

# **Constitution and Bylaws of the American Choral Directors Association**

**Revised and Adopted January 2019**

## **CONSTITUTION**

### **Article I Name**

This organization shall be known as the American Choral Directors Association, Incorporated.

### **Article II Purposes**

1. To foster and promote choral singing that will provide artistic, cultural, and spiritual experiences for the participants.
2. To foster and promote the finest types of choral music to make these experiences possible.
3. To foster and encourage rehearsal procedures conducive to attaining the highest possible level of musicianship and artistic performance.
4. To foster and promote the organization and development of choral groups of all types in schools and colleges.
5. To foster and promote the development of choral music in the church and synagogue.
6. To foster and promote the organization and development of choral societies in cities and communities.
7. To foster and promote understanding of choral music as an important medium of contemporary artistic expression.
8. To foster and promote significant research in the field of choral music.
9. To foster and encourage choral composition of superior quality.
10. To cooperate with all organizations dedicated to the development of musical culture in America.
11. To foster and promote international exchange programs involving performing groups, conductors, and composers.
12. To disseminate professional news and information about choral music.

### **Article III Membership**

Section 1. There shall be ten membership classifications: (1) Active, (2) Associate, (3) Industry, (4) Institutional, (5) Contributing, (6) Paid Life, (7) Honorary Life, (8) Student, (9) Retired, and (10) International.

Section 2. Membership eligibility, methods of admission, privileges, tenure, and dues shall be as prescribed in the Bylaws of the Association.

#### **Article IV Autonomy and Organization**

Section 1. This organization shall be constituted as a non-profit, educational association.

Section 2. The fundamental authority and responsibility of the Association shall reside in the corporate active membership and shall be exercised by the free expression and vote of each individual member, by representative legislative powers vested in the National Board, and by the executive powers delegated to officers.

Section 3. Neither any member of the National Board nor any appointed officer or representative of the Association, nor any member shall be required to accept financial responsibility for duly authorized activities of the Association carried on in good faith and in pursuit of the purposes and activities prescribed or authorized by the Constitution and Bylaws.

Section 4. No official action involving ACDA membership may be taken without a regularly constituted or specially invoked meeting of the Executive Committee and/or the National Board.

Section 5. The membership shall be organized, as a convenience in planning and executing some of the activities and programs of the Association, according to geographic Regions of the United States. The Regions, as defined in the Bylaws, shall be named: Central, Eastern, North Central, Northwestern, Southern, Southwestern, and Western.

Section 6. International Chapters may be formed outside the Regional structure. International Chapters operate autonomously without Regional membership or representation.

Section 7. Any State with three hundred or more ACDA members may be organized as an Affiliate State Association of the ACDA if this is the desire of the membership in the State. Any independent and previously established State Choral Directors association may become an Affiliate State Association.

Section 8. The ACDA membership in each State not organized as an Affiliate State Association shall be designated only as the State membership of the Association and shall be governed according to the provisions of the ACDA Constitution and Bylaws.

Section 9. Each Affiliate State Association shall exercise autonomy over State association government and programs and activities as provided in the ACDA Constitution and Bylaws. Each Affiliate State Association shall have a Constitution and Bylaws to determine the organization and government of that association and for the direction of State activities.

Section 10. All publications of Affiliate State Associations shall include the following under or immediately following the name of the Association: Affiliate Association of the American Choral Directors Association.

Section 11 Affiliation of associations as described above shall require the approval of the Executive Committee and National Board of the ACDA.

## **Article V National Officers**

Section 1. The National Officers of the Association shall be as follows: President-Elect, Vice-President, President, Past-President, Secretary-Treasurer, and National Chair for the Committee on Choral Repertoire and Resources.

Section 2. The President-Elect shall be elected, as provided in the Bylaws. He/she shall be elected by February 1 in odd-numbered years and immediately will serve on the Executive Committee, assuming the office of President-Elect on July 1.

Section 3. The Vice-President shall serve a term of two years beginning on July 1 of odd-numbered years. At the end of his/her term, the Vice-President shall automatically succeed to the office of President. In the event of a vacancy of the office of Vice-President, the Executive Committee will decide how to fill the position.

Section 4. The President shall serve a term of two years beginning on July 1 of odd-numbered years. At the end of his/her term, the President shall automatically succeed to the office of Past-President. In the event of a vacancy in the office of President, the Past-President shall serve the balance of the unexpired term. At the end of his/her term, the President shall succeed to the office of Past-President for a term of two years

Section 5. The Secretary-Treasurer shall be elected, as provided in the Bylaws. He/she shall serve a term of four years beginning on July 1 of odd-numbered years. The Secretary-Treasurer may be reelected for one additional term of four years, but may not serve more than a total of two terms. In the event of a vacancy in the office of Secretary-Treasurer, a special election shall be held to fill the vacancy for the remaining length of the term.

Section 6. The National Chair for the Committee on Choral Repertoire and Resources shall be elected, as provided in the Bylaws. He/she shall serve a term of four years beginning on July 1 of even-numbered years. The National Chair may be reelected for one additional term of four years, but may not serve more than a total of two terms. In the event of a vacancy in the office of the National Chair for the Committee on Choral Repertoire and Resources, a special election will be held to fill the vacancy for the remaining length of the term.

Section 7. Elections shall be conducted as provided in the Bylaws.

## **Article VI Appointed Officials**

Section 1. The Executive Director shall be appointed by the Executive Committee, with the approval of the National Board. The Executive Director is an employee of the Association who may be remunerated for services and who shall serve at the discretion of the Executive Committee and National Board.

Section 2. The Industry Representative shall be appointed by the National President with the approval of the Executive Committee for a two-year term. The Representative may be re-appointed for one additional term.

**Article VII**  
**Executive Committee**

Section 1. The Executive Committee shall consist of the President, the Vice-President, Past-President, the President-Elect, and the Secretary-Treasurer. The Executive Director shall serve as an ex officio, non-voting member of the Executive Committee and the National Board.

**Article VIII**  
**National Board**

Section 1. The National Board shall consist of the Executive Committee, the Region Presidents, and the National Chair for the Committee on Choral Repertoire and Resources. The President-Elect, Industry Representative, and Executive Director shall be ex-officio, non-voting members of the National Board.

Section 2. In the event that a Region President cannot attend a National Board, meeting, he/she can give written authorization for the Region's President-Elect to vote as proxy.

**Article IX**  
**Past Presidents Advisory Council**

Section 1. There shall be a Past Presidents Advisory Council consisting of the Past Presidents of the Association. The National Past-President will serve as the Chair of the Council.

Section 2. In the event that the immediate Past-President is unable to serve as Chair, the President, with the approval of the National Board, shall appoint a person to chair the Council.

**Article X**  
**Region Officers**

Section 1. The officers for each Region shall consist of at least a President, a President-Elect, and a Past-President.

Section 2. The Region President-Elect shall be elected by ballot, as provided in the Bylaws. The Presidents-Elect of the Regions shall serve terms of two years beginning on July 1 of even-numbered years. At the end of his/her term, the President-Elect shall automatically succeed to the office of President.

Section 3. The President shall serve a term of two years. At the end of his/her term, the President shall automatically succeed to the office of Past-President. In the event of a vacancy in the office of President, the Past-President shall serve the balance of the unexpired term. Region Presidents shall serve as voting members of the National Board, during their term of office. The retiring Past-President shall chair the Region Past Presidents Advisory Council for a term of two years.

Section 4. Should circumstances warrant, a Region President may be removed from office upon recommendation of the National President with the approval of the National Board. Any vacancy thus occurring shall be filled by recommendation of the Executive Committee with approval of the National Board.

**Article XI**  
**Region Past Presidents Advisory Council**

Section 1. There shall be a Region Past Presidents Advisory Council in each Region consisting of the Past Presidents of the Region.

Section 2. In the event that the immediate Past-President is unable to serve as Chair, the Region President shall appoint a person to chair the Council.

## **Article XII State Officers**

Section 1. The officers for each State association shall consist of at least a President, a President-Elect, and a Past-President.

Section 2. The President-Elect of State associations with more than twenty (20) active members shall be elected by ballot as provided in the Bylaws. He/she shall serve a term of two years beginning on July 1 of odd-numbered years. At the end of his/her term, the President-Elect shall automatically succeed to the office of President.

Section 3. The President-Elect of State associations with fewer than twenty (20) active members shall be appointed by the National President with the recommendation of the State and Region Presidents. He/she shall serve a term of two years beginning on July 1 of odd-numbered years. At the end of his/her term, the President-Elect shall automatically succeed to the office of President.

Section 4. The President shall serve a term of two years beginning on July 1 of odd-numbered years. At the end of his/her term, the President shall automatically succeed to the office of Past-President. In the event of a vacancy in the office of President, the Past-President or President-Elect shall serve the balance of the unexpired term at the discretion of the National President with the recommendation of the Region President.

Section 5. State Presidents may serve no more than two consecutive terms, but may be reelected or re-appointed after a lapse of one or more terms.

Section 6. Should circumstances warrant, a State or Region Officer may be removed from office upon recommendation of the Region President and the National President with approval of the Executive Committee. The vacancy will be filled with an appointment by the Region President with approval of the Executive Committee.

## **Article XIII Meetings**

Section 1. Business meetings of the Association may be held as needed at a time and place to be determined by the National Board.

Section 2. An annual meeting of the Executive Committee and National Board, shall be called by the President to conduct the business of the Association.

Section 3. Other meetings of the Executive Committee may be called by the President.

Section 4. Special meetings of the National Board may be called by the President or upon the signed petition of three Region Presidents and four other members of the National Board.

Section 5. The call for special meetings must state the business to be transacted, and no business shall be transacted except that specified in the call.

Section 6. Business meetings of a Region may be held as needed at a time and place to be determined by the Region and State Presidents within that Region.

Section 7. The Past Presidents Advisory Council may meet in conjunction with the Executive Committee and/or the National Board, or separately, as authorized by the President.

Section 8. An assembly of Region and State Presidents shall meet at the National Leadership Conference. The meeting shall be called and chaired by the National President.

Section 9. An assembly of State Presidents in each Region shall meet at the Region Conferences. The meeting shall be called and chaired by the Region President.

#### **Article XIV Quorum**

Section 1. The quorum of the Executive Committee shall be three of the five voting members of that Committee.

Section 2. The quorum of the National Board shall be seven members of the Board, including two voting members of the Executive Committee, three Region Presidents, and any two of the remaining voting members of the National Board.

Section 3. The quorum of the Association for the transaction of business shall consist of a quorum of the National Board, as stated above, plus the active membership voting.

#### **Article XV Amendments**

Section 1. Amendments and/or revisions to this Constitution may be initiated by the Executive Committee, the National Board, the Past Presidents Advisory Council, or by a petition signed by ten percent of the National membership from no fewer than three of the Regions of the Association.

Section 2. This Constitution may be amended or revised by an approving vote of two-thirds of the active members who cast ballots in accordance with stipulations of the Bylaws, provided, however, that in any case, sixty days' notice of such contemplated amendment or revision shall be given to active members.

### **BYLAWS**

#### **Article I Membership**

Section 1. **ACTIVE.** Any person who is engaged as part-time or full-time choral director, or who is responsible for the administration of a choral program, is eligible for active membership. An active member is entitled to all privileges of the Association, including the right to vote, to hold office, and, upon compliance with registration requirements, admission to all meetings and conferences. In addition, active members shall receive appropriate publications from the Association. Upon receipt of a completed

ACDA membership form and payment of the annual membership dues, the candidate for active membership shall be accepted for a term of one year from the date of acceptance. Membership shall be continued each succeeding year on receipt of membership dues prior to or during the month designated for membership renewal. Failure to remit annual payment during the membership renewal period shall result in discontinuation of membership. Active membership shall be renewed on receipt of the current annual dues.

Section 2. ASSOCIATE. Any person who is interested in the objectives of the Association is eligible for Associate membership. Privileges accorded the Associate member shall be limited to online access to association publications, resources, and communities. Associate members may not attend ACDA events, hold office, or vote. Transfer of an Associate member to Active may be made upon compliance with requirements and procedures for Active membership. The candidate for Associate membership shall be accepted on receipt of completed ACDA membership form and payment of the annual membership dues for a term of one year from the date of acceptance. Procedures for continuing membership are the same as those stated for Active membership.

Section 3. INDUSTRY. Any business associated with music and related to the choral field may become an Industry member. Privileges accorded the representatives of each industry shall include the option to advertise and exhibit at conferences, upon compliance with registration requirements. In addition, Industry members shall receive appropriate publications from the Association. Candidates for Industry membership shall be accepted on receipt of completed ACDA membership form and payment of the annual membership dues for a term of one year from the date of acceptance. Procedures for continuing membership are the same as those stated for Active members.

Section 4. INSTITUTIONAL. The following institutions, or music departments thereof, may be Institutional members: schools, colleges, universities, conservatories, churches, synagogues, lodges, other professional associations, professional choruses, and choral groups from industry, business, or community. Privileges accorded to representatives of each Institutional member shall include the option to advertise and exhibit at conferences, upon compliance with registration requirements. In addition, Institutional members shall receive appropriate publications from the Association. Application procedures shall be the same as those prescribed for Industry members. Procedures for continuing membership are the same as those stated for Active members.

Section 5. CONTRIBUTING. Any individual, firm, foundation, institution, or other organization that has contributed \$1,000.00 or more for a given year to the Association shall be classified as a contributing member. Privileges of associate membership shall be accorded the individual contributing member or a representative of the contributing firm, foundation, institution, or other organization.

Section 6. PAID LIFE. Life membership shall be open to persons who are eligible for active membership and who have been active members of ACDA for a minimum of ten years. Life members shall have the same privileges as active members. Paid-up life members shall not be assessed additional dues.

Section 7. HONORARY LIFE. Persons who have made unique meritorious contributions to choral music and to the profession of choral directing shall be eligible for honorary life membership, designated and bestowed by the National Board. Privileges of honorary life membership shall be the same as those of active membership, but an honorary life member may not vote or hold office unless he/she chooses to maintain active membership. Otherwise there shall be no dues for honorary life membership.

Section 8. STUDENT. Any high school or college student may become a student member of ACDA with the submission of an ACDA membership form marked "student" and the payment of dues. Student members may attend ACDA conferences by payment of the prescribed conference fee. Student

memberships may be submitted by individual students or by the ACDA sponsor-teacher for a student group. The student shall be a nonvoting member, ineligible for office except in a student capacity or in a local student chapter. Students actively engaged as choral directors are eligible for active membership in ACDA.

Section 9. **RETIRED.** ACDA members attaining retirement status may maintain membership in ACDA by payment of reduced annual dues. Privileges accorded retired members will be the same as those for active members.

Section 10. **INTERNATIONAL.** Any person living outside the United States who is engaged as a part-time or full-time choral director, or who is responsible for the administration of a choral program, is eligible for International membership and may associate with an International Chapter if one exists for their country in Central or South America. An International member is entitled to all privileges of the Association, including the right to vote, to hold office, and, upon compliance with registration requirements, admission to all meetings and conferences. In addition, International members shall receive appropriate publications from the Association. Upon receipt of a completed ACDA membership form and payment of the annual membership dues, the candidate for International membership shall be accepted for a term of one year from the date of acceptance. Membership shall be continued each succeeding year on receipt of membership dues prior to or during the month designated for membership renewal. Failure to remit annual payment during the membership renewal period shall result in discontinuation of membership. International membership shall be renewed on receipt of the current annual dues.

Section 11. Membership classification, requirements, and procedures of Affiliate Associations shall not differ from those of ACDA which are specified under Section 1 through Section 9 of this Article, except that the Executive Committee may make adjustments as desirable and necessary for previously established choral directors associations.

## **Article II Dues**

Section 1. The Executive Committee shall set the amount of dues to be paid for all categories of membership and the amount of all other fees. Changes in the amount of membership dues must be approved by a two-thirds majority vote of the National Board.

Section 2. ACDA membership dues in each Affiliate Association shall be the same as those specified for the National Association and shall be payable to the American Choral Directors Association. Each Affiliate Association may charge dues for its purposes in addition to those of ACDA with the following qualifications: approval of the ACDA National Board must be obtained for the adoption of dues, for the amount to be charged, and for the fiscal procedures to be used in billing and collecting.

## **Article III Administrative and Fiscal Year**

Section 1. The administrative and fiscal year shall be from July 1 through June 30, or such other period as may be determined by the National Board.

## **Article IV Membership Year**

Section 1. Membership dues shall be for one year from the date of acceptance of said dues.



**Article V**  
**Fiscal Policies and Procedures**

Section 1. A verified financial statement shall be prepared by the Secretary-Treasurer and/or other officers of the Association who have been empowered by the Constitution and Bylaws and the National Board to oversee Association funds. Such statements shall be published within the fiscal year following the audit approval by the National Board.

Section 2. The certification of the financial statement shall consist of an audit of the financial records of the Association by a Certified Public Account or by a Public Accountant with accompanying affidavit by a Notary Public.

Section 3. The complete financial records of the Association shall be examined and approved by the National Board at the annual meeting. A budget for the following year shall be presented to the National Board by the Secretary-Treasurer at the annual meeting.

Section 4. Any fiscal policies and procedures needed in the administration and operation of the Association and not specified in these Bylaws shall be formulated by the Executive Committee and approved by the National Board.

**Article VI**  
**Duties of National Officers and Appointed Officials**

Section 1. The President shall preside at all National business meetings and conferences of the Association, call and preside at meetings of the Executive Committee and National Board, make appointments as provided in this Constitution and Bylaws, serve as ex-officio member of all committees, be responsible for implementing the overall program of the Association, and perform other duties pertaining to the office. The President shall also serve as Chair of the assembly of Region and State Presidents at the Leadership Conference and shall report all recommendations to the National Board for consideration and action. He/she shall also serve as the chief liaison officer to the Region, State and International Presidents and Industry Representative. In the capacity, it shall be his/her responsibility to communicate and implement any policies or decisions of the Executive Committee or the National Board that directly affect the administrative procedures of Region, State, and Affiliate Associations.

Section 2. The Past-President shall serve as an advisor to the President, Executive Committee, and the National Board. He/she shall assume all duties of the President in the case of resignation, disability, or death until the Vice-President assumes the office of President at the beginning of the next regular biennium. It shall be his/her responsibility to see that all National, Region, and State elections are carried out in accordance with the provisions as directed in the Constitution and Bylaws. He/She will serve as Chair of the Past Presidents Advisory Council.

Section 3. The Vice-President shall assist the president as requested. He/she shall serve as the National Conference Chair for the biennial National Conference that will take place during his/her term of office. He/she shall appoint the National Conference Steering Committee with the approval of the Executive Committee.

Section 4. The President-Elect shall assist the Vice-President as requested and shall use his/her two-year term of office to prepare for his/her role as Conference Chair for the biennial National Conference that will take place during his/her term of office as Vice-President

Section 5. The Secretary-Treasurer shall oversee all financial affairs of the Association as governed by policies set forth by the National Board. With the assistance of the Executive Director and the National Accountant, the Secretary-Treasurer shall present financial reports and budgets for submission to the Board. The Secretary-Treasurer will keep records of all Executive Committee and National Board meetings.

Section 6. The National Chair for the Committee on Choral Repertoire and Resources (R&R) serves in an advisory role for the National Conference and assists in providing resources for the membership at large. He/she shall, in collaboration with the Executive Committee, appoint the twelve National Chairs for each of the following choral areas:

(1) Children and Youth Community Choirs, (2) College and University Choirs, (3) Community Choirs, (4) Contemporary Commercial, (5) Ethnic Music, (6) Junior High/Middle School Choirs, (7) Men's Choirs, (8) Music in Worship, (9) Senior High School Choirs, (10) Student Activities, (11) Vocal Jazz, and (12) Women's Choirs.

The National Chair coordinates the work of these National Choral Repertoire and Resources Chairs on behalf of the Association.

Section 7. The Executive Director shall work with the Executive Committee in keeping a complete and accurate record of all business meetings of the Association and all meetings of the Executive Committee and the National Board. The Executive Director shall assist Region Presidents in implementing Region meetings and conferences. He/she shall conduct the business of the Association in accordance with the Constitution and Bylaws under the direction of the Executive Committee shall make available the proper records at all official meetings and shall submit an annual report to the Executive Committee.

Section 8. The Publications Editor shall serve as Chair of the Editorial Board. This person shall be responsible for the non-revenue-related content of all publications, in consultation with the Editorial Board, and for the timely publication of such. The Editor shall present an annual report to the National Board.

## **Article VII Duties of the Executive Committee**

Section 1. The Executive Committee, as the administrative branch of the Association, shall have the power to transact the general business of the Association, shall be responsible for the management and control of its funds, and shall be empowered to appoint assistants to any of the officers of the Association. It shall serve in the government of the Association as detailed in the Constitution and Bylaws. It shall annually review the performance of Association employees and determine all salaries.

## **Article VIII Duties of the National Board**

Section 1. The National Board shall serve as the legislative and policy-making body of the Association and shall serve in the government of the Association as specified in the Constitution and Bylaws.

## **Article IX Duties of the Past Presidents Advisory Council**

Section 1. The Past Presidents Advisory Council shall serve primarily in an advisory capacity to the Executive Committee and the National Board. Unless otherwise directed by the National Board, the

following services may be performed by individuals or committees from this Council appointed by the National Past-President: (1) a continuing review and improvement of the Constitution and Bylaws, (2) preparation and preservation of historical and permanent records of the Association, (3) necrology and memorials, and (4) nominating candidates for honors and awards.

## **Article X Duties of Region Officers**

Section 1. The Region President shall serve as the chief executive of the Region and shall be responsible for the implementation of ACDA activities in the Region. He/she shall serve as Region Conference Chair and presiding officer for the Region Conference, as determined by the Region election cycle. This person shall also serve as representative for his/her Region to the National Board and as Chair for the assembly of State Presidents at Region meetings. He/she shall appoint R&R Coordinators and Chairs for the Region. He/she shall endeavor to work cooperatively with other previously established choral and music education organizations within the Region.

Section 2. The Region President shall be responsible for the integrity and soundness of Region fiscal operations. He/she will appoint a Region Treasurer, whose term of office will coincide with that of the Region President. A Region Treasurer may be appointed or reappointed, upon review each time by the incoming Region President and the National Executive Committee.

Section 3. The Region President-Elect may serve as co-Chair of the Region Conference, may appoint appropriate committees as needed for planning and executing Region activities, and shall perform other duties as assigned by the Region President.

Section 4. The Region Past-President shall serve as an advisor to other Region officers. He/she shall assume all duties of the President in the case of resignation, disability, or death until the President-Elect assumes the office of President at the beginning of the next regular biennium.

Section 5. The Region Treasurer shall manage funds for Region operations, including disbursements to State Presidents and R&R Chairs within the Region, in accordance with established fiscal policies. Accounting of such disbursements shall be submitted annually to the National Secretary-Treasurer.

## **Article XI Duties of State Presidents**

Section 1. The State President shall serve as the chief executive officer for the State and shall be responsible for the implementation of the ACDA activities in the State. He/she shall appoint R&R Coordinators and Chairs for the State.

Section 2. Each State President shall participate in meetings of the assembly of State Presidents at the Region and National levels.

Section 3. The State President-Elect shall assist the President in the administration of the State Association and assume other duties as assigned by the State President.

Section 4. The State Past-President shall serve as advisor to other State officers.

## **Article XII Multiple Offices**

Section 1. No State, Region, or National officer or chair or member of a National standing committee shall hold more than one of these positions at the same time.

### **Article XIII Committees**

Section 1. There shall be seven standing committees:

1. International Activities
2. Research and Publications
3. Composition Initiatives
4. Education and Communication
5. Advocacy and Collaboration
6. Diversity Initiatives
7. Choral Repertoire and Resources

Section 1a. The International Activities Committee shall oversee all international projects of the association.

Section 1b. The Research and Publications Committee shall oversee all publications and research projects of the association. The Choral Journal Editorial Board shall serve as a sub-committee responsible to solicit and review submissions to the Choral Journal.

Section 1c. The Composition Initiatives Committee shall foster and encourage the creation of quality repertoire through commissions, awards, and other projects.

Section 1d. The Education and Communication Committee shall recruit and manage authors for online and print publications and foster and support educational initiatives that provide resources for the Association's diverse membership.

Section 1e. The Advocacy and Collaboration Committee shall seek opportunities to promote the choral art and develop collaborations with other arts organizations as beneficial to the association.

Section 1f. The Diversity Initiatives Committee shall foster and promote projects that serve a broad representation of choral singers and conductors.

Section 1g. The Executive Committee will appoint National Chairs of Standing Committees, with the exception of the Chair of the Repertoire and Resources Committee, for a four-year term. National Chairs may be reappointed once for a maximum of eight consecutive years. The National President or National Standing Committee Chair may recommend removal of a National Standing Committee member from office to the Executive Committee for action.

Each National Standing Committee shall consist of three to five members, including the Chair. The Executive Committee will appoint a staff liaison and Executive Committee representative to each committee. Committee members shall be recommended to the Executive Committee and Executive Director by the National Chair to serve as project managers in each focus area. Standing Committee Chairs may appoint sub-committees to execute more complex projects. Committee members serve four-year appointed terms and may be reappointed once for a total of eight consecutive years or until the project is completed.

National Standing Committee members shall communicate on a regular basis and will meet at the National Conference (odd years) and at the Leadership Conference (even years). The committees will report to the appointed Executive Committee liaison.

Section 2. The Choral Repertoire and Resources Committee shall foster and promote the performance of quality historical and contemporary repertoire. Committee members also serve as a resource for choral pedagogy and instructional strategies. The Chair of the National Repertoire and Resources Committee is elected as stated in Article V, Section 6 of the Constitution.

2a. National Chairs of Choral Repertoire and Resources Committees, as enumerated in Article VI, Section 6 of the Bylaws, are appointed for a two-year term. A National Committee Chair may be reappointed twice, for a maximum of six years. The National President or National Chair for the Committee on Choral Repertoire and Resources may recommend removal of a National Committee Chair from office to the Executive Committee for action.

2b. The National Chair for the committee on Choral Repertoire and Resources shall, in collaboration with the Executive Committee, appoint three National R&R Coordinators to oversee Youth Choirs (Children and Community Youth, Middle School/Junior High, and High School), Collegiate Choirs (College/University, Student Activities) and Lifelong Choirs (Community Choirs, Music in Worship). The National R&R Chair will oversee the Repertoire Specific areas (Men's Choirs, Women's Choirs, Jazz Choirs, Contemporary/Commercial, and Ethnic Music).

2c. Each Region and State President shall appoint R&R coordinators for not fewer than the four categories of Youth, Collegiate, Lifelong, and Repertoire Specific. It is further understood that Region and State presidents are encouraged to add specific R&R chairs in any or all areas at their discretion.

Section 3. The President, with the approval of the Executive Committee, may appoint other committees for which there are special needs.

#### **Article XIV Regions**

Section 1. The Regions of the Association shall be as follows: CENTRAL – Illinois, Indiana, Michigan, Ohio; EASTERN – Connecticut, Delaware, District of Columbia, Maine, Maryland, Massachusetts, New Hampshire, New Jersey, New York, Pennsylvania, Rhode Island, Vermont; NORTH CENTRAL – Iowa, Minnesota, Nebraska, North Dakota, South Dakota, Wisconsin; NORTHWESTERN – Alaska, Idaho, Montana, Oregon, Washington, Wyoming; SOUTHERN – Alabama, Florida, Georgia, Kentucky, Louisiana, Mississippi, North Carolina, South Carolina, Tennessee, Virginia, West Virginia; SOUTHWESTERN – Arkansas, Colorado, Kansas, Missouri, New Mexico, Oklahoma, Texas; WESTERN – Arizona, California, Hawaii, Nevada, Utah.

#### **Article XV Election Procedures**

Section 1. Election of the National President-Elect: A Nominating Committee of five members shall be appointed by the President and approved by the Executive Committee before July 1 of even-numbered years. The Past-President shall serve as chair of this committee and shall present a slate of nominees for the office of President-Elect to the National Board for approval. Election of the National President-Elect shall be completed before February 1 of odd-numbered years. He/she will assume the duties of President-Elect on July 1 of the same year.

Section 2. Election of the National Secretary-Treasurer: A Nominating Committee of five members shall be appointed by the President and approved by the Executive Committee by July 1 of odd-numbered years. The Past-President will chair the Nominating Committee and present a slate of officers for the office of Secretary-Treasurer to the National Board for approval. Election of the National Secretary-Treasurer shall be completed before February 1 of even-numbered years. The National Secretary-Treasurer shall assume office on July 1 of the same year.

Section 3. Election of the National Chair for the Committee on Choral Repertoire and Resources: A Nominating Committee of five members shall be appointed by the President and approved by the Executive Committee by July 1 of odd numbered years. The Past-President shall chair the Nominating Committee and present a slate of candidates to the National Board for approval. Election of the National Chair for the Committee on Choral Repertoire and Resources shall be completed before February 1 of even-numbered years, with the National Chair assuming office on July 1 of the same year.

Section 4. Election of Region Presidents: Election of Region Presidents-Elect shall be completed before February 1 of the year in which they assume office on July 1. Nominees for Region Presidents-Elect shall be proposed by a committee that includes not fewer than three of the Region's Past Presidents.

Section 5. For each of the above National and Region officers, a slate of nominees shall be presented to the membership through Association publications at least 60 days prior to the election.

Section 6. Region Presidents, in cooperation with the National Past-President, shall be responsible for the elections in their Region and all States and Affiliate State Associations within their Region. Election of the President-Elect in States with 20 or more members shall be completed as stated in the Constitution before February 1 of odd-numbered years with that officer assuming his/her post on July 1 of the odd-numbered year. Should no election take place in a State, or effort be made to elect a President-Elect by February 1, the Region President shall be responsible for appointing a nominating committee and conducting the election from his/her office. Such action shall not include Affiliate State Associations.

Section 7. Nominees for State Presidents-Elect shall be proposed by a committee that includes not fewer than two of that State's Past Presidents.

Section 8. Ballots of ACDA State, Region, and National elections shall include two nominees for each office.

Section 9. Election procedures for Affiliate State Associations and International Chapters shall be determined by their Constitutions and Bylaws.

Section 10. Special elections as prescribed in the Constitution shall be conducted in the following manner:

1. A Nominating Committee of five members shall be appointed by the President and approved by the National Board. The Past-President shall serve as chair of this committee and shall present a slate of nominees to the National Board at the earliest possible date.

2. The nominees for special elections shall be presented to the membership through Association publications.

3. Special elections shall be completed 30 days after the ballots are made available to the membership.

**Article XVI**  
**Relationships with Other Organizations**

Section 1. Cooperative relationships, including conferences and other activities, may be exercised by the Association with other National and International educational institutions and/ or musical organizations as authorized by the National Board.

**Article XVII**  
**Official Organ**

Section 1. The official publication of the Association shall be *Choral Journal*.

**Article XVIII**  
**Disposition of Assets in Case of Disbandment**

Section 1. In the event of disbandment, properties and funds of the American Choral Directors Association remaining after all financial obligations have been met shall be utilized only for the purpose of furtherance of choral music in the United States and shall be dispensed by the Executive Committee.

**Article XIX**  
**Rules of Order**

Section 1. Robert's Rules of Order Revised shall be the authority for all questions of procedure in business meetings not covered by these Bylaws.

**Article XX**  
**Amendments**

Section 1. Amendments and/or revisions to these Bylaws may be initiated by the Executive Committee, the National Board, the Past Presidents Advisory Council, or by a petition signed by ten percent of the National membership from no fewer than three of the Regions of the Association.

Section 2. These Bylaws may be amended by an approving vote of two-thirds of the active members who cast ballots in accordance with stipulations of the Bylaws, provided, however, that in any case sixty days' notice of such contemplated amendment or revision shall be given to active members.