

CONSTITUTION

(REVISED August 2024)

Article 1.1. - NAME

The name of this organization shall be “Arkansas Choral Directors Association”

ARTICLE 1.14. - ARTICLES OF ORGANIZATION

1. Said organization is organized exclusively for educational purposes, including, or such purposes, the making of distributions to organizations that qualify as exempt organizations under section 501(c)(3) of the Internal Revenue Code, or the corresponding section of any future federal tax code.
 2. No part of the net earnings of the Arkansas Choral Directors Association shall inure to the benefit of, or be distributable to its members, trustees, officers, or other private persons, except that the corporation shall be authorized and empowered to pay reasonable compensation for services rendered and to make payments and distributions in furtherance of the purposes set forth in Article Third hereof. No substantial part of the activities of the corporation shall be the carrying on of propaganda, or otherwise attempting to influence legislation, and the corporation shall not participate in, or intervene in (including the publishing or distribution of statements) any political campaign on behalf of or in opposition to any candidate for public office. Notwithstanding any other provision of these articles, the corporation shall not carry on any other activities not permitted to be carried on (a) by a corporation exempt from federal income tax under section 501(c)(3) of the Internal Revenue Code, or the corresponding section of any future federal tax code, or (b) by a corporation, contributions to which are deductible under section 170(c)(2) of the Internal revenue Code, or the corresponding section of any future federal tax code.
 3. Upon the dissolution of the Arkansas Choral Directors Association, the Executive Board shall, after paying or making provision for the payment of all liabilities of the organization, dispose of all of the assets of the organization, exclusively for educational purposes as shall at that time qualify as an exempt organization or organizations under Section 501(c) be distributed for one or more exempt purposes within the meaning of section 501(c)(3) of the Internal Revenue Code of 1954 (or the corresponding provision of any future United States Internal Revenue Law), as the Executive Board shall determine. Any of the assets not so disposed of shall be disposed by the Court of Common Pleas in the county in which the offices of the Arkansas Choral Directors Association is then located exclusively for such purposes or to such organization or organizations, as said Court shall determine, which are organized and operate exclusively for such purpose.
-

ARTICLE 1.2. - PURPOSES

1. To approve, develop and direct all interscholastic choral activities among member schools.
 2. To provide, through worthwhile musical experiences, for the development of music literacy, discipline, character and citizenship.
 3. To promote choral singing and to provide artistic and aesthetic experiences for the participants.
 4. To promote the finest types of choral singing.
 5. To promote new and superior techniques in the art of organization as applied to the vocal music situation.
 6. To encourage rehearsal procedures conducive to obtaining the highest possible level of musicianship and artistic performance.
 7. To encourage the highest possible standards in choral performance.
 8. To promote a more intelligent understanding of choral music as an important medium of artistic expression.
 9. To provide for the students and choral directors of Arkansas, clinic situations for the observation of technical proficiencies of the highest level.
 10. To evaluate the best that is taught in a school system in comparison to the best taught in other schools.
 11. To provide opportunities to develop and to demonstrate before the public, knowledge, skills, and emotional expressions taught through a particular activity.
 12. To improve the professional status of choral directors in Arkansas.
 13. To promote cultural, intellectual, material, social, and civic interest in the profession.
 14. To create statewide, good will, fellowship, and fraternal spirit.
 15. To advise and counsel with the state educational organizations on matters of educational and professional interest.
-

ARTICLE 1.3. - MEMBERSHIPS

1. For the purpose of interscholastic choral activities, the state of Arkansas shall be divided into a minimum of six geographic regions:
 1. Region 1: north and east to the state border on the north, southeast to Forrest City, southwest to Searcy, west to Mountain View.
 2. Region 2: north to Marshall, northeast to Beebe, east to Hazen, south to Little Rock, west to include portions of Conway.
 3. Region 3: south, east and west to the state border, north to Bryant.
 4. Region 4: north to Clarksville, east to include portions of Conway and Greenbrier, southwest to Waldron, west to Fort Smith.
 5. Region 5: north to Springdale, east to Jasper, south to Alma, west to Van Buren.
 6. Region 6: north to the state border, east to Mountain Home, south to Harrison, west to the state border (includes Siloam Springs).
 2. Any school which desires to participate in ArkCDA-sponsored activities must be a member of the Arkansas Activities Association and must pay a participation fee on or before October 1 of each year. This fee includes one voting membership.
 1. Any person who is interested in the promotion of vocal music education in Arkansas may become an associate member of ArkCDA upon payment of the prescribed dues. Associate members have the rights and privileges of active members, with the exception of voting and holding office.
 2. Sustaining memberships are available to firms and representatives of firms, upon payment of the proper dues.
 3. Any person whom the association wishes to honor, whose counsel is desired, or who has retired from active directing may become a non-voting Honorary Member by the nomination and majority vote of the Executive Board. The Board shall review any requests for Honorary Membership a minimum of once a year at the June board meeting.
-

ARTICLE 1.4. - OFFICERS

1. Voting officers of the association shall be
 1. President
 2. President-Elect
 3. Past-President
 4. Senior High Section Chair
 5. Junior High/Middle School Section Chair
 6. All-State Chair
 7. Region Chairs
 2. Non-Voting officers shall be
 1. Executive Director
 2. Parliamentarian (to be appointed by the President and approved by the Board of Directors)
 3. Secretary (to be appointed by the President and approved by the Board of Directors)
 4. Advisory Council
 3. The Board of Directors shall consist of all of the listed officers.
-

ARTICLE 1.5. - DUTIES OF OFFICERS

VOTING OFFICERS

1. The **PRESIDENT** shall
 1. preside over all meetings of the association and the Board of Directors.
 2. enforce the Constitution and Bylaws of the association.
 3. call regular or special meetings as provided by the Constitution.

4. supervise the affairs of the association by being present at all ArkCDA state-level events.
 5. appoint committees and serve as an ex-officio member of all committees, with the exception of the Nominating Committee.
 6. take action or make decisions on behalf of the association when immediate action is necessary.
 7. serve on the All-State Music Conference committee.
 8. appoint the Secretary and Parliamentarian.
 9. organize the ArkCDA summer inservice.
2. The **PRESIDENT-ELECT** shall
1. prepare to assume the office of President at the end of their current term.
 2. perform all duties of the President in their absence, disability, or resignation.
 3. assist the President in matters pertaining to the administration and direction of the affairs of the association.
 4. serve on the Board of Directors.
 5. facilitate the interest sessions and evening performances for directors at All-State.
 6. serve on the All-State Music Conference committee.
3. The **IMMEDIATE PAST PRESIDENT** shall
1. serve on the Board of Directors.
 2. serve on the All-State Music Conference committee.
 3. serve as the Mentor Chair and work closely with the President and Executive Director to oversee the ArkCDA Mentor Program.
 4. facilitate fall professional development for new directors.
 5. assist with the assignment of mentors in consultation with Region Chairs and the Executive Director.
 6. manage social media platforms.
 7. serve as chair of the Advisory Council.

8. facilitate the Executive Director Job Performance Evaluation.
 1. All Board members shall be given an opportunity to evaluate the Executive Director.
 2. The Executive Director shall submit a written self-evaluation.
 3. Compile the evaluations and the written self-evaluation into an overall evaluation.
 4. A written copy of the job performance assessment will be given to the Executive Director no later than 48 hours before the June board meeting.
 5. A summary report of the evaluation will be given to the Board of Directors.

4. The **SENIOR HIGH SECTION CHAIR** shall
 1. serve as an advisor on senior high section activities.
 2. supervise the State Choral Festival and State Solo & Ensemble.
 3. serve on the Board of Directors.
 4. approve senior high-level CPA sight-reading music and report back to the Executive Director with approval or needed changes. (See CPA Manual 4.4.5)

5. The **JUNIOR HIGH SECTION CHAIR** shall
 1. serve as an advisor on junior high/middle school activities.
 2. serve on the Board of Directors.
 3. approve junior high/middle school CPA music not listed in the prescribed music list.
 4. review all junior high-level CPA sight-reading music and report back to the Executive Director with approval or needed changes. (See CPA Manual 4.4.5)

6. The **ALL-STATE CHAIR** shall
 1. serve as an intern at the auditions and clinic immediately following the year of their election.
 2. supervise the All-State Choir auditions.
 3. meet with the judges for instructions prior to the auditions.

4. ensure that all judges conduct the audition in a consistent, professional manner.
 5. supervise the annual All-State Choir clinic.
 6. serve on the Board of Directors.
 7. serve on the All-State Music Conference committee.
7. The **REGION CHAIRS** shall
1. organize and supervise all activities and finances on the region level with the aid of event managers and/or other region elected officers, according to the ArkCDA manuals.
 2. serve on the Board of Directors.
 3. report statistics regarding participation numbers and finances for each event within 30 days of the last day of the event.
 4. report region suggestions for nominees for state officers as members of the nominating committee.
 5. submit dates and locations of region events to the Executive Director for approval by the Arkansas Activities Association by May 1st.
 6. serve on the Finance and Audit committee to oversee the financial records of the association. The committee will meet to review the records at the annual summer meeting.

NON-VOTING OFFICERS

1. The **EXECUTIVE DIRECTOR** shall
 1. oversee the general management and operation of ArkCDA.
 2. keep an accurate record of all proceedings during the meetings of the association.
 3. make an accurate report of their work to the association at the annual meetings and to the Board of Directors at board meetings.
 4. serve as an ex-officio member of the Board of Directors.
 5. prepare the agenda for meetings through consultation with the acting President.
 6. maintain the ArkCDA website.

7. submit all sanction requests for ArkCDA with the Arkansas Activities Association and act as a liaison between the two organizations.
 8. work with the other music organizations in Arkansas concerning choral activities.
 9. serve as the ex-officio secretary of all committees.
 10. promote and assist with all choral activities.
 11. serve as information director for the association.
 12. assume other responsibilities as assigned by the Board and the President.
 13. serve on the All-State Music Conference committee.
 14. oversee lists of All-Region and All-State music and communicate to appropriate stakeholders.
 15. assist with organizing the All-State Choir auditions.
 16. assist with organizing the All-State Choir Clinic.
 17. organize State Festival and the State Solo and Ensemble events.
 18. collect participation fees and dues.
 19. keep an accurate record of all receipts and expenditures.
 20. sign all checks drawn on the association.
 21. make an accurate report of the financial record of the association during the annual meeting or special meetings of the association and/or Board of Directors.
 22. make memorial donations per the bylaws.
 23. employ CPA adjudicators, in communication with the President, Junior and Senior Section Chairs, and the individual Region Chair.
 24. oversee the management of ArkCDA social media platforms.
2. The **PARLIAMENTARIAN** shall
1. ensure that all general business meetings are carried out in a business-like manner, according to accepted parliamentary procedures as outlined in Robert's Rules of Order.
 2. be familiar with all of the rules and regulations contained in the ArkCDA manuals.

3. The **SECRETARY** shall
 1. take accurate notes from all general business meetings and board meetings.
 2. prepare minutes of meetings and send them to the Executive Director and the President for approval.
4. The **ADVISORY COUNCIL** shall consist of the five most recent Past-Presidents.
 1. If there is a vacancy, the President will appoint a former Past-President (or former state-level officer if no Past-Presidents are available) to serve during that President's term.
 2. The Advisory Council shall serve as an advisory to the President and the Board of Directors.

ARTICLE 1.6. - DUTIES OF THE BOARD OF DIRECTORS

1. The **BOARD OF DIRECTORS** shall
 1. formulate and interpret policies to sustain and perpetuate ArkCDA.
 2. implement the ideals and purposes of the association.
 3. provide for the best interests of the members at large.
 4. transact business that is referred by the association while in general sessions.
 5. select and employ an Executive Director to give full time to the affairs of the association at an annual salary (also determined by the Board) to be paid monthly.
 6. review all fees, honoraria, stipends, and salaries on an annual basis and make recommendations to adjust as needed.
 7. cooperate with the President in the administration of the affairs of the association.
 8. interpret the Constitution and Bylaws.
 9. serve as a board of arbitration in matters involving differences or difficulties between member schools.
 10. have the authority to suspend any member or member school for refusal to abide by the regulations of the association, or to accept the rulings of duly constituted authorities, including committees and/or CPA judges.

1. Any member or member school suspended from participation may appeal such suspension and may make an application for reinstatement.
 2. If such an application is approved by the Board of Directors, the suspended member or member school shall be entitled to all rights and privileges of membership upon payment of any current dues.
11. have the authority to fill vacancies as outlined in Rule 1.10.

ARTICLE 1.7. - MEETINGS

1. The annual meetings of the association shall be held in conjunction with the All-State Choir Clinic in February and during the summer after July 1.
 1. Special meetings may be called by the President, with the approval of a majority of the Board of Directors, or at the request of not less than ten (10) active members.
 2. Notice of such special meetings shall be sent to all members, no less than fifteen (15) days prior to the date of the called meeting.
2. Board meetings shall be held immediately prior to the annual general business meeting at the All-State Clinic, in late May or early June (after school ends if possible), and during the summer after July 1.
 1. A board meeting for all incoming and outgoing board members will be scheduled annually in late May or early June.
 2. Expenses for the Region Chairpersons shall be borne by each region.
 3. Expenses for state-level officers shall be borne by the state association.
 4. The Board may hold special meetings as deemed necessary by the President, including the use of email and other internet resources.
3. Region shall hold
 1. a fall planning meeting between the start of the school year and October 1 in preparation for the year's events.
 2. a spring planning meeting on or before May 1 each year for the purpose of scheduling region events and/or electing officers for the next school year.

ARTICLE 1.8. - LEGISLATION

1. The legislative power of the Arkansas Choral Directors Association shall be vested in the legislative assembly, composed of the authorized voting representative of each member school. The legislative assembly shall have the power to
 1. vote on policies proposed by the Board of Directors.
 2. amend and enact legislation which directly affects student activities.
 3. transact other business as may be required or provided for in the constitution and bylaws.
2. All legislation proposed by the Board of Directors shall be placed on the website at least three weeks prior to the legislative assembly.
3. Each member school shall be entitled to one (1) vote on matters which directly affect student activities.
 1. A qualified delegate must be the choral director or other adult duly authorized to represent the member school.
4. A quorum is defined as those in attendance at any legislative meeting. Three weeks notice of all legislative meetings is mandatory.
5. All voting not conducted in a live meeting must be conducted via the website using the approved online voting method.

ARTICLE 1.9. - ELECTIONS

1. On or before the date of the annual summer meeting, in the ODD numbered years, the President shall appoint a Nominating Committee consisting of the Region Chairs or proper representative of each region if a Region Chair is unavailable.
 1. The Nominating Committee shall prepare and submit to the Board of Directors the names of the candidates for the office of:
 1. President-Elect

2. All-State Chair
 3. Senior High Section Chair
 4. Junior High/Middle School Section Chair
 5. Any other officers necessary at the legislative meeting.
 6. Further nominations may be made from the floor.
2. The Board of Directors may amend or approve the candidate list by a $\frac{2}{3}$ majority vote of board members present and submit the names of candidates to the membership.
 3. Region Chairs shall consult with their regions regarding potential candidates. The nominating committee is not limited to these potential candidates.
2. These officers shall serve two-year terms beginning July 1 of the following EVEN numbered year.
 3. Region Chairs shall be elected in the EVEN numbered years and shall serve a two-year term beginning July 1 of the following ODD numbered year.
 4. Election of the state-level officers shall be made by ballot at the legislative meeting and a majority vote shall elect.
 1. In the event that there is a single nominee for an office, the rules may be suspended to accept the nominee by unanimous consent by a vote of $\frac{2}{3}$ majority of the members present.
 2. The offices of Secretary and Parliamentarian will be appointed by the President with the approval of the Board of Directors at the start of their term.
 5. For the purpose of election of officers and the Distinguished Director Award, ballots shall be limited to one (1) vote per person.

ARTICLE 1.10. - VACANCIES

1. If, in the opinion of three or more board members, any officer of the association should fail to execute the responsibilities of their office
 1. the Board may request the resignation of said officer (OR)

2. the Board may initiate the removal of said officer.
 3. A special election shall be held immediately to fill the office for the remainder of the original term.
 4. Any action agreed upon shall be incorporated into the minutes of the next meeting of the Board of Directors.
2. For all other vacancies, the President, with the approval of the Board of Directors, may make appointments as required to fill a vacancy in any office, in the Board of Directors, or in any committee.
 1. Such appointees shall hold office for the remainder of the present term, or until a successor is elected or appointed in accordance with the provisions of the Constitution and Bylaws.

ARTICLE 1.11. - AMENDMENTS

1. All proposed amendments to the Constitution, Bylaws, and manuals from individuals or ArkCDA Regions shall be presented to the President two weeks prior to a regular board meeting and shall be submitted to the membership, subject to Board approval, no less than three weeks prior to any legislative meeting.
 1. Proposed amendments shall be read at the legislative meeting.
 2. An amendment shall carry and be placed into the Constitution and Bylaws if approved by a $\frac{2}{3}$ majority vote.
 3. An amendment shall carry and be placed into the CPA/State Festival and the All-Region/State manuals if approved by a simple majority vote.
 4. The Board of Directors shall act as a constitutional committee and shall review the Constitution and recommend amendments or other revisions as needed.
2. Procedures for proposed amendments to the Constitution, Bylaws, and manuals from an ArkCDA Region:
 1. At the first reading, the Board of Directors will discuss the proposed amendments(s).
 2. At the first reading, the Board of Directors may:

1. forward the proposed amendment(s) to the legislative assembly with a recommendation of Do Pass (OR)
2. send the proposed amendment(s) back to the proposing region with comments.
3. If proposed amendments are sent back to the proposing region with comments, the region may discuss and determine a course of action.
4. Through a majority vote, a region may:
 1. submit to the Board of Directors the amended proposed amendments for a second reading (OR)
 2. submit to the board of directors the original proposed amendments for a second reading (OR)
 3. withdraw the proposed amendment(s).
5. Proposed amendments for second readings must be submitted to the Board President at least 2 weeks prior to the Board of Directors meeting.
6. Upon receiving proposed amendments for a second reading, the Board of Directors will discuss the proposed amendments at the board meeting and forward it to the legislative assembly with a recommendation of:
 1. Do Pass (OR)
 2. Do Not Pass and an appropriate explanation.
7. Proposed amendments for a second reading must be submitted to the Board President within one calendar year of the first reading. (Note: Board meetings are in mid-February, early June, and mid-July.)

Note: Proposed amendments from a region must be passed by the region with a majority vote before being presented to the Board for consideration.

ARTICLE 1.12. - EXPENSES

1. All ArkCDA officers shall be reimbursed for necessary meals and lodging, plus mileage limits allowed by the Internal Revenue Service for expenses incurred while traveling to and from meetings on behalf of the association.
2. The association shall assume the responsibility for all phone calls, postage, or other expenses incurred by the officers, on behalf of the association.
3. Meals will be reimbursed on a per diem basis using the following amounts (receipts not necessary)
 1. In State: Breakfast - \$13, Lunch - \$15, Dinner - \$26
 2. Out of State: Breakfast - \$15, Lunch - \$20, Dinner - \$30

Note: In State amounts are subject to change according to IRS guidelines.

ARTICLE 1.13. - PARLIAMENTARY PROCEDURE

All business meetings of the Arkansas Choral Directors Association shall be governed by the parliamentary procedures outlined in *Robert's Rules of Order, Revised*.

BYLAWS

ARTICLE 2.1. - MEMBERSHIP DUES AND FEES AND PENALTIES (2023)

1. SCHOOL MEMBERSHIP DUES (includes one voting membership)

AAA Classification	Junior High Dues	Senior High Dues
1A	\$94.60	\$119.90
2A	\$145.20	\$170.50
3A	\$195.80	\$221.10
4A	\$246.40	\$271.70
5A	\$297.00	\$327.80
6A	\$347.60	\$372.90
7A	\$398.20	\$423.50

1. School Classification shall be the same as each school's football classification or Other Sports if football is not included.

2. Personal Checks will not be accepted as payment for school membership dues.

2. **ASSOCIATE MEMBERSHIP DUES** (College/Univ./Business) are \$50.00 per institution

3. FEES

1. REGION EVENTS

Regions may determine their own fee structure, based on a charge per time slot, not to exceed the given maximums.

Region Event	Fee
All-Region Audition	\$10 maximum per student
All-Region Clinic	\$10 maximum per student (may exceed if meal, t-shirt, etc., are included)
CPA	\$150 maximum per time slot
Region Solo & Ensemble Solo, Duet, Trio	\$10 maximum per student
Region Solo & Ensemble Ensemble (4-11 students)	\$75 maximum per time slot

2. STATE EVENTS

State Event	Fee
All-State Audition	\$11 per student
All-State Clinic	\$15 per student
State Festival	\$150 per time slot
State Solo & Ensemble Solo, Duet, Trio	\$10 per student
State Solo & Ensemble Ensemble Fees (4-11 students)	\$75 per time slot

3. All fees paid electronically will be adjusted by an amount necessary to cover the processing fees.
4. Double fees shall be assessed to schools that fail to register by the deadline for entry.
5. Triple fees shall be assessed for registration or changes in the event database (excluding cancellations) within 24 hours of the event.

6. Fees for students or groups at ArkCDA events will be payable at the close of online registration for the event. Fees will still be owed for cancellations occurring after the close of online registration.
 1. A school with unpaid fees on the day of registration at any ArkCDA event will only be allowed to participate upon signing a Note of Delinquent Fees form and will not be allowed to participate in any future ArkCDA events until the overdue fees are paid in full and the form is destroyed.
 2. Refunds for fees paid to ArkCDA sponsored events will only be made upon approval by the executive board based on a case-by-case consideration. Requests for refunds will be considered at the next regular board meeting following the event.
-

ARTICLE 2.2. - ANNUAL HONORARIA SALARIES AND MEMORIALS

1. HONORARIA

1. **All-State Clinician** - \$1,800.00 for the entire event, plus expenses, including the current IRS mileage rate or coach class air transportation. (2019)
2. **All-Region Clinician** - A minimum of \$400.00 for the entire event, plus expenses.
3. **All-State Chair** - \$300.00 (2019)
4. **All-Region Accompanist** - a minimum of \$250.00 plus expenses, including the current IRS mileage rate.
5. **All-State Accompanist** - \$750.00 for the entire event, plus expenses, including the current mileage rate.
6. **CPA Sight-Reading Accompanist** - a minimum of \$18.00 per hour plus expenses.
7. **CPA Adjudicator** - \$125.00 per day (four hours or less), \$250.00 per day, or \$31.25 per hour over 8 hours, plus the current IRS mileage rate or coach class air transportation (2024).
8. **State Festival Adjudicator** - \$300.00 per day or \$37.50 per hour over 8 hours, plus the current IRS mileage rate or coach class air transportation.

9. **Junior Section Chair** - \$200.00 (2019)
10. **Senior Section Chair** - \$200.00 (2019)
11. **The President** shall receive an annual stipend of \$500.00 and have their actual expenses paid to attend the regional and national conventions of the American Choral Directors Association, or NafME, and the option of attending the annual music conference of the NFHS.
12. **Immediate Past-President** - \$200.00 (2019)
13. **President-Elect** - \$200.00 (2019)
14. **Board Secretary** - \$150.00 (2019)

2. SALARIES

EXECUTIVE DIRECTOR

1. The Executive Director shall receive an annual base salary of \$40,000.00 per year, payable in monthly installments.
2. The base salary will be adjusted by a cost of living adjustment (COLA) on July 1 of each fiscal year, equal to the increased inflation rate of the previous calendar year, not to exceed 3%.
3. The COLA shall be reviewed at the end of the current fiscal year by the President, Past-President, and President-Elect.
4. A COLA will be dependent on the current financial status upon review.
5. The Executive Director shall receive direct payment of the actual cost of an individual health insurance policy, payable in a separate monthly check.

3. MEMORIALS

In the event of the death of a member of ArkCDA, their parent, spouse, or child, the Executive Director is authorized to make a memorial donation to the Choral Excellence Award in the amount of \$25.00.

ARTICLE 2.3. - GENERAL PROVISIONS

1. State-level events shall be held in the same numbered weeks as currently authorized by the Arkansas Activities Association.
 1. Current activities and dates are:
 1. All-Region Auditions & Clinic (Junior & Senior High) - any time during the fall semester.
 2. All-State Auditions - Week 31
 3. Alternate All-State Auditions - Week 32
 4. All-State Clinic - Week 33
 5. Region CPA (Junior & Senior High) - any time during the spring semester.
 6. State Choral Festival and State Solo & Ensemble - Week 41
2. The ArkCDA state account will pay half of the total amount of deficit spending for All-State and each region will evenly divide the remaining half of the deficit spending and pay this amount to the ArkCDA state account.
 1. Regions will be billed for this expense in April of each year.
 2. Payment must be made in May of each year.
3. Recruitment of a student who is in attendance at an ArkCDA sponsored event is expressly forbidden, except in those situations where the recruiter is located as a paid exhibitor at the All-State Clinic or when appointments are scheduled prior to the student's attendance at an event.
 1. Any individual found to be in violation of this policy shall be ineligible to serve as an adjudicator or clinician at ArkCDA sponsored events for the period of one year.
4. For geographical, logistical, and/or operational considerations, a school may request to be permanently reassigned to another region using the following procedure:
 1. The requesting school makes a request to the Region Chairs of their current region and the region they wish to join.
 2. The Region Chairs present the request to their respective regions.
 3. Both regions vote on the request following a two-week period of discussion.

4. If both regions are in agreement, the request will be sent to the Executive Board for final approval.
5. The Executive Board votes on the request following a period of discussion.
6. The President will inform both Region Chairs the results of the final vote.

The request must be approved at each step in the process to advance to the next step. If not approved at any step, the request is denied and notice will be given to the requesting Region Chair.

5. Sixth grade students are not permitted to enter any ArkCDA sponsored event.
6. Ninth Grade Participation Guidelines:

For the purposes of choral competition, All-Region Auditions/Clinics and CPA/State Festivals shall be considered the equivalent of two separate "sports." Ninth grade students at a 9-12 high school may participate as either junior high or senior high in either activity but may not participate as a junior high student in that activity once they have competed in that same activity at the senior high level.

7. No student will be permitted to participate in an ArkCDA sponsored event without being accompanied by an authorized school representative.
8. ArkCDA sponsored events shall be held in compliance with all policies of the Arkansas Activities Association regarding student eligibility and the loss of instructional time for activities.
9. ArkCDA events may only be administered by individuals who have received authorized training in the management of those events.
10. Illegally photocopied music will not be allowed at any ArkCDA event.
11. Students at auditions and CPA/State Festival must be chaperoned at a ratio of no less than one adult for every 25 students.
 1. Chaperones will be documented at the registration table for each event.
 2. Failure to supply sufficient chaperones and documentation will result in a letter being sent to the director noting the violation and stating that a second offense will result in a letter to the school administrator.
 3. A minimum of one security officer must be present at all ArkCDA events.

ARTICLE 2.4. - DISTINGUISHED DIRECTOR AWARD

ArkCDA shall establish provisions for a Distinguished Director Award, to be presented each year at the All-State Clinic.

1. Nominees must be active choral directors with a minimum of five years' experience in a junior high/middle school or senior high school in Arkansas.
2. Nominees must be active members of ArkCDA and must participate in events sponsored by ArkCDA.
3. Nominees must have received a composite Division I rating in sight-reading and concert performance at Region CPA in at least three of the past five years.
4. Nominees must be directors whose choral programs clearly demonstrate a high level of activity, student interest, and community involvement.
5. Each region may submit up to two nominees for the award.
6. Nominees do not necessarily have to be from within the region.
7. Nominees must be submitted to the Executive Director no later than January 10.
8. Ballots will be published on the website no later than two weeks prior to the first day of the All-State Clinic.
9. Online voting will take place no later than two weeks prior to the first day of the All-State Clinic.
10. The recipient will be announced prior to the start of the All-State Concert.

ARTICLE 2.5. - SERVICE RECOGNITION AWARDS

ArkCDA shall present service recognition awards to members of the following schedule:

1. After the tenth year of service.
2. At five-year increments after the tenth year.
3. Upon retirement after ten years.

ARTICLE 2.6. - HALL OF FAME

NOMINEE REQUIREMENTS:

1. Minimum years taught: 20 years
2. Taught a minimum of 10 years in Arkansas.
3. Ongoing membership in ArkCDA over the candidate's career.
4. Service to ArkCDA on region and/or state level.
5. Recognition by the profession on the local, regional, state, and/or national levels.
6. A record of exemplary teaching.
7. Candidates cannot be nominated until 5 years after retirement, death, or leaving the profession.

RECOMMENDATION PROCEDURES:

1. Any current or former choral director at an ArkCDA member school may sponsor a Hall of Fame candidate.
2. Nomination forms will be released on July 1 of odd numbered years.
3. Nominations must be received by the Executive Director by the third Monday in November.
4. The sponsor is responsible for contacting at least five knowledgeable adults each of whom will submit the Arkansas Choral Directors Association Hall of Fame Recommendation form on behalf of the nominee regarding the significance of the nominee's contribution to music education in Arkansas. The individuals writing in support of the nomination should include persons associated with the professional background of the nominee: former colleagues, administrators, students, students' parents, etc.
5. The sponsor and one additional choral director will also write a nomination letter to the committee detailing why they feel that the nominee's contributions to choral music in the state of Arkansas make them a candidate for consideration.

SELECTION PROCEDURE:

1. The Immediate Past-President will review submissions to see if the nominee meets the Hall of Fame criteria.
 2. The passing submissions will then be reviewed by the Advisory Council members. Any nominee receiving at least 4 out of 5 votes will then be sent to the ArkCDA Board for final approval.
 3. Any nominee receiving a $\frac{2}{3}$ majority vote of the ArkCDA Board will then be named as an official member of the ArkCDA Hall of Fame.
 4. If no nominee reaches the voting threshold, then there will be no members added to the Hall of Fame that year.
 5. The maximum number of inductees in any given class will be five.
 6. Hall of Fame Induction Ceremonies will take place in conjunction with the ArkCDA Summer Conference on even numbered years.
 7. The Immediate Past-President shall appoint a Past-President to speak in honor of the nominee at the Hall of Fame Induction Ceremony.
-

ARTICLE 2.7. - AUTHORITY AND ENFORCEMENT

1. Each region and its member schools shall be required to conform to all rules and regulations as set forth by ArkCDA, under the auspices of the Arkansas Activities Association, in the management and operation of interscholastic choral events. Any suspected violations of ArkCDA should be reported to the Event Chair, Region Chair, President, or Executive Director.
2. Each region and member schools thereof shall be subject to those penalties specified in the operations manual.
 1. Penalties not specified in the operations manual will be imposed by the President of ArkCDA after consultation with the Executive Board.
 2. All directors are expected to adhere to the Code of Ethics for Arkansas Educators. Any suspected violations should be reported to the Event Chair, Region Chair, President, Executive Director and/or appropriate authorities.

ARTICLE 2.8. - DUE PROCESS PROCEDURE

1. When a violation occurs, prior to taking action on a complaint, the Event Manager shall notify the director of the school of the alleged charge of violations of the rules and regulations, by a short, plain statement, in writing, in such language that the charged party (school and/or representative) shall have full and complete disclosure of the alleged acts of misconduct or impropriety, constituting the asserted violations of the rules and regulations of the association.
 1. For the purpose of this process, the words, “written,” “in writing,” or “written notice” may include notification by postal mail or email. In each of these manners of notification, verification of receipt (in the same manner in which it was received) shall be required.
 2. It shall not be necessary to disclose the name of the person(s) lodging the complaint.
2. Formal notification will be in the form of a written notice to the director involved, their administrator, the Region Chair, the ArkCDA President, and Executive Director.
 1. If the violation is alleged to have occurred at the time of the event, notice given by the Event Manager shall initially be served verbally, in private, documented and witnessed by at least one other director (Executive Board member, if present).
 2. All plaques, recordings, adjudication sheets, and any other materials associated with the allegation shall be held by the Event Manager until its final resolution.
3. The President of ArkCDA shall hear the evidence, both oral and documentary, and shall determine the final action to be taken.
 1. The findings of the President shall be served on the charged party or parties in the same manner as herein required for notice of violation.
 2. Unless a written objection and request for appeal is received by the Event Manager within ten (10) days of the transmission of said findings, the decision of the President shall be final.
4. The appeal process is as follows:
 1. In the event the charged party or parties serve notice with the Event Manager of their objection to the final action and request an appeal in writing, the Event Manager shall, within two (2) days, notify the President of said appeal.

2. The President shall, within four (4) days, appoint a subcommittee of the Board of Directors, consisting of not less than five (5) members.
3. Within ten (10) days after the conclusion of the hearing, the subcommittee shall notify all parties of its decision in writing. Notice of the time and place of such hearing shall be served to the party or parties filing the appeal, in the same manner as herein provided for notice by the Event Manager.
4. This committee shall convene for the purpose of conducting a hearing of the charges within two (2) days after notice to the parties involved.
5. In the event the appealing party is not satisfied with the decision of the hearing subcommittee, an appeal to the entire Board of Directors may be made by serving a written notice of appeal to the ArkCDA President.
6. Upon receipt of the notice of appeal, the President shall set the date for the appeal at the next regular meeting of the Board of Directors or at a special meeting if time is of the essence in said manner. Notice of the time and place of such hearing shall be given to all parties by the President, as prescribed herein, in writing.
7. At the conclusion of said hearing, the Board of Directors shall, within ten (10) days, notify the party or parties of its final decision in writing.
 1. When time is of the essence in reaching a final decision, verbal communication may be used in place of written notice. In such cases, the final decision may be conveyed in those manners but also must be conveyed formally in writing.

ARTICLE 2.9. - COMMUNICATION

ArkCDA shall maintain a website with the domain name arkcda.org.

1. The website shall be the primary communication vehicle used by the association.
2. The responsibility for checking the website for communications lies within the individual choral director.
3. Timely information will be communicated through email or text messaging.
4. Member schools are required to include at least one email address for communication purposes.

5. The Executive Board may propose legislation via the website.
 6. Balloting may be conducted via the website.
 7. The Executive Director shall be responsible for maintaining the website.
 8. Information posted on the website that includes student names will only be located in a secured area of the website where it may only be accessible to authorized persons.
-

ARTICLE 2.9. - MENTORING PROGRAM

ArkCDA will maintain a mentoring program to provide a network of support for new choral directors in the secondary schools of Arkansas.

1. Each region shall have a designated Mentor Chair who will be responsible for all new directors in their particular region.
 2. The Region Mentor Chair may be appointed by the Region Chair or elected by the region.
 3. If the Region Mentor Chair feels that a new director would benefit from having a specifically designated mentor, they may assign one.
 4. To qualify as a mentor, directors must have completed five years of teaching in Arkansas.
 5. The mentoring period will last no more than three years, with the required period being the first year.
 6. Less intensive contact may be necessary in years two and three.
 7. Persons who serve as mentors will be required to sign up each year to continue serving as mentors.
 8. Once an individual has completed the initial training, further instruction is not required.
 9. Mentors and the mentoring process will be evaluated by mentees at the end of each school year.
-

ARTICLE 2.10. - FINANCES

1. Uniform financial protocols will be developed by the Executive Board in the management of all ArkCDA monies.
2. No individual will be allowed to receive or disburse funds on behalf of ArkCDA without receiving professional development training to assure proper methods of accountability.
3. Training will be offered by ArkCDA as needed to assure that every individual is properly instructed.
4. Each region, as well as the state, may establish and maintain only one checking account with a local financial institution.
 1. A second account in the form of a savings, scholarship, or memorial fund may also be established.
 2. No other bank account, in any form or fashion or for any purpose, may be established without permission from the ArkCDA Executive Board.
 3. Region-level accounts require a minimum of three (3) authorized signatories from member schools on all accounts, one of whom must be the Region Chair.
 4. State-level account signatories will include the Executive Director, President, President-Elect, and Immediate Past-President.
 5. Signatories must be updated as officers rotate in and out of office.
 6. Regions must use the ArkCDA tax ID for all banking accounts.
5. A clear and verifiable paper trail of all monies will be maintained.
 1. This will include receipts for entry fees paid, bank deposit slips showing the deposit of funds, and invoices and/or reimbursement vouchers for funds expended.
 2. No funds should be accepted or disbursed without proper documentation.
 3. Records shall be maintained in digital format using the ArkCDA designated protocols.

—END OF DOCUMENT—