

# Bylaws for the Hawai'i Chapter of the American Choral Directors Association

## Chapter Status

As a state chapter of the American Choral Directors Association, we share the bylaws, mission, and purposes of the national association. What follows are the elements unique to the Hawai'i chapter.

### 1. Establishment of a Governing Board

- 1.1. The Hawai'i chapter is governed by a statewide board hereafter referred to as the Core.
- 1.2. Core members are to represent the range of choral activity in Hawai'i.
- 1.3. The Core is led by the statewide officers, the Executive Committee, stipulated by the national association: president, vice president, president-elect, secretary, and treasurer.
- 1.4. The Core is no smaller than 7 members and no larger than 13 members.

### 2. Core Meetings

- 2.1. Core meetings are scheduled by the president.
- 2.2. Meetings must be announced at least two weeks in advance.
- 2.3. Meetings are open to all ACDA members.

### 3. Core Terms and Selection

- 3.1. Terms
  - 3.1.1. Core members serve 2-year terms.
  - 3.1.2. A group of approximately one half of the Core and inclusive of all Executive Committee members begins its term on July 1 of odd years.
  - 3.1.3. A group of approximately the same size begins its term on July 1 of even numbered years.
  - 3.1.4. Core members may renew terms without limit.
- 3.2. Selection process for Core members
  - 3.2.1. In January, the president-elect serves as chair of an ad hoc Nominating Committee to solicit potential Core members from the state membership.
  - 3.2.2. In February, the Core approves the Nominating Committee's list.
    - 3.2.2.1. The Core may edit as appropriate.
    - 3.2.2.2. The Core shall rank the list in order of perceived suitability for Core membership.
  - 3.2.3. Between February and June 30, the president uses this list to invite new Core members in consultation with the president-elect.
    - 3.2.3.1. The president may choose to select candidates out of turn if a departure leaves specific responsibilities unattended.
- 3.3. The selection process for non-Executive Committee leadership roles is as follows:
  - 3.3.1. The vice president, at the advice of the Core, nominates all non-Executive Committee leadership positions for approval no later than the last Core meeting before July 1;
  - 3.3.2. The Executive Committee must approve by simple majority; and
  - 3.3.3. Leadership roles may be renewed indefinitely.

4. **Core Vacancies & Removal**

4.1. Vacancy

4.1.1. In the event of a vacancy in the Executive Committee (other than the president), the Executive Committee shall select a nominee—from within or without—to be approved by majority vote of the Core.

4.1.1.1. The new member has full Executive Committee voting rights.

4.2. Removal

4.2.1. Core members may be removed by two-thirds vote of the Core for the following reasons:

4.2.1.1. Absence from more than 50% of meetings during a 12 month period.

4.2.1.2. Absence from more than 50% of ACDA-sponsored festivals during a 12 month period.

4.2.1.3. Absence from more than 50% of ACDA-sponsored public events during a 12 month period.

4.2.1.4. The president may request approval for no stated reason.

5. **Standing Committees**

5.1. The following committees will be standing committees of the Chapter:

5.1.1. Festivals (with one committee per festival)

5.1.2. Professional Development

5.1.3. Membership

5.1.4. Communication

5.2. Other committees to address the Core's agenda may be formed ad hoc.

5.3. Committee membership is open to non-Core members although each committee must at least be co-chaired by a Core member.

6. **Finances**

6.1. The Core will produce an annual budget for the chapter.

6.1.1. The budget must be approved by the end of May.

6.1.2. The Core must have at least 30 days to review the proposed budget before final vote.

6.2. The president-elect chairs this annual process.

7. **Method for Revision and Ratification**

7.1. These bylaws may be amended or revised by an approving vote of two-thirds of the active members of the Hawai'i chapter who cast ballots.

7.2. Thirty days notice of any contemplated amendment or revision must be given to active members of the Hawai'i chapter.