

CONSTITUTION and BY-LAWS
of the
WISCONSIN CHORAL DIRECTORS ASSOCIATION
(Revision adopted by WCDA membership – March 2016)

CONSTITUTION

ARTICLE 1. NAME, PLACE, AFFILIATION

The name of the corporation is Wisconsin Choral Directors Association. The WCDA Office is located at the Wisconsin Center for Music Education, 1005 Quinn Dr., Waunakee, WI. WCDA is an affiliate of the American Choral Directors Association.

ARTICLE 2. MISSION STATEMENT

The mission of the Wisconsin Choral Directors Association is to foster musical excellence within an inclusive singing community through education, collaboration, and inspiration.

ARTICLE 3. PURPOSES

The purposes of WCDA recognize and include the purposes of the American Choral Directors Association.

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 organization of choral music in a sacred context.
6. To foster and promote the organization and development of choirs in Wisconsin 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 at the local, state, national, and international levels.
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 music as a vital part of a well-rounded education for all learners in our schools.
14. To foster and promote a meaningful engagement with music from all cultures.

ARTICLE 4. MEMBERSHIP

1. There are eight membership classifications, as defined in the ACDA national by-laws. 1) Active, 2) Associate, 3) Student, 4) Retired, 5) Institutional, 6) Industry, 7) Paid Life, 8) Paying Life.
2. Wisconsin residents who join the national ACDA organization become members of WCDA.
3. All membership eligibility, methods of admission, privileges, tenure, and dues shall be as prescribed in the by-laws of ACDA.
4. The members of the association shall hold an annual conference. The time and place shall be determined by the board of directors.

ARTICLE 5. GOVERNMENT

- 1. The legislative powers of the organization shall be vested in the voting membership and in the state board of directors. The state board shall have the general powers of the 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 by-laws.
- 3. The fiscal year will be from July 1 to June 30.
- 4. The parliamentary principles set forth in Robert’s Rules of Order shall govern in cases not covered by the constitution and by-laws.

ARTICLE 6. ELECTIONS.

1. NOMINATIONS

- A. Candidates for all offices shall be nominated by the Nominating Committee. The Nominating Committee shall be chaired by the immediate past-president and consist of: the president, immediate past-president, president-elect, two or three district representatives (southwest and southeast district representatives in even-numbered years; northwest, central, and northeast in odd-numbered years), and one member-at-large.
- B. Responsibility for the conduct of elections shall be assumed by this committee and the Immediate Past-President.

2. ELECTIONS

- A. Elections for the office of president-elect, northwest district representative, central district representative, and northeast district representative shall be held in odd-numbered years. Elections for the office of southwest district representative, and southeast district representative shall be held in even-numbered years.
- B. Elections will be held online beginning December 1 and close two hours before the annual meeting of the membership during the state conference.
- C. Election results will be determined by a simple majority of the votes cast.
- D. Those elected shall assume office on the following July 1.

ARTICLE 7. AMENDMENTS

- 1. The constitution may be amended by a simple majority of the members voting.
- 2. Voting on amendments shall be online, by mail if requested, or at the annual state conference with each active, life, and retired member allowed one vote.

BY-LAWS

ARTICLE 1. MEMBERSHIP AND DUES.

The payment of dues for membership in the Wisconsin Choral Directors Association automatically provides membership in the American Choral Directors Association. The state organization reserves the right to impose a state dues structure in addition to that of the national organization.

ARTICLE 2. GOVERNMENT.

1. BOARD OF DIRECTORS

- A. WCDA Board of Directors is the legislative and policy-making body of the organization. The Board of Directors (voting) shall consist of fourteen members. Elected members are: president, president-elect, immediate past-president, the five district representatives representing the northwest, central, northeast, southeast, and southwest districts. Appointed members are: the

treasurer and the following project chairs – All-State Choir, NextDirection, Singing In Wisconsin, Refresh!, and Repertoire & Resources State Chair. The WCDA Office Manager shall serve the Board of Directors in a non-voting capacity. All elected members begin their terms on July 1 of the year elected and appointed members at the first Board of Directors meeting following their appointments as project chairs.

2. ADVISORY BOARD

- A. The Advisory Board (non-voting) shall consist of Repertoire & Resources Area Chairs, Technology Chair, Historian, Scholarship Chair, WSMA Liaison, Business & Industry Chair, Editorial Committee Chair, and other committee chairs as determined by the Board of Directors.

3. BOARD EXPECTATIONS

- A. All Board of Directors and Advisory Board members are expected to be members in good standing of ACDA/WCDA.
- B. All Board of Directors and Advisory Board members are expected to attend ALL board meetings.

4. EXECUTIVE COMMITTEE

- A. The Executive Committee shall consist of the president, president-elect, immediate past-president, and treasurer.
- B. Between regularly scheduled meetings of the WCDA Board of Directors, the Executive Committee shall be granted the authority to act on behalf of the State Board in all matters that require immediate attention and may exercise the powers of the board of directors when the board of directors is not in session, except to the extent specified by the board.
- C. The Executive Committee is responsible for:
 - maintaining communication with the WCDA Office Manager,
 - keeping tabs on the progress of WCDA initiatives as voted on by the entire board,
 - developing a yearly budget,
 - maintaining the purposes and mission of the WCDA.
- D. The Executive Committee will meet a minimum of two times per year.

Section A. Duties of the Board of Directors and Advisory Board.

Board of Directors

1. PRESIDENT (assumes the office after serving 2 years as President-Elect).

- A. Is the chief executive officer of the corporation/association, and, as such, under the direction of the board of directors, shall have the power on behalf of the board of directors to perform all acts, execute and deliver all documents and take all steps that the president may deem necessary or desirable in order to effectuate the actions and policies of the board.
- B. Presides at all meetings of the board of directors and notifies all directors of said meeting at least 15 days in advance.
- C. Creates and oversees the annual budget of the association with the Executive Committee.
- D. Acquaints the president-elect with the activities and responsibilities of the office of president.
- E. Chairs the annual conference in the first year of his/her term, assisted by the president-elect.
- F. Attends all divisional or national ACDA conferences and meetings or appoints an official designee when unable to attend.
- G. Appoints all committee chairs deemed necessary during the term of office.
- H. Sends or causes to be sent all required notices of meetings of the board of directors or the members.
- I. Oversees the WCDA Awards process – both nomination and selection.

2. PRESIDENT-ELECT (elected for a six-year term with the first two years as president-elect)

- A. Is responsible for the usual and customary duties of the office and becomes familiar with all functions of the association and duties of the presidency.
- B. Assists the president in the role of conference chair in the first year of his/her term.

- C. Chairs the WCDA annual conference in the second year of his/her term.
- D. Performs the duties of the president in his/her absence.
- E. Attends all WCDA board and executive committee meetings, and divisional or national meetings when requested by the board.

3. IMMEDIATE PAST-PRESIDENT (assumes the office for a two-year term after completing the presidency.)

- A. Serves as an advisor to the board in all ACDA and WCDA matters.
- B. Assists and advises the president, executive committee, and WCDA Board.
- C. Attends all board and executive committee meetings.
- D. Serves as chairperson of the Nominating Committee.
- E. Oversees the WCDA election process.
- F. Coordinates the WCDA Awards Luncheon.
- G. Coordinates the Past-Presidents luncheon meeting.
- H. Coordinates updates of the WCDA Constitution and By-Laws.
- I. Serves as President in the event of a vacancy in the office of WCDA President until the President-Elect assumes the position as elected.

4. TREASURER (appointed, open-ended term)

- A. Is in charge of the funds of the corporation/association, except for such funds as the board of directors may designate.
- B. Maintains the approved accounting system to insure a true and accurate accounting of the financial transactions of the corporation/association.
- C. Develops reports as requested by the board of directors of his/her activities and the financial condition of the corporation/association.
- D. Deposits all funds received in a depository designated by the board of directors in a timely manner.
- E. Maintains checking, money market, and credit card accounts for paying bills through vouchers approved by the president or event/project chair.
- F. Maintains the non-profit status, the insurance policy, and prepares tax documents for the accountant.
- G. Serves as the chief financial officer.
- H. Manages the association's financial resources within the budget guidelines and according to state and federal regulations.
- I. Works with the President and Executive Committee to create and oversee the annual budget.
- J. Has the books examined annually and audited as required by the Attorney General of the Wisconsin.

5. DISTRICT REPRESENTATIVES (elected for a two-year term with the option to renew for an additional two years upon approval of the Executive Committee.)

- A. Attends all state board meetings.
- B. Actively promotes and coordinates WCDA activities and events within their respective districts, and encourages memberships and participation.
- C. Serves as the Singing in Wisconsin Chair for their district (except Southwest which does not hold a SIW event) OR appoints a SIW Chair to fulfill that duty.
- D. Works with the state SIW Chair in developing a budget and financial plan for their respective SIW site to be submitted to the Executive Committee for approval.
- E. Writes a column in The Voice for the assigned issues.
- F. Acts as a liaison between the board and general membership in their respective district.
- G. Provides the Editorial Committee with information of activities in their district when requested.
- H. Provides suggestions and contacts to the Advertising Chair for advertising on the web page, in the conference program, The Voice, and other communication and publicity vehicles of WCDA.
- I. Assists the Nominating Committee in procuring candidates for election in their district.

6. ALL-STATE CHOIRS CHAIR (appointed for a three-year term).

Works hand-in-hand with the Conference Chair in planning, organizing, and facilitating the WCDA All-State Choirs which rehearse and perform at the annual state conference.

- A. Shadows the Conference Chair and All-State Chair during the first year of term.
- B. Coordinates the entire All-State Choirs activity during the second and third years of term.
- C. Attends all meetings of the WCDA Board and serves as a voting member.

- D. Develops a budget and financial plan for the All-State Choirs to be submitted to the Executive Committee for approval.
- E. Provides the Editorial Committee with information and articles regarding All-State to be published in The Voice, WCDA News, StaccatoNotes, and on the webpage.
- F. Appoints and maintains an All-State Committee in coordination with the Conference Chair.
- G. Communicates with the WCDA Board on all activities of the All-State Choirs and Committee.

7. NEXT DIRECTION CHAIR (appointed, open-ended term)

- A. Coordinates the annual WCDA NextDirection Conference.
- B. Attends all meetings of the WCDA Board and serves as a voting member.
- C. Develops a budget and financial plan for NextDirection to be submitted to the Executive Committee for approval.
- D. Provides the Editorial Committee with information and articles regarding NextDirection to be published in The Voice, WCDA News, StaccatoNotes, and on the webpage.
- E. Appoints and maintains a NextDirection Committee.
- F. Communicates with the WCDA Board on all activities of the NextDirection Committee.

8. SINGING IN WISCONSIN CHAIR (appointed, open-ended term)

- A. Coordinates the annual Singing in Wisconsin project.
- B. Attends all meetings of the WCDA Board and serves as a voting member.
- C. Develops a budget and financial plan for Singing In Wisconsin to be submitted to the Executive Committee for approval.
- D. Provides the Editorial Committee with information and articles regarding SIW to be published in The Voice, WCDA News, StaccatoNotes, and on the webpage.
- E. Communicates with and maintains the SIW Committee made up of District Representatives or their designee..
- F. Communicates with the WCDA Board on all activities of SIW and the committee.

9. REFRESH! CHAIR (appointed, open-ended term)

- A. Coordinates the annual WCDA Refresh! Summer Workshop.
- B. Attends all meetings of the WCDA Board and serves as a voting member.
- C. Develops a budget and financial plan for Refresh! to be submitted to the Executive Committee for approval.
- D. Provides the Editorial Committee with information and articles regarding Refresh! to be published in The Voice, WCDA News, StaccatoNotes, and on the webpage.
- E. Appoints and maintains the Refresh! Committee.
- F. Communicates with the WCDA Board on all activities of the Refresh! Committee.

10. REPERTOIRE AND RESOURCES STATE CHAIR (appointed open-ended term)

- A. Oversees all Repertoire & Resources activities and coordinates the activities of the individual R & R Chairs.
- B. Acquaints individual R & R Chairs with their responsibilities.
- C. Attends all meetings of the WCDA Board and serves as a voting member.
- D. Coordinates statewide R & R activities with ACDA and North Central Division when requested.

11. OFFICE MANAGER (hired as an Independent Contractor, non-voting)

- A. Receives postal, telephone, and e-mail communication from members, North Central ACDA Division, and the ACDA National Office.
- B. Updates and edits all member and mailing lists; researches bounced e-mails/lapsed memberships.
- C. Communicates with the national office and WCDA Board regarding member database, updates, and edits on a regular basis.
- D. Designs/distributes WCDA communication e-mails via StaccatoNotes to membership for events and announcements.

- E. Creates and maintains a projects calendar.
- F. Contacts project/event chairs to ensure timely management of projects.
- G. Maintains non-profit account status with vendors such as OfficeMax, Constant Contact, etc.
- H. Attends all WCDA Board meetings.
- I. Takes and distributes minutes via e-mail to all board members within two weeks of meeting date.
- J. Presents a written report of Office Manager's activities at WCDA Board meetings.

ADVISORY BOARD

R&R Area Chairs, Technology Chair; Historian, Scholarship Chair; WSMA Liaison, Business & Industry Chair; Editorial Committee Chair; Advertising Chair, Social Media Chair, Collegiate Rep, and other committee chairs as determined by the Board of Directors. (two-year terms with option to renew up to three terms, non-voting).

When possible, project chairs should shadow the current chair for one year.

- A. Attends WCDA State Board meetings.
- B. Serves the board in an advisory capacity representing their particular area of interest.
- C. Reports to the board on an annual or semi-annual basis.

Section B. Meetings

1. ANNUAL MEETING

- A. An annual meeting shall be held during the WCDA State Conference.
- B. Notice of the meeting will be published in The Voice and on the WCDA website.
- C. A quorum for the annual meeting shall be 10% of the membership.

2. REGULAR AND SPECIAL MEETINGS OF THE BOARD OF DIRECTORS

- A. Three regular meetings of the board of directors will be held in the summer, fall, and winter. When possible, these will be held during Refresh!, the WMEA Conference, and the WCDA Conference.
- B. Additional meetings may be held at such times and places as the directors may from time to time determine at a prior meeting or as shall be directed or approved by a vote or written consent of all of the directors.
- C. Special meetings of the board may be called by the President and shall be called by the President upon the written request of any three directors.
- D. If a board or committee member is unable to attend in person, he/she may participate in a meeting by alternate means of communication. Participation in a meeting in this manner constitutes presence in person.

3. NOTICE OF MEETINGS OF THE BOARD OF DIRECTORS

- A. Notice of the time and place of all meetings of the board shall be given to each director at least fifteen days before the date of the meeting.
- B. Notices of special meetings shall state the purpose(s) of the meeting and no business may be conducted at a special meeting except the business specified in the notice of the meeting.

4. ACTION WITHOUT A MEETING

- A. Any action required or permitted at any meeting of the board of directors or a committee thereof may be taken without a meeting, without prior notice and without a vote, if all the directors or committee members entitled to vote thereon subsequently consent via a shared e-mail message. Copies of these messages shall be filed with the minutes of the proceedings and shall have the same effect as a vote for all purposes.
- B. The provisions of this section shall not apply to actions taken by the Executive Committee pursuant to the authority granted to it under Article 2, No. 4.

5. QUORUM AND VOTING REQUIREMENTS

- A. A majority of the directors then in office and a majority of any committee appointed by the board constitutes a quorum for the transaction of business.
- B. The vote of a majority of the directors or committee members present at any meeting at which there is a quorum shall be the acts of the board or the committee, except as a larger vote may be required by the laws of the state of Wisconsin and by these by-laws.

6. EXECUTIVE COMMITTEE MEETINGS

- A. The Executive Committee shall meet a minimum of two times per year apart from the WCDA Board meetings.
- B. One meeting shall be to develop an annual budget; another to determine the progress and pulse of the association and its' projects and activities.
- C. Additional meetings may be held at the request of the President or other Executive Committee members.

Section C. Committees.

1. REPERTOIRE AND RESOURCES AREA CHAIRS (appointed)

This committee provides support, vision, and resources for every major area of choral work. The committee will represent four major themes; Youth, Collegiate, Life Long, and Repertoire Specific.

- A. YOUTH
 - Children
 - Community Youth
 - Middle School/Junior High
 - High School
- B. COLLEGIATE
 - College/University/Two-Year Colleges
 - Student Activities
- C. LIFE LONG
 - Community Choirs
 - Music in Worship
- D. REPERTOIRE SPECIFIC
 - May include: Women's Choirs, Men's Choirs, Show Choirs, Vocal Jazz Choirs, Ethnic & Multicultural Perspectives, and others as WCDA deems appropriate.

Each R & R Area Chair:

- A. Is encouraged to attend WCDA Board meetings.
- B. Provides repertoire selections to The Voice newsletter as assigned by the editor.
- C. Advises the board and convention planners regarding activities and sessions of interest in their respective areas.
- D. Encourages and promotes membership among directors in their respective area.
- E. Provides assistance and leadership in the selection of repertoire for reading sessions, SIW, All-State, and/or Refresh! when requested.

2. EDITORIAL COMMITTEE

Editorial Committee Chair

- A. Is editor of The Voice.
- B. Chairs the Editorial Committee consisting of the editors of WCDA News and Staccato/Notes, the Advertising Chair, Social Media Chair and Technology Chair.
- C. Attends meetings of the board of directors.
- D. Serves on the annual conference committee.
- E. Is responsible for the publication of the state newsletter.
- F. Oversees the production of all WCDA communication products to insure that the association maintains regular communication with its membership.
- G. Serves as a liaison with other affiliated publications.

3. NOMINATING COMMITTEE

- A. Shall meet before/after the summer WCDA Board meeting and Leadership Retreat to develop a list of candidates for the upcoming elections.
- B. WCDA members shall be given the opportunity to nominate candidates by sending suggestions to the President prior to the meeting.
- C. Members of the Nominating Committee will contact potential candidates and present the final slate of candidates for approval by the Board of Directors at the autumn meeting.
- D. Members will be notified that information on all candidates will be posted on the website by December 1 when elections open

4. OTHER COMMITTEES AND POSITIONS

At the recommendation of the WCDA Board, the President shall be empowered to appoint ad hoc positions. These positions may include but are not limited to: Historian, Web Manager, Technology Committee, By-Laws Revision Committee.

- A. Appointees shall maintain communication with the Executive Committee and the Office Manager.
- B. Appointees shall give a report of their activities at a WCDA Board meeting when requested.
- C. Appointees are encouraged to attend board meetings.

Article 3. ELECTION PROCEDURES

SECTION A. VOTING

The President-Elect shall be elected by the total state membership by means of online voting. The District Representatives shall be elected by members of their respective districts by means of online voting. If a member does not have access to voting online, the member may request a first-class mailed ballot.

SECTION B. VACANCIES IN OFFICE AND/OR APPOINTMENTS

Vacancy

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

Removal

Any officer or appointee may be removed with or without cause by the vote of a majority of the board of directors at any regular or special meeting.

ARTICLE 4. DISTRICTS.

WCDA Districts are organized both according to region and specifically via postal zip code, The five districts are:

Northwest, Central, Northeast, Southeast, and Southwest.

ARTICLE 5. ACTIVITIES OF THE ASSOCIATION

1. STATE CONFERENCE

WCDA will hold an annual State Conference. The conference will not be held in any fiscal year in which Wisconsin would host a divisional or national conference. The conference fees will be set by the WCDA Board of Directors.

2. ALL-STATE CHOIRS

The WCDA All-State Choirs program takes place during the annual state conference. In a year in which the conference is not held, the decision to offer the All-State Choirs program will be determined by the WCDA Board of Directors.

3. REFRESH! SUMMER WORKSHOP

WCDA will sponsor the annual Refresh! Summer Workshop in conjunction with the WSMA Honor Choirs Project. Refresh! fees will be set by the WCDA Board of Directors.

4. NEXT DIRECTION

WCDA will sponsor NextDirection - a conference for high school students considering choral music as a future career - on an annual basis during September. Fees for NextDirection will be set by the WCDA Board of Directors.

5. SINGING IN WISCONSIN

WCDA will sponsor an annual festival for singers from K-12 entitled Singing In Wisconsin. The festival will take place on the 2nd weekend of November. Fees for SIW will be set by the WCDA Board of Directors.

6. COMMUNICATION AND PUBLICATIONS

Regular communication with the membership shall be maintained through the following:

- A. The WCDA website: www.wischoral.org
- B. The Voice Newsletter: the official newsletter of WCDA published online 4 times per year.
- C. Content and publication deadlines will be set by the Editor in conjunction with the Editorial Committee.
- D. WCDA News: published as hard copy and mailed in May and August to all WCDA members. The content includes deadlines and registration information for all upcoming WCDA events and activities.
- E. StaccatoNotes: an e-mail notification sent to members on a monthly or at-need basis.

7. WCDA COMPOSITION CONTEST

WCDA sponsors a Composition Contest which is open to any WCDA member. The winning composition is performed at the annual WCDA State Conference by one of the auditioned choirs. The winner of the contest is recognized at the WCDA Awards Luncheon and receives a monetary prize.

8. WCDA COLLEGIATE CONDUCTING COMPETITION

The WCDA Collegiate Competition is held each year commensurate with the annual WCDA State Conference. The competition is open to collegiate students whose choir directors are members of WCDA. The competition is focused upon the student conductor's ability to communicate ideas, work efficiently, and make music with a demonstration choir that has prepared the selected repertoire. All participants receive written critiques from the judges and a Certificate of Participation. The winner of the competition is recognized at the WCDA Awards Luncheon with the presentation of a personalized plaque.

9. WCDA AWARDS

A. Morris D. Hayes Award

Established in 1985, this award was named for one of the founders of WCDA, Morris D. Hayes, who was president of WCDA, NCACDA, and National ACDA in three consecutive years. The award does not have to be given every year, but is to be reserved for people of outstanding merit. CRITERIA: Candidate must be a current or former resident of Wisconsin who has demonstrated a commitment to choral music whether through teaching, conducting, or service to the art and who has made outstanding contributions to choral music in Wisconsin.

B. The Stanley Custer Distinguished Service Award

Established in 1994, and renamed in honor of our unique benefactor and champion of choral music, Dr. G. Stanley Custer, in 1999. CRITERIA: Candidate must be an individual whose contributions to the organization are exemplary and/or go beyond the normal services provided for the operation of Wisconsin Choral Directors Association, Inc.

C. Outstanding Church Musician Award

Established in 1998 to recognize an individual whose contributions to music in the church are exemplary. CRITERIA: Candidate must be a current WCDA member who has made significant contributions in the field of church music in the State of Wisconsin.

D. Outstanding Middle Level Choral Director Award

Established in 1998 to recognize significant contributions made in the area of middle level choral directing. CRITERIA: Candidate must be a current WCDA member and middle level choral director (grades 6-9) with a minimum of ten years experience who exhibits characteristics of a master teacher.

E. Outstanding Young Choral Director Award

Established in 1993, this award honors teachers with ten or fewer years of experience. CRITERIA: Candidate must be a current WCDA member who exhibits characteristics of a master teacher, including enthusiasm, energy, musicianship, student rapport, and professionalism; who has made a considerable impact on the size, quality of performance, festival involvement, and visibility of the program; and/or who has also made a commitment to the community through church or civic choral organizations, youth activities, or civic service organizations.

10. AWARD NOMINATING AND SELECTION PROCESS

- A. Nominations can be made by any member of the state organization.
- B. Nomination forms are published 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
- D. Recipients of these awards are selected by a secret ballot at a regular scheduled meeting of the State Board or by e-mail.
- E. The board reserves the right to withhold conference of any award in any given year.
- F. 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.

ARTICLE 6. AMENDMENTS

- 1. The By-Laws may be amended by a simple majority of the membership voting. Voting shall take place online with each member allowed one vote. The By-Laws revision shall be sent to members at least 30 days before the vote commences.
- 2. The Constitution and By-Laws shall be maintained by the Immediate Past-President. He/she will review them on an annual basis to insure they remain timely.
- 3. The Immediate Past-President will report to the WCDA Board at the summer meeting regarding the By-Laws.
- 4. The WCDA Constitution and By-Laws will be revised every 5 years or at the request of the board.

POLICIES & OPERATIONAL PROCEDURES
of the
WISCONSIN CHORAL DIRECTORS ASSOCIATION
(Added to the Constitution & By-Laws revision – January 2016)

Board Expenses/Waivers

- A. Since this is a volunteer organization, members should make every effort to minimize expenses, for example: requesting funds from their employing institutions and sleeping at home when an event is within a reasonable commuting distance.
- B. Officers travelling long distances are asked to find the most affordable mode of transportation and book flights early.
- C. The WCDA mileage rate is tied to the current rate offered by WSMA – Wisconsin School Music Association.

State Conference

Lodging:

- 1. The President, Conference Chair, and All-State Coordinator shall receive full reimbursement for lodging at WCDA convention.
- 2. When possible, the Immediate-Past President, President-Elect, Facilities Chair, and Treasurer shall receive full or partial reimbursement for lodging at convention.
- 3. All--State chaperones (two per room) receive reimbursement for one night's lodging at WCDA Conference.

Registration:

- 1. The President, President--Elect, Immediate Past-President, Registration Chair, Facilities Chair, and All--State Coordinator shall receive a waiver of registration fees for the WCDA Conference.

Divisional/National Conferences

Expenses:

- 1. The president shall have his/her divisional and national conferences reimbursed (travel, hotel, and registration).
- 2. When possible, the president-elect shall receive full or partial reimbursement for divisional and national conference expenses.

State Conference Auditioned Choirs

- 1. WCDA members are notified via the website, WCDA News, StaccatoNotes, and The Voice of the procedures and deadlines for applying for selection to perform at the WCDA Annual State Conference.
- 2. Choirs are selected by blind audition by a Listening Committee chaired by the current Conference Chair. The Listening Committee does not know the identity of any of the choirs they are listening to.

Limitation on State Conference Appearances

- 1. A conference auditioned ensemble may not appear in two consecutive state conferences, a director no more than two consecutive years.
- 2. The Conference Chair (second year of president--elect, first year of presidency) is prohibited from submitting her/his choirs for auditioned ensemble appearances.

State Conference Sessions

- 1. WCDA members are notified via the website, WCDA News, StaccatoNotes, and The Voice of the procedures and deadlines for suggestions for sessions and/or presenters for the upcoming WCDA State Conference.
- 2. The Conference Chair will notify all applicants in a timely manner if their session or suggested presenter has been chosen.

Honoraria

Amount of honoraria is determined by the WCDA Board of Directors in coordination with the current practices of

ACDA. The amount of each honorarium is determined by the WCDA Board of Directors and is included in a Fee Structure document.

Singing in Wisconsin

1. SIW directors/clinicians receive an honorarium.

All-State Directors

1. All-State directors' honorariums are commensurate with ACDA.
2. All-State directors' per diem is commensurate with ACDA.
3. All-State directors travel arrangements shall be taken care of by WCDA in coordination with the All-State director.
4. All-State directors are required to offer a session at the WCDA State Conference as part of their clinician fee.
5. All-State directors shall submit their repertoire choices to the Conference Chair, R & R State Chair, the All-State Chair, and two additional members-at-large by July 1 prior to the conference.

NextDirection Clinician

1. The ND clinician honorarium is commensurate with ACDA.
2. The ND clinician is provided a per diem.
3. ND clinician travel arrangements shall be taken care of by WCDA in coordination with the ND clinician.

Accompanists

1. All-State accompanists receive an honorarium.
2. All-State instrumentalists receive an honorarium.
3. The NextDirection accompanist receives an honorarium.
4. Singing in Wisconsin accompanists receive an honorarium.

Liability

All guest directors and clinicians shall always be accompanied by a WCDA member when working with students.

Endorsements

WCDA encourages choral events throughout the state. However, as an organization, we are not able to sponsor non-association events. Paid advertising is available on the WCDA website and in other publications. When possible, WCDA will help list events.

Labels

Mailing addresses fees: \$50 statewide, \$10 for the district