

## **SWOKE Chapter Bylaws**

### **Article I. Chapter**

**Section 1. Organization Name.** The organization shall be Southern Washington & Oregon Kodaly Educators and shall also be known by the abbreviation (SWOKE). The organization shall be an affiliate chapter of the Organization of American Kodaly Educators (OAKE) by the adherence to the OAKE Bylaws, the fulfillment of the requirements for Chapter Affiliation, and the ratification of the OAKE Board of Directors.

**Section 2. Fiscal Year.** The fiscal year for this organization shall begin on July 1 and end on June 30. Any monies accrued shall not be for the benefits of any private person.

### **Article II. Object or Purpose**

The purpose of SWOKE is to provide a forum for the exchange of ideas, to perpetuate the spirit of cooperation among all Kodály educators, and to further music education through the use of the concepts of Zoltán Kodály. Additionally, SWOKE will bring to Southern Washington and Oregon the Mission and Vision of OAKE:

- Inspired by the vision of Zoltán Kodály, the mission of the Organization of American Kodály Educators is to support music education of the highest quality, promote universal music literacy and lifelong music making, and preserve the musical heritage of the people of the United States of America through education, artistic performance, advocacy, and research.
- The vision of the Organization of American Kodály Educators is the realization of a world where the power of music as a unifying, humanizing, and healing force is an integral part of the lives of the American people.

### **Article III. Non-discrimination, Equity, Inclusion**

As a chapter of OAKE, SWOKE is committed to the organization's nondiscrimination policy and Commitment to Equity.

**OAKE's Nondiscrimination Policy:** OAKE does not and shall not discriminate on the basis of race, color, religion (creed), gender, gender expression, age, national origin (ancestry), disability, marital status, sexual orientation, or military status in any of its activities or operations. These activities include, but are not limited to, hiring and firing of staff, selection of volunteers and vendors, and provision of services. We are committed to providing an inclusive and welcoming environment for all members of our staff, clients, volunteers, subcontractors, vendors, and clients.

**OAKE's Commitment to Equity:** The members of OAKE are committed to championing diversity, welcoming all people, and advancing inclusivity and equity for all. Inspired by Zoltán Kodály's unyielding assertion that music belongs to everyone, we affirm that music is a fundamental aspect of shared human experiences. As such, we pledge to promote active music making merged with intentionally respectful practices as the basis of comprehensive music education.

#### **Article IV. Office Location**

The location of the principal office of the organization shall reside with the highest elected official of the organization. An alternative location may be defined by an action of the Board of Directors.

#### **Article V. Members**

**Section 1. Membership.** All members of the chapter must be members of OAKE. Membership categories shall be set by the OAKE Board of Directors. Membership is granted upon payment of the prescribed dues to OAKE.

**Section 2. Dues.** Membership dues shall be collected by the OAKE Office. All membership dues shall be set by the OAKE Board of Directors and voted on by the OAKE membership as specified in the OAKE Bylaws.

#### **Article VI. Board**

**Section 1. General Powers.** The government of the organization shall be vested in the Board of Directors.

**Section 2. Elected Members.** The Board of Directors elected by the membership shall consist of President- Elect (President), Treasurer, Secretary, Member-At-Large, and Hospitality Chair. Only elected members of the Board can vote on chapter business.

**Section 3. Terms of Office.** The term of office for the Board of Directors shall be for a period of two years beginning July 1 of the year elected. Treasurer, Member-At-Large, and Hospitality Chair shall be elected in odd-numbered years. President-elect and Secretary shall be elected in even-numbered years. All officers may succeed themselves in office or may be elected to another office.

**Section 4. Qualifications.** All members of the Board of Directors must be active members in good standing with OAKE. In order to be eligible to run for President Elect, the nominee is required to have previously served on the chapter Board of Directors.

**Section 5.  
Election.**

**(Nomination)** A Nominating Committee, appointed by the President, shall present a slate of officers to the Executive Board by March 1st of each election year.

**(Voting)** Voting shall be by electronic ballots sent out to all active members by email on or before May 1st of the election year. Ballots shall be returned within time limits set by the Executive Board. A simple majority of votes from valid ballots returned within the prescribed time shall constitute election to office.

**Section 6. Vacancies in the Board of Directors.** In the event of vacancy of office, the President or the remaining Board of Directors shall appoint someone to that office. An additional meeting may be called by the President or any two members of the Board of Directors for this purpose. Such appointments shall last from the time of the appointment until the next scheduled election for that office.

**Section 7. Ex-Officio Officers.** Non elected officers shall consist of, but are not limited to, Past President and any committee chairs. These shall be non voting officers appointed by the Board of Directors, and shall act in an advisory capacity. Ex-Officio officers do not vote on chapter business.

## **Article VII. Duties of Board**

**Section 1. General.** All members of the Board of the Directors must be active members in good standing with OAKE. The Board of Directors shall consist of the following officers who shall have the following duties:

**Section 2. President.** The President shall preside at all meetings of the organization, and shall select dates and locations for all meetings. The President shall have the power to appoint committees and shall perform all duties pertaining to the office. In addition, the President shall send to the Division President on or before June 30 of each year: (1) the "Annual Chapter President's Report" on the state of the chapter's affairs, activities, and other business undertaken by the chapter; (2) an updated list of officers; and (3) any other reports required by the OAKE Board of Directors. The President will communicate information from the OAKE National Office to the chapter and send chapter news to the Envoy. The President shall approve all disbursements

made by the Treasurer. The President shall attend the annual meeting of the Advisory Council at the national conference or be responsible to send another chapter officer, member, or proxy.

**Section 3. President Elect.** President Elect shall serve as an advisor to the President and shall have other duties as may be assigned by the President. In case of absence or disability of the President, the President Elect shall assume the duties of the President. The President Elect shall be responsible for all of the constitutional changes and revisions and will keep updated copies of the Bylaws for chapter members. The President Elect will chair the Nominating Committee and will prepare the calendar for the Board of Directors meeting and will supervise all arrangements for workshops and functions. The President Elect may have other duties as assigned by the President or Board of Directors.

**Section 4. Secretary.** The Secretary shall keep minutes of all meetings of the Board of Directors and of the membership and shall send the minutes in a timely manner to the Board of Directors. The Secretary shall keep an accurate and complete record of all chapter business and activities. The secretary shall maintain communication with the membership, shall distribute chapter newsletters/journals to the membership, shall notify the membership of meetings, and shall handle publicity for workshops and chapter functions. The Secretary shall keep an accurate roll of the membership by obtaining the membership list from the OAKE office and shall contact individuals who have not renewed their OAKE membership. The Secretary may have other duties as assigned by the President or the Board of Directors.

**Section 5. Treasurer.** The Treasurer shall keep an accurate and complete record of all organizational business activities, shall be custodian of all funds of the organization, and shall deposit all funds of the organization into a depository approved by the Board of Directors. All disbursements made by the Treasurer must first be approved by the President. The Treasurer shall present at each meeting of the Board of Directors an account of all monies received and disbursed. The Treasurer shall prepare an annual financial report to be approved by the Board of Directors and submitted to the membership. The Treasurer shall also prepare and send the following items to OAKE and to the Division Treasurer on or before June 30 of each year: (1) the "Annual Chapter Fiscal Report," with corresponding bank statements and any other supplementary materials needed to reflect the financial status of the chapter; and (2) any other reports required by the OAKE Board of Directors. The Treasurer shall attend the annual meeting of the Advisory Council at the national conference. The Treasurer may have other duties as assigned by the President or the Board of Directors.

**Section 6. Member-at-Large.** The Member-at-Large shall be in charge of the organization's membership retention and encourage new memberships. Duties shall be to advise the board on upcoming professional development activities and to carry out other duties assigned by the President or Board of Directors.

**Section 7. Hospitality Chair.** The Hospitality Chair shall be in charge of welcoming and providing refreshments for participants at professional development workshops and other events.

**Section 8. Immediate Past President.** The immediate Past President shall serve as an ex-officio member of the Board of Directors and shall archive all newsletters, minutes, fliers, membership lists, officer lists, and any other significant documents to present to the President at the end of his/her term.

**Section 9. Ex-officio Member.** An Executive Advisory Committee may be appointed by the President or Board of Directors to serve in an ex-officio capacity.

## **Article VIII. Meetings**

**Section 1. Board of Directors Meetings.** The Board of the Directors must meet a minimum of once per year at a time and place selected by the President. Additional meetings may be called by the President or any two Board of Directors. All meetings must meet quorum in order to conduct official business. If a meeting does not have quorum the business may be discussed, but no actions may be taken.

**Section 2. Membership Meetings.** The meeting of the chapter membership must be called at least once per year. The Board of Directors shall inform the chapter membership of the meeting in writing and no less than 14 days prior to the scheduled meeting. The time and location for all meetings of the membership shall be determined by the Board of Directors. The written notice stating the place, day, and hour of the meeting, and in case of a special meeting, the purpose or purposes for which the meeting is called, shall be posted by or at the direction of the President or the officer or persons calling the meeting, to each member of record entitled to vote at such meeting. All meetings must meet quorum in order to conduct official business. If a meeting does not have quorum the business may be discussed, but no actions may be taken.

**Section 3. Quorum of the Board of Directors.** A quorum of the Board of Directors shall consist of no fewer than three (3) members, including the President. Votes of the members of the Board shall be determined by simple majority.

**Section 4. Quorum of the Membership.** A quorum in meetings of the membership shall be ten (10) percent of the active membership.

**Section 5. Conduct.** All meetings shall be conducted in accordance with Robert's Rules of Order Newly Revised.

## **Article IX. Publication**

If there shall be an official newsletter of the organization, the chapter must include the

statement: "An Affiliate Chapter of OAKE" in all newsletters, letterheads, and official publications as stated in the OAKE Bylaws.

#### **Article X. Amendments**

The Board of Directors may submit a Constitutional Amendment to the membership at the membership meeting, by electronically transmitted ballot, or by mail ballot. Such Amendment will be deemed valid if approved by a two-thirds (2/3) majority of ballots returned within twenty-one (21) days. Such amendments may be initiated by the Board of Directors or by a petition signed by fifteen (15%) percent of the membership. The chapter shall, upon their adoption, submit any amendments or revisions of those bylaws to the OAKE President Elect with the Chapter President's Report.

#### **Article X. Dissolution**

If the chapter dissolves or requests to become inactive, the Treasurer shall be responsible for returning all funds in the chapter accounts to OAKE to be held in escrow by OAKE pursuant to OAKE bylaws. During this period, chapter members can petition the OAKE Board of Directors to return the chapter to active status. If, after five years from the time the chapter is determined to be inactive, said chapter has not returned to active status, the financial assets of the chapter shall become the property of OAKE.

#### **Article XI. Restriction on the Uses of the Name "Southern Washington and Oregon Kodály Educators (SWOKE)"**

Public use of the name "Southern Washington and Oregon Kodály Educators (SWOKE)" is limited to the organization's official activities and publications.

The SWOKE Chapter Bylaws were adopted by the membership on September 26th, 2019.