

# **CONSTITUTION**

of the  
**AMERICAN CHORAL DIRECTORS ASSOCIATION OF MINNESOTA**  
(Revised 2021)

## **Article I – Name**

This organization shall be known as the American Choral Directors Association of Minnesota.

## **Article II – Purposes**

The purposes of this organization shall be one and the same as the American Choral Directors Association, which are:

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.
13. To foster and promote choral singing in the pursuit of peace and justice that enhances social and emotional well-being.
14. To foster and promote diversity and inclusivity through active engagement with underrepresented choral musicians and potential choral participants.

## **Article III – Membership**

1. There shall be eight membership classifications, as defined in the national Bylaws, Article I:
 

1) Active	4) Retired	7) Paid Life
2) Associate	5) Institutional	8) Paying Life
3) Student	6) Industry	
  
2. Membership eligibility, methods of admission, privileges, tenure, and dues shall be as prescribed in the Bylaws of the national Association.

## Article IV – Government

1. The legislative powers of this organization shall be vested in the voting membership and in the State Board of Directors. The State Board shall have the general powers of administration of the affairs of the Association, with authority to submit and enact legislation.
2. The State Board shall consist of the elected and appointed officers as described in the Bylaws, Article II, Section A.
3. The fiscal year will be from July 1 to June 30.
4. The parliamentary principles set forth in Roberts Rules of Order shall govern in all cases not covered by the Constitution and Bylaws.

## Article V – Elections

### 1. Nominations

Candidates for state offices shall be nominated by a committee consisting of the current President, the Vice-President, and the most recent available past Vice-President, with the current Vice-President serving as the Chair. Responsibility for conducting the elections shall be assumed by this committee. The nominating committee shall meet annually and submit a written slate of candidates for approval at the January board meeting. The slate shall be published in the winter issue of the newsletter, and the election results printed in the next issue.

### 2. Elections

Annual elections shall be conducted during the first full week of March.

Officers shall be elected for a term of two years according to the following schedule:

- Odd Numbered Years: President-Elect
- District Chairs shall be elected for a term of three years according to the following election schedule:
  - Beginning in 2012 and continuing in rotation thereafter – Metro East and Northwest
  - Beginning in 2013 and continuing in rotation thereafter – Metro West, Southwest and Northeast
  - Beginning in 2014 and continuing in rotation thereafter – Southeast and Central

Those elected shall assume office on the following July 1.

## **Article VI – Amendments**

1. The constitution may be amended by a simple majority of the members voting.
2. Voting on amendments shall be conducted online with each active, life, and retired member allowed one vote.

# **BYLAWS**

of the

## **AMERICAN CHORAL DIRECTORS ASSOCIATION OF MINNESOTA**

(Revised 2021)

## **Article I – Membership and Dues**

The payment of dues provides for dual membership in the state and national chapters of the American Choral Directors Association. The state organization reserves the right to administer a state dues structure in addition to that of the national organization.

Membership in ACDA is a prerequisite for both elected and appointed leadership positions.

## **Article II – Government**

The State Board is the legislative and policy-making body, and shall consist of up to twenty members. Elected members (ten) are the President, President-Elect, Vice President, and the seven District Chairpersons. The (six) appointed members are the State Secretary, Student Representative (from a collegiate chapter) Star of the North.net Managing Editor, Social Media Editor, Diversity Initiatives Committee Chair, and the FMC Endowment Fund Committee Chair. All are voting members. All elected officials will begin their terms on July 1 of the year elected. Board members are expected to be members in good standing and attend all board meetings.

The Executive Director, Executive Assistant, Director of Development and the Web Editor (four members) shall serve the State Board in a non-voting advisory capacity.

The Executive Board shall consist of the President, President-Elect, Vice President, Secretary and the Executive Director (non-voting member). Between regularly scheduled meetings of the State Board, the Executive Board shall be granted the authority to act on behalf of the State Board in all matters that require immediate action, with final approval on such action to be given by the State Board at its next meeting.

Persons elected or appointed should only serve in one leadership position at a time. Appointments are for the length of the president's term and may be continued at the pleasure of the president. All appointments are subject to approval by the State Board.

### **Section A – The Duties of the Officers**

#### **1. The President (elected)....**

- a. shall be chief executive, succeeding to the office following a term as president-elect.

- b. shall preside at and provide written reports to all meetings of the state board of directors.
- c. shall be empowered to make temporary rulings in emergency situations and to make ex-officio appointments.
- d. shall serve as Program Chair for the annual state conference which occurs during the first year of term, and for the Summer Dialogue which occurs during the second year of term.
- e. with the Executive Director shall create and oversee the annual budget.
- f. shall approve and co-sign all expenditure vouchers.
- g. shall attend all FMC Endowment Committee meetings or send a Board member as proxy.
- h. shall acquaint the President-Elect with the responsibilities of that office.
- i. shall attend all division and national ACDA conferences.
- j. shall appoint a Bylaws review committee the second year of his/her term.
- k. shall administer an annual review of the job description and performance of hired staff.

**2. The President-Elect (elected – odd years)....**

- a. shall become familiar with all the functions of the organization and duties of the President.
- b. shall perform the duties of the President in the event of that person's absence or inability to serve.
- c. shall serve as Program Chair for the annual state conference which occurs during the second year of term.
- d. shall provide written reports to all meetings of the State Board of Directors.

**3. The Vice President (elected)....**

- a. shall automatically succeed to this office for two years following the term as President.
- b. shall serve as Treasurer of the State Board of Directors, providing regular oversight of the organization's financial accounts.
- c. shall serve as advisor to the board in all ACDA matters during the term.
- d. shall serve as Program Chair for the Summer Dialogue which occurs during the first year of term.
- e. shall perform duties of the President in the event of that person's absence or inability to serve.
- f. shall provide written reports to all meetings of the State Board of Directors.
- g. shall acquaint the President with the responsibilities of that office.
- h. shall oversee the ACDA-MN election process.
- i. shall serve as Compliance Officer, addressing policies of the organization.

**4. The State Secretary (appointed)....**

- a. shall be appointed by the Executive Board for an initial three-year term, with renewal option for additional term/s.
- b. shall keep the minutes and records of the association.
- c. shall send the minutes to all board members within two weeks after each board meeting.
- d. shall format the agenda and call for and disseminate reports for State Board meetings.
- e. shall be responsible to oversee ticket sales at the annual State Conference.

**5. The Star of the North.net Managing Editor (appointed)....**

- a. shall collect and disseminate information in accordance with Article V, Section C.
- b. shall make recommendations to the board concerning necessary newsletter staff assistants, and nominate appropriate persons for positions: e.g., Associate Editor, Advertising Chair.
- c. shall represent the newsletter staff at all meetings of the board.

**6. The District Chairs (7 elected)....**

- a. shall attend all state board meetings, providing written reports.
- b. shall actively promote and encourage membership and participation in ACDA-MN activities within their respective districts and statewide. shall provide the newsletter editor with information of activities in their districts.
- c. shall provide the Star of the North.net editorial team with information of activities in their districts.
- d. shall act as liaisons between the board and the general membership in their respective districts.
- e. shall attend Summer Dialogue and State Conference at their own expense.
- f. shall solicit nominations and select an annual ACE Award recipient from their district.

**7. The FMC Endowment Committee Chair (appointed)**

- a. shall attend all state board meetings and provide a written report.
- b. shall act as liaison between the state board and the FMC Endowment Committee

**8. The Diversity Initiatives Committee Chair (appointed)**

- a. shall attend all state board meetings and provide a written report.
- b. shall act as liaison between the state board and the Diversity Initiatives Committee.

**9. Student Representative (from a collegiate chapter)**

- a. shall be appointed by the President for a one year term.
- b. shall be a voting member, representing student members in ACDA of Minnesota

## **10. The Social Media Editor (appointed)**

- a. shall attend all state board meetings and provide a written report.
- b. shall actively manage all social media platforms approved by the State Board of Directors.

## **Section B – Meetings**

1. The State Board shall meet no less than two or not more than three times annually – in August, January, and June. An additional meeting may be held at the state conference.
2. Meetings must have a quorum of voting members present to conduct the business of the organization. A quorum is defined as a majority of the state board's voting members.

## **Section C – Committees**

### **1. Choral Repertoire and Resource (R&R) Chairs (appointed)**

#### **A. R&R Coordinator: Summer Dialogue Reading Sessions**

1. Vocal Jazz
2. Show Choir
3. TTBB Choirs
4. SSAA Choirs
5. World Musics and Cultures
6. Children and Community
7. Middle School/Junior High
8. Senior High School
9. Student Activities
10. Youth College/University
11. Community Choirs
12. Music in Worship
13. Minnesota Composers

Each Repertoire and Resources Area Chair...

1. is appointed by the President and will serve at the pleasure of the Executive Board.
2. shall serve as a liaison for the chairs within their assigned category.
3. shall facilitate social media forums/discussions as assigned throughout the academic year.
4. shall coordinate with the Star of the North.net Managing Editor to solicit "Pick Six" articles from the R&R Chairs for publication in the Star of the North.net.

### **2. F. Melius Christiansen Endowment Fund Committee**

The FMC Endowment Fund Committee is a permanent standing committee of ACDA of Minnesota. The committee is organized exclusively for charitable and educational purposes. More specifically, the Committee exists to fulfill the mission of the F. Melius Christiansen Endowment Fund, which is:

- a. to guarantee a vibrant future for choral music in Minnesota; to provide financial support to Minnesota choral directors for professional development and graduate education
- b. to encourage young musicians in the state of Minnesota to pursue choral conducting as a career
- c. to provide needs-based financial support for students of ACDA-MN members who are selected for the ACDA-MN state honor choir program.
- d. to provide financial support for the administration of Committee activities and ACDA of Minnesota.

### **3. Diversity Initiatives Committee**

The Diversity Initiatives Committee is a permanent standing committee of ACDA of Minnesota. The mission of the Diversity Initiatives Committee is to foster diversity and inclusivity in our membership, ensembles, and repertoire through active engagement with underrepresented choral musicians and potential choral participants.

### **4. Other Committees and Positions**

At the recommendation of the state board, the president shall be empowered to appoint non-voting ad hoc positions.

## **Article III – Election Procedures**

### **Section A – Voting**

The President-Elect and the Secretary shall be elected by the total state membership by means of online voting. The district chairs shall be elected by members of their respective districts and the election shall be by online voting.

### **Section B – Vacancies in Office**

In case of a vacancy in any office during the elective term, the President shall be empowered to fill the vacancy by appointment or by special election until the term of office expires.

### **Section C – Order of Succession**

In the case of a vacancy in the office of president, the executive board shall be empowered to fill the balance of the term by appointment with the approval of the state board.

## **Article IV – Districts**

1. District membership is determined by the location of a member's principal music position.

2. The state shall be divided into seven geographic districts as follows:
  - a. Central – Benton, Big Stone, Cass (southern), Crow Wing, Douglas, Grant, Kandiyohi, Meeker, Morrison, Pope, Sherburne, Stearns, Stevens, Swift, Todd, Traverse, Wadena, Wright
  - b. Northwest – Becker, Beltrami, Clay, Clearwater, Hubbard, Kittson, Lake of the Woods, Mahnomen, Marshall, Norman, Ottertail, Pennington, Polk, Red Lake, Roseau, Wilkin
  - c. Northeast – Aitkin, Carlton, Chisago, Cook, Isanti, Itasca, Kanabec, Koochiching, Lake, Pine, Mille Lacs, St. Louis
  - d. Metro West – Carver, Hennepin, Scott
  - e. Metro East – Anoka, Dakota, Ramsey, Washington
  - f. Southwest – Brown, Chippewa, Cottonwood, Jackson, Lac Qui Parle, Lincoln, Lyon, Martin, McLeod, Murray, Nicollet, Nobles, Pipestone, Redwood, Renville, Rock, Sibley, Watonwan, Yellow Medicine
  - g. Southeast – Blue Earth, Dodge, Faribault, Fillmore, Freeborn, Goodhue, Houston, LeSueur, Mower, Olmstead, Rice, Steele, Wabasha, Waseca, Winona

## **Article V – Activities of the Association**

### **Section A – State Conference**

ACDA of Minnesota will hold an annual State Conference. The conference registration fees will be approved annually by the State Board of Directors

### **Section B – Summer Dialogue**

ACDA of Minnesota will sponsor an annual Summer Dialogue in conjunction with the MMEA All-State Choir Camp. The Summer Dialogue registration fees will be approved annually by the State Board of Directors.

### **Section C – Newsletter**

The official publication of ACDA of Minnesota will be the Star of the North.net, which shall be published three times annually in the Fall, Winter, and Spring. News deadlines will be set by the editor and published in each issue of the Star of the North.net. The president shall be empowered to eliminate publication of an issue or to add an issue.

### **Section D – Annual Awards Program**

Four distinguished awards for outstanding contributions to choral music in Minnesota are presented (annually) at the ACDA of Minnesota state conference each November. The award titles are:

*F. Melius Christiansen Lifetime Achievement Award*  
*Minnesota Choral Director of the Year*  
*Emerging Choral Director Award*  
*Creative Programming Award*



Recipients of these awards are selected by a secret ballot at a regular scheduled meeting of the State Board of Directors. The board reserves the right to withhold conference of any award in any given year. All nominations shall be kept in an active file for up to three years and may be extended at the discretion of the Executive Board.

**Award qualifications are as follows:**

**1. F. Melius Christiansen Lifetime Achievement Award (established in 1973)**

- a. Lifelong conducting experience providing outstanding contributions and distinguished service to choral music in Minnesota.

*EXPLANATORY NOTES: The name of F. Melius Christiansen (Founder and Director of the St. Olaf Choir) was selected as being most appropriate in giving distinction and significance to the award, since it exemplifies the qualities and accomplishments for which the award will stand. The award was set up in 1973 with the approval of the Christiansen family. The plaque was designed by Jostens, and is manufactured by them upon request.*

**2. Minnesota Choral Director of the Year (established in 1988)**

- a. Eleven or more years of conducting experience
- b. Establishment of high performance and literature standards
- c. Promotion of choral music in the community
- d. Consistent ACDA membership
- e. Attends and supports ACDA functions and state-wide activities
- f. Contributes to ACDA through work in district, state regional or national conferences, committees, etc.

**3. Emerging Choral Director Award (established in 1988)**

- a. Ten years or fewer conducting experience
- b. Establishment of high performance and literature standards
- c. Promotion of choral music in the community
- d. Consistent ACDA membership
- e. Attends and supports ACDA functions and state-wide activities

**4. Creative Programming Award**

- a. The purpose for this award, co-sponsored by VocalEssence, is to uphold high standards of excellence in repertoire selection, to acknowledge and reward creativity in performing choral music concerts, and to affirm the importance of quality secondary and undergraduate choral training throughout the State of Minnesota.
- b. The award will be presented annually through ACDA of Minnesota to a non-professional choral organization in the state of Minnesota. Award selection will be made by a review committee comprised of the VocalEssence Artistic Director and two VocalEssence professional staff members. The decisions of the review committee will be final. A cash award will be given to the winning director.

- c. There will be two categories of entrants alternating even/odd years. In even years the category will be College and University/Community Choruses, and in odd years Middle/Junior High School and High School.

### **Awards Nominating Procedures**

- a. Nominations can be made by any member of the state organization.
- b. On-line nomination forms are posted annually on the organization's web site.
- c. Nominators will be asked to assist the board by providing evidence of the nominee's qualifications for the award and in obtaining biographical information.

### **5. Advocate for Choral Excellence (ACE) Awards (established in 2008)**

#### **Overview/Purpose:**

- a. The ACE award is designed to celebrate the efforts of people across Minnesota who have done outstanding work for their communities, serving the choral art.
- b. The ACE award helps "bring to light" the creative ways people have nurtured the choral art.
- c. The ACE award increases the awareness of the ACDA-MN membership of the quality work being performed on a regular basis throughout our state.
- d. The ACE award provides a way for each District to celebrate their members' work, increasing awareness and building on our statewide history of "grassroots" development.

#### **Criteria:**

- 1. An ACE award is chosen by an ACDA-MN District Chair, with nominations from district members.
- 2. ACDA-MN District Chairs may only award an ACE to residents who work in their respective district.
- 3. ACE awards, being at the discretion of the ACDA-MN District Chair, may be awarded for a myriad of reasons, as long as recognition goes for "outstanding work for a program or community, serving the choral art."
- 4. An ACE award nominee does not have to be a member of ACDA-MN.
- 5. District Chairs must submit ACE recipient names in their reports before the June Board meeting and may not contact recipients until the Board has met.
- 6. An ACE recipient is expected to receive the award in person or through a proxy at the annual Summer Dialogue banquet.

Names for consideration may be forwarded by contacting any District Chair.

### **Section E – Other Activities**

The organization shall sponsor other activities and festivals in support of its purposes.

## **Article VI – Amendments**

The Bylaws may be amended by a simple majority of the membership voting. Voting shall be conducted online with each active, life, and retired member allowed one vote.