

Bylaws of the American Harp Society in Dallas
A Chapter of the American Harp Society, Inc.
Revised and Adopted May 2, 2021

The mission of the American Harp Society, Inc. is to celebrate our legacy, inspire excellence, and empower the next generation of harpists.

Through education and awareness, the American Harp Society (AHS) in Dallas nurtures talent and creativity; promotes the harp among all harpists and the general public; awards grants and scholarships with organized competitions; provides encouragement to composers and arrangers to write for the harp; and seeks a close working relationship with accredited schools and music faculties to promote study of the harp.

FORWARD

In compliance with its chartered rights and obligations, the American Harp Society in Dallas shall be subject to the rules contained in the Bylaws of the American Harp Society, Inc., and in the following Chapter Bylaws with adopted May 2, 2021.

Article I. THE ORGANIZATION

Section 1. The name shall be “American Harp Society in Dallas,” a chapter of the American Harp Society, Inc, which has been incorporated under the laws of the State of New York as a non-profit membership corporation. The American Harp Society shall be referred to herein as the “Society.” The local chapter shall be referred to herein as the “Chapter.”

Section 2. The chapter shall be in the city of Dallas, Texas and vicinity and shall be part of the South Central Region as established by the Society.

Section 3. The Chapter shall sustain the purposes and aims of the Society as stated above. The American Harp Society in Dallas Chapter and its members may:

- a. Establish and promote competitions among harpists.
- b. Award grants and scholarships to contest winners and other worthy applicants.
- c. Encourage and promote harp recitals and festivals.
- d. Encourage composers and arrangers to write for the harp.
- e. Commission harp composers and arrangers to write for the harp.
- f. Offer assistance to composers and arrangers in understanding and effectively writing for the harp. Encourage a standard and consistent system of notation, symbols, and markings.
- g. Establish a close working relationship with schools and music faculties to assist in making the harp a more useful element in the instrumental and vocal departments.
- h. Commend sponsors of harp presentations as encouragement toward further programming of the instrument.
- i. Publish a newsletter containing news of general interest to harpists in a printed format, which shall be a chapter membership benefit.
- j. Present honors and recognition for distinctive services in the cause of the harp to persons deemed worthy by the Chapter.

Article II. MEMBERSHIP

Section 1. Membership in the Chapter shall be open to harpists and other interested persons.

Section 2. The Chapter shall consist of dues-paying members as provided in Article VIII.

Section 3. Membership in the Chapter may be established by any interested individual paying dues directly to the Chapter by way of the Treasurer.

Section 4. Membership in the Chapter shall automatically terminate by failure to pay annual dues.

Article III. ADVISORY COUNCIL

At a future time when the Chapter sees fit, an Advisory Council may be set to assist the Chapter in its Administration. There may also be an Honorary Advisory Council without votes.

Article IV. OFFICERS

Section 1. Officers of the Chapter shall be the President, First Vice-President, Second Vice-President, Corresponding Secretary, Recording Secretary, Treasurer, Social Media Manager/Webmaster, Student Events Chair, Hospitality Chair, and Assistant Hospitality Chair. All shall be elected by the Chapter from its membership.

Section 2. The elected officers shall constitute the Chapter's Executive Committee.

Section 3. Officers shall be installed at the final meeting of the year, shall take office at the conclusion of the meeting, and shall serve for two years or until their successor(s) has been elected. The newly installed Treasurer will not officially serve until the end of the fiscal year, permitting the outgoing Treasurer to complete all transactions and reports.

Section 4. The President shall preside at all Chapter meetings and at the executive meetings. The President's term of office shall be for two years and they may succeed themselves for one additional term. They shall, together with the Secretary or Treasurer, sign all written contracts on behalf of the Chapter. They shall appoint the chairman of committees with the concurrence of the Executive Committee. They shall prepare and submit all required Chapter reports to the Society. They shall send notes of appreciation for donations to the Chapter.

Section 5. The First Vice-President shall act in the absence of the President, shall counsel the President, and accept such other responsibilities and assignments as the President or Executive Committee may request. They shall be the Program Chair for membership meetings, in charge of planning programs for all meetings, and public performances, unless otherwise arranged. They shall send notes of appreciation to all performers. In the event of the permanent inability of the President to serve, they shall succeed to the office of President for the remainder of the current term, such service as President shall not be considered to be a term of office under the limitation of Section 4 above.

Section 6. The Second Vice-President is Membership Chair in charge of contacting prospective members, preparing a membership directory each year, and keeping the President, Corresponding Secretary, and Treasurer informed as to new members throughout the year. They shall preside in the absence of both the President and First Vice-President.

Section 7. The Corresponding Secretary shall allocate and supervise all secretarial duties. These shall include receiving and saving, from the Recording Secretary, all minutes, written records and recital programs of meetings of the Executive Committee and of the Chapter, and maintaining the official files and records of the Chapter. These include reports of officers, committees, and other data, monitoring the Chapter email account, and sending emails to the general membership when requested. They shall send a written note of welcome in collaboration with the Membership Chairman as memberships are received. The Corresponding Secretary will take minutes at meetings in the event that the Recording Secretary is unable to attend a meeting.

Section 8. The Recording Secretary shall attend each Executive Committee and General Membership meeting and record minutes, gather written reports and recital programs, and submit to the Corresponding Secretary. Minutes of Executive Committee shall be approved by the President, and then sent to the Executive Committee for approval before submission. Minutes of the General Membership meetings may be approved by the President only, and submitted to the Secretary.

Section 9. The duties of the Treasurer shall be to receive and disburse the funds of the Chapter, to maintain bank accounts and to keep accurate records of all transactions. They shall report at each meeting of the Chapter and of the Executive Committee. They shall be chair of the Finance Committee. They shall deposit funds of the Chapter with the bank approved by the Executive Committee. Deposits involving cash must be counted by at least two people, and noted on a cash income form with both signatures. Funds may be withdrawn by checks signed by both the Treasurer and the President on a two-signature account, with the First Vice-President or another member of the Executive Committee, as designated by the President as an alternate signer on the bank signature card. No member of the Executive Committee may sign a check written to themselves. The Treasurer, along with the President, will develop an annual budget, which will be presented to the Executive Committee at the beginning of each fiscal year and approved by a majority vote.

Section 10. The Student Events Chair shall be in charge of planning and coordinating student harp events, including, but not limited to, Auditions and Evaluations, student competitions, and student recitals. The Student Events Chair will have the authority to form a Student Events Committee as needed. Thank you notes pertaining to a student event shall be generated from the Student Events Chair.

Section 11. The Social Media Manager/Webmaster shall maintain social media outlets, create flyers for events, promote events using all social media outlets, maintain the website, and save all created materials for social media to a shared drive.

Section 12. The Hospitality Chair shall be in charge of providing refreshments at membership meetings. They can supply refreshments, or organize the help of the membership in supplying refreshments, depending upon the wishes of the Executive Committee. They will also take photos of events and save to a shared drive, assisting the Social Media Chair. They will be in charge of keeping track of the existing scrapbooks from years past, and displaying them at appropriate meetings.

Section 13. The Assistant Hospitality Chair will assist the Hospitality Chair in all duties described above. There will be one vote between the Hospitality and Assistant Hospitality Chairs.

Section 14. All officers shall be elected for two-year terms. Officers other than the President may be re-elected to office without limitation. Any vacancy in an office during a term may be filled by the Executive Committee. An officer so elected shall serve for the remainder of the current term.

Article V. THE EXECUTIVE COMMITTEE

Section 1. The Executive Committee of the Chapter shall consist of the President, the two Vice-Presidents, the Corresponding Secretary, the Recording Secretary, the Treasurer, the Student Events Chair, the Social Media Manager/Webmaster, Hospitality Chair, Assistant Hospitality Chair, and the standing committees referred to in Article VI. A quorum of five of the Executive Committee shall have the power to act.

Section 2. The Executive Committee shall meet as often as required to determine policy and manage the affairs of the Chapter. It shall have the power to make appropriations from the funds of the Chapter. The minutes of its meetings may be reviewed upon request by members of the Chapter.

Section 3. The Executive Committee shall have the authority to take official votes in person, via email, or virtually.

Article VI. STANDING COMMITTEES

There shall be the following committees, set up as needed, and appointed from Chapter members by

the President, subject to approval of the Executive Committee: Finance, Hospitality, Bylaws, Email, Nominating, Website, or any other committees as circumstances may require.

Article VII. MEETINGS AND ELECTIONS

Section 1. The Chapter shall meet not less than four membership meetings per year beginning in October. Committees shall meet as often as business may require.

Section 2. Election of officers shall be determined by a plurality vote of the members present at the March, April, or May meeting of the election year.

Section 3. The General Membership shall be able to take an official vote in person, by email, or virtually.

Section 4. Members of the Society will be expected to perform at Chapter meetings without remuneration, unless the Executive Committee approves otherwise. Any accompanying musicians' fees will be the responsibility of the Society member, unless the Chapter approves otherwise.

Section 5. The fiscal year shall be August 1-July 31.

Article VIII. DUES AND RECEIPT OF GIFTS

Section 1. Annual dues will not be in excess of the Society dues.

Section 2. Chapter dues shall be paid to the Chapter by way of the Treasurer, no later than October 1st, in order for the member's name to be included in the current membership directory. The dues year is June 1-May 31.

Section 3. All dues shall be placed in the general fund of the Chapter, unless other-wise designated. The Executive Committee may invest funds of the Chapter with advice and consent of a Finance Committee.

Section 4. The Chapter may accept financial and other gifts which shall be used at the discretion of the Chapter for the purposes and aims of the Chapter.

Section 5. Optional Life Membership in the Chapter shall be available with a one-time dues payment which shall be half of the Society Life Membership fee.

Article IX. AMENDMENTS

Section 1. The American Harp Society in Dallas Bylaws may be amended or revised at any time upon approval of two thirds of the members casting ballots. The proposed amendments or revisions shall have been presented to the members not less than fifteen days before the closing date established for voting.

Section 2. Amendments may be proposed by the Board or by a proposal signed by at least five percent of the members of the chapter.

Article X. ADDITIONAL DECLARATIONS AND ADMINISTRATION

The American Harp Society in Dallas Logo (hereafter, "the logo") may be used solely for official American Harp Society in Dallas business. Official American Harp Society in Dallas (AHSD) business includes the AHSD Website, letterhead, business cards, announcements, advertising or such other use as directed by an elected officer of the Society or by the Board of Directors. No member or non-member is authorized to display the logo in any manner without prior written permission from the American Harp Society in Dallas Executive Board. Note: The above language allows permission to be granted for specific uses such as articles in a magazine or newspaper about the American Harp Society in Dallas. Permission will not be granted for personal, individual, or group requests.