

**Kodály Association of Southern California Chapter Bylaws**  
**An affiliate chapter of the Organization of American Kodály Educators**

**Article I. Chapter**

**Section 1. Organization Name.** The organization shall be the Kodály Association of Southern California and shall also be known by the abbreviation (KASC). The organization shall be an affiliate chapter of the Organization of American Kodály Educators (OAKE) by the adherence to the OAKE Bylaws, the fulfillment of the requirements for Chapter Affiliation, and the ratification of the OAKE Executive Board. KASC was established in 1979 by Katinka Scipiádes Dániel.

**Section 2. Fiscal Year.** The fiscal year for OAKE shall begin on July 1 and end on June 30. The fiscal year for chapters and divisions is June 1 to May 31, as mandated by OAKE. Any monies accrued shall not be for the benefit of any private person.

**Article II. Object or Purpose**

**Purpose, Mission, and Vision of OAKE:**

- The Organization of American Kodály Educators was founded in 1975. Its purpose is to promote Zoltán Kodály's concept of "Music for Everyone" by improving music education in schools.
- 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.

The members of KASC share the following objectives:

- to promote the Kodály Concept of music education in Southern California and encourage the aesthetic, musical, and general growth of the individual at all stages of development;
- to promote the Kodály philosophy, which seeks to provide, for all children, a musical experience that encompasses the development of music literacy within a context of fine quality music, ranging from folk music to art music of all styles and periods, to develop a well-integrated personality;
- to train, encourage, and inspire educators to higher levels of excellence;
- to communicate to educators through workshops, certification programs, social media, and the *Crescendo* newsletter.
- to provide a forum for the exchange of ideas and encourage the application of the Kodály philosophy to the multi-ethnic, multicultural musical heritage of American society and the world at large.

### **Article III. Office Location**

The location of the principal office of the organization shall reside with the agreed-upon elected official of the organization. An alternative location may be defined by an action of the Executive Board. It has been agreed by the KASC Board that the principal office of KASC shall reside with KATHERINE HICKEY at her CHERRY VALLEY residence.

### **Article IV. Members**

**Section 1. Membership.** All members of the chapter must be members of OAKE. Membership categories shall be set by the OAKE Executive Board. 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 Executive Board and voted on by the OAKE membership as specified in the OAKE Bylaws.

### **Article V. Board**

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

**Section 2. Elected Members.** The Executive Board elected by the membership shall consist of a President, Vice President, Treasurer, Executive Secretary, and President-Elect. Only elected members of the Board are needed to vote on chapter business.

**Section 3. Terms of Office.** The term of office for the Executive Board shall be for two years beginning July 1 of the year elected. Office of President is a 6-year term (2 years each as President-elect, President (present), & Past President). The President-Elect & Treasurer shall be elected in odd-numbered years. Vice President and Executive 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 KASC Board must be active members in good standing with OAKE and are affiliated with the KASC chapter. Candidates for the Executive Board must have completed at least one 2-year term on the KASC board, preferably with a minimum of 75% attendance at workshops and board meetings. Candidates must also have completed at least one level of any OAKE-endorsed or internationally recognized certification course (2 levels preferred); enthusiasm for KASC; dependability and willingness to carry out all their duties promptly.

**Section 5. Election.** A nominating committee of three (including one elected executive officer) will be appointed from the KASC Board. One of the three shall be designated as the "Committee Chair." Anyone interested in running for an elected office should not volunteer to be on the nominating committee or will recuse themselves if nominated. A call for nominations will be sent out to KASC

members via email, *Crescendo*, and/or other means by September 15. All KASC members may nominate any member, including themselves, who meets the qualifications outlined in Section 4, after confirming the nominee is willing to be nominated and serve that office. Nominations will be submitted electronically to the Nominations Committee Chair by November 1st. Nominations Committee Chair will share any communications with all Nominations Committee members. Nominees will receive a biographical form to fill out that will assist in the vetting process. The deadline for form submission is December 1st. The Nominations Committee will vet nominees for the agreed-upon criteria and will prepare an election slate for the KASC Executive Board to approve by January 1st. The approved slate will be presented on a ballot in early January and sent digitally to all current KASC members eligible to vote. If a position only has one (1) nominee, that person's name shall appear on the ballot in the interest of transparency. If the nominee declines their nomination, the Executive Board shall nominate a candidate outside of the normal nomination timeline, if necessary. The deadline for votes/ballots is January 31st. Ballots will be collected by the Nominations Committee. In the event of a tie, the Executive Board shall appoint one of the candidates to fill the office. In the event only one candidate runs for an elected position, a write-in option will be included on the ballot. If a write-in candidate receives majority votes, they will undergo the vetting process. If a write-in candidate does not qualify, the approved candidate will fulfill the elected position. Candidates will be notified by the end of February of the election results. Any candidates wanting detailed results of the election must submit their request in writing for the committee to consider. The KASC Board will be notified within a week after notifying the candidates of election results. KASC membership will be notified of election results by March 20th. New board members officially start on July 1st and are installed at the annual Katinka Dániel Day meeting.

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

**Section 7. Appointed Positions.** “Non-elected” officers shall consist of, but are not limited to, Membership Chair, Kodály Honor Chorus Festival Chair, Crescendo Editor-in-Chief, Publicity Chair, Hospitality Chair, Fundraising Chair, Member-at-Large, Videographer, Historian, Certification Coordinator, Credit Coordinator, Website Administrator and Advisors. These officers shall be appointed by the Elected Executive Board and act in an advisory capacity. The term of office for an appointed board member shall be for three years. Terms are renewable upon mutual agreement.

**Section 8. Removal of Board Members.** In the event of a board member being unable to meet their Board responsibilities, the Board member may resign upon submission of a written resignation. Board members will make reasonable efforts to aid any struggling Board member who is unable to meet board membership expectations and responsibilities. The following steps may be taken if aid is unsuccessful: 1) a Board member may be asked to resign; 2) a Board member may be removed by a unanimous vote of the Executive Board if sufficient cause for removal exists. “Cause” shall mean conviction of a felony, causing material harm to KASC through bad faith or deliberate dishonesty, or dereliction of duties, such as insufficient participation. An Executive Board meeting shall be called to propose, discuss, move, and vote on the removal of a Board member; this meeting shall exclude the person in question if that person

is part of the Executive Board. Any vacancy, whether from removal or resignation, shall be filled in accordance with Section 6 above.

## **Article VI. Duties of Board**

**Section 1. General.** All members of the KASC Board must be active members in good standing with OAKE. Members of the KASC Board (Elected & Appointed Board) are expected to attend and participate in board meetings and KASC events. The KASC Board shall consist of the following positions who shall have the following duties:

**Section 2. President.** The President shall preside over (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 Executive Board. 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 oversee all committees and the KASC calendar including, but not limited to preparing the yearly calendar for the Executive Board meetings. The President-Elect will assist with the Vice President duties as needed. Additionally, the President-Elect will help maintain and respond to emails received through the [kascmail@gmail.com](mailto:kascmail@gmail.com) account.

**Section 4. Vice President.** The Vice President will supervise all arrangements for workshops and functions. Arrangements for workshops include, but are not limited to: contracting clinicians, collecting contracts, W9s, bios, session outline, equipment/set-up requests, securing venues, confirming event dates, assisting clinician(s) during workshops, and providing introductions at workshops. It shall also be the duty of the Vice President to administer letters of thanks and appreciation to clinicians, guest speakers, and institutions for facilities and materials. The Vice President must keep private clinician information confidential and submit contracts and W9s to the Treasurer. The Vice President may have other duties as assigned by the President or Executive Board.

**Section 5. Executive Secretary.** The Executive Secretary shall keep the minutes of all meetings of the Executive Board and the membership and shall send the minutes promptly to the Executive Board (1-2 weeks after the meeting or before the following event). The Executive Secretary shall keep an accurate and complete record of all chapter business and activities. The Executive Secretary shall be a resource for Robert’s Rules of Order.

**Section 6. Treasurer.** The Treasurer shall keep an accurate and complete record of all organizational business activities, shall be the custodian of all funds of the organization, and shall deposit all funds of the organization into a depository approved by the Executive Board. All disbursements made by the Treasurer must first be approved by the President. The Treasurer shall present at each meeting of the Executive Board an account of all monies received and disbursed. The Treasurer shall prepare an annual financial report to be approved by the Executive Board and submitted to the membership. The Treasurer shall also prepare and send the following items to OAKE and 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 Executive Board. 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 Executive Board.

**Section 7. Deputy Treasurer.**

The Deputy Treasurer shall be appointed by the KASC Executive Board. This appointment is not to exceed two consecutive two-year terms without consideration of the KASC Board. The term of Deputy Treasurer shall be set such that the term expires in a different year than the term of the KASC elected executive Treasurer. The Treasurer and Deputy Treasurer will divide the duties of managing the financial matters of KASC according to areas of interest and skill-sets; The Deputy Treasurer shall (a) report to the Treasurer and Executive Board; (b) create, review, and update fiscal operations manual annually; (c) perform duties assigned by President or Executive Board.

**Section 8. Immediate Past President.** The immediate Past President shall serve as an ex-officio member of the Executive Board and maintain or assist with specific tasks needed by the Association or suggested by the President. In appreciation for years of service, workshop fees shall be waived for KASC Past Presidents.

**Section 9. Historian.** A historian shall be appointed by the Executive Board. Annually, the Historian shall archive all newsletters, minutes, fliers, membership lists, officer lists, brochures, photographs, and any other significant documents (such as lists of who has taken each level of the Pre-Certification courses, positions/terms held) to the KASC Historian Google Drive and/or OAKE (as requested). Additionally, the historian shall take photos, assist with technical arrangements for online only and hybrid events, scan/upload/organize documents to the KASC Historian Google Drive, and offer a memento (slideshow, scrapbook, or other) to be shared at the annual Katinka Daniel Day general meeting event.

**Section 10: Technology Coordinator.** The technology coordinator shall organize all technology functions for workshops, events, and certification courses. They shall coordinate a volunteer committee assigning duties as needed to manage the technology needs for KASC events. Examples include: microphones, amplification, online equipment for Zoom recordings, various computer needs and all necessary equipment for various devices, communicate directly with the website administrator in creating and sharing zoom links with attendees, prepare welcome slides, survey, QR codes and links ready for the moderator script, coordinate who will start and record the meeting, admit guests, spotlight the presenter, change camera view, confirm all guests are muted, keep track of questions to share with

presenter, share presenter slideshow when applicable, copy and paste necessary links into chat for online participants, send follow-up emails to participants, edit and upload recordings, manage video setting for guest access.

**Section 11. Membership Chair.** The membership chair shall actively pursue new membership (especially at workshops), shall maintain communication with the membership, shall notify the membership of meetings, and shall collaborate with the publicity chair for workshops and chapter functions. The Membership Chair 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 Membership Chair may have other duties as assigned by the President or the Executive Board such as keeping a general email list of those who have participated in past KASC events regardless of current membership status (i.e. affiliated guests/organizations, Music Education Institute participants, Kodály Honor Chorus Festival participants, etc). Additionally, the Membership Chair will maintain and respond to emails received through the [kascmail@gmail.com](mailto:kascmail@gmail.com) account.

**Section 12. Advisory Board.** An Advisory Committee may be appointed by the President or Executive Board to serve in an ex-officio capacity and provide expertise whenever appropriate.

**Section 13. Member-at-Large.** The Member(s)-at-Large (not to exceed the number of OAKE's 2 Members-at-Large) shall assist wherever needed, particularly with the organization's membership retention and encourage new memberships. The Member(s)-at-Large may have other duties as assigned by the President or Executive Board.

**Section 14. Crescendo Editor-in-Chief.** It shall be the duty of the Crescendo Editor-in-Chief to a) head the Newsletter and solicit articles, announcements, and photos, b) assume responsibility for the layout and format, c) see that the publication is distributed to all KASC members, OAKE Board, OAKE Presidents, and Western Division Board d) ensure the digital Crescendo is published at least three times annually.

**Section 15. Publicity Chair.** It shall be the duty of the Publicity Chair to create appropriate postcards, flyers, brochures, social media posts, etc. publicizing upcoming events (e.g. Music Education Institute, Workshops, Kodály Honor Chorus Festival, etc).

**Section 16. Website Administrator.** It shall be the duty of the Website Administrator to maintain the [kasc.oake.org](http://kasc.oake.org) website including but not limited to: creating and managing "events" for participants to purchase tickets through, updating information, responding to inquiries, and promoting user-friendly access KASC information through the website.

**Section 17. Hospitality Chair.** It shall be the duty of the Hospitality Chair to a) arrange for refreshments at all KASC events, b) organize the hospitality table at the events, c) cleanup, d) transport and/or store the hospitality bins as needed.

**Section 18. Fundraising Chair.** It shall be the duty of the Fundraising Chair to a) oversee all fundraising materials, b) setup and takedown fundraising materials at workshops, c) keep accurate

records of sales, d) order new materials, as needed, with approval of President/Treasurer, e) transmit all funds to the Treasurer.

**Section 19. Kodály Honor Chorus Festival Chair.** It shall be the duty of the Festival Chair to organize the KASC Festival in accordance with the document of Festival Best Practices. This document outlines the following duties: a) establish and lead the Festival Committee and report to the board; b) propose Festival dates, venue, and conductor to the board for a vote; c) book the Festival venue and Festival Conductor and guide them through their responsibilities; d) recruit teachers to participate and send them all needed resources and information; e) propose a Festival budget for board approval and manage it at their discretion, in consultation with the Treasurer and President; g) create and update a spreadsheet of Festival income and expenses; h) collect and approve invoices from vendors before submitting to the Treasurer; i) provide information to the Treasurer to invoice Festival participation fees; k) oversee advertisement of the Festival on social media and the KASC website; k) whenever possible, arrange for soloists from LACESMA to perform at the Festival.

**Section 20. Certification Coordinator.** It shall be the duty of the Certification Coordinator to a) promote the Certification courses, b) contact individuals to encourage them to take the courses, c) prepare roll sheets for each instructor, d) oversee the Music Education Institute, e) maintain accurate financial records of the courses, f) arrange for payment of the instructors g) prepare a final report for the next Board meeting, g) work with the credit coordinator to keep courses up to date and viable for credit.

**Section 21. Credit Coordinator.** It shall be the duty of the Credit Coordinator to a) act as a liaison between KASC, an affiliate college, and local school district(s) to arrange for credit for our Music Education Institute and our workshops, b) be available on the first and last day of the Music Education Institute courses and workshop to sign interested students up for credit, c) turn in necessary paperwork to ensure the student receives credit, d) follow-up with instructors, as needed, for grades. Additionally, the credit coordinator is to create certificates available to participants as verification for completed workshops.

**Section 22. Collegiate Liaison.** It shall be the duty of the Collegiate Liaison to act as a bridge between music education college students and the KASC board, to share their perspective and offer suggestions on how to better serve their needs. The Collegiate Liaison may be asked to consider serving on other committees and help at KASC events. This is an appointed position serving one year, but may extend for two years if both the Collegiate Liaison and board agree. Recommended candidates may be invited to apply for the position and selected by a committee of 3 board members, one of which is an executive member. This position is to be filled by a recent graduate or full-time student at a college or university with a focus in music education. Benefits of holding this position include but are not limited to: board mentorship, free (or sponsored) membership to KASC/OAKE, and complimentary access to KASC workshops.

## **Article VII. Meetings**

**Section 1. Board Meetings.** KASC Board meetings must meet a minimum of once per year at a time and place or in an online format selected by the President/President-Elect. Additional meetings may be called by the President or any two Executive Board Members. All meetings must meet quorum to

conduct official business. If a meeting does not have a quorum the business may be discussed, but no action may be taken. It is recommended that the KASC Board meet at regular intervals no less than four times a year.

**Section 2. Membership Meetings.** The meeting of the chapter membership must be called at least once per year. The Executive Board shall inform the chapter membership of the meeting in writing and no less than 30 days before the scheduled meeting. The time and location for all meetings of the membership shall be determined by the Executive Board. The written notice stating the place, day, and hour of the meeting. In the 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 to conduct official business. If a meeting does not have a quorum the business may be discussed, but no action may be taken. This meeting is encouraged to take place on Katinka Dániel Day (usually held in early summer to celebrate our late founder). The new term of office for elected Executive Board shall begin on this day, and any new or continuing officers shall be sworn in at that time.

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

**Section 4. Quorum of the Membership.** A quorum at 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 VIII. Publication**

**Section 1. Name.** There shall be an official journal of the organization. It shall be called *Crescendo*. The chapter must include the statement: "An Affiliate Chapter of OAKE" in all newsletters, letterheads, and official publications as stated in the OAKE Bylaws.

**Section 2. Issues.** There shall be 3 issues per year to be published in the following seasons/months: fall, winter, and spring.

**Section 3. Editing.** The *Crescendo* shall be compiled by the Crescendo Editor-in-Chief. A master copy of the *Crescendo* shall be perused by the chapter Executive Board before publication.

**Section 4. Distribution.** The *Crescendo* will be published by email to KASC members and friends, posted on the chapter website/FaceBook page, and archived in the KASC Historian google drive.

### **Article IX. Amendments**

The Executive Board 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 Executive Board or by a petition signed by fifteen (15%) percent of the current KASC 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 by June 30th.

### **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 according to OAKE bylaws. During this period, chapter members can petition the OAKE Executive Board 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 "Kodály Association of Southern California (KASC)"**

Public use of the name "Kodály Association of Southern California (KASC)" is limited to the organization's official activities and publications.

The revised Kodály Association of Southern California (KASC) Chapter Bylaws were adopted by the membership on June 1, 2024.