

## **BYLAWS FOR IL-ACDA – approved by membership in November 2017**

### **ARTICLE I. Name**

This organization shall be known as the Illinois Chapter of the American Choral Directors Association. For purposes of public relations it may also be known as the Illinois American Choral Directors Association, or IL-ACDA.

### **ARTICLE II. Purposes**

The purposes of the organization are those as set forth in the national constitution:

1. To foster and promote choral singing which 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**

Membership follows guidelines set forth in the national constitution and bylaws.

### **ARTICLE IV. Autonomy and Organization**

The membership shall be organized according to geographic areas of the state for the purpose of planning and executing activities and programs of the organization. The boundaries of these areas shall be aligned with current Illinois Music Educators Association boundaries (see Article XI).

### **ARTICLE V. Administrative and Fiscal Year**

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

## **ARTICLE VI. Dues**

There shall be no separate dues structure for IL-ACDA. Registration fees and/or other charges for workshops or conventions shall be determined by the Board of Directors.

## **ARTICLE VII. Executive Committee**

1. The principal officers of the organization shall be as follows: President, Vice-President, President-Elect, Secretary, and Treasurer. These five officers shall constitute the Executive Committee.
  2. The President-Elect shall be elected as described in Article XII. This officer shall assume the duties of the office on July 1 of years bearing uneven numbers.
  3. When the President-Elect assumes office he/she shall enter a six-year succession of offices without further election. Each of these terms shall be two years in length.
  4. Upon July 1 of years bearing uneven numbers the incumbent President shall move to the office of Vice-President, and the President-Elect shall move to the office of President.
  5. The Secretary and the Treasurer shall be appointed by the President with the approval of the other members of the Executive Committee.
  6. The President shall serve as chief executive officer for the state and shall be responsible for the implementation of ACDA activities in the state. He/she shall participate in meetings of the assembly of State Presidents at the divisional and national levels.
  7. The President-Elect, in addition to other duties, shall organize ~~the~~ two IL-ACDA Summer ReTreats, the first falling during the second year of his/her office and the second during the year when he/she becomes President.
  8. The President-Elect shall assist the President in the administration of the state association and provide continuity on the Executive Committee. He/she shall chair the nominating committee for the next President-Elect and shall perform other duties as assigned by the President.
  9. The Vice-President shall serve as advisor to the President and to other state officers. He/she shall co-ordinate the Decker Award voting and shall organize the ~~biennial~~ IL-ACDA Fall Convention unless otherwise designated.
  10. The Secretary shall keep the minutes of meetings and assist with communications to the Board and to the general membership. He/she shall read and submit in duplicated form the minutes at business meetings.
  11. The Treasurer shall have responsibility for the financial records, as determined by the Board of Directors. He/she shall follow the National and Central Division ACDA directives for state treasurers, make a financial report to the members within thirty days after the close of the fiscal year, shall pay IL-ACDA bills, and keep a current record of financial dealings.
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## **ARTICLE VIII. Board of Directors**

1. The Board of Directors shall consist of the Executive Committee, representatives from each of the nine geographical districts, chairs of the four Repertoire and Resources areas Youth Choral Music, Lifelong Choral Music, Collegiate Choral Music, and Ensemble-Specific Repertoire and Resources, and some or all of the following Repertoire and Resources sub-areas: Children's Choirs, College & University Choirs, Community Choirs, Ethnic & Multicultural-Music, Junior High/Middle School Choirs, Male Choirs, Music in Worship, Senior High School Choirs, Show Choirs, Two-Year College Choirs, Vocal Jazz, Women's Choirs, and Youth & Student Activities), Podium Editor, Assistant Podium Editor, Webmaster, Historian, Membership Chair, Composition Competition Chair, Student Representative, and ILMEA Representative.

These representatives shall be appointed as provided in the Bylaws for terms described below:

- a. District Representatives, Repertoire and Resources chairs, and chairs of sub-areas shall be appointed by the President for two-year terms. After serving one or two terms in a position, they may be appointed to a different Board position.
  - b. The Editor of the Podium, Webmaster, and Historian shall be appointed by the President with approval of the Executive Committee. The term of service for these three positions is indefinite subject to approval by the Executive Committee.
  - c. The Student Representative shall be appointed by the President with approval of the Executive Committee. The term of service shall be one year, and the limit of service shall be two consecutive one-year terms. The Student Representative may be an undergraduate or graduate student and the position shall be a non-voting position.
  - d. The ILMEA representative is the ILMEA Choral Chair, not appointed by IL-ACDA.
  - e. Some Board members may hold up to two positions simultaneously, especially if they serve as both a Repertoire and Resources chair and a representative of an allied sub-area.
2. District Representatives at the time of their appointment must be teaching or working in the district they represent. If during the term of office a District Representative moves from that geographical area, the President, with the approval of the Executive Committee, shall appoint a successor from the appropriate area. This appointee shall serve the remainder of the previous term of office and then begin his/her own term.
3. District Representatives, R & S R Chairs, Membership Chair, and Composition Competition Chairs may serve two consecutive terms. After serving one or two terms in a position, they may be appointed to a different Board position.
4. Any member of the Board of Directors who is absent from three consecutive meetings of the Board may be removed from office by a majority vote of the remaining members. Any member of the Board of Directors may be removed from office by a two-thirds vote of the members of the Board present at an official Board meeting. Such vote shall be cast in person at a regular or called meeting of the Board of Directors.
5. Each District Representative will serve on the Board of Directors. He/she will promote membership in his/her area, help formulate choral activities for the area, help with IL-

ACDA retreats and conventions as needed, and advise the Executive Committee in finding a successor.

6. Each R & R chair will serve on the Board of Directors. He/she will promote membership in his/her area and help formulate choral activities for the area including choir festivals, repertoire reading sessions, or repertoire and standards workshops. He/she will also represent the state on his/her respective Central Division committees of Repertoire and Resources as set up by the National Association. He/she will advise the Executive Committee in finding a successor.

7. The Membership Chair shall seek ways to improve and increase the membership of the organization.

8. The Composition Competition Chair shall be responsible for organizing and executing the annual IL-ACDA Composition Competition.

9. The Editor of the Podium shall be responsible for all activities related to the preparing and publishing of the Podium.

10. The Webmaster shall be responsible for all activities related to maintaining the IL-ACDA Website.

11. The Historian shall solicit, organize, and maintain past and current records of IL-ACDA activities.

12. The Student Representative shall communicate student concerns and perspectives to the Board.

13. The Board of Directors shall have the power to transact the general business of IL-ACDA between business meetings of the membership, and shall be responsible for the management and control of state funds.

### **ARTICLE IX Meetings**

1. The members of IL-ACDA shall meet at least once each year at a time and place determined by the Board of Directors (generally at the annual Summer ReTreat). Each such meeting shall be preceded by a meeting of the Board of Directors. At least two weeks notice of such meeting shall be given by mail or by e-mail to the entire membership. Listing such meeting in the official newsletter shall be considered sufficient notice.

2. The Board of Directors shall meet at least three times each year: at the Summer ReTreat, in the early fall, and at the annual Illinois Music Educators Association All-State Conference in January-February.

3. Special meetings of the Executive Committee may be called by the President or upon the joint request of the remaining members of the Executive Committee.

4. Special meetings of the Board of Directors may be called by the President or upon the joint request of the remaining members of the Executive Committee.

5. The dates of workshops or other conventions shall be determined by the Board of Directors.

6. A quorum of the Executive Committee shall be three of the five members of that committee.

7. A quorum of the Board of Directors shall be ten members of the Board, including at least two members of the Executive Committee and at least eight other members.

## **ARTICLE X. Fiscal Policies and Procedures**

1. The President shall submit a budget request by May 15 each year to the Division President. The budget requests the return of a portion of the national dues for state operation. A full budget including this request will also be presented to the Board of Directors at their first meeting of the fiscal year or after July 1.
2. Funds collected from workshop fees or other activities shall be held by the Treasurer in the IL-ACDA account.
3. A financial statement shall be prepared by the Treasurer and published in the newsletter available to the membership and Division President. This report must be done at least once each year at the close of the fiscal year.
4. Fiscal policies and procedures deemed necessary for the administration and operation of IL-ACDA may be formulated by the Executive Committee and approved by the Board of Directors, with the approval of the Division President.

## **ARTICLE XI. Geographical Districts**

Geographical areas of the state shall be contiguous with the current Illinois Music Educator Association districts. The boundaries and counties contained in each district are as follows:

District 1: Will, Grundy, Parts of Cook, Parts of Kendall (includes all of the city of Chicago – see 1/7/9 Boundaries below).

District 2: Rock Island, Henry, Bureau, Putnam, LaSalle, Mercer, Knox, Stark, Marshall, Henderson, Warren, Peoria.

District 3: Woodford, Livingston, Kankakee, Iroquois, Mclean, Ford, DeWitt, Piatt, Champaign, Vermillion.

District 4: Hancock, McDonough, Fulton, Tazewell, Adams, Schuyler, Brown, Cass, Mason, Menard, Logan, Pike, Scott, Morgan, Sangamon, Calhoun, Green, Macoupin, Jersey.

District 5: Macon, Christian, Shelby, Moultrie, Douglas, Edgar, Coles, Cumberland, Clark, Montgomery, Payette, Effingham, Jasper, Crawford, Clay, Richmond, Lawrence, Wayne, Edwards, Wabash.

District 6: Madison, Bond, St. Clair, Clinton, Marion, Monroe, Washington, Jefferson, Randolph, Perry, Franklin, Hamilton, White, Jackson, Williamson, Saline, Gallatin, Union, Johnson, Pope, Hardin, Alexander, Pulaski, Massac.

District 7: Lake, parts of Cook, parts of DuPage, and most of McHenry (see 1/7/9 Boundaries below).

District 8: Daviess, Stephens, Winnebago, Boone, Carroll, Ogle, DeKalb, Whiteside, Lee, and a portion of McHenry (see 1/7/9 Boundaries below).

District 9: Kane, parts of McHenry, parts of DuPage, parts of Cook (see 1/7/9 Boundaries below).

1/7/9 Boundaries:

District 1 Western/Northern Boundary, District 9 Southern/Eastern Boundary, District 7 Southern Boundary: Route 52 at the Kendall County Line, east on 52 to I-55, north on I-55 to Route 53, north on Route 53 to Butterfield Road (Route 56), east on Butterfield Road to Route 83, north on Route 83 to Irving Park Blvd (Route 19), east on Irving Park to I-294, north on I-294 to I-90, east on I-90 to Chicago city limit, east on Chicago city limit to Lake Michigan (includes all of the city of Chicago).

District 7 Southern/Western Boundary, District 9 Northern/Eastern Boundary: Beginning at lake Michigan, the boundary follows the city of Chicago line, essentially east on Howard Street to Route 41 South, then west again on Touhy. It then follows the Chicago City line south to I-90 where it turns west to I-294. It then travels south on I-294 to Irving Park Boulevard which is Route 19, where the boundary turns west again and follows Route 19 (Irving Park/Chicago-Elgin Road) to Barrington Road. The boundary goes north on Barrington Road to I-90 and then west on I-90 to the Cook/Kane County line where it turns north to the McHenry County line. It follows the McHenry County border, on Lake Cook Road, west and turns north on Haegers Bend Road. It then continues northwest across the Fox River (there is no road) and joins Klassen Road where it continues west to Route 31. The boundary turns north on Route 31 for a very short distance to Virginia Road and follows that northwest to James Rakow Road. The boundary then goes west on James Rakow Road to Route 34 which is Randall Road South. The boundary continues south on Randall Road until Route 62. It then turns west on Route 62, which is also called Huntley Algonquin Road, to Illinois Route 47 South in the town of Huntley. It then travels south on Illinois Route 47 to Main Street in Huntley. The boundary turns west on Main Street (toward the east it is called Dundee Huntley Road) and continues west to Marengo Road, which is also called Hemmer Road, and turns south for a very short distance to Harmony Road. The boundary then turns west on Harmony Road and continues west on that road to the McHenry/Boone County line. It then follows the county line north to the Wisconsin border.

## **ARTICLE XII. Voting and Appointment Procedures**

1. Regular elections for President-Elect or voting for other purposes may be held by mail or by e-mail, as determined by the Board of Directors. All voting and elections of any nature must be preceded by a general mailing or e-mailing to the membership concerning the nature and purpose of the vote. This mailing must reach the membership not less than 15 days before such election or vote. If a vote is held by mail the ballots must reach the membership at least ten days before the close of balloting. Announcement of votes or elections in state newsletters shall be considered sufficient notice.

2. In July of even-numbered years the President shall appoint a nominating committee consisting of the President-Elect and two Past-Presidents (two former Vice-Presidents). This committee shall solicit suggestions for President-Elect from the membership and then choose two names which will be submitted to the membership for the office. These nominations will be given to the membership in the next available general mailing or e-mailing, but no later than December 1.
3. For District Representatives, R & R chairs, and other officers the President will solicit names from Board members and make appointments with approval of the Executive Committee.
4. If the office of President becomes vacant, either the President-Elect or the Vice-President shall serve the balance of the unexpired term at the discretion of the national President-Elect with the advice of the Division President and approval of the state Board.
5. If the office of President-Elect becomes vacant, a new election shall be called.
6. All vacancies of office for which there is no specification in these rules shall be filled by appointment of the President, with the approval of the Executive Committee. The appointee shall serve the remainder of the previous term of office and then begin his/her own term.
7. Any officer of the Executive Committee may be removed from office and the office declared vacant by a vote of two-thirds of the Board of Directors, voting in person at a called or regular meeting. This vote may not be taken by mail. This action must also receive the approval of the Division President.
8. The President may not succeed himself/herself.

### **ARTICLE XIII. Relationships with Other Organizations**

Cooperative relationships, including conventions and other activities, shall be exercised by IL-ACDA with other educational associations as authorized by the Board of Directors, the national constitution, the national bylaws, or other national guidelines. This may include the State Department of Education, Illinois Music Educators Association, or any other organization whose purposes are compatible with those of ACDA.

### **ARTICLE XIV. Official Publications and Website**

1. The official publication of IL-ACDA shall be The Podium. Frequency of publication will be subject to recommendations of the Executive Committee with the approval of the Board of Directors.
2. The official website of IL-ACDA shall be [www.il-acda.org](http://www.il-acda.org). This site will be maintained and updated by the appointed Webmaster.

### **ARTICLE XV. Events**

1. Activities of IL-ACDA may include the following events:
  - a. Summer ReTreat held in June or July.
  - b. Biennial Fall Convention held in October of even-numbered years or as determined by Board of Directors.
  - c. Other events as determined by Board of Directors.

## ARTICLE XVI. Awards

1. IL-ACDA regularly recognizes a Harold Decker Award winner. Harold Decker was the Chair of the Choral Division of the School of Music at the University of Illinois from 1957 to 1981. He was a charter member and past president of ACDA. In 1979, the IL-ACDA chose to institute the Harold Decker Award, with Dr. Decker being the first recipient. The award is given “in recognition of the significant contribution made to the lives of innumerable choral singers, conductors, and audiences who have been privileged to experience the finest in choral music as presented under his or her direction.”

2. Requirements of the Harold Decker Award include:

a) Longstanding career, at least 20 years of service in choral music during their career.

b) A significant portion of those 20 years directing choirs in Illinois (15 years minimum)

c) Their service should exemplify high performance and choral repertoire standards.

d) Their service to the choral art may include conducting, teaching, research, leadership, clinician, composition/arranging in their district, Illinois, regional or national conferences/committees.

e) Current membership in IL-ACDA activities (and ACDA).

f) A record of service to IL-ACDA.

3. Selection Procedure:

The President of IL ACDA shall establish the Decker Award committee to review the qualifications of nominees submitted. The Vice-President of IL ACDA shall serve as the chair of the Decker Award committee.

The Decker Award committee should include five members, including the Vice-President, three members representing southern, central and northern areas of Illinois and (if possible) the past Decker Award winner appointed by the current IL ACDA President.

Additionally, the Decker Award committee makeup should try to represent a range of Repertoire and Resource areas and/or District Representatives in IL ACDA.

3. Selection Procedure (for Harold Decker Award, paragraph 4):

The Vice President solicits nominations for the Decker Award from the IL-ACDA membership each fall, through the *Podium* or by mail or e-mail. Any IL-ACDA member may nominate someone for the Decker Award. The nominator must be prepared to submit, by January 1, a minimum of three letters: a letter of nomination plus at least two letters of support. The nomination letter and at least one of the supporting letters must come from members of IL-ACDA. Additional letters of support are not restricted to members of IL-ACDA. The nominator must



also submit biographical information about the nominee or a resume of the nominee outlining the nominee's involvement in IL-ACDA.

The Decker Award committee must have copies of the nominating letters distributed to its members by the Vice-President prior to January 15 of the year for consideration and review.

The committee will present the completed nominations for the Decker Award at the IL ACDA Board meeting held in conjunction with the ILMEA meeting in late January. The full IL ACDA board in attendance will vote on the final completed nominations. The Decker Award will be presented at the upcoming Summer ReTreat. An annual Decker awardee is encouraged but not required.

4. Other awards may be instituted by the Board of Directors.

#### **ARTICLE XVII. Alterations and Amendments**

These bylaws may be altered or amended by a two-thirds majority vote of active members present at a business meeting or by a two-thirds majority vote of those casting ballots by mail, provided that such alterations or amendments shall have been approved by a two-thirds Majority vote of the Board of Directors at the preceding Board meeting and published in the newsletter prior to the business meeting or vote.

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