

# TEXAS TWO YEAR COLLEGE CHORAL DIRECTORS ASSOCIATION

## CONSTITUTION AND BYLAWS

### Article I

#### NAME

The name of the organization is the Texas Two Year College Choral Directors Association (TTCCDA).

### Article II

#### PURPOSE

Specifically, the purpose of the association will be:

1. To identify through audition the students enrolled in a choral ensemble in a two year college who have rehearsed and know the selected all-state choir repertoire to be eligible to perform with the Texas Two Year College All State Choir (TTCASC).
2. To provide the selected students the opportunity to rehearse and perform under the direction of prominent and nationally known choral directors.
3. To provide the choral directors of the two year college the opportunity to observe the rehearsal techniques and teaching styles of prominent and nationally known choral directors.
4. To provide a public performance concert at the annual state music convention to exhibit the accomplishments of the state two year college choral programs for music educators, parents, and other supporters of music programs in higher education.

### Article III

#### MEMBERSHIP

Any Texas two-year college choral director is eligible for membership in TTCCDA if there is an active choral program offered within the institution where they teach. Each college may have more than one music department colleague as a member.

## **Article IV**

### **Organization**

#### **OFFICERS**

The officers of the association will be president, president-elect/all-state choir coordinator, immediate past president, executive secretary/treasurer, all-state choir instrumental coordinator, representatives from each region, chairs of the ad hoc committees and any additional officers the association deems necessary at the annual meeting to complete the required activities. These officers and committee chairs shall be elected and selected at the annual meeting for terms and duties as specified in the bylaws.

#### **EXECUTIVE BOARD**

The Executive Board will be as follows: president, president-elect/all-state choir coordinator, immediate past president, executive secretary/treasurer, all-state choir instrumental coordinator, the regional representatives, and chairs of the ad hoc committees.

#### **REGIONS**

For purposes of governance and auditioning, the state of Texas will be divided into a minimum of five regions.

## **Article V**

### **MEETINGS AND QUORUMS**

#### **MEETINGS**

The association shall hold an annual meeting at a place and time as determined by the Executive Board. The Executive Board may call additional meetings when necessary.

#### **QUORUM**

One third of the association's membership shall constitute a quorum.

#### **VOTING**

Each member shall be entitled to one vote in all affairs of the organization.

1. At the annual meeting, votes will be cast in person.
2. Electronic voting is allowed for special elections at other times.

## **Article VI**

### **FISCAL YEAR**

The fiscal year of the Texas Two-Year College Choral Directors Association will be September 01 to August 31.

## **Article VII**

### **DUES AND FEES**

1. **MEMBERSHIP DUES**

Each director will pay TTCCDA membership dues each year. The members of TTCCDA will meet each year to determine the membership fees of the organization. Membership dues are required for students to be eligible for region auditions and are payable in the amount determined by the organization on or before November 15 of the current fiscal year prior to region auditions.

2. **STUDENT REGISTRATION FEES**

Each director will pay a TTCASC registration fee to the Executive Secretary/Treasurer on or before December 15 of the current fiscal year. Each certified student for the TTCASC will be registered as a TMEA collegiate member and the fee is to be paid by the end of December of each fiscal year to TMEA through the TMEA website. Fees for alternates may be paid on or before the beginning of each meeting of each year after the alternate dues invoice has been received.

## **Article VIII**

### **AMENDMENTS**

### **CONSTITUTION AND BYLAWS**

Proposed amendments to the constitution and bylaws must be sent to the members at least thirty (30) days in advance of consideration. The proposed amendments may be amended by a majority vote of the members present at the meeting when the amendment is voted upon.

# **TEXAS TWO YEAR COLLEGE CHORAL DIRECTORS ASSOCIATION BYLAWS**

The bylaws shall be authorized and contain the specific operating responsibilities of the association.

## **ARTICLE I – AUTHORITY**

By the authority of the constitution of the TTCCDA, the following by-laws are authorized as the rules of operation of the association.

## **ARTICLE II - MEMBERSHIP**

### **SECTION 1 – MEMBERSHIP**

Any Texas two-year college choral director is eligible for membership in TTCCDA if there is an active choral program offered within the institution where they teach. Each college may have more than one music department colleague as a member.

1. Membership in the association is approved by the current membership at the regular association meetings.
2. If a new choral director from a college desires his/her students to audition for TTCASC, the executive board will approve membership after notification from the executive secretary/treasurer.

### **SECTION 2 – TERMINATION OF MEMBERSHIP**

For any proper cause, other than non-payment of dues, a choral director's membership may be suspended or terminated by a two-thirds vote of members present at the annual meeting. The member must be notified of the action with stated reasons at least one month in advance of the annual meeting. If requested, a hearing will be available with the executive board. If an elected board member does not join and pay dues of the organization during any given academic year, the president with the approval of the Executive Board, has the authority to remove that board member from the Executive Board.

## **ARTICLE III – ORGANIZATION**

### **SECTION 1 – OFFICERS**

The new elected officers of the association shall assume their duties and terms of office at the end of the annual meeting. All TTCCDA officers will be elected from the active membership. Any elected officer may be removed from office by a majority vote of attending members at the annual meeting.

1) **PRESIDENT**

After having served one year as President-Elect/All-State Choir Coordinator, the President will serve a one-year term with the following responsibilities:

1. Presides and conducts at the meetings of the association
2. Chairs the Executive Board
3. Appoints two members of the Nominating Committee to serve a one year term.
4. Appoint four members of the Repertoire Approval Committee to serve a one year term.
5. Appoints the chairs of the ad hoc committees to a one year term.
6. Reports to the membership all actions and recommendations of the executive board.
7. Appoints replacement officers should any unanticipated vacancy occur during the fiscal year. The appointed person will serve until the next meeting when a permanent officer will be voted on by the entire membership.

2) **IMMEDIATE PAST PRESIDENT**

The immediate past president will serve for a one year term as an ex-officio adviser to the Executive Board with the following responsibilities.

1. Presides and conducts the meeting of the association in the absence of the President.
2. Assists the president with projects and duties as requested.
3. Serves as chair of the nominating committee.
4. Present the recommended slate of candidates submitted by the nominating committee to be elected upon by the membership first to the executive board and then to the general membership.
5. Presides over the officer election during the second business meeting.
6. The immediate past president will shepherd the recruiting efforts with the region representatives in encouraging non-member directors to become participating members of TTCCDA.

3) **PRESIDENT-ELECT/ALL STATE CHOIR COORDINATOR**

The President-Elect/All-State Choir Coordinator will serve a one-year term with the following responsibilities:

1. Coordinates all arrangements of the Texas Two Year College All State Choir activities including the final concert with TMEA and the Executive Secretary/Treasurer of the association.
2. Oversees the obtaining of signed contracts from the clinician and accompanist and sends both signed documents to the Executive Secretary/Treasurer of the association.

3. Communicates clinician's concert repertoire choice to the Repertoire Approval Committee for acceptance.
4. Serves as chair of the Repertoire Approval Committee.
5. Communicates with the instrumental coordinator for instrumental needs for the final concert.
6. Communicates with the Executive Secretary/Treasurer for approval of all financial obligations related to the TTCASC expenses.

4) **EXECUTIVE SECRETARY/TREASURER**

The Executive Secretary/Treasurer will be elected for a three-year term with the following responsibilities:

1. Implements the recommendations of the Executive Board.
2. Keeps records of all proceedings of the association and makes a complete report to the membership at the annual meeting.
3. Receives all membership dues and forms from directors.
4. Receives all student registration forms and fees for TTCASC.
5. Maintains records of all business accounts of the association including the receipts of the expenditures of all funds.
6. Holds the funds of the association in a bank account and disburses all funds.
7. Makes hotel reservations for the participants of the TTCASC and the TTCCDA directors for the annual state music convention of TMEA in February.
8. Communicates with the choral coordinator, instrumental coordinator, web master, and others as needed.

5) **ALL-STATE CHOIR INSTRUMENTAL COORDINATOR**

The Instrumental Coordinator will be elected for a three-year term with the following responsibilities:

1. Communicates with the All State Choir Coordinator to determine the instrumental needs for the TTCASC performance.
2. Communicates with the Executive Secretary/Treasurer concerning budgetary considerations for engaging musicians for the TTCASC performance.
3. Contracts the appropriate musicians for the TTCASC performance.
4. Communicates with the TTCCDA Logistics Committee Chair concerning securing and transporting instruments for rehearsal and performance.

## **6) REGION REPRESENTATIVES**

Five Regional Representatives, one from each of the designated regions, will be elected on a rotating basis by the membership. Each will serve a three-year term. Region positions will rotate as follows: Region I and II, Regions III and IV, and Region V. Each region representative will have the following responsibilities:

1. Serves as a personal contact with choral directors of two-year colleges within their region and encourages them to become members of the TTCCDA and to prepare their students to audition for the TTCASC.
2. Assists in problem-solving during the year, and acts as a committee for major projects when asked to do so by the President or Executive Board.
3. Sets the time and place for each region audition.
4. Sends signed Verification Forms to the Executive Secretary/Treasurer immediately following the audition.

## **SECTION 2 – EXECUTIVE BOARD**

The Executive Board consists of the president, president-elect/all-state choir coordinator, immediate past president, executive secretary/treasurer, all-state choir instrumental coordinator, five regional representatives, and chairs of the ad hoc committees with the following responsibilities:

1. Determines the time and place of the annual meeting.
2. Authorizes additional meetings when necessary.
3. Has the authority to conduct association business when not at the annual meeting.
4. Develops the annual budget and presents it to the membership.
5. Recommends changes in the amount of annual dues for membership and student registration fees for association approval.
6. Approves the attendance of non-members at the annual meeting.

## **SECTION 3 – Regions**

For purposes of governance and auditioning, the state of Texas will be divided into a minimum of five regions. A recommendation to alter the number of regions and their boundaries may be submitted to the membership by the executive board to be voted on at the annual meeting. A large region may have more than one audition/certification center.

## **SECTION 4 – AD HOC COMMITTEES**

### **1) APPOINTMENT**

The president may appoint or authorize ad hoc committees as needed or as authorized by the executive board. The president may designate the duties and powers of such committees. All ad hoc committee terms are for one year. No committee shall be given authority to amend the constitution or the bylaws. Each committee chair appointed by the president shall submit an annual report to the

TTCDA executive board at the annual meeting or at such other times as designated by the president.

## **2) REMOVAL OF APPOINTMENT**

A majority vote of the Executive Board may remove a committee chair before their term expires. If such action occurs, the president will appoint a new committee chair to complete the term.

## **3) COMMITTEES**

### **a) HOSPITALITY COMMITTEE**

1. Provide bottled water for the clinician and accompanist during rehearsals.
2. Communicate with clinician and accompanist to make arrangements for breakfast and dinner on Thursday, Friday, and Saturday.
3. Coordinates volunteers to take the clinician and accompanist to breakfast and dinner.
4. Contact the clinician and accompanist to arrange for transportation to and from the airport and convention center.
5. Contact the hotel and arrange for a welcome basket to be placed in the hotel rooms of the clinician and accompanist.

### **b) LOGISTICS COMMITTEE**

1. Arrange for set up and breakdown of equipment at the rehearsal venue as needed.
2. Coordinate move of equipment from rehearsal venue to Convention Center
3. Secure extra risers if needed. Check with TMEA Vocal Division VP to see how many sets of risers TMEA will supply.
4. Coordinate line up in warm-up room at the Convention Center for rehearsal and performance on Saturday.

### **c) NOMINATING COMMITTEE**

The Nominating Committee will consist of two members selected from the membership by the President and be chaired by the Immediate Past President. The committee will present a slate of names for the vacant positions to the membership at the first business meeting. The chair of the committee will be in charge of the election during the second business meeting.

### **d) REPERTOIRE APPROVAL COMMITTEE**

The Repertoire Approval Committee chair is the All-State Choir Coordinator. Four additional members will be appointed by the President and serve for one year. The responsibility of this committee is to approve the repertoire list submitted by the clinician for the TTCASC.



e) **WEBMASTER**

1. Maintain the web site.
2. Coordinate with the Executive Secretary/Treasurer to post all forms to the website.

**ARTICLE IV**

**TEXAS TWO YEAR COLLEGE ALL-STATE CHOIR**

**SECTION I – MEMBERSHIP**

Membership in the Texas Two-Year College All-State Choir (TTCASC) is contingent on the choral director(s) of each institution being a paid member of the Texas Two Year College Choral Directors Association. In addition, directors are encouraged to be active members of TMEA and TCDA. Students participating in the TTCASC shall be enrolled in a choral ensemble in the institution of which they are attending. Students will be selected through an audition and certification procedure to be held in each region preferably before Thanksgiving. The student registration and housing forms are to be faxed or emailed to the Executive Secretary/Treasurer by December 5 of each year.

**SECTION 2 - AUDITION/CERTIFICATION PROCESS**

Each institution will be allowed to certify an octet (one student on a part). This octet shall include Soprano I and II, Alto I and II; Tenor I and II and Bass I and II. If an institution does not have a complete octet, then any additional singers will be certified as alternates at the time of the audition/certification process. The purpose of the audition/certification process is to certify that each student knows his or her part. It is not sufficient that an individual has attended a group rehearsal. Students must demonstrate knowledge of all the selected music. There must be three judges at each audition/certification site. If it is not possible for all three judges to be a TTCCDA choral director, the additional judges may be a music teacher from a college faculty or community.

**SECTION 3 – REMOVAL FROM TEXAS TWO YEAR COLLEGE ALLSTATE CHOIR**

Students must attend all rehearsals of the TTCASC to perform in the concert. The All-State Choir Coordinator may initiate action to remove a student from the Texas Two Year College All State Choir. A majority vote of the Executive Board will remove such a student.

1. Missing any part of an All-State Choir rehearsal.
2. Violating the code of conduct signed by the student.
3. Shows evidence of a lack of knowledge of the repertoire.

## **ARTICLE V**

### **DISSOLUTION**

If at any future time TTCCDA finds it is necessary to dissolve the organization, the executive board will meet and submit a recommendation to the general membership stating the proposed date that the organization will cease operation. Included in the recommendation will be an outline of the reasons for such action. The final decision of dissolution will be determined by a quorum vote from the general membership. After the executive secretary/treasurer has paid all debts, any remaining assets and/or funds will be given to similar groups or to local charities.