

Constitution and Bylaws of the American Choral Directors Association 2013 Revised Edition

Constitution

ARTICLE 1

Name

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

ARTICLE II

Purposes

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

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

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

ARTICLE IV

Autonomy and Organization

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

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

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

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

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

Section 6. Any state with three hundred or more ACDA members may be organized as an Affiliate State Association of the ACDA if this is the desire of the membership in the state. Any independent and previously established state choral directors association may become an Affiliate State Association.

Section 7. The ACDA membership in each state not organized as an Affiliate State Association shall be designated only as the state membership of the Association and shall be governed according to the provisions of the ACDA Constitution and Bylaws.

Section 8. 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 9. 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 10. Affiliation of associations as described above shall require the approval of the Executive Committee and Board of Directors of the ACDA.

ARTICLE V

National Officers

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

Section 2. The President-Elect Designate shall be elected, as provided in the Bylaws. He/she shall serve a term of one year beginning on July 1 of even-numbered years as an ex officio non-voting member of the Board of Directors. At the end of his/her term, the President-Elect Designate automatically assumes the office of President-Elect. In the event of a vacancy of the office of President-Elect Designate, a special election will be held to fill the vacancy for the remaining length of the term.

Section 3. The President-Elect shall serve a term of two years beginning on July 1 of odd-numbered years. At the end of his/her term, the President-Elect shall automatically succeed to the office of President. In the event of a vacancy of the office of President-Elect, the President-Elect Designate shall assume the remaining length of the term. A special election will be held to fill the President-Elect Designate vacancy.

Section 4. The Treasurer shall be elected, as provided in the Bylaws. He/she shall serve a term of four years beginning on July 1 of odd-numbered years. The 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 Treasurer, a special election shall be held to fill the vacancy for the remaining length of the term.

Section 5. The President shall serve a term of two years beginning on July 1 of odd-numbered years. At the end of his/her term, the President shall automatically succeed to the office of Vice-President. In the event of a vacancy in the office of President, the Vice-President shall serve the balance of the unexpired term. The retiring Vice-President shall chair the Past Presidents Advisory Council for a term of two years.

Section 6. The National Chair for the Committee on Choral Repertoire and Standards shall be elected, as provided in the Bylaws. He/she shall serve a term of four years beginning on July 1 of odd-numbered years. The 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 Standards, a special election will be held to fill the vacancy for the remaining length of the term.

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

ARTICLE VI

Appointed Officials

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

Section 2. The National Conference Assistant Chair and Program Chair shall be appointed by the President-Elect, with the approval of the Board of Directors.

Section 3. The Industry Associate Representative shall be appointed by the National President with the approval of the Executive Committee for a two year term. The Representative may be re-appointed for one additional term.

ARTICLE VII

Executive Committee

Section 1. The Executive Committee shall consist of the President, the Vice-President, the President-Elect, the Treasurer, and the Chair of the Past Presidents Advisory Council. The President-Elect Designate and the Executive Director shall serve as ex officio, non-voting members of the Executive Committee and the Board of Directors.

ARTICLE VIII

Board of Directors

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

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

ARTICLE IX

Past Presidents Advisory Council

Section 1. There shall be a Past Presidents Advisory Council consisting of the Past Presidents of the Association.

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

ARTICLE X

Division Officers

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

Section 2. The Division President-Elect shall be elected by ballot, as provided in the Bylaws. The Presidents-Elect of the Central, Southern, and Western Divisions shall serve terms of two years beginning on July of odd-numbered years. The Presidents-Elect of the Eastern, North Central, Northwestern, and Southwestern Divisions shall serve terms of two years beginning on July 1 of even-numbered years. At the end of his/her term, the President-Elect shall automatically succeed to the office of President.

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

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

ARTICLE XI

Division Past Presidents Advisory Council

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

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

ARTICLE XII

State Officers

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

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

Section 3. The President-Elect of state associations with fewer than twenty (20) active members shall be appointed by the national President-Elect with the advice of the State and Division Presidents. He/she shall serve a term of two

years beginning on July 1 of odd-numbered years. At the end of his/her term, the President-Elect shall automatically succeed to the office of President.

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

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

Section 6. Upon recommendation of the national President-Elect and with the advice of the Division President, the Board of Directors shall have the authority to remove a state President or President-Elect from office and to fill the vacancy thus created by appointment until the next regular election.

ARTICLE XIII

Meetings

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

Section 2. An annual meeting of the Executive Committee and Board of Directors 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 Board of Directors may be called by the President or upon the signed petition of three Division Presidents and four other members of the 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 division may be held as needed at a time and place to be determined by the Division and State Presidents within that division.

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

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

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

ARTICLE XIV

Quorum

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

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

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

ARTICLE XV

Amendments

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

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

Bylaws

ARTICLE I

Membership

Section 1. ACTIVE. Any person who is engaged as part-time or full-time choral director, or who is responsible for the administration of a choral program, is eligible for active membership. An active member is entitled to all privileges of the Association, including the right to vote, to hold office, and, upon compliance with registration requirements, admission to all meetings and conventions. In addition, active members shall receive appropriate publications from the Association. Upon receipt of a completed ACDA Application Form and payment of the annual membership dues, the candidate for active membership shall be accepted for a term of one year from the date of acceptance. Membership shall be continued each succeeding year on receipt of membership dues prior to or during the month designated for membership renewal. Failure to remit annual payment during the membership renewal period shall result in discontinuation of membership. Active membership shall be renewed on receipt of the current annual dues.

Section 2. ASSOCIATE. Any person who is interested in the objectives of the Association is eligible for associate membership. Privileges accorded the associate member shall be the same as those for the active member, except for voting and the right to hold office in the Association. Transfer of an associate member to active may be made upon compliance with requirements and procedures for active membership. The candidate for associate membership

shall be accepted on receipt of completed ACDA Application 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 ASSOCIATE. Any business firm associated with music and related to the choral field may become an industry associate member. Privileges accorded the representatives of each industry associate firm shall be the same as those for the associate member. Application for membership shall include an application form provided by the Association and filled out by a representative of the firm, or a letter of application from such representative, and a dues payment for one year sent to the Membership Coordinator of the Association. Procedures for continuing membership are the same as those stated for active members.

Section 4. INSTITUTIONAL. The following institutions, or music departments thereof, may be institutional members: schools, colleges, universities, conservatories, churches, synagogues, lodges, other professional associations, professional choruses, and choral groups from industry, business, or community. Privileges accorded to representatives of each institutional member shall be the same as those for the associate member. Application procedures shall be the same as those prescribed for industry associate members. Procedures for continuing membership are the same as those stated for active members.

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

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

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

Section 8. STUDENT. Any high school or college student may become a student member of ACDA with the submission of an ACDA Application Form marked "student" and the payment of dues. Student members may attend ACDA conferences by payment of the prescribed conference fee. Student memberships may be submitted by individual students or by the ACDA sponsor-teacher for a student group. The student shall be a nonvoting member, ineligible for office except in a student capacity or in a local student chapter. Students actively engaged as choral directors are eligible for active membership in ACDA.

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

Section 10. Membership classification, requirements, and procedures of Affiliate Associations shall not differ from those of ACDA which are specified under Section 1 through Section 9 of this Article, except that the Executive Committee may make adjustments as desirable and necessary for previously established choral directors associations.

ARTICLE II

Dues

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

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

ARTICLE III

Administrative and Fiscal Year

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

ARTICLE IV

Membership Year

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

ARTICLE V

Fiscal Policies and Procedures

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

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 Board of Directors at the annual meeting. A budget for the following year shall be presented to the Board of Directors by the 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 Board of Directors.

ARTICLE VI

Duties of National Officers and Appointed Officials

Section 1. The President shall preside at all national business meetings and conferences of the Association, call and preside at meetings of the Executive Committee and Board of Directors, make appointments as provided in this Constitution and Bylaws, serve as ex-officio member of all committees, be responsible for implementing the overall program of the Association, and perform other duties pertaining to the office. The President shall also serve as Chair of the assembly of Division and State Presidents at the biennial Leadership Workshop and shall report all recommendations to the Board of Directors for consideration and action.

Section 2. The Vice-President shall serve as an advisor to the President, Executive Committee, and the Board of Directors. He/she shall assume all duties of the President in the case of resignation, disability, or death until the President-Elect assumes the office of President at the beginning of the next regular biennium. The Vice-President shall coordinate all international activities of the Association and shall undertake other duties as may be assigned by the President.

Section 3. The President-Elect shall assist the president as requested. He/she shall serve as the National Conference Chair for the biennial National Conference that will take place during his/her term of office. He/she shall appoint the National Conference Assistant Chair and Program Chair, with the approval of the Board of Directors. He/she shall also serve as the chief liaison officer to the Division and State Presidents and Industry Representative. In the capacity, it shall be his/her responsibility to communicate and implement any policies or decisions of the Executive Committee or the Board of Directors that directly affect the administrative procedures of division, state, and affiliate associations. It shall be his/her responsibility to see that all division and state elections are carried out in accordance with the provisions set down in the Constitution and Bylaws. He/she shall appoint State Presidents when necessary.

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

Section 5. The Treasurer shall be responsible for all financial affairs of the Association as governed by policies set forth by the Board of Directors. With the assistance of the Executive Director, the Treasurer shall prepare financial reports and budgets for submission to the Board.

Section 6. The National Chair for the committee on Choral Repertoire and Standards (R & S) shall, in collaboration with the Executive Committee, appoint the fourteen National Chairs for each of the following choral areas: 1) Boychoirs, 2) Children and Youth Community Choirs, 3) College and University Choirs, 4) Community Choirs, 5) Ethnic and Multicultural Perspectives, 6) Junior High/Middle School Choirs, 7) Male Choirs, 8) Music in Worship, 9) Senior High School Choirs 10) Show Choirs, 11) Two-Year College Choirs, 12) Vocal Jazz, 13) Women's Choirs, and 14) Youth and Student Activities. The National Chair coordinates the work of these National Choral Repertoire and Standards Chairs on behalf of the Association.

Section 7. National Chairs of Choral Repertoire and Standards Committees, as enumerated in Section 6, 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 Standards may recommend removal of a National Committee Chair from office to the Executive Committee for action.

Section 8. 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 Board of Directors. The Executive Director shall assist Division Presidents in implementing division meetings and conferences. He/she shall conduct the business of the Association in accordance with the Constitution and Bylaws under the direction of the Executive Committee. This officer shall also make available the proper records at all official meetings and shall submit an annual report to the Executive Committee.

Section 9. The Publications Editor shall serve as Chair of the Editorial Board. This person shall be responsible for the non-revenue-related content of all publications, in consultation with the Editorial Board, and for the timely publication of such. The Editor shall present an annual report to the Board of Directors.

Section 10. The National Conference Program Chair is responsible for the program of the National Conference and shall, with the approval of the National Conference Chair (the President- Elect), appoint all committees and clinicians necessary to implement the National Conference.

ARTICLE VII

Duties of the Executive Committee

Section 1. The Executive Committee, as the administrative branch of the Association, shall have the power to transact the general business of the Association, shall be responsible for the management and control of its funds,

and shall be empowered to appoint assistants to any of the officers of the Association. It shall serve in the government of the Association as detailed in the Constitution and Bylaws. It shall annually review the performance of Association employees and determine all salaries.

ARTICLE VIII

Duties of the Board of Directors

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

ARTICLE IX

Duties of the Past Presidents Advisory Council

Section 1. The Past Presidents Advisory Council shall serve primarily in an advisory capacity to the Executive Committee and the Board of Directors. Unless otherwise directed by the Board of Directors, the following services shall be performed by individuals or committees from this Council appointed by the Chair: (1) a continuing review and improvement of the Constitution and Bylaws, (2) preparation and preservation of historical and permanent records of the Association, (3) necrology and memorials, (4) nominating candidates for honors and awards.

ARTICLE X

Duties of Division Officers

Section 1. The Division President shall serve as the chief executive of the division and shall be responsible for the implementation of ACDA activities in the division. He/she shall serve as Division Conference Chair and presiding officer for the Division Conference, as determined by the division election cycle. He/she shall be responsible to the National President-Elect for matters pertaining to the Division Conference and other programs sponsored by the Association at the division level. This person shall also serve as representative for his/her division to the Board of Directors and as Chair for the assembly of State Presidents at division meetings. He/ she shall endeavor to work cooperatively with other previously established choral and music education organizations within the division.

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

Section 3. The Division President-Elect shall serve as co-Chair of the Division Conference, may appoint appropriate committees as needed for planning and

executing division activities, and shall perform other duties as assigned by the Division President.

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

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

ARTICLE XI

Duties of State Presidents

Section 1. The State President shall serve as the chief executive officer for the state and shall be responsible for the implementation of the ACDA activities in the state.

Section 2. Each State President shall participate in meetings of the assembly of State Presidents at the divisional 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 Vice-President shall serve as advisor to other state officers. He/she, or the President-Elect at the discretion of the National President-Elect with the advice of the Division President, shall assume all duties of the President in case of resignation, disability, or death until the President-Elect assumes the office of President at the beginning of the next regular biennium.

ARTICLE XII

Multiple Offices

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

ARTICLE XIII

Committees

Section 1. There shall be four standing committees and an Editorial Board for the Association publications under the supervision of the officers listed below:

1. Editorial Board – National President
2. Research and Publications – National Vice-President
3. Choral Repertoire and Standards – National Chair for the Committee on Choral Repertoire and Standards
4. Conference –_National President-Elect
5. Educational Technology –_Chair of the Past Presidents Council

Section 2. The Editorial Board shall plan and implement publication of the Association publications.

Section 3. The Research and Publications Committee shall supervise other appropriate publications, as approved by the Executive Committee.

Section 4. The Choral Repertoire and Standards Committee shall seek to improve the quality of choral performance and literature in the United States.

Section 5. The Conference Committee is responsible for planning and executing the National Conference.

Section 6. The Educational Technology Committee shall explore uses of technological resources to enhance the work of ACDA and the continuing development of the choral art.

Section 7. For committees listed as 2 and 5 in Section 1, each committee shall be comprised of not more than six voting members, including the chair. The national officer having supervisory responsibility for each respective committee will serve as an ex officio member of that committee. The National Executive Director will also serve as ex-officio member of each committee. ACDA office staff members shall serve as ex-officio, non-voting committee members as approved by the Executive Committee.

Section 8. Chairs for committees listed as 2 and 5 in Section 1 shall be appointed by the Executive Committee, with approval by the Board of Directors. The chair for each of these committees will appoint the members of his/her committee, with approval by the Executive Committee. Chairs and committee members are appointed for a two-year term. A Chair or committee member may be reappointed twice, for a maximum of six years.

Section 9. The President, with the approval of the Executive Committee, may appoint other committees for which there are special needs.

ARTICLE XIV

Divisions

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

ARTICLE XV

Election Procedures

Section 1. A Nominating Committee of five members shall be appointed by the President and approved by the Board of Directors at their annual meeting before January 1 of odd-numbered years. The President-Elect shall serve as chair of this committee and shall present a slate of nominees for the office of President-Elect Designate to the Board of Directors at the National Board of Directors Meeting in odd-numbered years.

Section 2. Election of the National President-Elect Designate shall be completed before February 1 of even-numbered years. The President-Elect Designate shall assume office on July 1 of the same year.

Section 3. A Nominating Committee of five members shall be appointed by the President and approved by the Board of Directors before January 1 of even-numbered years. The Chair of the Past Presidents Council shall present a slate of officers for the office of Treasurer to the Board of Directors at their annual meeting in even-numbered years.

Section 4. Election of the National Treasurer shall be completed before February 1 of odd-numbered years. The National Treasurer shall assume office on July 1 of the same year.

Section 5. A Nominating Committee of five members shall be appointed by the President and approved by the Board of Directors at the annual meeting in odd-numbered years. The Vice-President shall present a slate of candidates for the office of National Chair for the Committee on Choral Repertoire and Standards to the Board of Directors at the annual meeting in even-numbered years.

Section 6. Election of the National Chair for the Committee on Choral Repertoire and Standards shall be completed before February 1 of odd-numbered years, with the National Chair assuming office on July 1 of the same year.

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

Section 8. Election of Division Presidents-Elect shall be completed before February 1 of the year in which they assume office on July 1.

Section 9. For each of the above national and divisional officers, a slate of nominees shall be presented to the membership through Association publications at least 60 days prior to the election.

Section 10. Division Presidents, in cooperation with the National President-Elect, shall be responsible for the elections in their division and all states and Affiliate State Associations within their division. Election of the President-Elect in states with 20 or more members shall be completed as stated in the Constitution before January 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 January 1, the Division President shall be responsible for appointing a nominating committee and conducting the election from his/her office. Such action shall not include Affiliate State Associations.

Section 11. Nominees for State Presidents-Elect shall be proposed by a committee that includes not fewer than two of that State's Past Presidents.

Section 12. Ballots of ACDA state, divisional, and national elections shall include two nominees for each office.

Section 13. Election procedures for Affiliate State Associations shall be determined by their Constitutions and Bylaws.

Section 14. Special elections as prescribed in the Constitution shall be conducted in the following manner:

1. A Nominating Committee of five members shall be appointed by the President and approved by the Board of Directors. For the office in question, the appropriate officer as designated in Sections 1, 3 or 5 shall serve as chair of this committee and shall present a slate of nominees to the Board of Directors at the earliest possible date.
2. The nominees for special elections shall be presented to the membership through Association publications.
3. Special elections shall be completed 30 days after the ballots are made available to the membership.

ARTICLE XVI

Relationships with Other Organizations

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

ARTICLE XVII

Official Organ

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

ARTICLE XVIII

Disposition of Assets in Case of Disbandment

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

ARTICLE XIX

Rules of Order

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

ARTICLE XX

Amendments

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

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