



National Executive Board  
Policies and Procedures  
Handbook

*Updated May 15, 2014*

### ASTA MISSION STATEMENT

The American String Teachers Association enriches people's lives through the joy of teaching and playing stringed instruments.

ASTA Strategic Plan Overview of Goals and Objectives, January 2014				
Goals				
Goal 1— Professional Development and Resources	Goal 2—Our Future and the Next Generation	Goal 3—Building community	Goal 4—Advocacy and Outreach	Goal 5— Sustainability
Objectives				
<i>Develop benchmarks for the professional competence of string teachers, emphasizing high standards and pedagogical expertise</i>	<i>Promote the incorporation of emergent and pedagogically appropriate teaching methodologies and strategies</i>	<i>Strengthen our state chapters</i>	<i>Actively engage in advocacy at the federal level</i>	<i>Strengthen ASTA's financial position</i>
<i>Develop and improve teaching resources and training opportunities to assist teachers to meet ASTA standards</i>	<i>Promote the integration of relevant and appropriate technologies in string teaching and playing</i>	<i>Identify the values, beliefs, needs, and demographics of our current and potential members</i>	<i>Prepare ASTA members and constituents to be music advocates</i>	<i>Increase membership</i>
<i>Support our members by fostering meaningful relationships at transition points and between generations of teachers.</i>	<i>Strengthen ASTA student chapters</i>	<i>Improve the sense of community within our association</i>	<i>Sustain, nurture, and protect existing string programs</i>	<i>Broaden ASTA's network of professional partners</i>
<i>Improve the quality of teacher evaluation</i>	<i>Improve public relations and communications with member and other constituents</i>	<i>Connect to the growing global community of string teachers and players</i>	<i>Increase access to string playing</i>	
	<i>Safeguard our legacy</i>			
<b>Objectives are broken into strategies and tactics in order to meet these goals</b>				

**NATIONAL EXECUTIVE BOARD****I. BOARD REIMBURSEMENT****A. Board Meetings**

1. ASTA will cover the actual cost of:
  - a. Transportation (actual mileage or roundtrip coach airfare)
  - b. Lodging (including tax) in the meeting hotel
  - c. Meals
  - d. Reasonable round trip transportation from home to airport and from airport to hotel.
  - e. Baggage fees – one checked bag and one carry on per person, unless otherwise approved by president or executive director.
  
2. ASTA will *not* cover
  - a. Incidentals (i.e., phone, health club, dry cleaning, other miscellaneous charges)
  - b. Entertainment (in-room movies, mini bar)
  - c. Meals that are also provided by association via group function (i.e. choose to eat elsewhere during a group function/meal)

**B. Association's National Conference**

1. Conference registration will be waived for board members working at the conference. Working at the conference includes, but is not limited to, presiding at educational sessions, concerts, social events, presentation of awards, meetings, or other events where representing the board.
2. Restrictions
  - a. Board members will be assigned duties while in attendance at the event. Additionally, board members should attend as many of the association events during the conference to show support to the membership.
  - b. All expenses associated with attending the annual conference are the responsibility of the individual board member (transportation, lodging, meals, etc.)
  - c. Board members may *not* present conference sessions, but may participate on panels or give industry showcase sessions.

**C. Additional Travel by President**

1. Guidelines
  - a. Funds are budgeted annually for expenses necessary for the President (or President's designee) to represent the organization at major national music events.
2. Expenses Covered
  - a. The same expenses as for board meetings (see above)
3. Contingency procedure
  - a. If the President desires to attend events not budgeted for, approval of the board will be required.

**II. BOARD PROCEDURES****A. Decisions Made Between Board Meetings**

1. Protocol
  - a. President compiles research/information about options
  - b. Board member makes a motion
  - c. Responses from the board can be either by phone or in writing, as specified by the President
  - d. President writes the board, communicating options and deadlines for response by board members
  - e. Major decisions are reserved for board meetings, whenever possible

- f. Any voting member of the board may choose to delay a decision until the next board meeting
- g. President maintains a list of decisions that are later read into the minutes of the next board meeting
- h. Any new initiative begun by a board member first needs to be communicated to and discussed with the President who then communicates it to the full board and membership (this also includes issues for meetings)
- i. Meetings may take place in person, by teleconference, video, web conferences with an audio component, and other emerging technologies

#### B. Executive Committee

- 1. The Executive Committee consists of the President, President-Elect, and Immediate Past President. The Executive Committee shall exercise such powers of the Board of Directors between meetings of the Board as authorized by law and are not specifically withheld by the Board of Directors and shall have authority to act on behalf of the Board of Directors. The Executive Director shall be an ex-officio, non-voting member of the Executive Committee.
- 2. The Executive Committee meets in person three times a year and by phone as needed to deal with pressing association business. Routine matters are conducted via e-mail.
- 3. Executive Committee responsibilities include, but are not limited to:
  - a. Reviewing and negotiating the Executive Director's employment contract;
  - b. Working with the Executive Director to resolve highly confidential personnel issues;
  - c. Meeting with the ASTA Investment Advisor yearly to review investments;
  - d. Meeting with the ASTA Auditor yearly to review the annual audit and serving as ASTA's Audit Committee;
  - e. Making time-sensitive decisions between Board meetings that require immediate action;
  - f. Assisting the President as needed in carrying out the responsibilities of the office.

#### C. Authorization for Charges

- 1. Only the Executive Director, Deputy Director, or Conference Director is authorized to sign for charges to ASTA master accounts.

### III. BOARD MEMBER EXPECTATIONS

- A. Be informed about the programs and member benefits of ASTA
- B. Be committed to ASTA's mission, goals, and programs
- C. Understand the budget and its financial and programmatic implications and be able to assume fiduciary responsibility and monitor the budget
- D. Determine the resources (time, staff, and money) that ASTA needs and help develop programs to secure them
- E. Make an annual financial contribution to ASTA in an amount that is personally meaningful
- F. Participate actively in fundraising by being a passionate advocate of the organization; providing information and leads; cultivating and contacting potential donors and sponsors; and soliciting donations.
- G. Commit time:
  - Prepare for, attend, and participate in board meetings
  - Be an active participant in projects when assigned
  - Participate in the activities of the association
  - Identify new board talent
  - Complete projects and tasks
- H. Communicate the needs of the profession to the staff and other board members
- I. Formulate, approve, and annually review the strategic plan
- J. Help the board come to group decisions by:
  - Making certain proper research and study have been done
  - Being objective and considering other viewpoints

- Using creative thinking and problem solving
- Viewing situations from the organization's perspective, rather than one's own
- Accepting the decisions of the majority
- K. Respect the association's reputation, keeping disagreement and confidential matters in-house, even when no longer a member of the board
- L. Be prepared to make the following average time commitments:
  - Members at Large, Secretary, and Past President: 10 hours per month
  - President-elect: 5 to 10 hours per week
  - President: 15 to 30 hours per week

#### **IV. BOARD PROTOCOL**

All National Executive Board members will:

- a. Discuss all plans of action with the President and/or Board before taking action
- b. Enjoy complimentary membership in ASTA during the term of office

#### **V. CONFLICT OF INTEREST POLICY**

All ASTA Board Members, whether elected or appointed, must have no conflict of interest in matters related to the organization. This conflict may include, but is not limited to:

Making decisions related to programs and projects in which the board member has a vested interest;

Receiving consulting fees from ASTA, except for royalties paid for publications to which there is a signed contract or other special initiatives approved by the Board of Directors; and

Intentionally promoting or selling publications and items authored or manufactured by the board member or that person's company while representing the association at ASTA-sponsored events.

If votes are taken on issues where Directors have such a conflict, then those members shall abstain from voting on these projects or programs.

#### **VI. RECORDS RETENTION POLICY**

Due to regulatory, tax, and financial reporting requirements, American String Teachers Association (ASTA) must retain certain financial and non-financial records for varying lengths of time. Premature destruction or loss of records can cause serious problems with regard to supporting costs, proving proper authorization and management control, providing an audit trail, demonstrating management intent, as well as establishing chronological events. Conversely, failure to destroy obsolete records causes incurrence of unnecessary costs.

The purpose of this policy is to ensure that necessary records and documents are adequately protected and maintained, and that records that are no longer needed or of no value are discarded at the appropriate time, in accordance with applicable regulatory record retention requirements and with ASTA's corporate policy. ASTA should retain records in an orderly fashion and control access to both current and archived materials. Records should never be destroyed before the recommended retention period or local statutory requirements.

#### **PROCEDURES**

##### **Storage of Documentation**

Files should be stored in boxes with similar items, dates, and retention periods to help ensure efficiency during retrieval and disposal. Each file box shall be labeled on the front with the contents, dates covered, and destruction date, if applicable. Archived records are maintained and secured by ASTA or another approved storage vendor, and access will be limited to authorized personnel. Designated personnel are responsible for categorizing and maintaining a listing of records maintained and the applicable location.

Each department head should periodically review the Record Retention Policy to determine any special circumstances that necessitate changes in the retention periods. Requests for changes in retention periods or deviations from specified retention periods should be made by the department head and approved by the Executive Director. Any changes may be implemented only after approval by legal counsel or other appropriate management.

### Electronic Records

When appropriate and approved by the Executive Director, electronic records maintenance systems are permitted to preserve records that departments are required to retain. If electronic storage methods are used, the department should:

Use storage mechanisms that are designed to ensure the accessibility, security, and integrity of the records, detect attempts to alter or remove the records, and provide means to recover altered, damaged, or lost records;

Preserve records exclusively in a non-rewriteable, non-erasable format.

Create an index of the records that are electronically stored and store the index with the underlying records;

Keep a duplicate copy of records and indexes that are stored using electronic storage media;

Be able to promptly download electronically stored records to an alternate medium such as paper or disk; and

Keep in escrow an updated copy of the software or other information that is necessary to access and download electronically stored records.

### Record Destruction

After each year-end, designated personnel within each department are responsible for initiating and ensuring the destruction of all files exceeding their designated holding period. Each team should also maintain a summary listing of records destroyed for future reference.

Destruction of the files will be performed by an independent external service for shredding and disposal. Disposal of records into the general trash service is not acceptable. Additionally, it should be noted that ASTA's storage vendor (currently Public Storage) must receive specific instructions for record destruction. Records will *not* be automatically destroyed based upon the destruction date written on the storage box.

In the event of a regulatory audit, investigation, or pending litigation, record disposal may be suspended at the direction of the department head and legal counsel. In addition, the appropriate department head should be informed of any situation that might give rise to legal action as soon as the situation becomes apparent.

### Record Retention Guidelines

The following retention periods will be used for the maintenance of documents listed below:

<b>ACCOUNTING RECORDS</b>	<b>RETENTION PERIOD</b>
Accounts Payable	7 years
Accounts Receivable	7 years
External Audit Reports	Permanent
Chart of Accounts	Permanent
Depreciation Schedules	Tax Life of Asset + 3 years
Expense Records	7 years
Financial Statements (Annual)	Permanent
Fixed Asset Purchases	Life of Asset
Inventory Records	7 years
General Ledger & Annual Trial Balance	Permanent
Trial Balance – Monthly	7 years
Corporate Loan Payment Schedules	7 years
Purchase Orders (1 copy)	7 years
Tax Returns	Permanent
Corporate Portfolio-Related Records	7 years
Sales Records	7 years
All Other Accounting Records	7 years
<b>BANK RECORDS</b>	
Bank Reconciliations	7 years
Bank Statements	7 years
Canceled Checks	7 years
Electronic Payment Records	7 years

<b>CORPORATE RECORDS</b>	Permanent
Board Minutes	Permanent
Bylaws	Permanent
Business Licenses	Life + 4 years
Contracts - Major and minor	Current + 3 years
Insurance Policies	Permanent
Leases/Mortgages	
Patents/Trademarks	Permanent
<b>EMPLOYEE RECORDS</b>	
Benefit Plans	Permanent
Employee Files (ex-employees)	7 years
Employment Applications	7 years
Employment Taxes	7 years
Payroll Records	7 years
Pension/Profit Sharing Plans	Permanent
<b>REAL PROPERTY RECORDS</b>	
Construction Records	Permanent
Leasehold Improvements	Permanent
Lease Payment Records	Life + 4 years
<b>GRANTS &amp; CONTRACTS</b>	
US Government Contracts	10 years (from close out)
US Government Grants & Cooperative Agreements	
Non-US Government Contracts	3 years (from close out)
Non-US Government Grants & Cooperative Agreements	7 years (from close out)
<b>PUBLISHING</b>	3 years (from close out)
<b>PRODUCTION RECORDS</b>	
Books	2 years (after publication)
Reports/Training Materials	20 years
Subscriptions	15 years
Conference Materials	15 years
Marketing/Promotions/Ads	5 years
<b>EXECUTIVE RECORDS</b>	
Ethics Files	Permanent (on-site)

## VII. WHISTLEBLOWER POLICY

### General

American String Teachers Association Code of Ethics and Conduct (“Code”) requires directors, officers and employees to observe high standards of business and personal ethics in the conduct of their duties and responsibilities. As employees and representatives of the Organization, we must practice honesty and integrity in fulfilling our responsibilities and comply with all applicable laws and regulations.

### Reporting Responsibility

It is the responsibility of all directors, officers and employees to comply with the Code and to report violations or suspected violations in accordance with this Whistleblower Policy.

### No Retaliation

No director, officer or employee who in good faith reports a violation of the Code shall suffer harassment, retaliation or adverse employment consequence. An employee who retaliates against someone who has reported a violation in good faith is subject to discipline up to and including termination of employment. This Whistleblower Policy is intended to encourage and enable employees and others to raise serious concerns within the Organization prior to seeking resolution outside the Organization.

**Reporting Violations**

The Code addresses the Organization's open door policy and suggests that employees share their questions, concerns, suggestions or complaints with someone who can address them properly. In most cases, an employee's supervisor is in the best position to address an area of concern. However, if you are not comfortable speaking with your supervisor or you are not satisfied with your supervisor's response, you are encouraged to speak with someone in the Human Resources Department or anyone in management whom you are comfortable in approaching. Supervisors and managers are required to report suspected violations of the Code of Conduct to the Organization's Compliance Officer, who has specific and exclusive responsibility to investigate all reported violations. For suspected fraud, or when you are not satisfied or uncomfortable with following the Organization's open door policy, individuals should contact the Organization's Compliance Officer directly.

**Compliance Officer**

The Organization's Compliance Officer is responsible for investigating and resolving all reported complaints and allegations concerning violations of the Code and, at his discretion, shall advise the Executive Director and/or the audit committee. The Compliance Officer has direct access to the audit committee of the board of directors and is required to report to the audit committee at least annually on compliance activity. The Organization's Compliance Officer is the chair of the audit committee.

**Accounting and Auditing Matters**

The audit committee of the board of directors shall address all reported concerns or complaints regarding corporate accounting practices, internal controls or auditing. The Compliance Officer shall immediately notify the audit committee of any such complaint and work with the committee until the matter is resolved.

**Acting in Good Faith**

Anyone filing a complaint concerning a violation or suspected violation of the Code must be acting in good faith and have reasonable grounds for believing the information disclosed indicates a violation of the Code. Any allegations that prove not to be substantiated and which prove to have been made maliciously or knowingly to be false will be viewed as a serious disciplinary offense.

**Confidentiality**

Violations or suspected violations may be submitted on a confidential basis by the complainant or may be submitted anonymously. Reports of violations or suspected violations will be kept confidential to the extent possible, consistent with the need to conduct an adequate investigation.

**Handling of Reported Violations**

The Compliance Officer will notify the sender and acknowledge receipt of the reported violation or suspected violation within five business days. All reports will be promptly investigated and appropriate corrective action will be taken if warranted by the investigation.

Audit Committee Compliance Officer  
American String Teachers Association Management Staff

**VIII. INVESTMENT POLICY**Purpose

To guide the Association National Executive Board in oversight of funds which are invested for the long-term growth and protection of Association assets, and which reside outside the general operating budget (cash flow).

Goals

To keep in long-term reserve, funds that equal or exceed in dollar amounts one year of fiscal years' operating expense for the Association in part to maintain a contingency fund for unexpected emergencies.

To dedicate a portion of the assets of the Association to long-term growth which can be applied to long-term projects which advance the profession of string and orchestra teaching.

Underlying Principles for Investment of Reserve Funds

Funds dedicated to investment will not be included in the operating budget of the Association.

Funds dedicated to investment will be considered to be allocated for long-term growth. Under normal circumstances, this will be assumed to be for a minimum of three years.

Reserve funds will be augmented when surplus income from the operating revenue of the Association is identified.

Reserve funds will generally be invested with expectations of higher growth and an attendant tolerance for risk which, while not being overly aggressive, can allow for significant growth over the long term.

The association will maintain both short and long term investments.

Fees for managing reserve fund allocations, typically 2% or less of the value of the investment portfolio, will be derived from the reserve fund investments, and not from general operating funds.

An endowment will be established according to the association's ability to secure contributions for such. Once the endowment reaches \$500,000, the Board of Directors can allocate interest income from the endowment to member programs and services.

### **Oversight of Investments**

The Executive Committee of ASTA (who serve as the Audit/Finance Committee) and the Finance Director will oversee investments.

The committee will consult with the investment counselor at least twice yearly to review the investments.

The committee will propose changes in the investments to the Executive Board.

The committee will twice-yearly provide the Executive Board with a review of the service provided by the investment counselor.

The committee will regularly review the progress of the investments as compared with benchmark economic indices

## **IIX. CONFERENCE POLICIES**

### **Conference Registrations**

Everyone who presents and attends the conference must pay a registration fee.

All presenters must register for the conference no later than January 15 of the conference year. Presenters not registered by this date will not be listed in the program book and session may be cancelled.

All speakers and panelists must hold current ASTA membership at the time of application and the conference (Individual or Corporate)

Exceptions can only be granted by President/Executive Director

### **Keynote Speakers/Keynote Performers**

ASTA will pay an honorarium - amount must be approved by Ex. Director for budget

ASTA will pay travel expenses (hotel, air, food/per diem)

Reasonable Audio Visual included by ASTA

### **Master Class Clinicians for Conference**

ASTA will pay one night of hotel

One complimentary full conference registration (pre-con's, extras, and evening event tickets not included)

ASTA will cover flipcharts and overhead projector, and screen, if requested in advance

Piano provided if needed and requested in advance

No other musical equipment provided

Maximum of 5 music stands, if requested in advance

### **Pre-Conference Lead Presenters (applies to maximum of 1)**

One night hotel

One complimentary conference registration (extras and evening event tickets not included)

ASTA will pay one hour of pianists, if needed and requested in advance

Piano or keyboard, if needed and requested in advance

ASTA will cover flipcharts, screen, and overhead projector, if requested in advance

No association arranged/paid food allowed

Maximum of 25 music stands, if needed and requested in advance

No other musical equipment provided

### **Overall Audio-Visual**

ASTA will provide flipcharts, markers, screens, microphones and limited music stands in each session room.

LCD projectors and other presentation equipment is the responsibility of presenter to rent or bring their own.

No AV, music equipment, can be ordered on-site - no exceptions

All presenters must meet all deadlines -- no exceptions

Maximum of 5 music stands in every session room ( if your session needs more, every effort will be made to accommodate but if we are not able to you will need to make own arrangements

Pianos will be available for master classes, and a limited number of conference sessions, if requested in advance by deadline

There will be a Maximum of 2 amps available on a first-come, first-served basis if requested in advance by the deadline

Eclectic Styles Committee Members are responsible for the care and moving of all AMPS as well as ASTA's drum kit for use in sessions and concerts.

No CD Players or Plugs-in provided. Plug ins must be paid for in advance by the deadline -- NOTHING on-site

### **Music Industry Showcase Sessions**

Only one showcase session per company per conference

The company must be both a confirmed exhibitor and current Council Member

Showcase sessions are offered first-come, first served -until sold out. All others placed on wait list in the event of a cancellation or opening.

A/V and piano needs must be pre-ordered by the deadline - No on-site AV will be accommodated

### **Selection of Presenters**

It is recommended that as many individuals as possible be allowed to present, so, in general, one session per presenter will be selected. Exceptions will be made for invited master class presenters, Board selected sessions, and other instances where common sense indicates to make an exception.

### **National Award Winners**

ASTA covers one night of hotel and one complimentary conference registration. Recipients must be able to attend the conference to accept award in person or another recipient will be selected.

### **Spouses of Participants**

Must register for conference if attending sessions.

May purchase tickets to evening events.

Can receive a complimentary exhibit hall pass.

### **Student Volunteers**

ASTA student volunteers may work 16 hours at the conference and receive a comp. student registration

Limited availability - first-come, first-served. Individual student is responsible for all travel, lodging and expenses

### **NOF Adjudicators and Clinicians**

Receive honoraria

Receive all travel expenses including air, hotel, meals

### **NOF Clinics**

No Pianos or percussion equipment provided in Practice or Clinic

### **NOF/Eclectic Strings/Master Classes/Demo Groups**

Students may participate in only one of these programs per conference.

### **NOF Attendees**

May attend conference educational sessions, per their contracted package

May Purchase evening event tickets

May Attend Solo Competition finals concert complimentary

Breakfast and Lunch provided on the days you are registered.

No Rooms Available for Private NOF Group Meals/Snacks Within Reserved Conferences Spaces

May attend conference sessions and the exhibit hall complimentary

**Demo/Performing Groups**

- May Attend Exhibit Hall
- May Purchase Evening Event Tickets
- May Attend Other Performing Groups
- Must register as student if attending conference (one day rates are available)

**NATIONAL COMMITTEES, AND TASK FORCES**

**I. GUIDELINES FOR ALL COMMITTEES**

**A. Appointment**

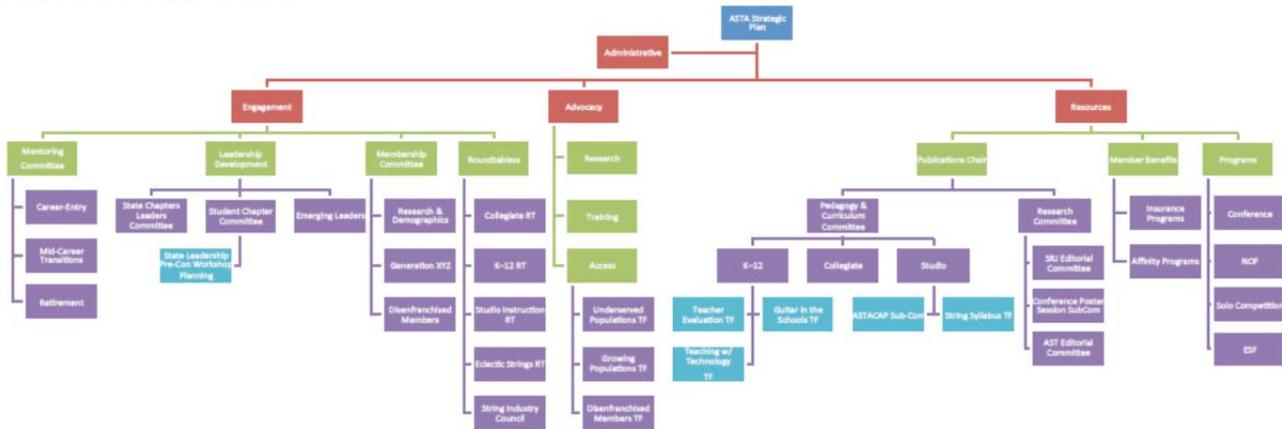
1. All committees are appointed by the President, in consultation with the board whenever possible.
2. Names of potential committee members are discussed with the board prior to the new committee cycle, whenever possible.
3. All committees have a staff and board liaison.
4. All committee chairs and members serve a two-year term.

**B. Reimbursement**

1. ASTA will *not* pay for expenses related to:
  - a. Meetings convened by a committee at an association conference, symposium, or convention.
2. ASTA will budget and pay for expenses related to:
  - a. Conference calls and other telephone calls essential to conducting committee business. Committees should, however, explore *Skype* or other free options.
  - b. Meetings of a committee that are specifically requested by or called by the National Executive Board.

**II. COMMITTEES**

SEE ATTACHED CHART



## NATIONAL AWARDS

### I. AWARD DEFINITIONS

- A. Elizabeth A.H. Green School Educator Award  
Given annually to a teacher with a distinguished current career in a school orchestral setting. Selected through a nomination application process administered by the CSOS Chair. Info in August *AST* and deadline for submission is November 15.
- B. Artist Teacher Award  
Given annually to a pedagogue of renowned stature from within North America.
- C. String Researcher Award  
Awarded annually to recognize excellence in all aspects of string research including scholarship in string instrument and orchestra teaching and performance.
- D. National String Project Consortium Award  
Awarded annually by the ASTA National Board to an outstanding String Project site in the NSPC.
- E. State and Student Chapter Awards  
Recognize outstanding performance of state and student chapters. See the website for list of available categories awarded.

*See the ASTA Website for a complete listing of past award winners.*

### II. OTHER AWARD GUIDELINES

- A. Selection Process
  - 1. All awards committees select from a prioritized list of potential recipients using input from previous awards committees, discussions by the national board, and nominations made by ASTA members, as appropriate for each award.
- B. Award Ceremony
  - 1. It is required that award recipients be present at the presentation ceremony to receive awards. If the recipient is not able to be present to accept the award in person, the award will be bestowed to the alternate choice. On rare occasions, the President may make an exception to this policy.
  - 2. Expenses paid for award recipients include: one night of hotel room at the conference headquarters hotel and one complimentary conference registration. This policy does not include the NSPC awardee, citation awardees, student chapter or state award winners. The Research Awards recipients receive a complimentary conference registration only.
  - 3. Presentations made during awards events at national meetings are divided among the board members as assigned by the President.

## APPENDIX

### Job Descriptions

#### I. PRESIDENT

##### Responsibilities

1. Provides overall association leadership, in accordance with national bylaws.
2. Initiate an annual review of the strategic plan.
3. Oversees, with Executive Director, association conferences.
4. Reviews annual budget with Executive Director, President-Elect, and Past President as prepared and presented by Executive Director.
5. Plans, with Executive Director, board meetings.
6. Chairs board meetings.
7. Following board meetings, notifies appropriate committee chairs of actions, contacts awardees, and asks potential candidates.
8. Writes quarterly *AST* column.
9. Appoints new committee chairs utilizing input from current committee chairs, board members, and senior associates whenever possible.
10. Appoints the Publications Chair and Member-at-Large board positions representing the string industry and the overall string field. Also appoints the National Committees.
11. Reviews reports from Executive Director on progress of national projects, committees, and task forces; provides direction if necessary.
12. Serves on the Audit/Finance Committee.
13. Acts as the official spokesperson for association or designates an individual to do so.
14. Works with Executive Director to direct and structure Strategic Planning activities.
15. Provides annual evaluation of Executive Director and approves Executive Director's contract with Executive Committee.
16. Provides a copy of Executive Director's contract and reviews the contract timetable with the incoming President-Elect.
17. Collaborates with Executive Director and Board for corporate and donor fundraising.
18. Serves as board liaison for Conference Committee, and NOF Committee.
19. Makes an annual financial contribution to ASTA in an amount that is personally meaningful.

*Budget includes money for an assistant.*

#### II. PRESIDENT-ELECT

##### A. Responsibilities:

1. Learns from President and Executive Director association functions, including communications between state chapters and board.
2. Answers all e-mail requests (except for those that can be handled by assistant) especially those from the President requesting Board opinions or votes on matters.

3. Plans and leads the quarterly state officer webinar.
4. Contributes material pertinent to the state chapters and officers on Café Strings.
5. Attends all national board meetings each year.
6. Attends Strategic Planning Retreats if called.
7. Attends national ASTA conference.
8. Reviews with President and Past President the annual budget prepared and presented by Executive Director.
9. Serves on the Audit/Finance Committee.
10. Develops, independently and with President, new ideas and directions for ASTA.
11. Plans State Leadership Workshop in conjunction with committee.
12. Makes an annual financial contribution to ASTA in an amount that is personally meaningful.

*Budget includes money for an assistant.*

### **III. PAST PRESIDENT**

#### **A. Responsibilities:**

1. Advises President.
2. Assists President and President-Elect.
3. Serves in an overall advisory capacity to all officers as needed.
4. Serves on committees as requested.
5. Communicates regularly with board members.
6. Responsible for maintaining corrections to the National Executive Board Policies and Procedures Handbook for new board.
8. Attends all national board meetings.
9. Attends national conference.
10. Serves on the Audit/Finance Committee for association.
11. Serves on the yearly Budget committee in conjunction with the President, President-Elect, and Executive Director
12. Serves as Chair of the Nominating Committee for new National Officers.
13. Acts as International Liaison for the association maintaining ties with other international -STA organizations.
14. Serves as Chair of the Advocacy Committee.
15. Makes an annual financial contribution to ASTA in an amount that is personally meaningful

### **IV. MEMBERS-AT-LARGE**

#### **A. Responsibilities:**

1. Attend national board meetings, participation on assigned committees, and carry out responsibilities related to service on the Board.

2. *Ex officio* members of association committees as assigned.
3. Serve as chair of awards committees as assigned.
4. Communicate regularly with all board members.
5. Serve a two-year term.
6. Assist staff at the National Conference.
7. As do all board members, make an annual financial contribution to ASTA in an amount that is personally meaningful.

## **V. SECRETARY**

### **A. Responsibilities:**

- a. Attend national board meeting, participate on assigned committees, and carry out responsibilities related to service on the Board.
2. Take minutes at all Board meetings.
3. Extract from the minutes and distribute “task reminders” following board meetings.
4. Communicate with student chapters in cooperation with the appointed Student Chapter Coordinator.
5. Communicate regularly with Student Chapter Coordinator.
6. Coordinate Student Chapter news for association publications and communities.
7. Communicate regularly with all board members.
8. Serve on committees as appropriate.
9. Serve a two-year term.
10. As do other board members, make an annual financial contribution to ASTA in an amount that is personally meaningful.

## **VI. PUBLICATIONS CHAIR**

### **A. Responsibilities:**

1. Attends national board meetings, participates on assigned committees, and carries out responsibilities related to service on the Board.
2. Generate ideas for possible publications, suggest possible author(s) for publications, and review potential publications as they are developed or submitted. May form focus groups to assist in this process.
3. Selects and submits manuscripts for publication consideration to the National Executive Board. May form focus groups to assist in this process.
4. Researches potential authors. May form focus groups to assist in this process.
5. Reviews publication policies, suggesting changes as needed.
6. Contacts authors to negotiate timetable and target publication date.

7. Works with the Executive Director to administer publications budget and to prepare budget with profit margin for each publication.
8. Works with author and any related focus group during the writing/development of the publication to assure quality control.
9. Submits publication draft to editor/proofreader, approving the final draft prior to publication.
10. Works with the staff associates to arrange for publicity about ASTA publications
11. As do other board members, make an annual financial contribution to ASTA in an amount that is personally meaningful.

## **VII. EXECUTIVE DIRECTOR**

### **A. Job Description Summary**

1. Serves as the chief paid staff officer.
2. Serves as a non-voting member of the Executive Committee.
3. Serves as non-voting member of National Executive Board.
4. Recommends and participates in the formulation of new policies, procedures and programs.
5. Administers and directs the strategic plan and association programs approved by the National Executive Board.
6. Maintains effective staff organization and performance to assure attainment of objectives and service to members.
7. Achieves economical, productive, and constructive growth of the association through effective management and leadership.
8. Serves as a member of the Audit/Finance Committee.

### **B. Responsibility Summary:**

1. The Executive Director shall:
  - a. Be responsible to the President and Board of Directors.
  - b. Have primary responsibility for maintenance of accurate financial records and accounts in accordance with the organization's bylaws.
  - c. Prepare and distribute regular financial reports.
  - d. Prepare biannual membership statements to the National Executive Board.
  - e. Make regular reports to members of the National Executive Board at board meetings.
  - f. Prepare board meeting agendas with the President.
  - g. Keep the National Executive Board fully informed on conditions and operations of the association as well as on important factors influencing them.
  - h. Plan, formulate and recommend for approval by the Board basic policies and programs that will further the objectives of the association.
  - i. Execute all decisions of the Board and make staff assignments pursuant to executing said decisions.
  - j. Assist all committee and council chairs and committee members as needed.
  - k. Prioritize the work of the National Office.
  - l. Maintain communications with members.
  - m. Recruit, hire and train all association staff personnel.
  - n. Have responsibility for the employment and termination, preparation of job descriptions, establishing performance standards, and the maintenance of a competitive salary structure for all staff personnel.
  - o. Review the association's salary structure annually and make recommendations to the Board.

- p. Advise the President of intent to terminate professional staff personnel prior to any such termination.
- q. Be authorized to execute such contracts and commitments as are authorized by the Board.
- r. Undergo an annual performance review.
- s. Oversee all national events and programs of the association.



## COMPILATION OF PAST BOARD MOTIONS

Following is a compilation of past Board motions to help create an institutional memory for the organization and to inform new Board members of current policies. These decisions can be updated or changed as the needs of the organization change, however they represent the thinking of the Board at the time. This list does not include motions that were routine or short-term (accepting minutes, dues structure for year, award winners, etc.) and does not include motions that have now become "part of our culture" (motion for unification of NSOA, or to hire Executive Director, or to move office to a new location). Actions were taken from Board minutes.

### March, 2014 Louisville, KY

**Motion:** That we pilot an industry sponsored pre-con session for next year and evaluate its success as a possible model for future conferences.  
(Palac/Benham)  
Adopted

**Motion:** After review of the business plan, the board does not recommend the publication of the *Advancing Cellist's Handbook: A Guide to Practicing and Playing the Cello* and the *Advancing Bassist's Handbook: A Guide to Practicing and Playing the Bass* authored by Benjamin Whitcomb.  
(Benham/Perkins)  
Adopted

### January, 2014 Chantilly, VA

**Motion:** to recommend publication of the *Advancing Cellist's Handbook: A Guide to Practicing and Playing the Cello* and the *Advancing Bassist's Handbook: A Guide to Practicing and Playing the Bass* authored by Benjamin Whitcomb, final approval dependent on the development of a viable business plan.  
Committee/Perkins  
Defeated

**Motion:** to create a \$20,000 reserve account from existing reserves available for building maintenance and repair.  
MacLeod/Palac  
Adopted

**Motion:** Consistent with ASTA policy, we will increase membership dues by 1% for fiscal year 2014–2015 based on the consumer price index.  
Benham/Palac  
Adopted

**Motion:** that we create a *Membership Task Force* to explore and define the ASTA brand with the goal of increasing membership.  
MacLeod/Conyers  
Adopted

### June, 2013 Chantilly, VA

**Motion:** to accept the new mission statement for the State Leadership Committee

Benham/Perkins  
Adopted

**Motion:** to accept the proposed budget.  
Palac/Benham  
Adopted

**Motion:** Having approved the mission statement, strategic plan goals and objectives at the January 2013 meeting of the National Executive Board, and having submitted the mission statement goals and objectives for review by our membership, we move to adopt the mission statement, strategic plan goals and objectives for implementation effective May 31, 2013.  
Benham/Perkins  
Adopted

**Motion:** The Executive Committee recommends the following for the identified "Parking Lot Programs" (ie. ASTACAP, Eclectic Strings Festival, National High School Honors Orchestra, National Solo Competition, Publications, Special Project Grants):

ASTA Certificate Advancement Program: Continue  
Eclectics String Festival: Suspend  
National High School Honors Orchestra: Discontinue  
National Solo Competition: Continue  
Publications: Continue  
Special Project Grants: Suspend

*Executive Committee*  
Adopted

**Motion:** that we enter into negotiations to engage the services of Stringletter Publishing to sell advertisements for *American String Teacher Journal (AST)* and the web.  
Phillips/Perkins  
Adopted

**Motion:** to accept the board handbook as revised.  
MacLeod/Moss  
Adopted

### **March 2013 Providence, RI**

**Motion:** To approve an increase in membership dues relative to the rate of inflation in accordance with our current policy.  
Moss/Palac  
Adopted

### **January 2013 Chantilly, VA**

**Motion:** To adopt the proposed Guitar Committee mission statement as presented.  
Palac/Bratt  
Adopted

**Motion:** To amend the audition/application and review procedures for NHHO so that applicants apply directly to the national office utilizing ASTA's software, thus alleviating the burden of collecting, reviewing, and disseminating student auditions at the state level.  
Benham/Palac

Adopted

**Motion:** To adopt the report from the NHSHO committee and only have the board address item number 6. Staff will make decisions on the remaining 7 items in the report and respond to the committee.

Palac/Benham

Adopted

**Motion:** Move to accept the committee's recommendation that the NHSHO evening performance remain exclusive to the NHSHO.

Benham/Bratt

Adopted

**Motion:** That the Board table the decision on how to proceed regarding advertising firms until additional information has been presented.

Bratt/Dattmore

Adopted

**Motion:** To accept language on the curriculum session policy with an amendment to the first sentence so that it reads, "ASTA members (including institutional and council) may present up to five hours of sessions on the ASTA curriculum at local, state and regional events with the written approval of the ASTA National office to be obtained by writing maryjane@astweb.com."

MacLeod/Palac

Adopted

**Motion:** To adopt the following resolution: Be it resolved on the 3rd day of January 2013, that the ASTA Board of Directors is authorized, at this meeting and any future regular or special meeting of the Board of Directors, to participate in the meeting through any means of communication by which all directors can simultaneously hear each other during the meeting. This shall include, but not be limited to, teleconference, video, web conferences with an audio component, and other emerging technologies now and in the future that fulfill the requirements of the Revised Iowa Nonprofit Corporation Act, Section 504.821, as may be amended or supplemented. Presence through such means of communication shall constitute presence in person at the meeting.

Benham/Bratt

Adopted

**Motion:** To accept the final audit as provided by Rubino & Company to the Board.

Palac/Bratt

Adopted

**Motion:** To adopt the conference policies and update the document as amended.

Moss/Palac

Adopted

**Motion:** To approve mission statement as presented.

Palac/Bratt

**Friendly amendment to motion:** The mission of the American String Teachers Association is to enrich lives through the joy of teaching and playing stringed instruments.

Palac/Bratt

Adopted

**Motion:** To accept the Strategic Plan Draft as the official framework for the ASTA Strategic Plan.

Bratt/Palac

Adopted

**Motion:** To formally approve the goals and objectives as ordered in the Goals and Objectives Priority List document dated January 4, 2013.

Phillips/Moss  
Adopted

**November 2012  
Conference Call**

**Motion:** "To accept the recommendation of the nominating committee and name Matt Glaser the recipient of the 2013 Artist Teacher Award."

Phillips/Bratt  
Unanimous

**Motion:** "To accept the recommendation of the nominating committee and name Paul Kantor the recipient of the 2014 Artist Teacher Award."

Phillips/Bratt  
Unanimous

**May 2012  
Herndon, VA**

**Motion:** That the information agenda and its reports be accepted and approved.

Moss/Bratt  
Adopted: Unanimous

**Motion:** First place and grand prize Eclectic Strings Festival solo winners may not compete in the same division in two consecutive years. Winning groups may compete every year.

Benham/Palac  
Adopted: Unanimous

**Motion:** To approve the revised mission statement of the Eclectic Strings Committee.

Moss/Colbert  
Adopted: Unanimous

**Motion:** To transfer funds as recommended by our financial advisor, Greg Wells, Jody McNamara, and executive committee, in accordance with ASTA's investment policy.

Moss/Palac  
Adopted: Unanimous

**Motion:** Motion to adopt the budget.

Benham/Bratt  
Adoption: Unanimous

**Motion:** To adopt a strategic orientation to guide the work of ASTA.

Benham/Moss  
Adopted: Unanimous

**Motion:** To create a Strategic Planning Task Force to report to the board by the January 2013 meeting.

Moss/Bratt  
Adopted: Unanimous

**Motion:** To adopt the Program Review Task Force recommendations relative to programs that are being suspended in their current form.

Palac/Benham  
Tabled

**Motion:** That we adopt the Program Review Task Force recommendations relative to programs that are being suspended in their current form.

Palac/Benham

Failed: Unanimous

**Motion:** To accept the report from the Program Review Task Force.

Manning/Benham

Adopted: Unanimous

**Motion:** To adopt the recommendations of the Program Review Task Force relative to the restructure of program services, discontinuation of e-communities, new music reading folders, free camp listings, the Merle J. Isaac Composition Competition, and the adjudicator's programs in their existing format, as well as rework the awards program so that it focuses on the Elizabeth Green Award, Artist Teacher Award, and String Research Award in order to increase their visibility and participation. The board also adopts the recommendation that an affinity agreement be developed for working with industry partners. In the future, the responsibility of administering programs such as instrument outreach will rest with donors.

Moss/Colbert

Adopted: Unanimous

**Motion:** That ASTA form a strategic planning task force whose charge is to further refine the mission statement, goals, and objectives as stated in the program review task force report.

Colbert/Palac

Adopted: Unanimous

**Motion:** That the president appoint a 5-member Strategic Planning Task Force with representation from the following groups: K-12, studio, collegiate, string industry council, student chapter/young teacher, executive committee, non-ASTA member. The executive director shall be an ex-officio member.

Palac/Benham

Adopted: Unanimous

**Motion:** Rescind the previous motion.

Moss/Benham

**Adopted:** Unanimous

**Motion:** That the president appoint a 5-member Strategic Planning Task Force with representation from the follow groups: K-12, studio, collegiate, string industry council, student chapter/young teacher, executive committee. The executive director shall be an ex-officio member.

Moss/Benham

**Adopted:** Unanimous

**Motion:** That we clarify the wording of the current events policies to read, "during terms of appointment or service, board members, members of the Conference Planning Committee, and the chair of the Conference Planning Committee may not present education sessions at the conference."

Moss/Colbert

Adoption: Unanimous

**January 2012  
Chantilly, VA**

**Motion:** To approve the following mission statement for the ASTA CAP Committee:

"To establish national goals and awards for students of all levels through non-competitive examinations. Students will be judged on technical and musical preparedness in one of eleven levels by an examiner of musical and pedagogical stature. Certificates of achievement will be awarded for each level successfully completed."

Whitcomb/Norgaard

Adopted: Unanimous

**Motion:** To establish a task force to develop a proposal for a "Virtual String Clinic Program."

Manning/Seelman

Adopted: Unanimous

**Motion:** To release specific “Board-designated net assets” in order to provide additional grand prize money for the Solo Competition.  
Seelman/Manning  
Adopted: Unanimous

**Motion:** To create a “Guitar in the Schools Committee” to support guitar instruction and pedagogy in K-12 classrooms.  
Phillips/Palac  
Adopted: Unanimous

**Motion:** The Board recommends for publication by ASTA Capet and Superior Bowing Technique by Kelley Johnson and The Magic Box by Don Mitchell.  
Seelman/Solow  
Adopted: Unanimous

**Motion:** To approve the following Mission Statement for the Membership Committee: “To assist in recruiting and retaining ASTA members, in conjunction with the Board and the staff associates.”  
Whitcomb/Manning  
Adopted: Unanimous

**Motion:** In accordance with the motion of June 2011 providing for financial support of the Music Education Policy Roundtable and its significant advocacy efforts, dues for individual members will increase by \$2 effective July 1, 2012.  
Palac/Norgaard  
Adopted: Unanimous

**Motion:** That, despite the Board’s policy of adjusting dues with the rate of inflation, the dues for 2012 fiscal year not be raised beyond the \$2 per member contribution to the Music Education Policy Roundtable.  
Manning/Whitcomb  
Adopted: Unanimous

**Motion:** To approve the expenditure of up to \$5,000 for a review of all of ASTA’s programs. This review will involve both a task force of staff and former national presidents plus an outside consultant.  
Phillips/Palac  
Adopted: Unanimous

**June 2011  
Chantilly, VA**

**Motion:** That a separate committee be created to address the ASTACAP program.  
Palac/Solow  
Adopted: Unanimous

**Motion:** To discontinue the National Grants Committee.  
Palac/Manning  
Adopted: Unanimous

**Motion:** To change the name of the “Special Projects Grants Committee” to the “Special Projects Grants and State Awards Committee”, and to change its mission statement to include the following:  
“To review applications, select, and administrate the following state awards: Membership Recruitment Award, Best Newsletter Award, Most Improved Chapter Award, Outstanding Chapter Award, State Chapter Leader Award, and Best Website Award.”  
Whitcomb/Solow  
Adopted: Unanimous

**Motion:** To adopt an ASTA Student Exemplary Service Award, with the details to be worked out with the Student Chapter Committee.

Manning/Palac  
Adopted: Unanimous

**Motion:** To award up to two \$250 grants to Student Chapters that apply for project grants, the application for which would be due on Oct. 1, effective beginning in the fall of 2011.

Solow/Phillips  
Adopted: Unanimous

**Motion:** To adopt a new structure for a national solo competition, in two stages, as follows:

Stage 1: Each eligible applicant would complete an online application, pay an entry fee, and upload a video recording of the required competition repertoire. Video recordings would then be judged and comments provided to all entrants; a maximum of four finalists would be selected from each division and instrument category.

Stage 2: Finalists would perform live before a panel of judges; winners may be chosen from each division/instrument category and a grand prize winner may be named.

The basic competition rules, including repertoire time limits and applicant eligibility, would remain unchanged.

Solow/Whitcomb  
Adopted: Unanimous

**Motion:** To use the label "Eclectic Strings" in lieu of "Alternative Styles" in all ASTA correspondences and materials.

Phillips/Manning  
Adopted: Unanimous

**Motion:** Recognizing the historic importance of the Music Education Policy Roundtable and its potential for advocacy for the future of the music profession, ASTA is committed to provide financial support of \$2 per member annually to the Roundtable, with the realization that this will necessitate a future dues adjustment.

Phillips/Seelman  
Adopted: 8 yes, 1 abstention

**Motion:** To transfer funds as recommended by our financial advisor Greg Wells, Jody McNamara, and the Executive Committee.

Whitcomb/Norgaard  
Adopted: Unanimous

**Motion:** To add Mary Jane Dye as an authorized signatory.

Phillips/Seelman  
Adopted: Unanimous

**January 2011  
Chantilly, VA**

**Motion:** That the K-12 Curriculum be adopted as an ASTA publication.

Solow/Seelman  
Adopted: Unanimous

**Motion:** That ASTA utilize ComNet Marketing Group's services with the intent of renewing a higher percentage of lapsed members and receiving helpful information on the perceived value of ASTA.

Barnes/Meyers  
Adopted: 8 yes, 2 abstentions

**Motion:** To create a Social Networking and Technology Task Force to develop a vision and strategy for ASTA's future in this area.

Phillips/Norgaard  
Adopted: Unanimous

**Motion:** To use the budgeted surplus to increase one of the Membership staff positions from half-time to full-time.

Solow/Dalton  
Adopted: Unanimous

**Motion:** That dues, having been kept at the same level for the past three years, be increased to the following amounts, effective July 1, 2011:

Professional	\$105
Senior	\$75
Dual	\$145
Student	\$50
Institutional	\$306
String Industry Council	\$199/275/378
Library	\$95

Potter/Klickstein  
Adopted: 7 yes, 2 no

**Motion:** That the Eclectic Strings Festival, with the addition of a competition, occur at the 2012 National Conference in Atlanta.

Whitcomb/Norgaard  
Adopted: Unanimous

**Motion:** That the String Research Journal be published up to two times per year, at the discretion of the Editorial Board in collaboration with the Executive Director.

Phillips/Barnes  
Adopted: Unanimous

**Motion:** To adopt the following policy concerning advertisements: "All advertising shall comply with all applicable federal, state, and local laws, rules, and regulations. ASTA reserves the right to refuse any advertisement for any other reason."

Phillips/Potter  
Adopted: Unanimous

**Motion:** To create a Guitar-in-the-Schools Task Force.

Klickstein/Meyers  
Adopted: Unanimous

**June 2010  
Chantilly, VA**

**Motion:** To work with the Alfred Publishing Company to create a three year contract to manage the sales and marketing of ASTA's music and book inventory, including a maximum of two new publications a year.

Wagner/Barnes  
Adopted: 9 yes, 1 abstention

**Motion:** That the mission of the Council of State Presidents be as follows: the mission of the Council of State Presidents is to serve in an advisory capacity to the ASTA Board for ideas and suggestions to benefit to association. In addition, the Council will function as a peer-to-peer network to support state level activities.

Solow/Phillips  
Adopted: Unanimous

**Motion:** That the STEP program should be discontinued. No new enrollees will be accepted in the program, but the current participants shall be allowed to complete it.

Solow/Meyers

Adopted: Unanimous

**Motion:** To approve the concept of the Eclectic Strings Festival, with musical details to be worked out by the Alternative Styles Committee and budgetary details to be worked out by the associates and approved by the Executive Committee.

Klickstein/Whitcomb

Adopted: Unanimous

**Motion:** To limit the number of invited performing groups at the national conference to up to two large groups (to perform Wednesday night and Thursday morning). Any other performing groups need to fit into a large session room.

Phillips/Barnes

Adopted: Unanimous

**Motion:** To add an early morning timeslot (7:00 a.m.), containing up to five sessions, for Friday and Saturday of the national conference, starting with the 2011 conference.

Whitcomb/Solow

Adopted: Unanimous

**Motion:** To establish a New-School Program Steering Committee, the function of which would be to create resources useful to new school programs, which would be posted on the ASTA website.

Phillips/Potter

Adopted: Unanimous

**Motion:** When legal counsel is needed, the Executive Director is authorized to seek out and retain the appropriate legal counsel for specialty legal situations, recognizing that specialty lawyers may be at a greater expense than ASTA's general counsel charges.

Phillips/Meyers

Adopted: Unanimous

**Motion:** That student membership includes receiving a regular subscription to the AST journal.

Meyers/Solow

Adopted: Unanimous

**Motion:** That student membership cost \$49 effective July 1, 2010.

Norgaard/Klickstein

Adopted: 9 yes, 1 abstention

**February 2010  
Santa Clara, CA**

**Motion:** Coda Bows and Potter's Violin Foundation Programs will be fully administered by their respective committee chairs including receiving and recording the applications.

Moss/Wagner

Adopted: Unanimous

**Motion:** Based on economic factors and the lack of applicants, the Outreach grants are suspended.

Bossuat/Wagner

Adopted: Unanimous

**Motion:** Awards will be given when the board feels it is suitable rather than on the specific schedule used in the past.

Bossuat/Meyers

7 yes

1 abstention

**Motion:** To approve 2010-16 members of the String Research Board:

Margaret Schmidt – Arizona State University

Laurie Scott – University of Texas, Austin  
Margaret Berg – University of Colorado  
Wagner/Barnes  
Adopted: Unanimous

**Motion:** To recommend for publication “Students with Disabilities in the Strings Classroom: A Resource Guide to Facilitate Accommodations and Modifications of Instruction” by Patricia Lynn-Wyatt De Orio with further discussion to work out editorial and publication details.  
Seelman/Wagner  
Adopted: Unanimous

**Motion:** To pursue obtaining bids for the distribution—including printing and marketing, of the entire ASTA publication catalogue by music publishers or retailers.  
Bossuat/Seelman  
7 yes  
1 abstention

**January 2010  
Chantilly, VA**

**MOTION:** 7/19/2009  
ASTA will proceed with negotiations to purchase the office at 4155 Chain Bridge Road, Fairfax, VA at a price not to exceed one million dollars. The Executive Committee will work with our lending agent to acquire the most desirable mortgage based on the recommendation of our financial advisors. The down payment for the purchase will come from the Building Fund, established by Board vote in January 2005 for this purpose. Any additional short-term costs to facilitate the move will also come from the Building Fund.  
Moss/Wagner  
Adopted: Unanimous

**Motion:** Two awards, to be given in alternate years, will recognize excellence in stringed instrument and orchestra teaching and performance research.  
Moss/Potter  
Adopted: Unanimous

**Motion:** To defer the mandated inflation-linked dues increase that would have become effective for renewals and new memberships on July 1, 2010.  
Moss/Wagner  
Adopted: Unanimous

**Motion:** To create a Membership Committee  
Potter/Seelman  
Adopted: Unanimous

**Motion:** To accept the audit for years ended June 30, 2009 and 2008 as presented by Rubino & McGeekin Certified Public Accountants.  
Meyers/ Klickstein  
Adopted: Unanimous

**Motion:** Move to create a new committee, the “Council of State Presidents” to serve as a liaison between the state chapters and the national board of directors. The chair, who will be appointed by the national ASTA president, will be a past state president and will submit two reports to the board yearly. Effective May 15, 2010.  
Moss/Seelman  
Adopted: Unanimous

**Motion:** Authorize the funding to complete Phase 3 of the ASTA New String Program Status Report spearheaded by Dr. Robert Gillespie, principal investigator.

Wagner/Barnes

Adopted: Unanimous

**May 2009  
Chantilly, VA**

**Motion:** January 21, 2009

Move that ASTA hold the pilot-program regional orchestra festival on Wednesday, February 17, 2010, which is the day prior to the start of the ASTA National Conference in Santa Clara, CA with details as follows:

Open to orchestras located within a 100-mile radius of Santa Clara, CA;

Orchestras accepted first-come, first-served basis;

The Regional Festival will be canceled unless at least 8 orchestras register to participate by June 1, 2009;

There will be non-refundable application fee and a per-orchestra fee agreed upon by the Board;

The orchestra director must be a current member of ASTA;

The registration fee includes a one-hour block of time in which orchestras will play for and have their clinic from the adjudicator and clinician. Orchestras will receive judges' comments and a group participation plaque. There is no rating or competition aspect associated with this regional festival

Orchestra participants and parents may also return during specified hours on Friday or Saturday for complimentary admission to the exhibit hall;

The California chapter and its sections will be asked to promote the regional event within the chapter and help to secure groups.

Moss/ Gilbert

Adopted: Unanimous

**Motion:** (as amended) January 23, 2009

1. When time allows, the Executive Committee will make decisions regarding any allocation or transfer of investment funds and bring a recommendation to the board to approve before acting.

2. When and if something needs an immediate decision, the EC should act as necessary and inform the board of our action ex-post-facto.

3. In either case, the action should be noted for inclusion in the board minutes either as a regular action item, if we vote at a board meeting, or as an interim action if we vote at another time.

Gilbert/Wagner

Adopted: 5 yes, 0 no

**Motion:** January 24, 2009

Motion approving the transfer of funds as recommended by our financial advisor Greg Wells, Jody McNamara and the Executive Committee.

Gilbert/Wagner

Adopted: 6 yes, 0 no

**Motion:** February 27, 2009

Motion that ASTA freezes the dues for the coming year.

Seelman/Lilien

Adopted: 6 yes, 0 no

**Motion:** March 18, 2009

Motion relating to affiliation agreement:

Notification of any change in rebate percentage or dues (excepting inflationary annual dues increases) will take place via e-mail to state presidents within ten days of the Board of Directors decision.

Motion: Moss/Turner

Adopted: Unanimous

**Motion:** Propose that we establish a conference coordinator position to replace the current system of appointing one year committee chairs.

Barnes/Klickstein

Adopted: 8 Abstentions: 1

**Motion:** The alternative styles branch of ASTA be united under one central Alternative Styles Committee which will form task forces or sub-committees in collaboration with the executive committee to address different aspects of their interests: award, conference, member development. The currently existing Alternative Styles Task force will report to this committee rather than the board.

Bossuat/Seelman

Adopted: Unanimous

**Motion:** Whereas the National Solo Competition is a biennial event, beginning with the 2011 National Competition cycle (which in some states may begin as early as spring of 2010), state competitions procedures must conform to the national rules/guidelines (including the memory and repertoire requirement) for competitors to be able to participate in the National Competition.

Klickstein/Seelman

Adopted. 1 abstention

**Motion:** States are encouraged to hold solo competitions in off-years of the national competition cycle and may establish their own guidelines and procedures for these competitions independent of the national rules. These off-year competitions will not serve as preliminaries for the National Solo Competition.

Seelman/Meyers

Adopted. 1 abstention

**January 2009  
Chantilly, VA**

**Motion:** November 3, 2008

To reallocate from the bond fund into a stock fund \$100,000.

Moss/Wood

Did not pass: 6 No, 3 Yes, 1 did not vote

**Motion:** Nov. 5, 2008:

That ASTA submits a grant to the NAMM Foundation to fund "Increasing Access to Strings: Piloting After School Music Programs"

Bossuat/Wagner

Adopted: 7 yes, 3 did not vote

**Motion:** Every committee will have a designated board and/or staff liaison.

Gilbert/Turner

Adopted: Unanimous

**Motion:** Only one special project grant is awarded per state, but states that have more than 1200 members may have their applications signed by their section president.

Bossuat/Turner

Adopted: Unanimous

**Motion:** Beginning in 2009 we will post the audited financial statements of the association on the website.

Seelman/Gilbert

Adopted: Unanimous

**Motion:** Motion made to accept the fiscal year 2007-2008 audit by Rubino & McGeehin.

Turner/Lilien

Adopted: Unanimous

**Motion:** Allocate \$10,000 for the installation and set-up fees necessary in order to offer automatic dues renewal. Anticipated implementation date will be July 1, 2009 with the new fiscal year.

Moss/Wagner

Adopted: Unanimous

**Motion:** The Transitional Membership open to student members in their first year after graduation will be continued.

Turner/Seelman

Adopted: Unanimous

**Motion:** Adopt the Chapter Affiliation Agreement as prepared by Veneble LLP and presented to the board on January 9, 2009.

Wagner/Moss

Adopted: Unanimous

**Motion:** The Chapter Affiliation Agreement must be signed by each chapter president no later than March 31, 2009.

Gilbert/Seelman

Adopted: Unanimous

**Motion:** That ASTA establishes an ASTA National Grant Committee.

Bossuat/Seelman

Adopted: Unanimous

**Motion:** I move to dissolve the Alternative Styles Conference Committee and allow the decisions for Alternative Styles sessions at the Conference are decided by the National Conference Committee which will include one member versed in Alternative Styles.

Wood/Wagner

Adopted: Unanimous

**Motion:** I move that the SRJ Editorial Board and the ASTA Research Committee be one and the same and should be called the String Research Journal Editorial Board.

Moss/Turner

Adopted: Unanimous

**Motion:** The board empowers the String Research Journal Editorial Board to make decisions about the selection process, terms and conditions for their board.

Turner/Moss

Adopted: Unanimous

**MAY 2008  
Chantilly, VA**

**Motion:** Modify student dues to \$30 with on-line journal starting July 1, 2008.

Solow/Lilien

Adopted: unanimous.

**Motion:** Accept the modified National Orchestra Festival guidelines as presented.

Solow/Turner

Adopted: Unanimous

**Motion:** The Alternative Styles Steering Committee continues as the Alternative Styles Task Force, the chair and the committee members remain the same and adopt a mission statement.

Wagner/Gilbert

Adopted: Unanimous

**Motion:** The age restriction for the woodwinds, brass and percussion students in the National High School Orchestra will be changed to 9-12 grades (at the time of the conference) instead of 11-12 grades.

Moss/Seelman

Adopted: Unanimous

**Motion:** We accept the revised mission statement for the National High School Honors Orchestra.  
Wagner/Seelman  
Adopted: Unanimous

**Motion:** The Elizabeth Green Educator of the Year Award will have a nomination deadline of November 1<sup>st</sup>, the whole page application placed in the August journal and a minimum of 15 years of experience and 2 letters of recommendation will be required.  
Turner/Gilbert  
Adopted: Unanimous

**Motion:** Based on the recommendation of the COSI report, the name of the Certificate Program for Strings (CPS) will be changed. The new name will be ASTA Certificate Advancement Program (ASTACAP).  
Moss/Bossuat  
Adopted: Unanimous

**Motion:** Recognizing the cost of conference attendance and the state of the economy, the Early-Bird rate will be frozen for the 2009 Conference at the same level as 2008.  
Moss/Turner  
Adopted: Unanimous

**Motion:** In order to be considered for the following year's fiscal budget, any program proposal in need of funding needs to be presented with a budget to the president before November 1st.  
Seelman/Gilbert

**Motion:** Moved to adopt the Employee Separation Policy  
Moss/Gilbert  
Adopted: Unanimous

**Motion:** Bases on the auditor's recommendation the board adopted the Record Retention Policy and Procedures, the Whistleblower Policy and the Investment Policy.  
Gilbert/Seelman  
Adopted: Unanimous

**Motion:** The board appoints the executive committee to serve as the audit committee.  
Bossuat/Turner  
Adopted: Unanimous

**Motion:** The board authorizes the executive director to make tactical adjustments to our investments on the advice of our financial counselor.  
Moss/Turner  
Adopted: Unanimous

**January 2008  
Washington D.C.**

**Motion:** To create a String Teacher Enrichment Program (STEP) Task Force to maintain, develop and promote the STEP program.  
Bossuat/Gilbert  
Adopted: Unanimous

**Motion:** Change the membership categories to include K-12 school string/orchestra teacher, higher education, music administration, performer, private studio teacher, retired, student and other categories. Under the K-12 category, there will be a sub-category list of elementary, Jr. high/middle-school, high school and multi-levels. Odegaard/Gillespie  
Adopted: Unanimous

**Motion:** To make the Transitional 1<sup>st</sup> Year Professional Member program initiated as a pilot program beginning April 1, 2008.  
Eads/Gilbert  
Adopted: Unanimous

**Motion:** As the Certificate Program for Strings program is now under the sponsorship of the national ASTA association, all CPS competitions must have the written approval of their state board on file with the national office. Eads/Solow  
Adopted: Unanimous

**Motion:** To form a task force to study all aspects of the National Honors Orchestra including philosophy, state selection process and timeline. The task force will make recommendations prior to the May 2008 board meeting.  
Odegaard/Solow  
Adopted: Unanimous

**Motion –** To form a task force to study and make recommendations for the national solo competition.  
Eads/Turner  
Adopted: Unanimous

**Amend Previous Motion (May 2007)**

**Motion:** The appointed competition chair will find a local site chair, identify six local judges, find quality accompanists to be paid by ASTA for a 1 hour rehearsal with participants at a standard fee, and competition quality harps with participants contributing towards the rental fee. (changes in bold)  
Odegaard/Eads  
Adopted: Unanimous

**Motion:** The solo competition and the alternate styles award will have equal entry fees of \$75 for 2009.  
Solow/Lilien  
Adopted: Unanimous

**Motion:** To establish a task force to begin to develop a National String/Orchestra School Curriculum.  
Bossuat/Eads  
Adopted: Unanimous

**May 2007  
Washington, DC**

Motion: For the 2008-2009 membership year, the general membership year student rate not be raised by the rate of inflation.  
(Motions: Eads/Turner)  
Adopted: Unanimous

Motion: Establish a task force to explore possible changes to the structure of the alternative styles awards, as requested by the Alternative Styles Awards Committee.  
(Motions: Bossuat/Eads)  
Adopted: Unanimous

Motion: ASTA develop a general sponsorship for its web site and pricing will be determined after further research.  
(Motions: Eads/Lilien)  
Adopted: Unanimous

Motion: To reinstate the dual age level competition structure for the 2009 Solo competition and in support of that, advertise outside of ASTA membership which may include colleges, universities, school music dealers, and luthiers.

(Motions: Solow/Lilien)  
Adopted: Unanimous

Motion: The appointed competition chair will find a local site chair, identify six local judges, quality accompanists to be paid by participants at a standard fee, and competition quality harps with participants contributing towards the rental fee.

(Motions: Solow/Gillespie)  
Adopted: Unanimous

Motion: To accept the suggestions of dropping Urban from the name; drop individual lesson project from wording; drop the recommendation from a person other than a music teacher; one new award will be given annually for a period of two years: 1<sup>st</sup> year \$2000 and a 2<sup>nd</sup> year \$1000; and state or local sources must make a significant contribution starting with April 1<sup>st</sup>, 2008 applications.

(Motions: Gilbert/Bossuat)  
Adopted: Unanimous

Motion: ASTA will print and sell a book called *Honey Bee Song*.

(Motions: Eads/Gilbert)  
Adopted: Unanimous

Motion: The board will make state leadership phone calls in the fall and attend the state leadership meeting at the conference. In the spring the ASTA office will contact state leaders to update leadership and treasury information and the board members will send out an email contact with the option to communicate by phone.

(Motions: Solow/Gilbert)  
Adopted: Unanimous

### January 2007 Virginia

Motion: To accept the suggested Research Committee mission statement as revised by the board: The mission of the research committee is to further and encourage scholarship and research within the string education profession. Activities may include, but are not limited to: (1) disseminating research to the membership (2) supporting and planning of research and poster sessions at professional conferences (3) articulation of string research agenda a (4) recommendation of string research projects to the national board for funding consideration.

(Motion: Gillespie/Bossuat)  
Adopted: Unanimous

Motion: This board reaffirms its role in the support and active development of the endowment fund. Prior to their candidacy, future board members will be made aware of their need to actively participate in the development of the fund. We recognize that each board member will participate at their own comfort level once educated in this area (i.e. making phone calls, personal visits, writing personal letters and thank you notes). Endowment income may range from cash donations, instrument donation, estate planning, to stock options. The interest from the endowment fund will be used to support the following programmatic priorities as adopted by the membership:

- Seeding the growth and development of new school orchestras
- Providing young people in need with instruments, bows, and scholarships to continue their music-making.
- Developing, recruiting, and retaining professional string teachers.
- Conducting music education research.
- Seeding the creation of groundbreaking string programs and projects at the local level
- Seeding the creation of groundbreaking string programs and projects at the local level
- Developing advocacy materials and programs that support new string players, orchestras, and teachers.

(Motions: Eads/Solow)  
Adopted: Unanimous

A brochure will be created to assist in delivery of the endowment fund-raising and to leave with potential donors.

Motion: Contingent upon acceptance of a performance headliner, the board supports the ASTA Gala Benefit Event in the fall of 2009.

Motions: Solow/Gilbert

Adoption: Unanimous

Motion: The board accepts Careers in String Teaching as an official program of ASTA.

Motions: Odegaard/Eads

Adopted: Unanimous

**June 2006  
Detroit, MI**

Motion: to accept the plan David Lusterman submitted for the NSPC along with the six points spelling out the relationship between the reorganized NSPC and ASTA:

1. give the new consortium the NSPC trademark that ASTA now holds
2. provide free meeting space and time at the annual ASTA conference
3. provide a national ASTA board member to serve on the new consortium direction committee as requested in the proposal
4. permission to include the historical description of ASTA's involvement in the consortium to date for consortium funding applications; however a legal statement absolving ASTA from any legal liability associated with the new consortium would be required on all funding requests
5. space in the American String Teacher and ASTA e-NEWS for consortium newsworthy events.
6. Website link between the new NSPC and the ASTA web page

Motion: Wagner/Solow

Adopted: unanimous

Motion: Create and ASTA Advocacy Award that recognizes the contribution of a prominent figures for support the arts.

Motions: Eads/Judy

Adopted: unanimous

Motion: Offer the ASTA School Teacher Enrichment Program Beginning with the 2008 national conference. This program in school string and/or orchestral instruction will be a 45-hour course of study with the option of earning three undergraduate or graduate academic credits.

Motions: Eads/Gilbert

Adopted: Unanimous

**January 2006  
Chantilly, VA**

Motion: That we establish a standing committee called the Alternative Styles Committee.

Motions: Solow/Wagner

Adoption: Unanimous

Motion: That a standing Advocacy Committee be established, and that the past presidents will serve as chair of the committee. Further, that the committee's mission is defined as follows:

- In conjunction with the Board of Directors, the Advocacy Committee works with the Executive Director and Director of Communications to develop and orchestrate a yearly public affairs program that advances strings through the membership, media, legislative representations, and educational organizations, and parents.

Motion: Eads/Palumbo

Adopted: Unanimous

Motion: That we accept the concept of a junior composition competition.

Motions: Littrell/Solow

Adopted: Unanimous

Motion: That for liability protection of both national office and state chapters we require the states to incorporate in their state by September 30, 2006

Motions: Solow/Palumbo

Adoption: Unanimous

Motion: That we establish a building fund from our unencumbered reserves.

Motions: Eads/Solow

Motion: That we place up to 25% of the association's unencumbered funds into more aggressive accounts.

Motions: Eads/Mason

Adopted: Unanimous

Motion: That the board will establish a committee to investigate the ramifications of sponsoring an ASTA Chamber Music Competition.

Motions: Solow/ Littrell

Adopted: Unanimous

**June 2005  
Kansas City, MO**

Motion: That we approve the concept of offering Cause Marketing Partnerships for a trial of one year.

Motions: Mason/Eads

Adopted: Unanimous

Motion: That we approve the concept of Planned Giving.

Motions: Mason/Littrell

Adopted: Unanimous

Motion: That we approve the concept of developing an endowment campaign.

Motions: Jones/Solow

Adoption: Unanimous

Motion: That beginning July 1, 2006, dues and conference rates will increase annually by the rate of inflation.

Motions: Littrell/Palumbo

Adoption: Unanimous

Motion: As clinicians and performing groups are not permitted to sell their products or services during workshop or general sessions, ASTA will adopt a policy that clinicians may, by advance reservation, on a first-come, first-serve basis, display their products and services during special clinician product sessions, and provide attendees with information/order forms. However, no direct sales are permitted at the clinic product sessions.

Motions: Mason/Eads

Adoption: Unanimous

Motion: That an ad hoc committee be formed to oversee the establishment of a fiddling outreach initiative.

Motions: Palumbo/Eads

Adoption: Unanimous

Motion: That based on the recommendation of the Committee on School Orchestra and Strings, we establish the "Promoting the Profession Award" to be given at the state level. The purpose of the award is to recognize those teachers who have directly motivated their students' pursuit of degree in string music education. The criteria are to be determined by each state board.

Motions: Eads/Mason

Adoption: Unanimous

Motion: That we pursue changes to the bylaws to bring them into compliance with the Revised Iowa Nonprofit Corporation Act (RINCA) of State of Iowa.

Motions: Mason/Wagner

Adoption: Unanimous

**January 2005  
Washington, DC**

Motion: That the board approves the long-term financial goals of the organization (as follows).

Motions: Mason/Eads

Adoption: Unanimous

- ASTA will establish a building fund to save enough for a down payment for the purchase of office space
- ASTA will have one-year operating budget revenue in its financial reserves
- ASTA will provide the resources for adequately staffing the association for maximum delivery of member services and support of the profession.
- ASTA will develop a \$2 million endowment fund from which the interest will be used for purposes of the association.

Motion: That the NHSO students must be enrolled in their high school orchestra program if one exists. Home-schooled students may participate if they provide evidence of home school status. NHSO students may only participate in that event.

Motions: Wagner/Eads

Adopted: Unanimous

Motion: That ASTA publish a quarterly list of all new members in the AST

Motions: Palumbo/Solow

Adopted: Unanimous

Motion: That ASTA approve moving forward with the teaching diverse students publication, and the harp book. Also, that the board continue pursuing the format of the CSOS publication, and that we reformat the committee for the bass book.

Motions: Mason/Littrell

Adopted: Unanimous

Motion: That the board accept the summit document (objectives are as follows).

Motions: Eads/Wagner

Adopted: Unanimous

- Increase the number of young people who play stringed instruments.
- Expand the scope of existing school orchestra programs through enhanced professional development and services.
- Provide training and professional development to NSPC student teachers to enhance their teaching skills through capacity-building initiatives for members of the National string Project Consortium
- Conduct research on the overall impact of strings on academic achievement and child development and the overall landscape of strings in America
- Work with the industry to develop scholarships for promising students to develop careers as string teachers.
- Create and orchestrate a public awareness campaign aimed at parents, policy-makers, and students to encourage children to play stringed instruments.
- Develop appropriate support materials that communicate the value of strings and music education.

The summit document will be presented to the membership in Reno.

Motion: That the board approve the concept of working with String Letter Publishing on the creation of Young Strings, based upon a written contractual agreement that must be approved by the executive board.

Motions: Eads/Wagner

Adopted: Unanimous

**June 2004  
Reno, NV**

Motion: That the Student Certificate Program be adopted as an ASTA national program.

Motions: Eads/Wagner

Adopted: Unanimous

Motion: That the following state chapter awards be established : Most Improved State Chapter (certificate); State Chapter Leader Award (plaque); State Chapter Membership Recruitment Award (certificate); Outstanding State Newsletter Award (certificate); Outstanding State Chapter (certificate).

Motions: Mason/Solow

Adopted: Unanimous

Motion: That the American String Teacher move to a Forum format with additional feature articles related to focal points determined by the Board.

Motions: Eads/Solow

Adopted: Unanimous

**January 2004  
Chantilly, VA**

Motion: That ASTA produce a pin to honor its past presidents at the 2005 conference and waive the past presidents conference registration fee for the event.

(Motions: Eads/Butler)

Adopted: Unanimous

Motion: That all funded project development must be coordinated through the executive board including but not limited to the project design, funder contact, proposal and budget writing, and proposal/letter of intent submission/

(Motions: Wimsatt/Butler)

Adopted: Unanimous

Motion: That all funded project administration must be coordinated through the national office including but not limited to budgetary issues, regulatory compliance, report writing, and report submission.

(Motions: Wimsatt/Eads)

Adopted: Unanimous

Motion: That to better meet member communications needs, ASTA purchases new software, called Listserv, along with the accompanying staff training to use it.

(Motions: Wimsatt/Eads)

Adopted: 6 Yes, 2 No

Motion: That ASTA have an annual national conference that addresses the professional needs of its membership.

(Motions: Eads/Butler)

Adopted: Unanimous

Motion: to accept the Summer Conference Committee report as submitted, including:

Workshops that have been successful for three years will be given automatic approval.

ASTA membership will be promoted at teacher oriented summer conferences.

The National Office will be provided with a list of contact information for non-ASTA member conference participants. Membership materials from the National Office will be available to non-members at the conference. Professional Development status will be optional and will involve an additional \$75 application fee. A gratis listing of approved workshops will appear annually in the February AST journal.

Adopted: Unanimous

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Motion: that a minimum of 40% of any excess revenue-over-expenses (once the FY 2005 financial statements have been audited) automatically goes into the invested reserve. The remaining funds will be used to better provide member benefits and services.

[Motions: Gillespie/Butler]

Adopted: Unanimous

Motion: that in following the advice of legal counsel, ASTA accepts the concept of an affiliation letter outlining the National/State relationship, to be signed by each state president, to further protect state volunteers and the association.

[Motions: Eads/Butler]

Adopted: Unanimous

Motion: that ASTA accept the Special Project Committee's recommendations, including the addition of \$8,500 annual funding, and stipulate to the state chapters funding up to \$850 per state.

[Motions: Gillespie/Butler]

Passed: Unanimous

Motion: that ASTA continue with the original motion to fund with \$3,000 (from the FY 2004 budget) the research component for the SAI grant.

(Motions: Gillespie/Butler)

Adopted: Unanimous

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Motion: All participants in ASTA national and regional conferences pay for all expenses and receive no honoraria with exceptions granted only by the national ASTA President.

(Motions: Butler/Eads)

Adopted: 7 Yes 1 No

### **June 2003 Chantilly, VA**

Motion: That ASTA identify one elected member at large from the k-12 teaching community and one from the studio teaching community. The third position would not be designated. The bylaws would be amended to reflect these changes through a vote in January.

(Motions: Jesselson/Eads)

Adopted: Unanimous

Motion: That ASTA table the Special Project Grants for 2003-04 and a subcommittee formed to make recommendations to the Board to strengthen the program.

(Motions: Gillespie/Jesselson)

Adopted: Unanimous

Motion: That ASTA accept the following approved criteria for conference site selection.

(Motions: Eads/Butler)  
Adopted: Unanimous

Motion: That ASTA establish a National Conference Chair to be appointed by the President.  
(Motions: Eads/Butler)  
Adopted: Unanimous

**January 2003  
Columbus, OH**

Motion: That ASTA create a Student Chapter Award to be presented at the 2003 Conference.  
(Motions: Littrell/Moss)  
Adopted: Unanimous

Motion: To accept the proposed publications policies.  
(Motions: Gillespie/Wimsatt)  
Adopted: 8 Yes 1 abstain

Motion: That an instrument specific newsletter to be mailed in hardcopy to those members (primary instrument) if funds are available after the 2003 conference. An e-text version may also be published on the website for all members.  
(Motions: Jesselson/Butler)  
Adopted: Unanimous

Motion: to accept the Conflict of Interest Policy as follows:

- All ASTA WITH NSOA Board Members, whether elected or appointed, must have no conflict of interest in matters related to the organization. This conflict may include, but is not limited to:
- Making decisions related to programs and projects in which the Board Member has a vested interest.
- Receiving consulting fees from ASTA WITH NSOA, except for royalties paid for publications that there is a signed contract or other special initiatives approved by the Board of Directors.
- Promoting or selling publications and items authored or manufactured by the board member or that person's company while representing the association at ASTA sponsored events.
- If votes are taken on issues where Directors have such a conflict, then those members shall abstain from voting on these projects or programs.

(Motions: Littrell/Wimsatt)  
Adopted: Unanimous

Motion: That ASTA sponsor a k-12 orchestra national festival in spring 2004.  
(Motions: Moss/Butler)  
Adopted: Unanimous

Motion: That ASTA adopt the Professional Development Program mission statement: "to provide a permanent record of educational accomplishment of the individual who has completed a designated professional educational activity and that ASTA adopt the following criteria for event qualification as a part of the program:"

- Qualifications of the presenters of the event/activity
- Printed outline or handout of the presentations, including learning objectives and goals of the sessions, for the purpose of defining what an attendee/participant will learn
- The length of the presentations and overall event/activity

[Motions: Gillespie/Logan]  
Adopted: Unanimous

Motion: That the Professional Development Program begin at the 2003 Conference with a one-time enrollment fee of \$25 and an additional \$10 fee for each certificate within the program.

(Motions: Littrell/Wimsatt)  
Adopted: 5 YES 1 NO

**July 28-30, 2002  
Nashville, TN**

Motion: that ASTA authorizes the Executive Director to purchase iMIS software and its accompanying implementation/data conversion costs as outlined in her summary. Donna Hale should purchase this soon so that it can be operational by the next fiscal year, which beings July 1, 2002

(Motions: Littrell/Gillespie)  
Adopted: Unanimous

Motion: that ASTA bring all of the ASTA WITH NSOA publications in-house. The Executive Director will deliberate the terms of his agreement with MENC and bring the publications in-house as soon as feasible, but no later than August 15, 2002.

(Motions: Littrell/Bergonzi)  
Adopted: 7 Yes, 2 No, 1 abstain

Motion: That ASTA adopts the State Chapter Policies and Procedures resolution as amended on this date July 30, 2002.

(Motions: Eads/Littrell)  
Adopted: Unanimous

Motion: Non-board members may present at National Executive Board or committee meetings by invitation, but may not be included in other formal board activities beyond the presentation. Designated staff members may attend meetings at the discretion of the President and Executive Director.

[Motion: Gillespie/Eads]  
Adopted: Unanimous

Motion: State chapter rebates will be withheld for any chapter not in compliance with the required reports and documentation needed by the national association. Exceptions granted by the national President.

[Motion: Butler/Eads]  
Adopted: Unanimous

Motion: All participants in ASTA national and regional conferences pay for all expenses and receive no honoraria with exceptions granted only by the national ASTA President.

[Motion: Butler/Eads]  
Adopted: 7 Yes; 1 No.

The board will revisit this issue at the June meeting, following the Conference. (Littrell: action)

Board consensus was that if members do not want to be contacted via the state e-mail list, they indicate by checking a box on the national membership form. (Danner: action) Board consensus was that no reference to pedagogy would be made in the guidelines. The state e-mail lists are to be used for disseminating information.

from Task Force for Use of E-mail (regarding state e-mail lists).

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**JANUARY 11-13, 2002  
BALTIMORE, MD**

Motion: That the Association provide clerical and administrative support to the President-elect and President in order to execute the responsibilities of their offices as proposed, July 2001. That said support and responsibilities would begin with the 2002/04 President-elect and the 2004/06 President. Support could be on-site or at the National Office, at the preference of the officeholder in consultation with the Executive Director.

[Motion: L. Bergonzi/P. Hayes]  
Adopted: 8 for (1 did not vote; 1 abstained)

Motion: That ASTA WITH NSOA offer public schools the opportunity to create chapters and receive just ONE copy of the journal at the cost of \$59 per chapter.

[Motion: Hayes/Littrell]  
Adopted: 9 for (1 did not vote)  
[Advisory: Review after 3 years.]

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**JUNE 1-3, 2001  
ALEXANDRIA, VA**

Motion: (Smith/Bradetich) The grand-prize winner of the National Solo Competition will perform with an orchestra at the 2003 convention. Adopted (Unanimous).

Motion: (Gillespie/Connolly) To adopt the Personnel Policies presented by Hale as amended.  
Adopted.

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**JANUARY 13-15, 2001  
CHARLESTON, SC**

ASTA with NSOA will publish articles and columns written by those holding membership in the organization. Exceptions are made only in a rare case and at the discretion and approval of the Board. Adopted.

(Unanimous)  
(Bergonzi/Bradetich)

To nominate Issac Stern to be the first recipient of the newly named "Issac Stern International Award."  
Adopted. (Unanimous)  
(Bergonzi/Littrell)

The list of qualities for consideration when taking into account potential candidates for the national board include the attached list compiled by the Board:

Candidate demonstrates good time management skills; possesses demonstrated leadership abilities; completes tasks on time; has computer skills including e-mail; has been involved in some state -level ASTA with NSOA activity/leadership role; commands professional respect; maintains confidentiality; possesses good interpersonal skills/collegiality; has respect for teaching/performing at all levels; generates innovative ideas; possesses integrity; demonstrates an awareness of a national rather than parochial perspective; offers a high-level of responsiveness

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**AUGUST 18-20, 2000  
RESTON, VA**

Motion (Bergonzi/Palac): ASTA with NSOA's conference registration policy is:

- \* if you are invited to present, perform, or speak at a conference, ASTA with NSOA will waive your registration fee
- \* if your appearance is a result of a call for proposals or invitation to be on a panel, you are expected to pay your conference registration fee. Adopted Unanimous.

Motion (Bradetich/Littrell): to accept the mission statement as revised below:

The mission of the NHSO is to competitively select the most talented young musicians from school orchestra programs in each state to assemble biennially and perform in a national showcase, playing music from the professional orchestral literature under the direction of an internationally recognized conductor. Each state (and District of Columbia and territories) will be represented by at least one participant assuming that he or she meets NHSO performance standards. The students working toward excellence in the NHSO are inspired to carry that excellence back to their own schools and on to a musical future. Adopted. Unanimous.

Motion (Bergonzi/Hayes): that the UOP grant amount that can be awarded to any given applicant be increased to \$2,000. Adopted. Unanimous.

Motion (Bergonzi/Bradetich): To adopt the proposed fiscal policy printed in the Board book:

A primary duty of the ASTA with NSOA Board is to monitor and guard the financial assets of the association. It is the Board's responsibility to ensure that the association has sufficient resources for current as well as anticipated expenditures. As an association that derives, on average, two-thirds of its income from membership dues and one-third from advertising revenue, the Board must consider the following to be essential to its oversight:

1. On an annual basis the Board will review and consider increasing membership dues and advertising rates, and;
2. A priority for the Board will be to continually look for a broader base of revenue sources, in order to lessen the dependence on membership dues and advertising revenue as primary income sources.

Adopted (Unanimous)

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**January, 8-10, 2000  
Tucson, AZ**

Motion: (Adelson/Jesselson): To establish a per page royalty for materials copied for pedagogical purpose from the AST. Royalty to be set by the Executive Director in consultation with the national Executive Board. Adopted. Unanimous.

The royalty was set at five cents per page by the Executive Director and the National Executive Board.

**String Image Award**

Motion: (Jesselson/Elledge) Accept proposal for the string media award. Motion passed with one abstention. (Have state presidents determine these award candidates and have them vote by mail).

**Student Chapter Award**

Motion: (Jesselson/Hurst) Establish a student chapter award program. Adopted. Unanimous.

Motion: (Adelson/Jesselson) Provide any member of a sister STA the same conference rate as the members of the organizing STA .

Adopted. Unanimous.

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**June 11-13, 1999  
Alexandria, VA**

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**December 10-12, 1998  
Chicago, IL**

Motion: (Cowden/Hurst) Submit a bylaw revision to the membership to include an addition to active member status that would require a newsletter once a year, written response to questionnaires for phone campaigns and one activity to be considered an active chapter.

Adopted - Unanimous

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**June 12-14, 1998  
Reston, VA**

Motion: (Hurst/Bergonzi) that Executive Director starts endowment and restricted accounts to take care of restricted gifts and contributions. Adopted (unanimous)

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**January 15-18, 1998  
Reston, VA**

Motion: (Bergonzi/Cowden) That dues increases based on the CPI be considered at the summer Board meeting of odd numbered years

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**June 27-30, 1997  
Tampa, FL**

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**February 24-26, 1997  
Baltimore, MD**

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**June 28-July 1, 1996  
Reston, VA**

Motion: (Cowden/Straub) To publish a student chapter newsletter twice a year and that such a newsletter also be posted on the web page Adopted (Unanimous)

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**April 15-17, 1996  
Kansas City, Missouri**

Motion: (Cowden/Reed): All board members will make annual financial contributions to ASTA. Adopted.

**APPENDIX 2****ASTA COMMITTEES WITH MISSION STATEMENTS****Advocacy Committee**

**Mission Statement:** In conjunction with the Board of Directors, the Advocacy Committee works with the Executive Director and Director of Communications to develop and orchestrate a yearly public affairs program that advances strings through the membership, media, legislative representations, educational organizations, and parents.

**ASTACAP Committee**

**Mission Statement:** To establish national goals and awards for students of all levels through non-competitive examinations. Students will be judged on technical and musical preparedness in one of eleven levels by an examiner of musical and pedagogical stature. Certificates of achievement will be awarded for each level successfully completed.

**Audit Committee**

**Mission Statement:** To meet with the financial auditors and investment firm once a year to review the annual audit and our investment statements.

**Bornoff Scholarship Fund**

**Mission Statement:** To distribute three \$800 scholarships annually for in-service or pre-service string music educators (violin/viola/cello/bass) to pay for their attendance at the ASTA national conference.

**Collegiate String Education Roundtable**

**Mission Statement:** The Roundtable is committed to the development, support, and enhancement of school string teaching in the United States by; (1) encouraging the development of string teacher educator positions at institutions involved in music education; (2) identifying and recruiting successful string teachers to become string teacher educators and researchers through doctoral preparation (3) mentoring novice string teacher educators in the tenure process (4) supporting and enhancing pre-service and in-service teacher education in policy and practice.

**Committee on School Orchestras and Strings (CSOS)**

**Mission Statement:** To promote healthy and successful string education in the public schools across our membership and facilitate the selection process for the national Elizabeth A.H. Green Award.

**Committee on Studio Instruction (COSI)**

**Mission Statement:** To assess and address the needs of Studio Teachers nationwide; to plan the studio teaching pre-conference session to evaluate and help select proposals by serving on the conference planning committee.

**Council of State Presidents**

**Mission Statement:** The mission of the Council of State Presidents is to serve in an advisory capacity to the ASTA Board for ideas and suggestions to benefit the association. In addition, the Council will function as a peer-to-peer network support state level activities.

**Eclectic Strings Committee**

**Mission Statement:** The Eclectic Strings Committee plans the Eclectic Strings Festival. The goal of the Eclectic Strings Festival is to provide both young musicians and teachers an authentic learning and performing experience in a variety of musical genres. Participants will be instructed by nationally-recognized performers and clinicians in a work-shop setting and will perform with these guest artists as part of the National ASTA Conference. The Eclectic Strings Festival will serve as an example of students and teachers working together toward excellence in music performance and instruction and will provide inspiration for an eclectic musical future nationwide.

### **Guitar –In-The-Schools Committee**

**Mission Statement:** The mission of the ASTA Guitar-In-The-Schools Committee is to promote and improve guitar education and performance in school settings and to advocate for the lifelong study and appreciation of guitar by supporting and creating guitar-related professional development opportunities for music teachers, and by working collaboratively with other organizations to create, evaluate, and disseminate resources for guitar education.

### **K-12 Curriculum Committee**

**Mission Statement:** To develop a K-12 curriculum for strings and orchestra that will serve as a framework and model for states, districts, public and private schools, and studio teachers to develop their own curricula. Our belief is that this document should do the following:  
Provide a set of guidelines/standards for program and individual performance;  
Assist in the construction of state and/or local curricula;  
Serve as an advocacy tool for program improvements;  
Serve as a means of justifying existing program standards;  
Serve as a tool and resource in teacher preparation programs.

### **Membership Committee**

**Mission Statement:** To assist in recruiting and retaining ASTA members, in conjunction with the Board and the staff associates.

### **National Conference Planning Committee**

**Mission Statement:** The National Conference Planning Committee evaluates sessions and schedules the Yearly Conference.

### **National High School Honors Orchestra**

**Mission Statement:** To competitively select the most accomplished young musicians from school orchestras in each state to assemble biennially and perform in a national showcase, playing music from the professional orchestral literature under the direction of an internationally recognized conductor. The students working toward excellence in the NHHO are inspired to carry that excellence back to their own schools and on to a musical future. ASTA will make every effort to include a student from every state submitting applicants so long as the level of each student poses no significant detriment to the quality of the group.

### **National Orchestra Festival**

**Mission Statement:** The National Orchestra Festival Committee will work diligently in providing a festival experience for orchestras throughout the United States. The NOF is committed to providing adjudication, clinics, and master classes by professional musicians and educators who hold the highest credentials in the field of orchestral music education.

### **National Solo Competition Committee**

**Mission Statement:** The National Solo Committee is charged with making the ASTA National Solo Competition become the premiere competition for string students to gain recognition for their playing skills. The National Solo Competition Committee sets policies for both junior and senior divisions through all stages from the state preliminaries to the national finals. The committee frames the national competition guidelines and coordinates them with the various state competitions. The committee also helps determine recognition levels for the competition including cash prizes and symphony performances.

### **Publications Committee**

**Mission Statement:** To generate ideas for possible publications, suggest authors, review potential publications as they are developed or submitted and selects meritorious ones for presentation to Board.

### **Research Awards Committee**

**Mission Statement:** To solicit nominations and otherwise administrate an award, given annually at the national conference. The award is to recognize excellence in all aspects of string research including scholarship in string instrument and orchestra teaching and performance.

**State Awards Committee**

**Mission Statement:** To review applications, select, and administrate the following state awards: Membership Recruitment Award, Best Newsletter Award, Most Improved Chapter Award, Outstanding Chapter Award, State Chapter Leader Award, and Best Website Award.

**State Leadership Committee**

**Mission Statement:** To plan and help lead the State Leadership Workshop for the national conference.

**String Industry Council**

**Mission Statement:** The String Industry Council fosters collaborative partnerships between the string industry and association members. Created in 1997, the Council has grown to include nearly 200 companies worldwide representing every major area of the string industry. Council members play a vital role in the growth and development of the string profession.

**String Projects Award Committee**

**Mission Statement:** In order to recognize the origin of the NSPC through ASTA, to help continue our relationship, and to underline ASTA's commitment to creating new string teachers, the NSPC Award honors a string project site that has demonstrated notable excellence. (Note: a committee mission statement has not been officially completed and adopted.)

**String Research Journal Editorial Board**

**Mission Statement:** It shall be the purpose of the SRJ Editorial Board to encourage and improve scholarship and research within the string education profession and to disseminate the results of this work to the string and the larger music teaching communities. Activities may include, but are not limited to: (1) receive and review manuscripts and make recommendations to the Editor(s) regarding suitability for publication in the SRJ; (2) disseminate research to the membership through both online and print publication of the SRJ; and (3) suggest, support, and plan research and research poster sessions at ASTA professional conferences.

**Student Chapters Committee**

**Mission Statement:** The Student Chapters Committee supports the ASTA student chapters through activities at the national conference and newsletters throughout the year. The committee provides vision and guidance for existing chapters and assists in the formation of new ones. The Chair oversees the student chapter newsletter, judges the entries for the Best Student Chapter each year and presents the award at the national conference and oversees the student chapter session. The Chair should ask a student member to be his/her assistant.