



**Prairie Winds Orff Chapter #68**

of the

**American Orff-Schulwerk Association**

**Constitution**

FIRST: Name

Organized February 1984

The name of the organization shall be the Prairie Winds Orff Chapter of the American Orff-Schulwerk Association.

SECOND: National Affiliation

This association is an affiliate of the American Orff-Schulwerk Association, and abides by the Constitution and Bylaws of that Body.

Section 1.

The provisions of the Constitution and Bylaws are contingent upon their consistency with the Articles of Incorporation and Code of Regulations of the American Orff Schulwerk Association.

Section 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.

Section 3.

In all instances of dispute, the Articles of Incorporation and Code of Regulations of the American Orff Schulwerk Association shall prevail.

THIRD: Aims and Objectives

Section 1:

The Aims and Objectives of the Association shall be:

- A. 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.
- B. To disseminate relevant news and ideas in regard to Schulwerk philosophies and activities.
- C. To renew inspiration and vision for persons who are presently using Orff's educational principles.
- D. To offer enthusiasm and impetus to persons newly embarked on Schulwerk philosophies and techniques.
- E. To spread the Orff Philosophy to all areas of North Dakota.

FOURTH: Membership

Membership shall be open to all AOSA members who are interested in the Aims and Objectives of this Association.

Section 1.

Regular members shall refer to those people who have paid full AOSA membership fees and thereby have voting privileges. Regular members are qualified to hold office and receive reduction of fees for workshops, where applicable.

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. Other membership categories may be established by the Executive Board.

Section 5. Dues and fees for each category of membership shall be established from time to time by majority vote of the Executive Board.

FIFTH: Organization

Section 1.

The Executive board shall be the governing body of the Prairie Winds Orff Chapter. Each board member shall hold current membership in the American Orff Schulwerk Association and in this chapter.

- A. The Executive board shall consist of the following officers
  - a. President - The President shall serve a term of two years and succeed directly to the Past President.
  - b. President Elect - The President Elect shall be elected every other year and, after a term of two years, shall succeed directly to the President.
  - c. Program Chair - The Program Chair shall serve a term of one year.
  - d. Assistant Program Chair - The Assistant Program Chair shall be elected every year and, after a one year term, shall succeed directly to the Program Chair.
  - e. Secretary - The Secretary shall be elected every other year and shall serve a term of two years.
  - f. Treasurer - The Treasurer shall be elected every other year and shall serve a term of two years.
  - g. Past President - The Past President shall serve a term of two years.
  
- B. The Following officers shall be elected:
  - a. Even numbered years
    - i. President Elect
    - ii. Treasurer
    - iii. Assistant Program Chair
  - b. Odd numbered years
    - i. Secretary
    - ii. Assistant Program Chair
  
- C. The President, with the approval of the Executive Board, may appoint or eliminate Member at Large positions to assist the board as needed. As a non-member elected position, a Member at Large will not have voting rights on the Executive Board.

SIXTH: Expenditures

Section 1.

The Executive Board will abide by the approved Prairie Winds Orff Chapter Financial Policies. The Executive Board will review these policies annually. If changes are necessary, membership must approve by a simple majority vote.

SEVENTH: Net Earning

Section 1.

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 THIRD 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

Section 1.

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: Changes to the Constitution

Section 1.

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

## **Bylaws**

### Article I-Meetings

#### Section 1.

The Prairie Winds Orff Chapter, American Orff Schulwerk association shall hold a minimum of four meetings/workshops during each year.

#### Section 2.

The Executive Board of Prairie Winds Orff Chapter shall meet as deemed necessary by the president or a majority of the board itself.

#### Section 3.

A quorum in meeting of the membership shall be twenty percent of the active membership.

#### Section 4.

The Executive Board meetings shall be held at least three times a year. Special meetings may be called by the president upon request.

#### Section 5.

A quorum of the Executive Board shall consist of no fewer than four board members.

### Article II-Election of officers

#### Section 1.

Before the last meeting of each year, the Executive Board shall prepare a slate of officers for designated offices to be filled.

#### Section 2.

At the last chapter meeting of the year, nominations from the floor shall also be accepted and entered onto the ballot.

#### Section 3.

Following the last chapter meeting of the year, a virtual/electronic election will be sent to all Prairie Winds Orff chapter members. All voting will take place in a two week window.

#### Section 4.

Those receiving a simple majority shall fill the designated offices. In case of a tie, a re-vote shall take place until a simple majority is reached.

#### Section 5. Filling Vacancies of Unexpired terms of Office

- a. Should the office of the President become vacant during the term, the President Elect shall assume the office.

- b. Should the office of President Elect become vacant during the term, a special election shall be conducted to fill the remainder of the term. This elected individual will succeed directly to the President and subsequently past president as outlined in Article 5, Section 1 of the PWO Constitution.
  
- c. 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.

Section 6.

All chapter officers must maintain national AOSA membership during the full tenure of their service as a chapter officer. Any officer who neglects their duties for longer than a three month period of time, or acts in a way that is unethical or illegal will be removed from the board. This removal requires a 2/3 vote of the Executive Board.

Article III-Duties of officers

Section 1.

THE PRESIDENT will preside at all meetings of the Prairie Winds Orff Chapter and its Executive Board. They will send in the annual report to the National Board of Trustees, AOSA Executive Headquarters, and reserve a copy in the appropriate format for the President's file (i.e. PWO Google Drive, binder, etc.). They shall serve as the official delegate of the chapter to all national AOSA conferences. The President shall also oversee any special projects authorized by the Executive Board during their term of office. The President will contact and book presenters for any workshops that Prairie Winds Orff Chapter holds. The President shall serve a term of two years and succeed directly to the Past President.

Section 2.

The PRESIDENT ELECT shall be in charge of fundraising (e.g. music camp). They will be in charge of determining the schedule for Music Camp (rotation of groups between presenters) and all music camp business. They will preside at member meetings in the absence of the President. They will contact the university representative in August about continuing education credit for the upcoming school year, turn in attendance, and any other duties related to the continuing education credit. The President Elect will also be in charge of creating the brochures for music camp and workshops. They will be in charge of all video and virtual links related to chapter meetings and university credit. The President Elect shall be elected every other year and, after a term of two years, shall succeed directly to the President.

Section 3.

It shall be the duty of the PROGRAM CHAIR to arrange and coordinate the meetings of the Prairie Winds Orff Chapter, with the exception of workshops, with suggestions and approval of the Executive Board. (They will ensure presenters are arranged for each meeting, contact host school individual to arrange instrumental or equipment needs, send a reminder to presenters before their designated meeting, send a reminder to all members before each chapter meeting including previous unapproved meeting minutes for review, set-up the meeting schedule (order of presenters), and send out any correspondence needed to chapter members.) The Program Chair shall serve a term of one year.

It shall be the duty of the ASSISTANT PROGRAM CHAIR to help the PROGRAM CHAIR with arrangements for each chapter meeting. They will update social media sites (e.g. Facebook, Website, Instagram) and take pictures at various meetings for chapter records and/or to include on social media sites. The Assistant Program Chair shall be elected every year and, after a one year term, shall succeed directly to the Program Chair.

#### Section 4.

The SECRETARY is to keep minutes of all Chapter and Executive Board meetings. They will keep a roll of attendance at all meetings. The Secretary will send approved meeting minutes to the Assistant Program Chair after meetings to be posted on the website. The Secretary is to assist in necessary correspondence as directed by the president. They will keep any other relevant Chapter information. The Secretary shall be elected every other year and shall serve a term of two years.

#### Section 5.

It shall be the duty of the TREASURER to keep all financial records and issue payments for approved expenditures, to collect dues and workshop registration fees and to report at each meeting the financial status of the Prairie Winds Orff Chapter. They will submit an annual written report to be kept in the President's and the Treasurer's file. The treasurer shall prepare a yearly budget in accordance with the PWO Financial Policies document. Additionally, the Treasurer will submit the 990 form to the IRS. The Treasurer shall be elected every other year and shall serve a term of two years.

#### Section 6.

The PAST PRESIDENT will support the President during their term. The Past President will oversee the management of all Chapter related scholarships.

### Article IV- 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.

Article V-Amendment to the Bylaws

Section 1.

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