



**American String Teachers Association at The Ohio State University**  
**Constitution and By-Laws**  
*Ratified 11/30/2023*

# CONSTITUTION

We, students at The Ohio State University are interested in string and orchestra playing and teaching. To form a more efficient and energetic student organization for the promotion of string and orchestra playing and teaching in Ohio and provide a means of organizing activities for the students and the community, we establish this constitution.

## **ARTICLE I: Name, Purpose, and Non-Discrimination Policy**

### Section I: Name and Affiliation

The name of this organization shall be American String Teachers Association at The Ohio State University, hereafter referred to as “ASTA at Ohio State” or “the chapter.”

This organization shall be affiliated with the American String Teachers Association (ASTA) as a Student Chapter.

### Section II: Purpose

The purpose of this organization shall be:

- To promote a greater interest and participation in string and orchestra playing at the elementary, middle, high school, and collegiate levels.
- To promote the highest standards in string and orchestra playing, teaching and string and orchestra teacher education
- To provide additional opportunities for community involvement and professional development in string and orchestra playing.
- To serve as a coordinating agency for the activities and interests of this group.

### Section III: Non-Discrimination and Sexual Misconduct Policies

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, and admission.

As a student organization at The Ohio State University, ASTA at Ohio State expects its members to conduct themselves in a manner that maintains an environment free from sexual misconduct. All members are responsible for adhering to University Policy 1.15, which can be found here:  
<https://hr.osu.edu/public/documents/policy/policy115.pdf>.

If you or someone you know has been sexually harassed or assaulted, you may find the appropriate resources at <http://titleIX.osu.edu> or by contacting the Ohio State Title IX Coordinator at [titleIX@osu.edu](mailto:titleIX@osu.edu).

## **ARTICLE II: Governing Documents**

This Association shall be governed by the articles and bylaws of this constitution and the constitution of the national American String Teachers Association where applicable. The national constitution shall be the final authority if this constitution is deemed in conflict.

### **ARTICLE III: Membership**

#### Section I: General Members

Membership in ASTA at Ohio State shall be open to all students interested in string and orchestra playing and teaching at or below the graduate level, who are members in good standing of the American String Teachers Association and have paid any local dues stated in the bylaws.

#### Section II: Associate Members

Faculty, staff, alumni, and professionals who meet all other membership requirements are encouraged to join as non-voting associate members.

#### Section IV: Privileges of Members

Members of ASTA at Ohio State shall enjoy all benefits provided to them through ASTA national, as well as access to chapter resources including video recordings of past meetings, and access to any online or physical resources the chapter may maintain for use by its members. Members are also eligible to benefit from chapter financial resources including but not limited to transportation, conference registration fees, and lodging for chapter sponsored trips. Non-members or associate members are ineligible to receive these benefits. Alumni or lapsed members may retain access to digital resources at the discretion of the Executive Board.

#### Section V: Methods for Removing Members

If a member engages in behavior that is detrimental to advancing the purpose of this organization, violates the organization's constitution or by-laws, or violates the Code of Student Conduct, university policy, or federal, state or local law, the member may be removed through a majority vote of the Executive Board in consultation with the Chapter Advisor. Removal votes shall occur at a special meeting of the Executive Board where the member in question will be provided an opportunity to make a case in their defense. Removal meetings can be held publicly or privately at the discretion of the member in question.

In the event that the reason for member removal is protected by the Family Educational Rights and Privacy Act (FERPA) or cannot otherwise be shared with members (e.g. while an investigation is pending), the executive board, in consultation with the Chapter Advisor, may vote to temporarily suspend a member or executive officer.

### **ARTICLE IV: Organization Leadership**

#### Section I: Officers

The officers of this chapter shall be:

- Chapter President
- Chapter Vice-President
- Treasurer
- Secretary

## Section II: General Duties of Officers

The Chapter President shall preside at general membership and Executive Board meetings, create, and appoint members of all committees, temporary and standing, work with the Chapter Advisor and other officers in planning activities of the chapter, supervise and coordinate all activities of the chapter, ensure the organization meets all university and ASTA registration requirements, coordinate and oversee elections, and provide vision and direction for the organization.

The Chapter Vice-President shall be available to assist the Chapter President in their duties, officiate in the place of the Chapter President in the event of absence, and serve as co-chair of all committees.

The Treasurer shall keep an accurate record of all money received or paid out, collect dues when required, manage chapter bank accounts and other financial resources, organize fundraisers, apply for funding from the university and other sources, follow all training requirements set by the university, and handle all other financial matters.

The Secretary shall keep an accurate record of the proceedings of all Executive Board and general membership meetings, arrange those records for permanent, efficient reference, be responsible for all correspondence of the chapter and Executive Board, be responsible for advertising of events, manage social media accounts, maintain a list of current members, serve as parliamentarian, and maintain any collections of physical and digital resources available to members.

Additional duties may be prescribed by the bylaws and may be reassigned to committees or other officers at the discretion of the Chapter President and officer overseeing the duty in question.

## Section III: Officer Term Lengths/Limitations

All officers shall serve for a period of one year, elected in December. Terms shall begin January 1st and end December 31<sup>st</sup>.

## **ARTICLE V: Chapter Advisor**

The Chapter Advisor must be a member of the university faculty or administrative and professional staff with a strong preference for School of Music faculty who are ASTA members in good standing. The Chapter Advisor shall be selected by the Executive Board. The Chapter Advisor shall provide guidance and support for the officers and general members of the chapter and follow all training requirements set by the university.

## **ARTICLE VI: Electing, Appointing, and Removing Officers**

### Section I: Elections and Eligibility

Any general member in good standing is eligible to run for office. Specifics of election procedures shall be outlined in the bylaws.

### Section II: Vacancies

In the event of a vacancy in any office, except President, the Executive Board shall appoint a successor to fill the remainder of the term. In the event of a vacancy in the office of President, a general election shall be held. The Vice-President shall serve as President pro tem until such election may be held.

### Section III: Removal of Officers

Any elected officer of the chapter may be removed from their position for cause. Cause for removal includes but is not limited to: violation of the constitution or Bylaws, failure to perform duties, or any behavior that is detrimental to advancing the purpose of this organization, including violations of the Student Code of Conduct, university policy, or federal, state, or local laws.

A petition must be presented and signed by at least one-fifth of the membership for removal proceedings to be placed on the agenda of a meeting. Removal of an officer may take place at any general meeting for which at least two weeks' written notice has been given to all members. The officer in question shall be allowed to make a case in their defense if they choose. Removal requires a vote of at least 2/3 of current members and is effective immediately.

In the event an officer is removed from their position, they still remain a general member and may be removed from the organization based on the methods for member removal outlined in Article III: Section V.

### **ARTICLE VII: The Executive Board**

The Executive Board shall be comprised of all officers of the chapter, the Chapter Advisor, and the chairs of any committees. The Chapter President shall serve as chair of the Executive Board. The Executive Board shall meet regularly to coordinate and plan chapter events, activities, and discuss other matters relevant to successfully fulfilling the purpose of the organization in addition to any other duties described in the constitution or Bylaws.

### **ARTICLE VIII: Meetings and Events**

ASTA at Ohio State shall meet at least once per semester in the autumn and spring. Meetings shall be called by the President of the Executive Board.

### **ARTICLE IX: Amendments**

Amendments to this constitution may be proposed by any member and are to be supported by a petition of one-fifth of the membership. Following at least a two-week publicity period, amendments may be adopted by a two-thirds majority of the entire voting membership.

### **ARTICLE X: Method of Dissolution of Organization**

Dissolution of the organization may be proposed by any member and must be supported by a petition signed by one-third of the chapter membership to be brought to a vote. Dissolution shall require a three-quarters majority vote of the entire voting membership. Upon the official dissolution of the organization, the President will contact Student Activities staff to remove the organization from the Student Activities website. The sitting Treasurer will be responsible for processing all debts and assets. Unpaid debts will require the organization to complete sufficient fundraising prior to the dissolution of the organization. Any financial assets shall be donated to the national American String Teachers Association.

### **ARTICLE XI: Ratification**

This constitution shall go into effect when ratified by a two-thirds majority of the voting chapter membership.

# BYLAWS

## **ARTICLE I: Name**

The name of this organization shall be American String Teachers Association at The Ohio State University, hereafter referred to as “ASTA at Ohio State” or “the chapter.”

This organization shall be affiliated with the American String Teachers Association (ASTA) as a Student Chapter.

## **ARTICLE VIII: Parliamentary Authority:**

The rules contained in Robert’s Rules of Order shall govern the organization in all cases to which they are applicable, and in which they are not inconsistent with the Bylaws of this organization.

## **ARTICLE II: Purpose**

The purpose of this organization shall be set forth in the constitution.

## **ARTICLE III: Membership**

Membership shall be set forth in the constitution.

## **ARTICLE IV: Officers**

Officers and their basic responsibilities shall be set forth in the constitution.

## **ARTICLE V: Meetings**

Meetings shall be of two types—regular and special. Regular meetings shall be arranged as stated in the constitution. These meetings shall be held at least once a semester during the autumn and spring. Special meetings may be called by any member of the Executive Board or by petition of one-fifth of the general membership. Special meetings include officer elections, officer/member removals, votes to amend the constitution or bylaws, or other events outside of the normal scope of chapter meetings. One-third of the general membership shall constitute a quorum.

## **ARTICLE VI: Executive Board**

### Section 1: Financial Powers

All expenditures of money shall be approved by both the Chapter President and Treasurer.

## **ARTICLE VII: Election Procedures**

### Section 1: Nomination Processes

At least two weeks prior to the date of the election, voting members shall be given the opportunity to nominate other members for each officer position. Members may nominate themselves for a position. A member can be on the ballot for as many positions as they are nominated for and may choose which positions to run for.

### Section 2: Processes of Voting

Voting for the election or removal of officers or amendments to the constitution should be offered in person and through anonymous online survey, or other method of absentee voting. Voting members may only vote once on any given issue or position. The specific manners of voting procedures are at the discretion of the Chapter President.

Votes on changes to the constitution or bylaws should be preceded by a public reading of the proposed alterations. The text of proposed alterations should also be distributed to voters at a reasonable time prior to voting.

### Section 3: Election Results

For officer elections, any candidate receiving a plurality of the vote shall be considered duly elected. In the event one candidate receives the plurality of votes for multiple positions the candidate shall select which position they will accept, and the other position will go to the candidate with the next highest number of votes. In the event of a tie, the candidates who received the highest number of votes will move to a run-off election. In the event of a tie between two candidates the current Chapter President shall resolve the tie by drawing lots in the presence of both candidates.

### Section 4: Disputed Election Results

Any disputed election results shall be handled by the Chapter Advisor.

## **ARTICLE VII: Committees**

The committees of this chapter shall be of two types, standing and temporary. It shall be the duty of the President to appoint such committees as necessary to carry out the activities of the chapter. The President shall also appoint the committee chairs. The Vice-President shall serve as co-chair of all committees.

## **ARTICLE IX: Amendments**

Any member at any regular or special business meeting may propose amendments to these bylaws. Amendments may be adopted by a two-thirds vote of a quorum at such meetings.