

IL-ACDA BYLAWS

Revised September 2023

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 National organization's purposes, as listed, and any revisions thereof in the future, will automatically be accepted by default as those of IL-ACDA. The Historian will announce any changes to National ACDA's list of purposes at the next meeting of the full Board. Any disagreement with the purposes defined by the National organization will be subject to discussion by the Board and by the state membership, then referred to and discussed with the National Board before any action is taken to revise this Article by a Board and membership vote.

ARTICLE III. Membership

Membership follows guidelines set forth in the [National ACDA 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, Past-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. Upon assuming office, the President-Elect 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 Past-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. The President 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 two IL-ACDA Summer ReTreats, the first falling during the second year of the President Elect's office and the second during the first year when the President-Elect becomes President.
8. The President-Elect shall assist the President in the administration of the state association and provide continuity on the Executive Committee. The President-Elect shall chair the nominating committee for the next President-Elect and shall perform other duties as assigned by the President.
9. The Past-President shall serve as advisor to the President and to other state officers. The Past-President shall coordinate the Decker Award voting and shall organize the 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. The Secretary will electronically submit the minutes to the board in advance of the business meeting.
11. The Treasurer shall have responsibility for the financial records, as determined by the Board of Directors. The Treasurer 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.

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 & Resources (R&R) areas (Youth Choral Music, Lifelong Choral Music, Collegiate Choral Music, and Ensemble Specific Repertoire & Resources), some or all of the R&R sub-areas (Children's Choir, College & University Choirs, Community Choirs, Ethnic & Multicultural Music, Junior High/Middle School Choirs, Tenor-Bass Choirs, Music in Worship, Senior High School Choirs, Show Choirs, Two-Year College Choirs, Vocal Jazz, Treble Choirs, and Youth & Student Activities), *Podium* Editor, Assistant *Podium* Editor, Webmaster, Historian, Membership Chair, Composition Competition Chair, Student Representative, Social Media Chair, Diversity Chair, and ILMEA Chorus Division President. These representatives shall be appointed as provided in the Bylaws for terms described below:

a. District Representatives, R&R 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 is a voting position.

d. The ILMEA representative is the ILMEA Chorus Division President, not appointed by IL-ACDA.

e. Some Board members may hold up to two positions simultaneously, especially if they serve as both a R&R chair and a representative of an allied sub-area. Such Board members receive a single vote.

f. All members of the Board are voting positions except for the ILMEA Chorus Division President. All Board members must be active members of IL-ACDA with the exception of the ILMEA Chorus Division President.

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 their own term.

3. District Representatives, R&R Chairs, Membership Chair(s), and the Composition Competition Chair may serve two consecutive terms. After serving one or two terms in a position, they may be appointed to a different Board position or continue at the Board's request.

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 a vote shall be cast in person at a regular or called meeting of the Board of Directors, or via electronic means; if accomplished by electronic means, a record of the vote tally will be maintained by the Secretary for a period of one year.
5. Each District Representative will serve on the Board of Directors. District Representatives will promote membership in the district they represent, 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. R&R chairs will promote membership in the area they represent and help formulate choral activities for the area including choir festivals, repertoire reading sessions, or repertoire and standards workshops. R&R chairs will also represent the state on their respective Central Division committees of R&Rs as set up by the National Association. R&R chairs will advise the Executive Committee in finding a successor.
7. The Membership Chair(s) 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 and Assistant 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 a meeting shall be given by mail or by e-mail to the entire membership. Listing such meetings 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 IL-ACDA activities and events 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:
<https://ilmea.org/districtmap>

The ILMEA Choral Division President will keep the Board apprised of any changes to the geographical districts.

ILMEA's current designation of districts, and any revisions thereof in the future, will automatically be accepted by default as those of IL-ACDA. The Secretary will announce any changes to ILMEA's district at the next meeting of the full Board. Any disagreement with the districts defined by the ILMEA will be subject to discussion by the Board and by the state membership, then referred to and discussed with ILMEA representatives before any action is taken to revise this Article by a Board and membership vote. If the ILMEA district model is rejected, a viable and data-driven replacement must be prepared before the transition from one model to another.

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. Ballots must reach the membership at least ten days before the close of balloting, whether by mail or electronic means. Announcement of votes and elections in state newsletters or electronic notifications to all IL-ACDA members 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 former Past-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 Past-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 the new 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 but may be taken through electronic means. This action must also receive the approval of the Division President.
8. The President's term may not be renewed.

ARTICLE XIII. Committees

1. Definition: IL-ACDA shall create committees to address specific events, tasks, and concerns of the organization. A committee will consist of a chair, usually from the IL-ACDA Board, committee members; a clearly defined mission statement or objective; and at least one member of the Executive Board in an ex-officio capacity.
2. Chair: The chair of a committee is appointed by the President, other members of the Executive Board, or by a vote of the IL-ACDA Board. The chair of a committee will be assigned for a period of either their completion of the stated objective or for two years, whichever is shorter. When a task or objective is longer than the term of a chair, the chair may be extended for a maximum period of an additional two-year term, after which a new chair must be selected. A chair may be replaced in the cases of vacancy, insufficient progress on addressing an initiative, lack of communication with the committee members (or the Board) or by a majority vote of either the IL-ACDA Board, Executive Committee, or its committee members.
3. Length of Service and Charge: Committees shall be operative for the length of their stated objective. In the case of committees with continuous objectives, lasting longer than the term of a single chair, a review of the committee's charge must be made by the Executive Board every two years after its establishment (or renewal as a committee), in consultation with the chair of the committee or its membership. After this review, the committee's charge may remain the same or be altered to reflect the changing and ongoing needs of the organization. Altered charges must be brought to a vote of the IL-ACDA Board. A committee with a continuous objective may be terminated by a simple majority vote of the IL-ACDA board when the objective has been achieved, committee progress is not measurable, or the committee is no longer needed.
4. Communication: The committee must communicate its progress to the IL-ACDA Board, through its chair, at all IL-ACDA Board meetings. The chair must attend a minimum of two of the three regular IL-ACDA Board meetings and submit Board reports for each meeting. In addition, the chair is highly-encouraged to communicate with the President and Executive Board between full Board meetings to ensure that the committee's objective is receiving sustained and supportive attention from the organization. A lack of communication between a committee and its chair to the Board provides the right for the Executive Committee to replace the chair of the committee in order to assist the furthering of the established mission of the committee in advising and supporting IL-ACDA.
5. Membership: IL-ACDA committees should be comprised of an IL-ACDA majority membership, except in special cases in which the task is affected more forcefully by the inclusion of non-IL-ACDA members. The inclusion of non-IL-ACDA members in a committee should be approved by the Executive Committee and the committee chair.

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. This site will be maintained and updated by the appointed Webmaster.

ARTICLE XV. Events

Activities of IL-ACDA may include the following events:

- a. Summer ReTreat as determined by the Board of Directors.
- b. Biennial Fall Convention on even-numbered years or as determined by the Board of Directors.
- c. Other events as determined by the 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:

- a. The President of IL-ACDA shall establish the Decker Award committee to review the qualifications of nominees submitted. The Past-President of IL-ACDA shall serve as the chair of the Decker Award committee.
 - b. The Decker Award committee should include five members, including the Past- 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.
 - c. Additionally, the Decker Award committee makeup should try to represent a range of R&R areas and/or District Representatives in IL-ACDA.
 - d. The Past-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.
 - e. The Decker Award committee must have copies of the nominating letters distributed to its members by the Past-President prior to January 15 of the year for consideration and review.
 - f. 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 or appropriate electronic means, 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 either published in the newsletter or announced via electronic means prior to the business meeting or vote.