

Indiana Choral Directors Association

RULES OF GOVERNANCE

AMENDED 4/25/20

The Indiana Choral Directors Association (ICDA) is a chapter of the American Choral Directors Association (ACDA). ICDA functions under the ACDA Constitution and Bylaws. Additional rules of governance for ICDA are set forth in this document.

I – GOVERNANCE

The legislative power of ICDA shall be vested in the active membership and in the ICDA Board. The Board shall have the general powers of administration of the affairs of ICDA with authority to act and enact legislation. Voting members of the ICDA Board shall consist of the elected state officers: President, President-Elect, Vice President (the immediate Past President), Secretary, and Treasurer. Eight appointed District Representatives representing the eight zones of the Indiana State School Music Association (ISSMA), four appointed Repertoire and Resources Coordinators, and the *Notations* Editor shall also be voting members. The All State High School Coordinators and the All State Vocal Jazz Coordinator shall serve as ex-officio, non-voting members of the ICDA Board.

II – LEADERSHIP

A. Elected Officials

1. The President, President-Elect, Vice-President, Secretary, and Treasurer shall serve as members of the Executive Committee.
2. Upon recommendation of the President, the Vice President, or the President-Elect, the ICDA Board by a two-thirds vote shall have the authority to remove an elected Executive Committee member from office.

B. Appointed Officials

1. The eight District Representatives shall be appointed by the Vice-President with the advice of members of the Board.
2. The Repertoire and Resource Coordinators and the *Notations* Editor shall be appointed by the President. The President shall, with approval of the Executive Committee, have the authority to remove an R & R Coordinator. Approval is defined as a majority vote of the Executive Committee.
3. The Repertoire and Resource Chairs shall be appointed by the President and the Repertoire & Resource Coordinators. An R & R Coordinator may serve concurrently as an R & R Chair.

4. The President shall be empowered to make all appointments not covered by the Rules of Governance of ICDA in accordance with the ACDA Constitution, Bylaws, and policies.

C. Terms of Office

1. The President-Elect shall serve a term of six (6) years: two (2) years as President-Elect, two (2) years as President, and two (2) years as Vice President. The Secretary shall serve a term of two (2) years. The Treasurer shall serve a term of four (4) years.

2. All appointed officers shall serve a term of two (2) years.

3. All terms of office begin on July 1. The President-Elect, Secretary, the Repertoire and Resource Coordinators, and the District Representatives of districts one, three, five, and seven shall assume office in odd numbered years. The Treasurer and District Representatives of districts two, four, six, and eight shall assume office in even numbered years. The *Notations* Editor shall also assume office in odd numbered years. All elected and appointed officials, with the exception of the President-Elect, may succeed themselves if re-elected or reappointed.

4. In case of a vacancy in any of the offices, the President shall be empowered to appoint a member of ICDA to fill the vacancy until the term of office expires.

III – MEETINGS

A. An annual business meeting of the ICDA shall be at the time and place of the ICDA summer conference.

B. State conferences shall be held at a time and place agreed upon by the ICDA Board.

C. Special meetings may be called at any time by the President or on the request of a majority of the ICDA Board. Upon the petition of any fifteen (15) active members, the President shall be required to call a special meeting to act upon the matter stated in the petition.

D. The ICDA Board shall meet at least twice a year.

E. The quorum of the ICDA Board shall consist of a majority; ten (10) of the voting members.

F. The quorum of the ICDA for the transaction of business at Business Meetings shall consist of a quorum of the ICDA Board, as stated above, plus the active membership present and voting. Video and phone conferencing are permitted. Quorum in meetings conducted by video and phone conferencing or a combination thereof will be determined in the same manner as meetings of the board where board members are physically present in the same meeting.

IV - ELECTION PROCEDURES

- A. All elected officers shall be nominated by a nominating committee consisting of the President, Vice President, President-Elect, and up to three (3) members appointed by the President, at least one of whom shall be a past president. The Vice-President shall serve as chair of the nominating committee.
- B. The nominating committee shall meet at a time and place designated by the President to prepare a slate of officers to be presented to the membership. The slate shall include the names of two (2) candidates for each office.
- C. The nominee for each office receiving the majority of votes cast shall be declared elected. Election procedures must be completed by January 1.
- D. In the event of a tie, standard election procedures shall be followed.

V – AMENDMENTS

- A. Amendments and/or revisions to the Rules of Governance may be initiated by the ICDA Board or by a petition signed by ten percent of the state membership
- B. The Rules of Governance may be amended and/or revised by two-thirds vote of the membership voting.
- C. Voting on amendments and/or revisions shall be by mail, by electronic communications, or at a general business meeting with each active member allowed one (1) vote. No proxy votes shall be accepted.
- D. At least thirty days shall elapse after the presentation of amendments and/or revisions before the vote is taken.