfilling the duties of membership, the Executive Board must meet to discuss the member's potential removal from the association. The issue will be brought to the association members, and the vote shall be made by a quorum of members (2/3 of the total membership). A removed member may still attend public association events.

ARTICLE XI – AMENDMENTS

This constitution may be amended by a majority vote of all members present at any duly called meeting of the members of the association. No amendments shall take effect until duly approved by the Executive Board of COFA.

ARTICLE XII—NON-DISCRIMINATION STATEMENT

This organization does not discriminate on the basis of age, ancestry, color, disability, gender identity or expression, genetic information, HIV/AIDS status, military status, national origin, race, religion, sex, sexual orientation, protected veteran status, or any other bases under the law, in its activities, programs, admission, and employment.

ARTICLE XIII – ADOPTION

This constitution shall be officially adopted upon its approval by a majority vote of the members of the association in attendance at any regular or special meeting of the association.