

**Eastern Shore  
Choral Directors Association**

**Membership Handbook  
2009**



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**OFFICERS**

*J. Curtis White, President  
C. Benton Reavis, Vice-President  
Robbin C. Twilley, Secretary  
Phyllis B. Oldham, Treasurer*

**Eastern Shore Choral Directors Association**  
**CONSTITUTION**

**ARTICLE I**

Names and Purposes

**Section One**

The name of this non-profit educational organization shall be the Eastern Shore Choral Directors Association (ESCDA)

**Section Two**

The Eastern Shore Choral Directors Association is an affiliate of the Maryland Choral Directors Association (MCEA)

**Section Three**

The Eastern Shore Choral Directors Association shall also function as an affiliate with the Maryland Music Educators Association (MMEA), which is the Maryland federated unit of the Music Educators National Conference

**Section Four**

The purpose of the Eastern Shore Choral Directors Association shall be:

- A. To provide leadership and assistance for the development of choral music programs on the Eastern Shore;
- B. To foster the educational, aesthetic, cultural and recreational values of choral music;
- C. To initiate, implement and perpetuate activities which will enrich the choral music program on the Eastern Shore and
- D. Stimulate the professional growth of its members.

**ARTICLE II**

Membership

**Section One**

- A. Active membership in ESCDA is available to any choral educator in the public, private or parochial schools on the Eastern Shore of Maryland.
- B. Only students of current ESCDA members will be permitted to participate.

**Section Two**

- A. Each school will pay dues of \$25 per choral director to ESCDA on or before October 1<sup>st</sup> of each school year.
- B. Retired music educators wishing to remain active in ESCDA shall be exempt from annual dues.

**Section Three**

Membership entitlements:

- A. Ongoing notice of all ESCDA meetings and events;
- B. Opportunity to borrow music from the ESCDA music library;
- C. Right to attend meetings, to vote and have input into ESCDA policies and procedures;
- D. Discount on registration for choral festivals;
- E. Complimentary meals at All-Shore Chorus;
- F. One complimentary ticket for a guest at All-Shore Chorus;
- G. Opportunities for professional and social interaction.

ARTICLE III  
Government/Elections

**Section One**

The elected officers of ESCDA shall consist of a President, Vice President, Secretary and Treasurer elected by a majority vote.

**Section Two**

Other officers shall be appointed by the President as needed.

**Section Three**

The Executive Board of this organization shall consist of all elected and appointed officers. Each member of the Executive Board shall have one vote.

**Section Four**

The election will be held at the last general membership meeting of each school year. Nominations will be taken from the floor and voted on by a quorum of members.

ARTICLE IV  
Meetings/Quorums

**Section One**

There shall be two regular business meetings of ESCDA each year; one in the fall and one in the spring. Special meetings may be called at the discretion of the President and/or Executive Board.

**Section Two**

A quorum of the association shall consist of those officers and members present and voting.

**Section Three**

A quorum of the Executive Board shall consist of a simple majority, one of whom must be the President.

ARTICLE V  
Amendments

**Section One**

This Constitution may be altered or amended by an approving vote of two-thirds of the membership. Such amendments to the Constitution may be initiated by the Executive Board or the membership.

## BY-LAWS

### ARTICLE I

#### Duties of Officers

##### **Section One**

The duties of the President shall be to:

- A. Schedule and preside over all meetings of ESCDA;
- B. Maintain awareness of choral activities at the State Level;
- C. Check on facilities for all events;
- D. Postpone an event because of inclement weather (in consultation with the host director and ESCDA Executive Board);
- E. Appoint chairpersons for ESCDA activities.

##### **Section Two**

The duties of the Vice President shall be to:

- A. Serve as an advisor to the President and shall serve on the Executive Board;
- B. Arrange for adjudicators for festivals and be responsible for contracting the directors for All-Shore Chorus;
- C. Accept other duties as they may be assigned or requested by the President of Executive Board;
- D. Assume all duties of the President in the case of disability or absence of the President.

##### **Section Three**

The duties of the Secretary shall be to:

- A. Serve as an advisor to the President and shall serve on the Executive Board;
- B. Record and keep a file of minutes of all ESCDA meetings to be turned over to the Secretary-Elect;
- C. Present printed minutes at all association and Executive Board meetings;
- D. Conduct correspondence as requested by the President;
- E. Assume all duties of the President in the case of disability or absence of the President and Vice President.

##### **Section Four**

The duties of the Treasurer shall be to:

- A. Serve as an advisor to the President and shall serve on the Executive Board;
- B. Collect and deposit all monies from the ESCDA sponsored activities;
- C. Write checks for all disbursements;
- D. Maintain accurate financial records;
- E. Provide financial report for the years activities at the last meeting of the year.

## **Section Five**

The duties of the Junior and Senior Eastern Shore Festival Chairs shall be (but not limited) to:

- A. Establish location of festival in conjunction with President, membership and host school;
- B. Select adjudicators in conjunction with Vice President;
- C. Collect Intention forms
- D. Collect fees from participating schools
- E. Acquire sight-reading examples from MMEA (the President may assist with this matter)

## **Section Six**

The duties of the Junior and Senior All-Shore Chairs shall be (but not limited) to:

- A. Select clinician in conjunction with Vice President;
- B. Choose audition piece in conjunction with Executive Board and members;
- C. Acquire a cappella audition piece and sight-reading examples from MMEA (the President may assist with this matter);
- D. Collect Intention forms and Program form to create performance order;
- E. Collect audition fees determined by the Chairs and Executive Board;
- F. Distribute All-Shore packets following auditions to selected students;
- G. Collect All-Shore packets at the conclusion of performance
- H. Generate written program.

## ARTICLE II

### *Activities*

## **Section One**

The activities of the ESCDA may include but are not limited to:

- A. Sponsoring All-Shore Chorus;
- B. Sponsoring Eastern Shore Choral Festivals;
- C. Sponsoring Solo and Ensemble Festival;
- D. Hosting All-State auditions;
- E. Provide opportunities for interaction and professional growth among its member.

ARTICLE III  
*Activity Sponsorship*

**Section One**

The ESCDA will endeavor to support activities sponsored by the Maryland Music Educators Association (MMEA).

**Section Two**

All-Shore registration and financial dates shall be:

- A. Students **may** be charged an audition fee to be determined by the members of the ESCDA.
- B. Teacher must be present at audition if their students are participating (exceptions will be decided by the Executive Board and the All-Shore Chair);
- C. Students selected for All-Shore must pay a fee to be determined by the All-Shore Chairs and Executive Board;
- D. Schools must provide a school fee of \$10 per student, not to exceed \$25 per level ( junior or senior).
- E. The choral director is responsible for collecting fees; all fees must be paid within 30 days after the audition date to Chair. Those schools not complying with the above deadline will forfeit their students' participation in All-Shore Chorus, and alternates will be chosen from those schools in compliance with the deadline.
- F. Students must attend all rehearsals in order to participate in the festival following all guidelines designated by the Chairs and Executive Board.
- G. Teachers with students participating in All-Shore must be present at all rehearsals and concerts.

**Section Three**

Eastern Shore Festival registration and financial dates shall be:

- A. Intention form is due to the Chair no later than 60 days before the festival date;
- B. Ensembles will be charged a performance fee to be determined by the Chairs and the Executive Board;
- C. Festival Program form is due to the Chair in hard copy with fee to be determined by the Chairs and Executive Board no later than 30 before the festival date.

**Section Four**

- A. A penalty fee of \$25 will be added to any fees not paid by the designated deadlines for any membership dues, events or activities sponsored by ESCDA;
- B. All fees must be paid by school and checks will only be accepted from school and current ESCDA members.

#### ARTICLE IV

##### *Liability of Executive Board*

###### **Section One**

The authority and responsibility for the management and for the maintenance of the good will and credit of the association is vested in the Executive Board, but it is expressly understood that neither the Executive Board nor any member thereof, nor any member of the association, shall be required to accept personal financial responsibility for the duly authorized bills or obligations, or for suits or litigation which may develop from authorized activities of the organization carried on in good faith and in pursuit of the objectives, purposes and activities prescribed or authorized by the Constitution and By-Laws.

#### ARTICLE V

##### *Amendments*

###### **Section One**

The By-Laws of this Constitution may be amended in the same manner as prescribed in Article I of the Constitution.