

# Constitution and Bylaws of the Kansas Choral Directors Association

Revised September 2020

## CONSTITUTION

### ARTICLE I

#### Name

This organization shall be known as the Kansas Choral Directors Association, henceforth identified in this Constitution as KCDA. KCDA is an Affiliated State Association of the American Choral Directors Association (ACDA).

### ARTICLE II

#### Purposes

- ~~1. To foster and promote the choral experience in all arenas schools, colleges, communities, and places of worship for persons of all ages and abilities.~~
- ~~2. To foster and promote excellence in every aspect of choral activity, in order to enhance the quality of the artistic, cultural, and spiritual experiences.~~
- ~~3. To foster and promote the highest standards of education through the medium of choral music.~~
- ~~4. To work with other professional organizations in a mutually supportive manner for the long term benefit of music offerings in schools and communities across the state of Kansas, and to be mindful of the vital role that arts advocacy plays in the sustenance of such offerings.~~
- ~~5. To nurture colleagues within the profession, both intellectually and socially, in order to provide a supportive network for persons in every part of the state.~~
- ~~6. To support research into, and performance of, music not only from the rich traditions of Western civilization, but also from the vast treasures of other cultures of the world.~~
- ~~7. To encourage and help facilitate choral composition.~~

Replace with updated ACDA Purposes:

1. To foster and promote choral singing that 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 houses of worship.
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 disseminate professional news and information about choral music
12. To foster and promote choral singing in the pursuit of peace and justice that enhances social and emotional well-being.
13. To foster and promote diversity and inclusivity through active engagement with under-represented choral musicians and potential choral participants.

### **ARTICLE III**

#### **Membership**

Section 1. Membership in KCDA shall be contingent upon membership in good standing in ACDA, as prescribed by the ACDA Bylaws.

### **ARTICLE IV**

#### **Autonomy and Organization**

Section 1. As an Affiliate State Association of ACDA, 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 the 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 KCDA membership may be taken without the approval of the Board of Directors, or the executive committee.

Section 5. KCDA shall join the associations of Arkansas, Colorado, Missouri, New Mexico, Oklahoma, and Texas to comprise the ACDA Southwestern Division, one of seven such regional divisions of the national organization.

Section 6. KCDA shall exercise autonomy over its government, programs, and activities, as provided in the ACDA Constitution and Bylaws.

Section 7. All publications of the state association shall bear the following identification: Kansas Choral Directors Association, an Affiliate Association of the American Choral Directors Association.

Section 8. The Board of Directors shall include all elected and appointed officers, repertoire and standards resource chairpersons, and area representatives. Each member shall be afforded full voting privileges.

## **ARTICLE V Elected Officers**

Section 1. The elected officers of the Association shall include the following: President, Vice-President and President-Elect.

Section 2. The President-Elect shall be elected by **electronic and/or** mail-in ballot as provided in the Bylaws. He/she shall serve a term of two years ~~beginning on July 1 of~~ **at the conclusion of the summer KCDA Convention in** odd-numbered years. At the end of the term, the President-Elect shall automatically succeed to the office of President.

Section 3. The President shall serve a term of two years ~~beginning on July 1 of~~ **at the conclusion of the summer KCDA Convention in** odd-numbered years. At the end of the 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 at the discretion of the national President-Elect with the advice of the Division President.

Section 4. The President may be reelected after a lapse of one or more terms.

Section 5. 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 the President from office and to fill the vacancy thus created by appointment until the next regular election.

## **ARTICLE VI Appointed Officials**

~~Section 1. The President shall appoint the Secretary, Treasurer, Newsletter Editor, and Membership Chair to the Board of Directors. These officers may serve multiple terms.~~

~~Section 2. The President shall appoint chairs of the various Repertoire and Standards areas to the Board of Directors. There may be as many as thirteen R and S categories, consistent with the standing committees in the structure of ACDA. These categories shall include: Boychoirs, Children's Choirs, College and University Choirs, Community Choirs, Ethnic and Multicultural Perspectives, Male Choirs, Jazz and Show Choirs, Junior High and Middle School Choirs, Music~~

~~and Worship, Senior High School Choirs, Two-year College Choirs, Women Choirs, and Youth and Student Activities. The President shall decide, in consultation with the Board of Directors, which of these categories would be appropriate for KCDA at any given point in time. Chairs of Repertoire and Standards areas may serve multiple and/or consecutive terms. The suggested rotation for R & S Chair appointments shall be as follows: Terms beginning on July 1 of odd-numbered years: Junior High and Middle School Choirs, Jazz and Show Choirs, College and University Choirs, Women's Choirs, Music and Worship and Youth and Student Activities. Terms beginning on July 1 of even-numbered years: Boychoir-Children Choir, Senior High School Choir, Two-year College Choir, Male Choir, Community Choir, Ethnic and Multicultural Perspectives.~~

~~Section 3. The President shall appoint the Industry Associate Representative to the Board of Directors.~~

~~Section 4. The Board shall also be served by six Area Representatives, the areas corresponding to the six districts that have traditionally been identified in the organization of the Kansas Music Educators Association: Northeast, Southeast, Northcentral, Southcentral, Northwest and Southwest. These Representatives shall be appointed to the Board by the President, in consultation with members of the Board, and may serve multiple terms. The suggested rotation for Area Representative appointments shall be as follows: Terms beginning on July 1 of odd-numbered years: Northeast, Southeast, Northwest. Terms beginning on July 1 of even-numbered years: Northcentral, Southcentral, and Southwest.~~

Replace with updated officer titles and descriptions:

Section 1 - The President shall appoint all positions listed in Article VI for a term to end at the conclusion of their presidential term (typically two years) in consultation with the Vice President (past president). Officers may serve multiple and/or consecutive terms.

Section 2 - The President shall appoint the Secretary, Treasurer, and Membership Chair to the Board of Directors to help with the administration of the organization.

Section 3 - The President shall appoint the Newsletter Editor, Website Coordinator, and Communications/Social Media Chairs to the Board of Directors to help with promotion of the organization and communication with its members and choral directors in the state of Kansas.

Section 4 - The President shall appoint Chairs of the various Repertoire and Resource areas, to be consistent with and similar in structure to the Repertoire and Resource areas adapted by ACDA. The President shall decide, in consultation with the Board of Directors, which of these area categories would be appropriate for KCDA at any given point in time.

Section 5 - The President, in consultation with the Board of Directors, shall appoint Representatives for each of the Districts identified in the organization of the Kansas Music Educators Association to provide perspective and feedback on the needs of choral directors in their area of the state.

Section 6 - The President shall approve the selection of a College Student Representative to the Board of Directors who will serve a one-year term beginning with the fall Board meeting and concluding at the end of the Summer Convention Board meeting. This student position will rotate among the various Collegiate ACDA chapters in Kansas and a recommendation shall be made to the President of a suitable candidate. The College Student Representative may help with planning the Student Member/New Teacher Luncheon and other student-related sessions in consultation with appropriate Board of Director members. The student's convention fee will be paid in full by the Board for the convention for which they are helping to plan.

## **ARTICLE VII Executive Committee**

Section 1. The Executive Committee shall consist of the President, Vice president, President-elect, Treasurer and Secretary.

## **ARTICLE VIII Meetings**

Section 1. A business meeting of the Association shall be held at least once annually, usually during the State KCDA Convention.

Section 2. Business meetings of the Board of Directors shall be held at least biannually, the time and place to be determined by the President.

Section 3. The President as necessary throughout the year may call other meetings of the Board and Executive Committee.

## **ARTICLE IX Quorum**

Section 1. The quorum of the Board of Directors shall be 60% of the Total Board membership. A Board member who is unable to attend a meeting may appoint another member as his/her proxy for voting purposes.

Section 2. The quorum of the Association for the transaction of business at Business meetings shall consist of a quorum of the Board of Directors, as stated above, plus the active membership present and voting.

## **ARTICLE X Amendments**

Section 1. Amendments and/or revisions to this Constitution may be initiated by the Board of Directors or by a petition signed by ten percent of the state membership.

Section 2. This Constitution may be amended or revised by an approving vote of two-thirds of the active members present and vote at a Business meeting, or by an approving vote of two-thirds of the active members who cast ~~ballots by mail~~ **electronic and/or mail-in ballots** in accordance with

stipulations of the Bylaws. In either case, 60 days' notice shall be given by mail or electronic means to active members.

# **BYLAWS**

## **ARTICLE I**

### **Membership Classifications**

KCDA membership classifications and their respective properties are identical to those as described in Article I, Sections 1-9 of the Bylaws of ACDA as provided in Article 11:

**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 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 not attend ACDA events, 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 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 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, 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 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. 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 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 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 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 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.

## **ARTICLE II**

### **Dues**

Section 1. KCDA membership dues shall be the same as those specified for the National Association and shall be payable to the American Choral Directors Association. KCDA may charge dues for its purposes in addition to those of ACDA. Permission to do so must be obtained from the ACDA Board of Directors.

## **ARTICLE III**

### **Administrative and Fiscal Year**

Section 1. The administrative and fiscal year shall be from July 1 through June 30.

### **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. The Treasurer and/or other officers who have been empowered to handle KCDA funds shall prepare a biannual financial statement.

Section 2. The financial statement shall be examined and approved by the Board of Directors at their meeting.

Section 3. An annual budget, prepared by the President in consultation with the Executive Committee, shall be presented to the Board of Directors for its approval.

Section 4. The Board of Directors shall be empowered to formulate any additional fiscal policies and procedures as may become necessary.

### **ARTICLE VI**

#### **Duties of the Executive Committee**

Section 1. The Executive Committee shall be empowered to transact the general business of the Association and shall be responsible for the control and management of KCDA funds.

### **ARTICLE VII**

#### **Duties of Elected Officers**

Section 1. The President shall serve as the chief executive officer of KCDA and shall be responsible for the implementation of ACDA activities in the state. The President shall preside at all state meetings and conventions of KCDA, call and preside at meetings of the Board of Directors, make appointments as provided in this Constitution and Bylaws, serve as ex officio member of all committees, prepare the annual budget, be responsible for implementing the overall program of the Association, and perform other duties pertaining to the office.

Section 2. The Vice-president shall serve as an advisor to the President and 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 undertake other duties as may be assigned by the President.

Section 3. The President-elect shall assist the President in the administration of KCDA and shall assume other duties as assigned by the President. Prior to assuming office ~~in~~ on July 1 of



odd-numbered years, he/she shall review the list of appointed officials on the Board of Directors and make new appointments as necessary upon succeeding to the office of President. ~~Prior to July 1 of the following year, he/she shall review the list of appointed officials and make new even-year appointments as necessary to complete the rotation of positions on the Board of Directors.~~

## **ARTICLE VIII**

### **Duties of Appointed Officials**

Section 1. The Treasurer shall be responsible for all financial affairs of the Association as governed by policies set forth by the Board of Directors. The Treasurer shall prepare financial reports for submission to the Board.

Section 2. The Secretary shall be responsible for all notes and minutes of meetings of the Association and the Board of Directors. The Secretary shall also receive reservations for conventions and oversee the registration process.

Section 3. The Newsletter Editor shall be responsible for the production and distribution of the newsletter of the Association. This shall be published biannually.

Section 4. The Membership Chair shall serve as liaison with the ACDA national office regarding matters of membership. He/she shall take a proactive role in the Association's mission to serve a wider constituency of choral directors across the state through increased membership.

~~Section 5. The Industry Associate Representative shall advise the Board of Directors from the viewpoint of the music business world. He/she shall assist with specific projects assigned by the President.~~

Section ~~5~~ 6. The Repertoire & ~~Standards~~ **Resource** Chairs shall advise the Board from the perspective of their respective areas of expertise. They shall coordinate the Association's efforts to provide sessions at conventions and other gatherings that will be appropriate and beneficial for their respective constituencies. Colleagues across the state may voice concerns and raise area-specific issues to the Board through their **R & S R** Chairs.

Section. ~~6~~ 7. The Area Representatives shall advise the Board from the perspective of life within the profession in their respective areas of the state. They may also, of course, speak from the perspective of their particular area of expertise, thus broadening the palette of expression at meetings of the Board.

## **ARTICLE IX**

### **Election Procedures**

Section 1. The KCDA Board of Directors shall propose nominees for the office of President-elect.

Section 2. The ballot for KCDA President-elect shall include two nominees.

Section 3. ~~Ballots for the election of the President-elect shall be mailed to the KCDA membership by November 15 of even-numbered years. The ballots shall include the names of the nominees, biographical sketches of the nominees, and clearly stated instructions concerning the closing date for the electoral process. Ballots shall be returned for tabulation by January 15, and~~ **Biographical**

sketches of the nominees shall be distributed to the KCDA membership by February 1 of odd-numbered years. Electronic and/or mail-in ballots shall be made available for voting by February 20, and must be submitted for tabulation by April 20. The results of the election shall be announced to the membership of the Association.

## **ARTICLE X**

### **Relationships with other organizations**

Section 1. KCDA may engage in cooperative relationships with other professional organizations within the state.

Section 2. KCDA shall work in particularly close collaboration with the Kansas Music Educators Association. The KCDA president will represent the KCDA on the State KMEA Board, and KCDA will assume various responsibilities in the ongoing work of preparing for the annual KMEA In Service Workshop. These responsibilities may include, but are not limited to: the audition process for choral performances, assistance with the Festival Choir, administration and promotion of other Honor Choirs, and planning of the KCDA Reading Session and Luncheon. ~~The Boards of both KMEA and KCDA understand.~~

## **ARTICLE XI**

### **Official Publication**

Section 1. The official publication of KCDA shall be the Choral Range newsletter. Any proposals for change of name or format shall be subject to approval by the Board of Directors.

## **ARTICLE XII**

### **Rules of Order**

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

## **ARTICLE XIII**

### **Amendments**

Section 1. Amendments and/or revisions to these Bylaws may be ignited by the Board of Directors or by a petition signed by ten percent of the state membership.

Section 2. These Bylaws may be amended or revised by an approving vote of two-thirds of the active members present and voting at a business meeting, or by an approving vote of two-thirds of the active members who cast **electronic and/or mail-in ballots** ~~ballots by mail~~ in accordance with stipulations of the Bylaws. In either case, 60 days' notice shall be given ~~by mail~~ to active members.

September 19, 2020

