

## **COLORADO FLUTE ASSOCIATION BYLAWS** **Amended 2017**

### **Article I. NAME**

This organization shall be known as the Colorado Flute Association.

### **Article II. AFFILIATIONS**

This organization shall maintain affiliation with the National Flute Association.

### **Article III. MEMBERSHIP**

There shall be three levels of membership: 1. Adult, 2. Student (of any age, enrolled in school), 3. Commercial. All members receive the CFA newsletter either in electronic or hard copy (membership cost may vary depending on selection) and any other correspondence from the CFA. All membership levels are entitled to CFA voting rights and to participation in appropriate CFA activities.

### **Article IV. MEETINGS**

Meetings of this organization shall be determined by the Board of Directors and shall include, but not be limited to, a general meeting held once a year.

### **Article V. QUORUM**

A quorum for conducting business at a board meeting shall constitute one half of the elected officers (in person or via electronic conference) and a quorum for conducting business at the annual general membership meeting shall constitute two elected officers in addition to any paid members in good standing.

### **Article VI. VOTING**

Notice to vote on any action may be transmitted in electronic or written form, or verbally at general or Board meetings. Board voting may occur at general or Board meetings (in person or via electronic conferencing) or via electronic written transmission. A majority vote from the Board of Directors approves any action. At the general yearly meeting, a majority vote from present Board members and association members in good standing approves any action. In the event of a tie, the Board of Directors shall choose whether to hold a revote or give the Vice-President power to break the tie.

### **Article VII. OFFICERS**

Section 1: The elected officers shall consist of President, Vice-President, Secretary, and Treasurer. These elected officers and the appointed members at large shall serve as the Board of Directors and shall have the power to transact any business of the club, except the election of officers.

Section 2: The President shall preside at all general meetings and at all board meetings; shall appoint chairpersons as needed; shall have signature on the checking account.

Section 3: The Vice-President shall assume the duties of the President in the absence or at the request of the President and shall chair any events as assigned by the President.

Section 4: The Treasurer shall have custody of all the funds for the association and shall deposit all such funds in the name of the Colorado Flute Association in a financial institution approved by the Board of Directors; shall maintain adequate bookkeeping records of all money collected and disbursed, and shall provide a financial statement whenever requested by the President.

Section 5: Members at Large shall be appointed to serve on the Board of Directors by the elected officers and shall serve as chairs of committees as requested by the President.

Section 6: The Secretary shall record minutes, take roll at all meetings, and keep up-to-date bylaws and other record and correspondence of the association.

Section 7: Officers commit to upholding the mission and activities of the CFA and shall not use CFA information (including, but not limited to, member lists, member contact information, member personal information) for personal gain.

### **Article VIII. ELECTIONS**

Section 1: Any person holding current paid membership in the association may hold elected office. Nominations for officers shall be made by the membership.

Section 2: The term of office for elected officers is two years with no term limits.

Section 3: The member nominated for President shall have previous experience on the Board of Directors.

Section 4: The Board of Directors may appoint additional members to the Board.

Section 5: Elections shall be held before the end of the membership year.

Section 6: In the event that a current officer must resign before their term-end, an election shall be held to replace the outgoing officer.

### **Article IX. COMMITTEES AND APPOINTED OFFICERS**

The Board of Directors may establish committees for any activity of the association. Committees shall be chaired by members currently on the Board of Directors.

### **Article X. AMENDMENT OF THE BYLAWS**

These bylaws shall be reviewed each term and may be amended or revised as needed by a majority vote of the Board of Directors.

## **STANDING RULES**

### **Dues/Fees**

Membership dues and association fees will be reviewed annually and may be revised as needed by the Board of Directors.

### **Activities**

This association may organize, promote, or support flute activities for the benefit of its members as determined by the Board of Directors.