

BYLAWS OF THE CHORAL DIVISION

UPDATED SEPTEMBER, 2016

SOUTH CAROLINA MUSIC EDUCATORS ASSOCIATION

ARTICLE I—NAME

The name of this organization shall be the *Choral Division of the South Carolina Music Educators Association* of the *National Association for Music Education* operating under their constitutional provisions.

ARTICLE II—PURPOSE

The purpose of the Choral Division shall be:

- a. To provide leadership and assistance for the development of choral music programs in the schools, colleges, and universities of South Carolina.
- b. To establish and to conduct activities that will enrich the choral music programs in South Carolina.
- c. To provide leadership and assistance for the Middle School level for the implementation of music education programs necessary to the total development of the students during these middle years.

ARTICLE III—MEMBERSHIP

Section 1. Any member of the SCMEA in good standing meets the basic qualifications for membership in the Choral Division of SCMEA.

Section 2. An active member of the Choral Division of SCMEA is one who is currently teaching or administering a choral/vocal program at the senior high school level, the college or university level, or middle school level including a general music program.

Section 3. Only active members of the Choral Division of SCMEA shall be eligible to participate in business meetings, serve in any capacity representing the division, or participate or sponsor a participant in any of the activities of the division.

Section 4. Any student who participates in any activity of the Choral Division must be an active member of a choral class or program, or enrolled in the middle school music program at his or her school.

ARTICLE IV—OFFICERS

Section 1. The elected officers of the Choral Division shall consist of a president, president-elect, vice-president, secretary and treasurer. Appointed officers shall be All-State Chairman, All-State Audition Chairman, All-State Weekend Chairman, Middle School Chairman, College Chairman, Solo and Ensemble Chairman, High School Choral Festival Chairman, Middle School Choral Festival Chairman, and Region Choir Chairman.

Section 2. Officers shall be elected biennially in odd-numbered years at the convention meeting of the SCMEA Choral Division and shall serve two years. No person may serve two consecutive terms in the office of president or president-elect. Officers shall assume their duties July 1 following their election.

Section 3. Nominations for elective officers shall be presented by the Nominating Committee of the Choral Division, appointed in the fall of the even years by the Choral Division president. Nominations may be received from the floor provided the person being nominated has been contacted prior to nomination as to willingness to serve. Voting shall be by secret ballot, and the presiding officer shall appoint two competent tellers to compute the ballot.

Section 4. The reasonable expenses incurred by officers of the Choral Division in fulfillment of duties shall be borne by the association. When money is available, the Choral Division shall pay the expense of the president of the division to either the National or Regional NAFME meeting, but not to both.

ARTICLE V—DUTIES OF OFFICERS

Section 1. The duties of the president shall be to preside at all meetings of the division, to serve as a representative on the Executive Board of SCMEA, to write an article for each issue of the MUSICIAN, plan and prepare for the Choral Division events at the February In-Service conference, to coordinate the work of the officers and committees of the division, so that its purposes may be achieved. The president shall appoint special committees as required and needed

Section 2. The vice-president shall be the immediate past president of the organization. The vice-president shall perform duties of the president in the absence or disability of that officer, shall serve as a representative on the Executive Board of SCMEA, shall aid the president in any coordinating of activities as so directed by the president.

Section 3. The president-elect shall act as aide to the president and shall perform the duties of the president in the absence or disability of that officer ONLY if the vice-president is absent or disabled. The president-elect shall succeed to the presidency at the conclusion of hi/her term of office. The president-elect shall aid in coordinating any activities as directed by the president and shall coordinate the handbook for publication each August in the MUSICIAN.

Section 4. The secretary shall serve as the official recorder for the division and such duties shall include:

- a. Keep accurate minutes of all division meetings and make a permanent copy to be filed with the SCMEA secretary.
- b. Assist the president in determining if a quorum is present at business meetings.
- c. Keep an up-to-date membership list of the division members.
- d. Be responsible for all mailings from the president to members.
- e. Keep copies of Choral Division Committee meeting minutes and committee member attendance at committee meetings for all committees of Choral Division.

Section 5. The treasurer of the Choral Division shall receive all funds so designated Choral Division, SCMEA, such as:

- a. Funds received from Choral Arts Seminar registration and All-State Choruses.
- b. Funds received from any concerts of the All-State Choruses and being prepared to collect such fees at said concert.
- c. Funds received from All-State audition fees. (These are mailed to the All-State Chorus chairman and then forwarded to the treasurer.)
- d. Funds received from the Middle School Clinics. (These are mailed to the Middle School chairman and then forwarded to the treasurer.)
- e. Funds received from the High School and Middle School Choral Performance Assessment. (These are mailed to the High School and Middle School Choral Performance Assessment chairmen and then forwarded to the treasurer.)
- f. Funds received from Region Choir. (These are mailed to the Region Choir site chairman and then forwarded to the treasurer.)
- g. Funds received from Solo and Ensemble. (These are mailed to the Solo and Ensemble site chairman and then forwarded to the treasurer.)

The treasurer shall be responsible for maintaining accurate financial records operating the following accounts. The Executive Committee of the Choral Division shall establish an operation budget for the Choral Division, Choral Arts, Senior High, Middle School, Solo and Ensemble, Middle School Choral Performance Assessment and High School Choral Performance Assessment. Income of all Choral Division activities will be deposited into the Choral Division account and expenditures made within the established operations budget.

The treasurer shall be bonded as required by the SCMEA constitution. The treasurer shall provide to the president of the division prior to the SCMEA Board meetings a complete record of funds received and disbursed. All bills submitted to the treasurer by the various committees shall be reviewed by the

president. At each meeting of the Choral Division, the treasurer shall provide a written report of the funds of the Choral Division. All books shall be audited as required by the SCMEA constitution.

ARTICLE VI—MEETINGS

Section 1. There shall be two regular business meetings of the Choral Division each year as follows:
a. The first Saturday after Labor Day in September.
b. During the SCMEA annual convention.

Section 2. Other meetings may be held when needed such as on All-State Chorus weekend, provided notification has been given to the membership.

Section 3. Members present at the Choral Division business meeting shall be the quorum and make decisions for the entire division. Members not present will be notified by mail of the action taken.

ARTICLE VII—COMMITTEES

Section 1. The Standing Committees of the Choral Division shall be:

- a. All-State Committee
- b. Middle School Clinic Committee
- c. College Directors Committee
- d. Solo and Ensemble Committee
- e. Middle School Choral Performance Assessment
- f. High School Choral Performance Assessment
- g. Region Choir Site Coordinators

Section 2. The chairmen and members of committees.

- a. The chairmen of these standing committees shall be appointed by the president of the division, being selected from members elected to the committees.
- b. Membership on the All-State and Middle School Clinic committees shall consist of 12 members each. Four members shall be elected each year for three consecutive years, skip one year and then repeat this order of election. Each member shall be elected for a four-year term, and membership on these committees shall represent the four geographical areas of the state with no fewer than two members from each area. At no time should the entire committee be composed of persons with no prior service on the committee. The president of the division shall replace by appointment any member of a committee who misses two meetings within one year. The president shall also appoint a replacement of any member of a committee who resigns.

COMPOSITION OF SENIOR HIGH ALL STATE AND MIDDLE SCHOOL CLINIC COMMITTEES

Group A: 2013-2017

Group B: 2014-2018

Group C: 2015-2019

- c. The procedure for electing members to the All-State Committee and the Middle School Clinic Committee shall be as follows:
 1. There shall be two nominating committees: one for the purpose of nominating members for the All-State Committee; a second for the purpose of nominating members for the Middle School Clinic Committee.
 2. Members of the Choral Division shall vote along high school or middle school lines for respective committee members.
 3. Voting for standing committee members shall take place at the most advantageous meeting for each group, i.e., Choral Arts Seminar, State SCMEA Convention, All-State Chorus weekend.
- d. The College Choral Directors Committee shall be composed of one representative from each of the colleges in the state.
- e. The Solo and Ensemble Committee shall be composed of the Solo and Ensemble chairman and four representatives appointed by the president from the four

- geographical areas of the state who will assist in updating Choral Performance Assessment regulations when deemed necessary.
- f. The Region Choir Committee shall be composed of the Region Choir chairman and three representatives appointed by the president from three geographical areas of the state who will assist in updating region choir regulations when deemed necessary.
 - g. The Middle School State Choral Performance Assessment Committee shall be composed of a chairperson appointed by the Choral Division President and a minimum of three committee members who will assist in the administration and site management of the Middle School Choral Performance Assessment.
 - h. The High School State Choral Performance Assessment Committee shall be composed of a chairperson appointed by the Choral Division President and a minimum of two committee members and a maximum of three committee members not in the same school division as the chairman, who will assist in the administration and site management of the High School State Choral Performance Assessment. Members of the High School Choral Performance Assessment Committee shall be selected through nomination from current committee members and voted and approved by the committee.

COMPOSITION OF HIGH SCHOOL AND MIDDLE SCHOOL CLINIC COMMITTEES

Group A: 2013-2017

Group B: 2014-2018

Group C: 2015-2019

Section 3.

Duties of Committees.

a. All-State Committee

1. Organize the All-State Choruses
2. Arrange audition site and judges
3. Select the audition number and sight-reading material
4. Select the clinicians for All-State Chorus weekend from recommendations of the membership
5. Select music for All-State Choruses with clinicians' approval and suggestions.
6. Receive All-State audition forms and fees, sending fees to the treasurer as collected
7. Schedule and mail to directors the audition schedule
8. Work with the president in plans for Choral Arts Seminar
9. Work with the president-elect in providing written records of all materials, activities and plans in preparation for the handbook
10. Receive suggestions and recommendations from the general membership in the spring of the year, prior to printing the handbook
11. Such plans as made by this committee shall be presented for discussion at the spring meeting and no changes can be made by the general membership after the spring meeting except in case of an emergency

b. Middle School Clinic Committee

1. Organize the Middle School Clinics and Choral Arts Seminar program
2. Arrange for sites, dates, and times for clinics
3. Select clinicians for activities from recommendations of the membership
4. Select music with approval and suggestions from clinicians
5. Receive fees for Middle School Clinic and remit checks to the treasurer
6. Provide written records of all activities and plans to the president for printing in the handbook, being coordinated by the president-elect
7. Receive suggestions and recommendations from the general membership in the spring of the year prior to printing of the handbook

8. Such plans as made by this committee shall be presented for discussion at the spring meeting and no changes can be made by the general membership after the spring meeting except in case of emergency
- c. The College Choral Directors Committee
 1. Encourage and support school directors in programs by assisting as clinicians and adjudicators
 2. When needed such as in-state activities, organize an All-College Choir
 3. Be responsible for selection of materials, sites, etc., for an All-College Choir if so organized
- d. Solo and Ensemble Committee
 1. Secure a site for the Solo and Ensemble Festival to be held each year in February or March
 2. Secure adjudicators for the festival as needed (determined by registration)
 3. Shall receive funds from directors and registration forms
 4. Shall compile a schedule and mail to directors
 5. Shall keep \$150 to run festival for the next year
- e. Middle School Choral Performance Assessment Committee
 1. Secure a site for the Choral Performance Assessment to be held each year in the spring
 2. Secure adjudicators for the Choral Performance Assessment
 3. Receive fees and registration forms from directors, sending the fees to the treasurer once they are in
 4. Compile a schedule and mail to directors
 5. Discuss and review Choral Performance Assessment procedures and requirements annually
- f. High School Choral Performance Assessment Committee
 1. Secure a site for the Choral Performance Assessment to be held each year in the spring
 2. Secure adjudicators for the Choral Performance Assessment
 3. Receive fees and registration forms from directors, sending the fees to the treasurer once they are in
 4. Compile a schedule and mail to directors
 5. Discuss and review Choral Performance Assessment procedures and requirements annually
 6. Compile one Handbook of Rules for the High School Choral Performance Assessment annually
 7. Administer and run Choral Performance Assessment at the scheduled times
- g. Region Choir Committee
 1. Secure Region Choir sites
 2. Secure directors for each region choir
 3. Receive fees and registration forms from directors, sending the fees to the treasurer once they are in.
 4. Set repertoire and compile a schedule and mail to directors.

ARTICLE VIII—PARLIAMENTARY AUTHORITY

Section 1. Parliamentary authority shall be the rules contained in ROBERT'S RULES OF ORDER, and shall govern the division in all cases to which they are applicable and in which they are not inconsistent with the bylaws of the Choral Division.

Section 2. The president shall appoint, and employ if necessary, a qualified parliamentarian to advise on any rules of order in the meetings held.

ARTICLE IX—AMENDMENTS

These bylaws may be amended by a vote of two-thirds of the active members present at a regular meeting, provided that the amendment has been proposed in writing and read at the previous regular meeting and published on the <http://www.scmea.net/divisions/choral-division/> website.