

**CONSTITUTION**  
**of the**  
**AMERICAN CHORAL DIRECTORS ASSOCIATION OF MINNESOTA**

**(Revised 2011)**

**Article I - Name**

This organization shall be known as the American Choral Directors Association of Minnesota.

**Article II - Purposes**

The purposes of this organization shall be one and the same as the American Choral Directors Association, which are:

1. To foster and promote choral singing which will provide artistic, cultural, and spiritual experiences for the participants.
2. To foster and promote the finest types of choral music to make these experiences possible.
3. To foster and encourage rehearsal procedures conducive to attaining the highest possible level of musicianship and artistic performance.
4. To foster and promote the organization and development of choral groups of all types in schools and colleges.
5. To foster and promote the development of choral music in the church and synagogue.
6. To foster and promote the organization and development of choral societies in cities and communities.
7. To foster and promote understanding of choral music as an important medium of contemporary artistic expression.
8. To foster and promote significant research in the field of choral music.
9. To foster and encourage choral composition of superior quality.
10. To cooperate with all organizations dedicated to the development of musical culture in America.
11. To foster and promote international exchange programs involving performing groups, conductors, and composers.
12. To disseminate professional news and information about choral music.

## **Article III - Membership**

1. There shall be eight membership classifications, as defined in the national Bylaws, Article I:  
1) Active, 2) Associate, 3) Student, 4) Retired, 5) Institutional, 6) Industry, 7) Paid Life, 8) Paying Life.
2. Membership eligibility, methods of admission, privileges, tenure, and dues shall be as prescribed in the Bylaws of the national Association.

## **Article IV - Government**

1. The legislative powers of this organization shall be vested in the voting membership and in the State Board of Directors. The State Board shall have the general powers of administration of the affairs of the Association, with authority to submit and enact legislation.
2. The State Board shall consist of the elected and appointed officers as described in the Bylaws, Article II, Section A.
3. The fiscal year will be from July 1 to June 30.
4. The parliamentary principles set forth in Roberts Rules of Order shall govern in all cases not covered by the Constitution and Bylaws.

## **Article V - Elections**

### **1. Nominations**

Candidates for state offices shall be nominated by a committee consisting of the current President, the Vice- President, and the most recent available past Vice-President, with the current Vice-President serving as the Chair. Responsibility for conducting the elections shall be assumed by this committee. The nominating committee shall meet annually and submit a written slate of candidates for approval at the January board meeting. The slate shall be published in the winter issue of the newsletter, and the election results printed in the next issue.

### **2. Elections**

Officers shall be elected for a term of two years according to the following schedule:

Odd Numbered Years: President-Elect

Even Numbered Years: Secretary

District Chairs shall be elected for a term of three years according to the following election schedule:

Beginning in 2012 and continuing thereafter – Metro East and Northwest

Beginning in 2013 and continuing thereafter – Metro West, Southwest and Northeast

Beginning in 2014 and continuing thereafter – Southeast and Central

Those elected shall assume office on the following July 1.

## **Article VI – Amendments**

1. The constitution may be amended by a simple majority of the members voting.
2. Voting on amendments shall be by mail, online, or at the annual state conference with each active, life, and retired member allowed one vote.

**BYLAWS**  
of the  
**AMERICAN CHORAL DIRECTORS ASSOCIATION OF MINNESOTA**  
(Revised 2011)

**Article I - Membership and Dues**

The payment of dues for membership in the American Choral Directors Association of Minnesota automatically provides membership in the American Choral Directors Association. The state organization reserves the right to impose a state dues structure in addition to that of the national organization.

**Article II - Government**

The State Board is the legislative and policy-making body, and shall consist of thirteen members. Elected members (eleven) are the President, President-Elect, Vice President, Secretary, and the seven District Chairpersons. Appointed members (two) are the Newsletter Editor and the Newsletter Advertising Chair. All are voting members. The Executive Director shall serve the State Board in a non-voting advisory capacity. All elected officials will begin their terms, beginning on July 1 of the year elected. Board members are expected to be members in good standing and attend all board meetings.

The Executive Board shall consist of the President, President-Elect, Vice President, Secretary and the Executive Director (non-voting member). Between regularly scheduled meetings of the State Board, the Executive Board shall be granted the authority to act on behalf of the State Board in all matters that require immediate action, with final approval on such action to be given by the State Board at its next meeting.

**Section A - The Duties of the Officers**

**1. The President (elected)....**

- a. shall be chief executive, succeeding to the office following a term as president-elect.
- b. shall preside at all meetings of the state board of directors.
- c. shall be empowered to make temporary rulings in emergency situations and to make ex-officio appointments.
- d. shall serve as Program Chair for the annual state conference which occurs during the first year of term, and for the summer Dialogue which occurs during the second year of term.
- e. with the Executive Director shall create and oversee the annual budget.
- f. shall acquaint the President-Elect with the responsibilities of that office.
- g. shall attend all division and national ACDA conferences.
- h. shall appoint a Bylaws review committee the second year of his/her term

**2. The President-Elect (elected - odd years)....**

- a. shall become familiar with all the functions of the organization and duties of the President.
- b. shall perform the duties of the President in the event of that person's absence or inability to serve.
- c. shall serve as Program Chair for the annual state conference which occurs during the second year of term.

### **3. The Vice President (elected)....**

- a. shall automatically succeed to this office for two years following the term as President.
- b. shall serve as advisor to the board in all ACDA matters during the term.
- c. shall serve as Program Chair for the Summer Dialogue which occurs during the first year of term.
- d. shall acquaint the President with the responsibilities of that office.
- e. shall oversee the ACDA-MN election process.
- f. shall sit on the editorial board of the Star of the North.

### **4. The Secretary (elected - even years)....**

- a. shall keep the minutes and records of the association.
- b. shall send the minutes to all board members within two weeks after each board meeting.

### **5. The Newsletter Editor (appointed)....**

- a. shall collect and disseminate information in accordance with Article V, Section B.
- b. shall make recommendations to the board concerning necessary newsletter staff assistants, and nominate appropriate persons for positions: e.g., Associate Editor, Advertising Chair.
- c. shall represent the newsletter staff at all meetings of the board.
- d. shall sit on the editorial board of the Star of the North.

### **6. The District Chairs (7 elected)....**

- a. shall attend all state board meetings.
- b. shall actively promote and coordinate ACDA activities within their respective districts, encouraging memberships and participation.
- c. shall provide the newsletter editor with information of activities in their districts.
- d. shall act as liaisons between the board and the general membership in their respective districts.

### **7. The Advertising Chair (appointed)....**

- a. shall solicit advertising for the (on-line) Star of the North state newsletter, state conference program, (on-line) Summer Dialogue registration brochure, and other

publications as deemed necessary by the board to aid in covering printing and design expenses.

## **8. The Executive Director (hired)....**

- a. shall manage the operations of the organization according to the constitution, by-laws, and policies.
- b. shall manage the human resources of the organization according to personnel policies and procedures that fully conform to state and federal laws and regulations.
- c. shall serve as the chief financial officer of the organization.
  - i. shall manage the organization's financial resources within budget guidelines and according to state and federal laws and regulations.
  - ii. shall maintain accurate financial records.
  - iii. shall provide budgets and reports to the state and national organizations as required.
  - iv. with the President shall create and oversee the annual budget.
  - v. shall have the books examined annually and audited as required by the Attorney General of Minnesota.
- d. shall manage the operations of the FMC Endowment Fund.
  - i. shall manage FMC Endowment Fund assets in compliance with state and federal laws and regulations.
  - ii. shall manage the investments of the FMC Endowment Fund as directed by the FMC Endowment Fund Investment Committee.
  - iii. shall assist the FMC Committee or its designee in preparing an annual budget for the FMC Endowment Fund.
  - iv. shall manage FMC Endowment Fund donor records and prepare an annual report for publication.
- e. shall serve as the central source of ACDA-MN and FMC Endowment Fund communications.
- f. shall attend ACDA-MN board, Executive Committee and FMC Endowment Fund Committee meetings as a nonvoting member.
- g. shall manage ACDA-MN data, including information services, membership, and archives.
- h. with the Vice President shall oversee the ACDA-MN election process.
- i. shall oversee the award nominations process and scholarship applications.
- j. shall undergo annual job review by the ACDA-MN Board or its appointee.

## **Section B - Meetings**

The State Board shall meet no less than two or not more than three times annually - in August, January, and June. An additional meeting may be held at the state conference.

## **Section C - Committees**

### **1. Choral Repertoire and Standards (R&S) Chairs (appointed)**

- a. Boychoir
- b. Children's and Youth Community Choirs
- c. College and University Choirs
- d. Community Choirs
- e. Ethnic & Multicultural Perspectives
- f. Junior High/Middle School Choirs
- g. Male Choirs
- h. Music in Worship
- i. Senior High Choirs
- j. Show Choirs
- k. Two Year College Choirs
- l. Vocal Jazz
- m. Women's Choirs
- n. Youth and Student Activities

Each Repertoire and Standards Area Chair...

- i. shall advise the board and conference planners regarding the types of activities and sessions of interest to their respective areas.
- ii. shall encourage and promote membership among directors in their respective areas.
- iii. shall work with the North Central Chair of each respective committee in carrying out the duties as specified by the National Standing Committee on Choral Repertoire and Standards.
- iv. shall prepare an annual report on the status of their area and present it to the Division R & S chair and the state president.
- v. shall annually prepare a Pick Six repertoire list and write an article for publication in the Star of the North.
- vi. shall select and present music in their respective areas for Dialogue reading session.

### **2. F. Melius Christiansen Endowment Fund Committee**

The FMC Endowment Fund Committee is a permanent standing committee of ACDA of Minnesota. Established in 1996 to guarantee a vibrant future for exemplary choral music in the state of Minnesota, its mission is to provide active Minnesota choral conductors with professional development opportunities, to encourage talented young musicians to pursue choral conducting as a career, and to provide administrative support for ACDA of Minnesota.

- a. is responsible to the ACDA of Minnesota board.
- b. shall develop and advance the endowment fund through donations, investments, and activities.

### **3. Other Committees and Positions**

At the recommendation of the state board, the president shall be empowered to appoint ad hoc positions. Appointees shall maintain communication with the president and executive secretary and give a report at a state board meeting annually. Regular attendance at board meetings will not be required. These positions may include but are not limited to

- i. Historian
- ii. Web manager
- iii. Registrar
- iv. Honor Choir Coordinator

## **Article III - Election Procedures**

### **Section A - Voting**

The President-Elect and the Secretary shall be elected by the total state membership by means of a first-class mailed ballot or by online voting. The district chairs shall be elected by members of their respective districts and the election shall be by first-class mailed ballot or by on-line voting.

### **Section B - Vacancies in Office**

In case of a vacancy in any office during the elective term, the President shall be empowered to fill the vacancy by appointment until the term of office expires.

## **Article IV - Districts**

The state shall be divided into seven geographic districts as follows:

**Central** – Benton, Big Stone, Cass (southern), Crow Wing, Douglas, Grant, Kandiyohi, Meeker, Morrison, Pope, Sherburne, Stearns, Stevens, Swift, Todd, Traverse, Wadena, Wright

**Northwest** - Becker, Beltrami, Cass (northern), Clay, Clearwater, Hubbard, Kittson, Lake of the Woods, Mahnomen, Marshall, Norman, Ottertail, Pennington, Polk, Red Lake, Roseau, and Wilkin counties.

**Northeast** - Aitkin, Carlton, Chisago, Cook, Isanti, Itasca, Kanabec, Koochiching, Lake, Pine, Mille Lacs, and St. Louis counties.

**Metro-West** - Carver, Hennepin, and Scott counties.

**Metro-East** - Anoka, Dakota, Ramsey, and Washington counties.



**Southwest** - Brown, Chippewa, Cottonwood, Jackson, Lac Qui Parle, Lincoln, Lyon, Martin, McLeod, Murray, Nicollet, Nobles, Pipestone, Redwood, Renville, Rock, Sibley, Watonwan, and Yellow Medicine counties.

**Southeast** - Blue Earth, Dodge, Faribault, Fillmore, Freeborn, Goodhue, Houston, LeSueur, Mower, Olmsted, Rice, Steele, Wabasha, Waseca and Winona counties.

## **Article V - Activities of the Association**

### **Section A - State Conference**

ACDA of Minnesota will hold an annual State Conference on the weekend before Thanksgiving. The conference will not be held in any fiscal year in which Minnesota would host a division or national conference. The conference fees will be set annually by the State Board of Directors

### **Section B – Summer Dialogue**

ACDA of Minnesota will sponsor an annual Summer Dialogue in conjunction with the MMEA All-State Choir Camp. The Summer Dialogue fees will be set annually by the State Board of Directors.

### **Section C - Newsletter**

The official publication of ACDA of Minnesota will be the Star of the North, which shall be published three times annually in the Fall, Winter, and Spring. News deadlines will be set by the editor and published in each issue of the Star of the North. The president shall be empowered to eliminate publication of an issue or to add an issue.

### **Section D - Star of the North Press**

The Star of the North Press, the publishing branch of ACDA of Minnesota, shall make available in published form scholarly works, pedagogical materials, and music or musical materials deemed appropriate by the editorial board.

The editorial board for the Star of the North Press shall consist of the editor of the Star of the North, the state Vice-President, a third member appointed from the State Board, and two members appointed at large.

### **Section E - Annual Awards Program**

Four distinguished awards for outstanding contributions to choral music in Minnesota are presented (annually) at the ACDA of Minnesota state conference each November. The award titles are:

*F. Melius Christiansen Award*  
*Minnesota Choral Director of the Year*  
*Outstanding Young Choral Director Award*  
*VocalEssence Award for Creative Programming*

Recipients of these awards are selected by a secret ballot at a regular scheduled meeting of the State Board of Directors. The board reserves the right to withhold conference of any award in any given year. All nominations shall be kept in an active file for up to three years, and may be extended at the discretion of the Executive Board.

Award qualifications are as follows:

**1. F. Melius Christiansen Award (established in 1973)**

- a. Lifelong conducting experience providing outstanding contributions and distinguished service to choral music in Minnesota.
- b. Significant and noteworthy accomplishments that embody the distinction and significance of the name "F. Melius Christiansen", founder and director of the St. Olaf Choir.

EXPLANATORY NOTES: The name of F. Melius Christiansen was selected as being most appropriate in giving distinction and significance to the award, since it exemplifies the qualities and accomplishments for which the award will stand. The award was set up in 1973 with the approval of the Christiansen family. The plaque was designed by Jostens, and is manufactured by them upon request.

**2. Minnesota Choral Director of the Year (established in 1988)**

- a. Eleven or more years of conducting experience
- b. Establishment of high performance and literature standards
- c. Promotion of choral music in the community
- d. Consistent ACDA membership
- e. Attends and supports ACDA functions and state-wide activities
- f. Contributes to ACDA through work in district, state regional or national conferences, committees, etc.

**3. Outstanding Young Choral Director Award (established in 1988)**

- a. Ten or fewer years of conducting experience
- b. Establishment of high performance and literature standards
- c. Promotion of choral music in the community
- d. Consistent ACDA membership
- e. Attends and supports ACDA functions and state wide activities

**4. VocalEssence Award for Creative Programming**

- a. The purpose for this award is to uphold high standards of excellence in repertoire selection, to acknowledge and reward creativity in performing choral music concerts, and to affirm the importance of quality secondary and undergraduate choral training throughout the State of Minnesota.

- b. The award will be presented annually through ACDA of Minnesota to a non-professional choral organization in the state of Minnesota. Award selection will be made by a review committee comprised of Philip Brunelle, two VocalEssence professional staff members, and two representative members of ACDA. The decisions of the review committee will be final. A cash award will be given to the winning director.
- c. There will be two categories of entrants alternating even/odd years. In even years the category will be College and University/Community Choruses, and in odd years Middle/Junior High School and High School.

## **5. Awards Nominating Procedures**

- a. Nominations can be made by any member of the state organization.
- b. Nomination forms are published annually on the organization's web site.
- c. Nominators will be asked to assist the board by providing evidence of the nominee's qualifications for the award and in obtaining biographical information.

## **6. Advocate for Choral Excellence (ACE) Award (established in 2008)**

- a. The ACE award is designed to celebrate the efforts of people across the state of Minnesota who have done outstanding work for their communities, serving the choral art.
- b. The ACE award helps "bring to light" the creative ways in which people have nurtured the choral art.
- c. The ACE award increases the awareness of the ACDA-MN membership of the quality of work being performed on a regular basis throughout our state.
- d. The ACE award provides a way for each District to celebrate their members' work, increasing awareness and building on our statewide history of "grassroots" development.

### Criteria:

- a. An ACE award recipient is chosen by an ACDA-MN District Chair, with nominations from district members.
- b. ACDA-MN District Chairs may only award an ACE to residents who work in their respective district.
- c. ACE awards, being at the discretion of the ACDA-MN District Chair, may be awarded for a myriad of reasons, as long as recognition goes for "outstanding work for a program or community, serving the choral art".
- d. An ACE award nominee does not have to be a member of ACDA-MN.

- e. District Chairs must submit ACDA recipient names in their reports before the June Board meeting, and may not contact recipients until the Board has met.
- f. ACE's will be awarded at the concluding banquet of Summer Dialogue, and will be recognized again at the following State Conference.
- g. An ACE recipient will be invited to receive the award in person or through a proxy at the Summer Dialogue closing banquet.
- h. Names for consideration may be forwarded by contacting any District Chair.

### **Section F - Other Activities**

The organization shall sponsor other activities and festivals in support of its purposes.

### **Article VI - Amendments**

The Bylaws may be amended by a simple majority of the membership voting. Voting shall be at the annual state conference or by mail, or online with each active, life, and retired member allowed one vote.

**POLICIES**  
of the  
**AMERICAN CHORAL DIRECTORS ASSOCIATION OF MINNESOTA**

**ELECTRONIC and INTERNET SERVICES** (revised June, 2010)

Contact the Executive Director at: <execdirector@acda-mn.org>

All advertising fees payable in advance. Checks payable to 'ACDA-MN'.

Send to: **Bruce W. Becker, Executive Director**  
**12027 Gantry Lane, Apple Valley MN 55124-6286**

**CONCERT/OTHER ADVERTISING**

**EBLASTS: CONCERT AND OTHER ANNOUNCEMENTS**  
**\$45 per announcement**

Mass Emails to Membership will require the following:

- Subject Line approved by ACDA-MN Leadership
- Images limited to 100 Kb or less (JPEG preferred format)
- PDFs limited to 300 Kb or less

**POSTINGS: CONCERT/OTHER ANNOUNCEMENTS**  
**\$45 per announcement**

Membership Postings on the ACDA-MN Website will require the following:

- Heading approved by ACDA-MN Leadership
- Images limited to 100 Kb or less (JPEG preferred format)
- PDFs limited to 300 Kb or less

**NOTICES OF POSITION OPENINGS**

**EBLASTS: Notices of position openings – NO CHARGE**

**POSTINGS: \$45 per notice**

As a service to its members, ACDA-MN will send to the membership, via email, notices of position openings in the choral/vocal field at no charge. Openings may also be posted on our web site. See posting rate above.

All positions to be advertised by ACDA must contain at least some responsibilities in the area of choral conducting or voice work. Positions in non-choral areas will be considered as paid advertising (see rates above).

## **AUDITION NOTICES**

**EBLASTS: Audition Notices – NO CHARGE**

**POSTINGS: \$45 per notice**

ACDA-MN will eblast, without charge, audition notices for member professional/community choirs. Posted notices on the website will be charged at the above rates.

## **LABELS**

ACDA-MN member mailing labels may be purchased for one-time use at a cost of **(25 cents) per label**. These labels can be provided in either electronic or print copy format.

## **NOTICES TO BORROW MUSIC**

ACDA-MN will send to the membership, via email, requests to borrow out-of print music.

ACDA-MN will not send requests to borrow in-print music for the following reasons.

- 1) Borrowing takes business away from our industry members (music retailers, publishers, composers).
- 2) ACDA-MN is not in the business of serving as a lending library.

ACDA-MN does not discourage individual directors from borrowing music from other directors or choirs on their own.

## **WEB SITE AD LINKS**

Advertising links for a period of one fiscal year (July 1 to June 30) may be added to the ACDA-MN web site (acda-mn.org) under the rate schedule provided below. These would be links only to the advertiser's web site, and not ads.

Annual cost of link: **\$250**

## **EXPENSE REIMBURSEMENT FOR ACDA-MN LEADERSHIP**

(revised June, 2010)

ACDA-MN will pay travel, room, and registration expenses for the President, President-Elect, and Executive Director to attend national and division conferences, and for the President and President-Elect to attend division meetings. These officers should at all times request funds

from their employing institutions, in which case ACDA-MN will cover any of the above expenses not paid for by the employing institutions or the national or divisional treasuries.

## **POLICY ON EXPENSE WAIVERS**

(revised June, 2010)

### **SUMMER DIALOGUE**

**Registration waivers** - President, President-Elect, Vice-President (Coordinator), Executive Director, Registrar, Site Host, Director of Director's Chorus, Director of Development  
**Housing Expenses and Per Diem** – Vice President (Coordinator), Executive Director, Registrar, Director of Development

### **STATE CONFERENCE**

**Registration waivers** - President, President-Elect (Coordinator), Vice-President, Executive Director, Registrar, Site Host, Director of Development  
**Housing Expenses and Per Diem** – President-Elect (Coordinator), Executive Director, Registrar, Director of Development

The following statement is to be sent to all presenters: We are pleased that you will be a presenter at (Summer Dialogue/State Conference). Please be aware that if you decide to attend other sessions of the conference you will be expected to register.

## **REPERTOIRE & STANDARDS CHAIRS ATTENDANCE AT BOARD MEETINGS** (August 2003)

Repertoire & Standards chairs will attend two board meetings each year.  
January board meeting (to help with ideas for Summer Dialogue & State Conference)  
Thursday evening of Dialogue week - meet with President, President-elect, Vice President, Star of the North Editor, Executive Director and any other board members who can be present to outline responsibilities and process.

## **LIMITATION ON CONFERENCE APPEARANCES** (2001)

It shall be the prerogative of the State Conference program chair to limit consecutive or frequent appearances by choirs/directors at state conferences in favor of choir/directors who have appeared less frequently.

## **STATE HONOR CHOIR AUDITION LIMITS** (January 2006)

Due to the high volume of auditions that ACDA of Minnesota receives every year, each director is asked to limit the number of student applications which they submit for each choir as stated

below. Please only submit auditions to the judges that you believe may be honor choir quality. Please note, entry limits are per institution, not per school district. An institution is regarded as one school building, church or synagogue, private studio, or other regional and city choral ensembles. The entry limits are as follows:

State 4-5-6 Children's Honor Choir: Limit of 10 from each institution

State 7-8 Boys Honor Choir: Limit of 10 from each institution

State 7-8 Girls Honor Choir: Limit of 10 from each institution

State 9-10 High School Honor Choir: Limit of 20 from each institution with no more than 10 on any one voice part

## **HONOR CHOIR DIRECTOR REIMBURSEMENT**

(Revised January, 2011)

Honorariums will be paid to the conductor or accompanist following guidelines adopted by the ACDA-MN board. These guidelines are in direct compliance with those suggested by the national ACDA office and will apply to honor choirs at all levels of performance.

An honor choir director will be paid:

\$325 for any session up to three hours in length

\$425 for any session from three to five hours

\$700 for a session from five to eight hours long.

An accompanist will be paid:

\$175 for any session up to three hours in length

\$225 for any session from three to five hours

\$350 for a session from five to eight hours long.

In addition, the following expenses will be covered:

- Travel expenses (if over 25 miles) from the location of residence to the Minnesota site of service.
- Lodging at the designated event hotel.
- A per diem for meals of up to \$40.

## **HONOR CHOIR CHAIR/COORDINATOR EXPENSE REIMBURSEMENT**

(June 2008)

Honor choir chairs/coordinators (4-5-6 Children's; 7-8 Boys' and 7-8 Girls') will receive a waiver for state conference registration fees, and hotel expenses for up to two nights if lodging is required.

Honor choir chairs/coordinators (9-10 HS) will receive a waiver for state conference registration fees, and hotel expenses for up to two nights if lodging is needed.

ACDA-MN will not reimburse any member for any expenses already covered by the member's employer.



## **HONOR CHOIR DATA BASE SHARING**

(January 2007)

ACDA-MN does not share honor choir data base information.

## **PRIVACY POLICY**

(January 2003)

PLEASE NOTE: All information contained in publications of ACDA of Minnesota is copyright protected. This includes (but is not limited to) addresses both physical and electronic published in the Star of the North, the Membership Directory and on the website (<http://www.acda-mn.org>).

Any communications used via addresses obtained in published information is restricted to professional or personal use only. Commercial use of ACDA member addresses is strictly prohibited. This includes product promotion, cold calls and "spamming" (sending unsolicited emails).

Organizations may rent the use of member postal addresses for professional announcements (workshops, concerts, etc.) Organizations renting the list agree a onetime-use basis only. The email list may also be utilized, but only through the Executive Director. No emails will be released to non-members.

The email addresses of ACDA of Minnesota Leadership that appear on the website are for communications regarding ACDA of Minnesota only. Commercial use, including "spamming" is prohibited.

## **INITIATION of ACDA-MN SPONSORED CHORAL ACTIVITY**

(1998)

Choral directors throughout the state often see the need to create a choral activity or function that will fill a void or enhance the art. Sponsorship by the American Choral Directors Association of Minnesota can be beneficial in the initiation of such an activity. This form must be submitted in order for ACDA of MN to consider sponsorship.

A. Mission Statement

B. Describe the Activity

Explain the need for the event and reasons for optimism of success of event.

C. Submit a Detailed Budget

1) Income sources

2) Expenses (Examples: clinician fees and expenses, printing of mailers and program, phone calls, postage)

## **INITIATION of ACDA-MN SPONSORED CHORAL ACTIVITY (con't)**

ACDA sponsored activities receive:

- 1) ACDA name and logo for mailings and program
- 2) Advertising in the Star of the North newsletter up to 1/5 of a page
- 3) Mailing labels and stationery
- 4) Information resources: ideas for organization and implementation

Submit to your district chair (see Star of the North or the ACDA of MN Directory) for presentation to the state president and executive board.

## **AWARDS PRESENTATION POLICY**

(2007)

Members currently serving on the state ACDA board are not eligible to receive one of the annual awards presented by the organization (F. Melius Christiansen Award, Choral Director of the Year Award, Young Choral Director of the Year Award).

Likewise, current members of the FMC Endowment Committee are not eligible to receive scholarships provided by the endowment fund.

## **POLICY ON PRESENTING ANNUAL AWARDS IN A NON-STATE CONFERENCE YEAR**

(January, 2010)

In keeping with past practice, (1978, 1988, 1998, and 2010) and the need to develop guidelines to create future consistent practice, the annual awards (F. Melius Christiansen Lifetime Achievement Award; Minnesota Choral Director of the Year Award; Outstanding Young Choral Director Award; and the VocalEssence Creative Programming Award) will be sponsored in each academic year that ACDA-MN is not hosting an ACDA North Central Division or National Conference. This policy clarifies the intent of following existing policies in Section A (State Conference) "ACDA-MN will hold an annual state conference on the weekend before Thanksgiving. The conference will not be held in any fiscal year in which Minnesota would host a division or national conference;" and Section E (Annual Awards Program) "Four distinguished awards for outstanding contributions to choral music in Minnesota are presented (annually) at the ACDA of Minnesota State Conference each November."

## **POLICY STATEMENT ON PROGRAMMING**

(1996)

Recognizing the broad diversity of cultures and beliefs by our member directors, by our singers, and by all those touched by performances of choral music, ACDA of Minnesota reaffirms its commitment to balance and diversity in programming. It is important that we, as the leading proponents of choral art in our state, actively encourage and model sensitivity to and awareness of diversity, particularly with regard to sacred and secular repertoire.

We recommend that no more than fifty percent of the literature chosen for Honor Choirs, All-State Choirs and Pick Six packets contain music with sacred text. Performances and lists pertaining to music in worship are exempt.