

## 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 all.
2. To foster and promote a wide variety of choral music to make these experiences possible.
3. To foster and encourage rehearsal procedures to develop the highest possible level of musicianship and artistic choral experiences in all singing communities.
4. To foster and promote the organization and development of choral groups of all types in educational institutions.
5. To foster and promote the development of choral music in religious and spiritual contexts.
6. To foster and promote the organization and development of choral music in 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 a wide variety of choral compositions which uphold and demonstrate the principles of artistry, community, and 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 choral ensembles, conductors, composers, and researchers.
12. To disseminate research, news, and information about choral music.
13. To foster and promote choral singing in the pursuit of peace and justice that enhances social and emotional well-being.
14. To engage, listen to, and learn from marginalized and historically underrepresented groups in order to create a more inclusive community.

### Article III. Membership

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

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

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## Article IV. Autonomy and Organization

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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 National Board.

Section 5: The membership shall be organized, as a convenience and 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: Eastern, Midwestern, Northwestern, Southern, Southwestern, and Western.

Section 6: Any State with a sustained membership of 300 active members or more over the course of three years may petition the National Board to become an Affiliate State association of ACDA. The State must meet the requirements as specified in the Affiliate State Application and Procedural Guide, and then complete an application to be evaluated and voted upon by the National Board. Any independent and previously established State Choral Directors association may apply to become an Affiliate State Association. Should an affiliate state need to dissolve and revert back to a state chapter, affiliate state leadership must complete the disbandment process as specified in the Affiliate State Procedural Guide.

Section 7: 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 8: 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 9: The ACDA membership in each state not organized as an Affiliate State Association shall be designated as either (1) a state membership of the Association governed by the ACDA Constitution and Bylaws ("state membership"), or (2) a subordinate chapter of the Association within the meaning of the group tax exemption rules of the Internal Revenue Code ("Subordinate Chapter Association," collectively, together with state membership, the "state associations"). Any state membership that intends to be treated as a Subordinate Chapter Association covered by the Internal Revenue Service group tax exemption shall adopt corporate bylaws substantially in the form of the model proposed in ACDA's current Financial Policies and Procedures.

Section 10: ACDA will follow all current regulations of the US Internal Revenue Service for those affiliates who reside in the United States.

Section 11: The Association shall not discriminate based on race, color, sex, language, religion, political affiliation, national or social origin, property, birth, or other status such as disability, age, marital and family status, sexual orientation, gender identity, health status, place of residence, economic or social circumstance.

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## Article V. National Officers

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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. They shall be elected by February 1 in odd-numbered years and immediately serve on the Executive Committee, assuming the office of President-Elect on July 1. In the event of a vacancy of the office of President-Elect, the Executive Committee shall recommend a replacement to be voted on by the National Board. At the end of their two-year term, the President-Elect shall automatically succeed to the office of Vice President for a term of two years. At the end of their two-year term, the Vice President shall automatically succeed to the office of President for a term of two years.

Section 3: The Vice President shall serve a term of two years beginning on July 1 of odd-numbered years. At the end of their 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. 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 their two-year 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. They 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. They 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.

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## Article VI. Appointed Officials

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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 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.

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## Article VII. Executive Committee

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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.

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## Article VIII. National Board

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Section 1: The National Board shall consist of the Executive Committee, the Region Presidents, the National Chair for the Committee on Choral Repertoire and Resources, and the Chair of the Diversity Initiatives National Standing Committee. The 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, they shall inform the National President and may give the Region President-Elect written authorization to vote as their proxy.

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## Article IX. National Past Presidents' Advisory Council

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Section 1: There shall be a Past Presidents' Advisory Council consisting of the National Past Presidents of the Association. The National Past Presidents' Advisory Council is chaired by the immediate National Past President. The Advisory Council meets at least biennially to serve as the nominating committee for the next National President-Elect and determines special awards for the national conference.

Section 2: In the event that the immediate National Past President is unable to serve as Chair, the National President, with the approval of the National Board, shall appoint a person from the National Past Presidents' Advisory Council to serve as the Chair.

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## Article X. Region Officers

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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 their term, the President-Elect shall automatically succeed to the office of President.

Section 3: The Region President shall serve a term of two years. At the end of their term, the President shall automatically succeed to the office of Past President. Region Presidents must reside or work in the region to which they are elected. In the event of a vacancy in the office of President, the Past President shall serve the balance of the unexpired term. If the Past President cannot serve, the President-Elect shall serve the balance of the expired 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.

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## Article XI. Region Past Presidents' Advisory Council

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Section 1: There shall be a Region Past Presidents' Advisory Council in each Region consisting of the Past Presidents of the Region. The Region Past Presidents' Advisory Council is chaired by the immediate Region Past President. The Advisory Council meets at least biennially to serve as the nominating committee for the next Region President-Elect and determines special awards for the regional conference.

Section 2: In the event that the immediate Region Past President is unable to serve as the Chair, the Region President, with the approval of the Region Board, shall appoint a person from the Region Past Presidents' Advisory Council to serve as Chair.

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## Article XII. State Officers

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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. They shall serve a term of two years beginning on July 1 of odd-numbered years. At the end of their term, the President-Elect shall automatically succeed to the office of President.

Section 3: In the event that candidates for State President-Elect cannot be identified to run for election as required by the national timeline, the National President shall consult the Region President in order to appoint a State President-Elect to fill the position. At the end of their term, the President-Elect shall automatically succeed to the office of President and an election will be held for the next President-Elect.

Section 4: The President shall serve a term of two years beginning on July 1 of odd-numbered years. State Presidents must work or reside in the state to which they are elected. At the end of their 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 the 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 shall serve no more than four consecutive years in the office of President. A regular term is defined as two years as President-Elect, two years as President, and two years as Past President. Exceptions to this article must be approved by a vote of the National Board based on the recommendation of the Region President.

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

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## Article XIII. Meetings

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

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 annual 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.

Section 10: Meetings by Electronic means. The National Board and Executive Committee may participate in a meeting of the board or committee in person or by means of electronic communication which all persons participating in the meeting can hear or otherwise communicate with each other.

Section 11: Accepting votes for National Board and Executive Committee actions via email.

a) If an item for board action is best addressed prior to the next meeting, the following factors will be considered by the National President before calling for a written email vote: How soon is a decision required? Is this action such that the Executive Committee can address it in lieu of the National Board? Should a special meeting be called?

b) After considering the above factors, the National President shall determine if it would be best to take the action by email vote. The National President shall have the Secretary-Treasurer draft the proposed action and email it to all Board members.

c) The action shall allow board members to indicate that they are in favor of or opposed to a particular action.

d) Each Board member shall return their vote to the Secretary-Treasurer by email within 24 hours unless another deadline is specified in the email.

e) Upon receipt, the Secretary-Treasurer shall confirm whether the action has passed or failed by email to all board members.

f) The Secretary-Treasurer shall record the action and vote in the official minutes.

g) The Board shall ratify any action taken at the next Board meeting. The minutes of this meeting shall record the ratification.

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#### Article XIV. Quorum

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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.

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#### Article XV. Amendments

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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 by an approving vote of two-thirds of the National voting membership who cast ballots in accordance with stipulations of the Bylaws, provided, however, that in any case at least 30 days' notice of such contemplated amendment or revision shall be given to voting members. The notice shall be communicated electronically and appear in one month's publication of the *Choral Journal*.

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## BYLAWS

### Article I. Membership

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- 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 not eligible for active membership, yet 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 register and attend ACDA events, but may not 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 a 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 a 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, religious and spiritual contexts, 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: **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 8 privileges as active members. Paid-up life members shall not be assessed additional dues.
- Section 6: **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 they choose to maintain active membership. Otherwise there shall be no dues for honorary life membership.

Section 7: 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 non-voting member, ineligible for office except to serve in a state, region, or national student representative capacity or in a local student chapter. Students shall have online access to association publications, resources, and communities. Students actively engaged as choral directors are eligible for active membership in ACDA.

Section 8: 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 9: INTERNATIONAL. Any person living outside the United States or Canada, 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. An International member is entitled upon compliance with registration requirements, admission to all meetings and conferences, the right to vote, and the ability to be appointed to serve on a committee. International members shall have access to online association publications, resources, and communities. 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 10: 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.

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## Article II. Dues

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Section 1: The National Board shall set the amount of dues to be paid for all categories of membership and the amount of all other fees.

Section 2: Each Affiliate Association or Subordinate Chapter 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.

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## Article III. Administrative and Fiscal Year

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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.

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## Article IV. Membership Year

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

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## Article V. Fiscal Policies and Procedures

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- 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. The Association's most recent IRS Form 990 and annual audit of the financial records shall be available on the ACDA website. Other financial statements will be made available to members upon request.
- 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.

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## Article VI. Duties of National Officers and Appointed Officials

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- 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, appoint members of the executive committee to serve as ex-officio members of the six standing 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 ACDA meetings and shall report all recommendations to the National Board for consideration and action. They shall also serve as the chief liaison officer to the Region, State, and International Presidents and Industry Representative. In this capacity, it shall be their 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. They 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 their 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. They will serve as Chair of the Past Presidents' Advisory Council.
- Section 3: The Vice President shall assist the president as requested. They shall serve as the National Conference Chair for the biennial National Conference that will take place during their term of office. They 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 their two-year term of office to prepare for his/her role as Conference Chair for the biennial National Conference that will take place during their 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. They shall identify potential candidates through a national call and, in collaboration with the Executive Committee, appoint the fourteen National Chairs for each of the following choral areas:

(1) Children and Community Youth Choirs, (2) 4-year College and University Choirs, (3) 2-year College Choirs, (4) Community Choirs, (5) Show Choir, (6) Contemporary A Cappella, (7) World Musics and Cultures, (8) Junior High/Middle School Choirs, (9) Tenor-Bass Choirs, (10) Music in Worship, (11) Senior High School Choirs, (12) Student Activities, (13) Vocal Jazz, and (14) Soprano-Alto 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. They shall conduct the business of the Association in accordance with the Constitution and Bylaws under the direction of the Executive Committee. The Executive Director shall make available the proper records at all official meetings and shall submit an annual report to the Executive Committee.

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## Article VII. Duties of the Executive Committee

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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 have oversight of the day-to-day management of funds, and shall be empowered to appoint assistants to any of the officers of the Association.

Section 2: Responsibilities of the Executive Committee shall be as follows:

- 1) Annually review the performance of the Executive Director and determine the Executive Director's compensation
  - 2) Approve the dates and sites of National and Region in-service conferences
  - 3) Fill the unexpired terms in case of vacancy in standing committees, R & R committees, states, and regions as prescribed by the Bylaws
  - 4) Provide for an annual examination of the accounts of the Association by a qualified accountant
  - 5) Provide an annual recommendation to the National Board for the Annual Budget
  - 6) Approve region budgets
  - 7) Assume responsibility for the daily business management and operations of the Association
  - 8) Have authority to establish and discontinue Committees and Task Forces
  - 9) Serve as a resource for the Executive Director
  - 10) Address high-level, serious workplace issues
  - 11) Take immediate action in emergency situations and speak on behalf of the board
  - 12) Make such other recommendations concerning the affairs of the Association as it shall from time to time deem appropriate
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## Article VIII. Duties of the National Board

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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.

Section 2: Responsibilities of the National Board shall be as follows:

- 1) Each board member has a legal responsibility to participate actively in making decisions on behalf of the Association and to exercise their best judgment while doing so.
- 2) Each board member shall put the interests of the Association before their personal and professional interests when acting on behalf of the organization in a decision-making capacity. The Association's needs come first.
- 3) Each board member shall bear the legal responsibility of ensuring that the Association complies with the applicable federal, state, and local laws and adheres to its mission.
- 4) Shall have general jurisdiction over and responsibility for the functions of the Association, including the dividing of the Association into geographical Regions.
- 5) Shall approve and implement all policies of the Association.
- 6) Shall approve the annual budget.
- 7) Shall approve the annual audit.
- 8) Shall recommend Constitution and Bylaws changes to membership.
- 9) Shall assume responsibility for the management and control of Association funds thereof.
- 10) Shall appoint an Executive Director and have full control of their acts as Executive Director.

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## Article IX. Duties of the Past Presidents' Advisory Council

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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) necrology and memorials, and (3) nominating candidates for honors and awards.

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## Article X. Duties of Region Officers

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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. They 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 their Region to the National Board and as Chair for the assembly of State Presidents at Region meetings. They shall be a voting member of the National Board. They shall appoint R&R Coordinators and Chairs, newsletter editor, conference committee, and all other committee chairs for the Region. They 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. They 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 immediate Past President shall serve as an advisor to other Region officers. In the event of a vacancy in the office of President, the Past President shall serve the balance of the unexpired term. If the Past President cannot serve, the President-Elect shall serve the balance of the unexpired term

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.

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### Article XI. Duties of State Chapter Presidents

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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. They shall appoint R&R Coordinators and Chairs, newsletter editor, conference committee, and all other committee chairs for the State. They shall appoint a membership chair for the state.

Section 2: Each State President shall participate in meetings of the assembly of State Presidents at the 12 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.

Section 5: The State Treasurer is appointed by the State President, whose term of office will coincide with that of the State President. A State Treasurer may be appointed or reappointed, upon review each time by the incoming State President. They shall manage the funds for all state operations in accordance with established fiscal policies. The State Treasurer is responsible for on-time coordination of payment of expenses and reporting to the National Office.

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### Article XII. Multiple Offices

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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.

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### Article XIII. Committees

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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, and 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*. The Editors of the *Choral Journal* and the *International Journal of Research in Choral Singing* will serve as ex-officio members of the Research & Publication Committee. The Committee shall give guidance on issues regarding the ACDA Archives.

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 identify and recruit 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, equip members to become strong advocates in their own communities, and foster relationships and explore 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. The slate for appointments will be developed from a combination of candidates identified by the National Board and an open call to the membership. National Chairs of Standing Committees are appointed for a four-year term, with the exception of the Chair of the Diversity Initiatives Committee, which is elected. 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 five to seven 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 a two-year term that may be renewed twice for a total of six years. National Standing Committee members shall communicate on a regular basis.

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.

Section 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. National Repertoire and Resources chairs shall communicate on a regular basis.

Section 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 (4-year & 2-year College/University, Student Activities) and Lifelong Choirs (Community Choirs, Music in Worship).

The National R&R Chair will oversee the Repertoire Specific areas (Tenor-Bass Choirs, Soprano-Alto Choirs, Jazz Choirs, Show Choir, Contemporary A Cappella, and World Musics and Cultures).

Section 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.

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## Article XIV. Regions

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Section 1: The Regions of the Association shall be as follows: EASTERN – Connecticut, Delaware, District of Columbia, Maine, Maryland, Massachusetts, New Hampshire, New Jersey, New York, Pennsylvania, Rhode Island, Vermont; MIDWESTERN - Illinois, Indiana, Iowa, Michigan, Minnesota, Nebraska, North Dakota, Ohio, 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.

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## Article XV. Election Procedures

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Section 1: Election of the National President-Elect: The Past President shall serve as the Chair of the Nominating Committee, consisting of no fewer than five members from the Past Presidents' Advisory Council. The members of the Nominating Committee shall be approved by the Executive Committee before July 1 of even-numbered years. The Past President on behalf of the Nominating Committee 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. The National President-Elect will assume their duties 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. The Past President shall convene a committee that includes no fewer than 3 members of the Region Past President's Advisory Council to present a slate of nominees for consideration to the Region board for approval.

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 their office. Such action shall not include Affiliate State Associations.

Section 7: Election of State Presidents-Elects shall be completed before February 1 of the year in which they assume office on July 1. The Past President shall convene a committee consisting of no fewer than two members of the State's Past President's Advisory council to present a slate of nominees for consideration to the State board for approval.

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