

SOUTH JERSEY CHORAL DIRECTORS ASSOCIATION

CONSTITUTION

ARTICLE 1 - Name

Section 1. The name of this organization shall be THE SOUTH JERSEY CHORAL DIRECTORS ASSOCIATION, INC. (Hereinafter referred to as the "ASSOCIATION.") The ASSOCIATION is an affiliate of the New Jersey Music Educators Association and represents the interests of participating Choral Directors at NJMEA Meetings.

ARTICLE II - Purpose

Section 1. The purpose of this ASSOCIATION shall be:

- A. To foster and promote Choral singing in order to provide artistic and aesthetic experiences for the participants and to promote the intelligent understanding of all types of Choral Music.
- B. To foster and promote the organization and development of Choral groups of all types from all schools.
- C. To disseminate Professional news and Information about Choral Music and related materials and activities.

ARTICLE III - Membership

Section 1. All teachers of vocal Music in the following counties of the State of New Jersey (designated as Region III by NJMEA) shall be eligible for membership in the ASSOCIATION.

ATLANTIC	CAPE MAY	OCEAN
BURLINGTON	CUMBERLAND	SALEM
CAMDEN	GLOUCESTER	

Section 2. Members shall be classified as: Active and/or Retired Choral/Vocal Music Educators who register with the ASSOCIATION annually.

Section 3. In the month prior to the opening of school, each Superintendent of every school system in the counties named in Section 1 of this Article, shall receive a notice from the President which details the purposes and activities of the ASSOCIATION for the coming year and asks the Superintendents to encourage participation by their vocal music teachers.

Section 4. In the first month of each school year, every teacher of vocal music from the counties listed in Section 1 of this Article, shall receive a written invitation from the President to become an Active Member of the ASSOCIATION for that year.

Section 5. To be eligible for Membership, a candidate must be an active teacher or director of vocal music in a college, high school, junior high school, middle school, or elementary school or a retired teacher having taught in one of the aforementioned situations. Active members are considered voting members of the ASSOCIATION and may hold office.

Section 6. Members sending students to participate in ASSOCIATION activities must be members of the National Association for Music Educators (NAfME.)

ARTICLE IV. – Officers of the Association

Section 1. The Executive Officers of the ASSOCIATION shall be: President, President-Elect, Past-President, Secretary, and Treasurer. Festival Coordinator may serve as an Executive Board Member when the office of Past President is vacant. (See By-Laws Articles III and VIII)

Section 2. The Board of Directors of the ASSOCIATION shall consist of the Five Executive Officers, and Seven Ex-Officio members (Festival Coordinator and Managers.) There will be Six Ex-Officio members if the Festival Coordinator is serving as an Executive Officer. Ex-Officio members shall be appointed by the President with Executive Board approval.

Section 3. The President, with the approval of the Board of Directors, shall appoint an Elections Coordinator. The Festival Coordinator shall prepare a proposed slate of Officers, which will be presented to the voting membership not less than thirty (30) days prior to the date of the elections.

Section 4. The election of all Officers of the ASSOCIATION shall be by majority vote of the active membership. Elections shall be done electronically and shall be held in April or May, every second year, except when a vacancy in the office of President requires a special election.

Section 5. The Term of Office for the President, President-Elect, Past President, Secretary and Treasurer shall be two (2) years. The term for all ex-officio members shall be one (1) year, except when a Board of Directors member has been appointed to fill a vacancy for an unexpired term. The unexpired term shall terminate at the next election of Officers. The term of office for each Officer of the Board of Directors shall commence immediately following the June Executive Board Meeting.

ARTICLE V. – Meetings

Section 1. General Meetings of the ASSOCIATION shall be held during the School Year at the call of the President.

Section 2. Special Meetings of the ASSOCIATION shall be convened at members.

Section 3. Board of Directors meetings shall be convened at the call of the President, or upon request of a majority of the board of directors.

ARTICLE VI. – Amendments

Section 1. This Constitution and By-Laws may be amended by two thirds (2/3) vote of the voting membership, (either electronically or at general meeting) provided that notice of the proposed amendment has been filed with the Secretary and has been previously presented to the General Membership.

BY – LAWS

ARTICLE I. – Duties of the President

The duties of the President shall include but are not limited to the following:

- a. Call Meetings of the Association Board of Directors and General Membership
- b. Suggest policies for the ASSOCIATION
- c. Appoint six (6) Active Members of the ASSOCIATION to serve as Ex-Officio/Chorus Managers on the Board of Directors. The President may also appoint one (1) additional Ex-Officio member to serve as Festival Coordinator.

- d. Appoint the Conductor Selection Committee for the performing groups sponsored by the ASSOCIATION. Serve as Ex-Officio Chairperson of the Committee with the following duties:
 - 1. Receive nominations from the general membership for the following year's festival chorus conductors.
 - 2. Contact nominees to submit required materials to be considered for selection.
 - 3. Select a date for committee to meet and review nomination materials.
 - 4. Serve as Chairperson of Committee meeting
- e. Appoint standing or special committees to coordinate and carry out special projects.
- f. Act as an Ex-Officio member of ALL standing and special committees.
- g. Suggest the removal of an officer or committee member when said member has not fulfilled their duties.
- h. Serve on the NJMEA Executive Board. Attend all Executive Board meetings or appoint an Active ASSOCIATION Executive Board Member to serve as proxy.
- i. Attend and assist at all auditions and rehearsal sponsored by the ASSOCIATION.
- j. Act as Master of Ceremonies at all festivals sponsored by the ASSOCIATION and serve as host/hostess at all festival receptions and dinners.
- k. Secure locations for all ASSOCIATION events.
- l. Prepare invitations to all festival receptions and dinners.
- m. Approve all correspondence (mail/email/website postings) sent to the General Membership.
- n. Issue invitations to all superintendents and vocal music teachers of all South Jersey schools to participate in SJCDA.
- o. Attend the NJMEA Conference as representative of the ASSOCIATION and as a member of the NJMEA Executive Board.
- p. Coordinate, with the assistance of the Executive Board, the ASSOCIATION

calendar for the year, including all Board Meetings, Festival Auditions, Festival Rehearsal and Concerts, Dinners, and General Membership Meetings.

- q. Annually renew the ASSOCIATION's Corporation Status.
- r. Upon completion of term, serve as Past-President for the following term.
- s. Submit SJCDA "Round the Region" articles to the editor of NJMEA Tempo magazine, by the posted deadlines.
- t. Prepare Jr/Sr Audition packet, and make available to all Active Members.
- u. Order music for all festivals for distribution by November 1st.

ARTICLE II: Duties of the President-Elect

The duties of the President-Elect shall include but not be limited to the following:

- a. Attend all General Membership and Executive Board meetings of the ASSOCIATION.
- b. In the absence of the President, preside over meetings and carry out the duties of the President.
- c. When the Office of President is vacant, serve as President until a special election for the Office of President is held.
- d. Carry out any special assignments as designated by the President.
- e. Work with the President in training for the upcoming office of President and assume Presidency for the following term.

ARTICLE III: Duties of the Past President

The duties of the Past President shall include but not be limited to the following:

- a. Attend all General Membership and Executive Board meetings of the ASSOCIATION.
- b. To serve the Board of Directors in an advisory capacity.
- c. Carry out any special assignments as designated by the President.

ARTICLE IV: Duties of the Secretary

The duties of the Secretary shall include but not be limited to the following:

- a. Attend all General Membership and Executive Board meetings of the ASSOCIATION.
- b. In the month prior to the opening of school, send to each Superintendent from the counties named in Article III, Section 1 of the Constitution, the President's letter describing the activities of the ASSOCIATION, inviting their vocal music teachers to participate in ASSOCIATION activities for the coming year.
- c. In the first month of the school year, send to each teacher and/or director of vocal music from the counties listed in ARTICLE III, Section 1 of the Constitution, the President's letter of invitation to enroll as an active member of the ASSOCIATION for that school year.
- d. Keep a permanent record of all meetings of the ASSOCIATION and of the Board of Directors.
- e. Distribute all communications to ASSOCIATION members.
- f. Keep a permanent, updated database of ASSOCIATION members.
- g. Prior to distribution to the General Membership, submit all correspondence to the President, for approval.
- h. When possible, assist at auditions, rehearsals, and festivals hosted by the ASSOCIATION.
- i. House and Maintain Archives and Permanent Records of the ASSOCIATION.

ARTICLE V: Duties of the Treasurer

The Duties of the Treasurer shall include but not be limited to the following:

- a. Attend all General Membership and Executive Board meetings of the ASSOCIATION.
- b. Open a bank account in the name of the ASSOCIATION or continue to use the account in existence.

- c. Receive and Deposit all funds of the ASSOCIATION in the ASSOCIATION's bank account.
- d. Make payment on all approved financial obligations of the ASSOCIATION.
- e. Keep an itemized account of receipts and expenditures.
- f. Report on itemized receipts and expenditures, in writing, at each Executive Board Meeting.
- g. Coordinate the sale and distribution of music packets for the Jr/Sr festival.
- h. Act as ticket agent and handle all ticket sales for all ASSOCIATION festivals.
- i. Administer the funds for the Scholarship Committee, including verification of student eligibility and fulfillment of the stated requirements.
- j. At dissolution of the ASSOCIATION, and after all financial obligations have been paid and completed, place all monies in the Treasury in a special trust account to perpetuate the goals of the ASSOCIATION.

ARTICLE VI – Duties of the Executive Board of Directors

The Duties of the Executive Board of Directors shall include but not be limited to the following:

- a. Shall by the use of suggestions, discussions, and deliberation arrive at decisions which they decide will promote the best interests of the ASSOCIATION.
- b. May require any person handling funds of the ASSOCIATION be bonded.
- c. Shall approve the President's appointment of an Elections Coordinator.
- d. Shall vote on the Conductors as proposed by the Conductor Selection Committee for performing group functions of the ASSOCIATION prior to submission of the names of the Conductors to the membership.
- e. Shall appoint a Manager/Conductor as a replacement for a candidate who is unable to serve.

- f. May select Guest Performing Groups to participate in functions of the ASSOCIATION.
- g. Shall suggest impeachment of the President or any Officer of the Board of Directors when the member has been guilty of dereliction of duties.
- h. Shall vote on the filling of vacancies in Executive Office (except the Office of President) and on the Board of Directors upon the recommendation of the President.
- i. May order dissolution of the ASSOCIATION by unanimous vote.

ARTICLE VII: Duties of the Ex-Officio

The Duties of the Ex-Officio Board Members shall include but not be limited to the following:

- a. Serve on the Board of Directors for a one year term of office in one of the following capacities: Festival Coordinator, Elementary Manager, Jr/Sr High Auditions Manager, Jr/Sr High Rehearsal-Concert Manager

ARTICLE VIII: Duties of the Festival Coordinator

The Duties of the Festival Coordinator shall include but not be limited to the following:

- a. Coordinate Jr/Sr Auditions with host school and Managers.
- b. Oversee managers at rehearsals and concerts.
- c. Assemble Concert programs for all ASSOCIATION festivals.
- d. Arrange for the following services at the ASSOCIATION festivals:
 - 1. Concert Program and Jr. High Certificate printing and delivery
 - 2. Concert Recording and sales of recording
 - 3. Ordering of plaques for Conductors and Guest Groups
 - 4. Ordering of pins for Sr. High
 - 5. Group photo and sales of photo
- e. Coordinate Jr/Sr Testing

- f. Coordinate plans with the Elementary Festival Manager for the Elementary Festival, including Guest Groups

ARTICLE IX: Duties of the Jr/Sr High Auditions Manager

The Duties of the Jr/Sr High Auditions Manager shall include but not be limited to the following:

- a. Process and validate student and teacher required registration forms, fees, signatures, and voice part changes prior to deadlines and auditions.
- b. Forward all special requests (including but not limited to: proxy requests, audition times, travel arrangement, special circumstances) to the President for resolution.
- c. Be present at auditions to handle any problems that arise, and assist in tabulation until the process has concluded.
- d. Pass on all materials to Rehearsal/Concert Manager, following auditions.

ARTICLE X: Duties of the Jr/Sr High Rehearsal/Concert Manager

The duties of the Jr/Sr High Rehearsal/Concert Manager shall include but not be limited to the following:

- a. Be present at Auditions, and assist in tabulation until the process has concluded.
- b. Prepare lists of students, participating schools and participating teachers for record-keeping and program purposes.
- c. Prior to first rehearsal, provide participating teachers with duty assignments to assist at rehearsals and concerts, based on the rehearsal assistance forms completed by teachers on the day of auditions.
- d. Coordinate with Chorus Conductors and the Festival Coordinator all aspects of the rehearsals and concerts which include:
 - 1. Scheduling of sectionals, lunch breaks and solo auditions.
 - 2. Testing
 - 3. Seating Charts
 - 4. Attendance at check-in and check-out

- e. Contact directors of students absent from or late to rehearsal with information regarding the students' membership status (i.e. the student will be tested at the next rehearsal or has been dropped from the performing group.)
- f. Distribute certificates or pins at the conclusion of the festival.
- g. Following the Jr/Sr Festival, report to the Secretary the names of all students dropped from the Chorus and the reason for their dismissal.
- h. Following the Jr/Sr Festival, report to the President the names of all teachers who did not fulfill required duties.

ARTICLE XI: Duties of the Elementary Festival Manager

The duties of the Elementary Festival Manager shall include but not be limited to the following:

- a. Upon approval by President, send invitations to every Elementary School Music Teacher on the Mailing List to recommend students for the Elementary Festival, and forward all information to President for posting on website.
- b. Report to the coordinator: the participating schools, teachers, and number of students following registration.
- c. Receive, document, and turn over to the ASSOCIATION Treasurer all monies for participation and music fees.
- d. Assemble all information for the Concert program and forward to the Festival Coordinator.
- e. Arrange and coordinate duties for participating teachers on Festival Day.
- f. Coordinate with Conductor and Guest Conductors, site hosts, and the Festival Coordinator all aspects of the rehearsal and concert, which include:
 - 1. Student and teacher attendance
 - 2. Seating Charts, Rehearsal Chairs and Risers
 - 3. Scheduling of Sectionals and Lunch Breaks
 - 4. Concert Logistics
 - 5. Distribution of Certificates at the Conclusion of the Festival

ARTICLE XII: Selection of Conductors

Section 1. The President shall act as Ex-Officio Chairperson of the Conductor Selection Committee, which will propose conductors for all Festivals sponsored by the ASSOCIATION. The Committee will be comprised of five volunteers from within the active ASSOCIATION membership, appointed by the President, to represent diverse experience and teaching levels. This Committee will meet in March, date to be determined by the President, to review Nomination Materials received by the President. The members serving on the Committee, including the President, are not eligible as a conductor nominee during their time of service.

Section 2. The Committee shall report its proposals to the Executive Board of Directors when it has made its selection.

Section 3. If a Conductor has been selected, but for some reason cannot serve, the Executive Board of Directors shall make the selection of an alternate conductor, based on the recommendation of the Conductor Selection Committee.

ARTICLE XIII: Student Eligibility and Participation

Section 1. The following rules shall govern the eligibility of students for participation in the performing groups sponsored by the ASSOCIATION:

- a. The student must be a faithful member of the corresponding NJ School Choral Music Performing Organization and must receive the endorsement of the director of that group. The student must remain an active member in good standing of the school performing group throughout their term of membership in the ASSOCIATION's performing group.
- b. The student must follow all policies and procedures as outlined in the student contract to maintain eligibility in the performing group and be eligible to audition for the following year's performing group.
- c. If the school does not have a corresponding organization, the student may qualify for membership in the association performing group providing the student receives the endorsement of a music teacher who is a member of NAfME.
- d. The student must secure the written endorsement of their parent or guardian and school Principal. All students must pay the required audition fee prior to the audition.

Section 2. The student's eligibility is further dependent upon the fulfillment of the following requirements by their music teacher:

- a. The sponsoring teacher is a member of NAfME.
- b. The sponsoring teacher will attend auditions and serve as an adjudicator, supervisor, or as assigned by the Chorus Manager. The teacher will also supervise at least one rehearsal or concert, per Chorus, in which his/her students participate.
- c. The only acceptable PROXY shall be a teacher of music who is a NAfME member, who is not already sponsoring students to the Chorus, and has prior consent from the President of the ASSOCIATION.
- d. Should the sponsoring teacher require the use of a PROXY, they will be required to fulfill their audition day obligation the following year in person, or risk the exclusion of their sponsored students from that days auditions.

ARTICLE XIV: Compensation of Directors and Officers

Directors and Officers of the ASSOCIATION shall be reimbursed for all reasonable expenses incurred on behalf of the ASSOCIATION upon presentation of proper documentation.

ARTICLE XV: Removal of Officers

Section 1. The President may be impeached upon the suggestion of the Board of Directors and by a majority vote of the voting membership. The President shall be subject to impeachment when guilty of dereliction of duties.

Section 2. The President, with the approval of a majority of the Board of Directors, may remove any Officer or any of the ex-officio members from the Board of Directors when guilty of dereliction of duties.

Article XVI: Powers of Committees:

All Committees will be appointed by the ASSOCIATION President and may make recommendations to the Board of Directors. Committee recommendations are non-binding and subject to the approval, revision, or rejection by the ASSOCIATION Board of Directors. Committees will commence and conclude activities at the discretion of the Board of Directors.

ARTICLE VII: Procedure

Section 1. The following shall be the order of business for ASSOCIATION meetings unless it is suspended by two-thirds (2/3) vote of the members present at the meeting:

- a. Call to Order
- b. Reading, correction, and adoption of minutes from previous meeting
- c. Reading of the Correspondence
- d. Report of the Treasurer
- e. Reports of Special Committees
- f. Reports of Standing Committees
- g. Old Business
- h. New Business
- i. Adjournment

Section 2. In all other matters of parliamentary procedure, Roberts Rules of Order will be used as the guideline for proper procedure.