

Bylaws of WELS Choral Fest Executive Committee

2/22/22 - 1st Draft created by Dale Witte, Secretary/Treasurer

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November 2022 - Bylaws presented to WLHS & BLC Regional Directors meetings

November 2023 - Ratification of Bylaws at the WLC National Directors meeting

Article I. Name

Section 1.1. Festival Name. The name of the festival is WELS CHORAL FEST (hereafter “Choral Fest”). If two or more festivals are being referenced, the name is WELS CHORAL FESTIVALS.

Section 1.2. Professional Development Name. The name of the professional development gathering of WELS Choral Fest is WELS HIGH SCHOOL CHORAL DIRECTORS DIALOGUE (hereafter “Dialogue”).

Section 1.3. Committee Name. The name of the committee is WELS CHORAL FEST EXECUTIVE COMMITTEE (hereafter “Executive Committee”).

Section 1.4. Organization Name. The name of the organization is the CHORAL FEST DIRECTORS ASSOCIATION (hereafter abbreviated “CFDA”).

Article II. Purpose

Section 1.2. Purpose. The purpose of the Executive Committee is twofold: (1) to assist host schools in the planning and running of a national or a regional Choral Fest; and (2) to plan, organize, and run Dialogue, an annual summer professional development conference.

Article III. Members and Dues

Section 3.1. Membership. All the choir directors of the area Lutheran high schools and prep schools of the Wisconsin Evangelical Lutheran Synod (hereafter “WELS”) who have choirs participating in Choral Fest are members of this organization.

Section 3.1.1. Active Membership. WELS high schools and prep school choir directors who have paid yearly dues during the current school year and who complete the registration process to participate in the current school year’s national or regional WELS Choral Festivals are considered active members. Active membership choir directors will have voting privileges at the

national Choral Fest.

Section 3.1.2. Inactive Membership. WELS high schools and prep school choir directors who have not paid their yearly dues during the current school year or who have not completed the registration process to participate in the current school year's national or regional WELS Choral Festivals are considered inactive members and will not have voting privileges at national Choral Fest.

Section 3.1.3. Honorary Membership. Honorary membership may be extended on a case-by-case basis by the members of the Executive Committee. No dues are required for honorary membership. Honorary members do not have voting privileges at national Choral Fest but are welcome to participate in summer Dialogue professional growth workshops or planning. Honorary members may be asked to fill a position on the Executive Committee as determined by both the Executive Committee and the CFDA.

Section 3.1.4 Evaluation of Membership Membership will be evaluated every school year.

Section 3.2.1 Dues. Annual dues of \$75 are to be paid for each WELS secondary school by the end of each current school year for active membership and voting privileges for the following school year. If yearly dues are not paid in full by the end of the current school year, the choir director of that school will not have voting privileges at the director's meeting of the next national Choral Fest. Dues are paid to the Secretary/Treasurer of the Executive Committee. Annual dues may be changed by a majority vote at the national Choral Fest director's meeting. Yearly dues are non-refundable. Dues are paid each year to cover the expenses of the meetings of the Executive Committee (travel, food, lodging, etc.), to possibly assist in the commission of new works for Choral Fest, and to serve as an emergency fund if there are Dialogue expense overages.

Section 3.2.2. Dialogue Fees. Fees for attending Dialogue are determined by the Executive Committee each year Dialogue is held. Venue rental, food, lodging, guest speaker honoraria and other incidental expenses necessary for conducting the Dialogue will be used to determine Dialogue attendee fees. Fees are paid to the Secretary/Treasurer of the Executive Committee by the deadline set by the Executive Committee each year. Dialogue fees are non-refundable.

Section 3.3.1. Suspension of Membership - Individual. If a WELS secondary school choir director is no longer called to a WELS secondary school, or if they are no longer directing a choir in a WELS secondary school, they cease being a member of this organization and will cease having voting rights at the national Choral Fest director's meeting.

Section 3.3.2. Suspension of Membership - School. If the yearly dues of a WELS secondary school are not currently paid in full, or if they have not sent a choir to Choral Fest in the preceding two years, their membership in this organization will be suspended. School membership may be reinstated upon payment of outstanding dues and participation at Choral Fest by one of their school choirs.

Article IV. Officers

Section 4.1. Officers. The officers of the Executive Committee shall be a Chairperson, Secretary/Treasurer, Social Media Manager, and a Dialogue Manager.

Section 4.2. Nominations and Elections. Election of officers will take place every two years at the director's meeting of a national Choral Fest. Nominations will be held via email from active members during the months preceding the national Choral Fest. Nominations from the floor will be allowed at the national director's meeting if a ballot of at least two names was not secured via email nominations in the preceding months. There is no limit to the number of names nominated for an officer's position. If there are no nominations, the current members stay on until the next voting cycle.

Section 4.2.1 Overlap of Elections. Two positions will be elected at each national Choral Fest:

- Secretary/Treasurer and Social Media Manager will be elected at one, and
- Chairperson and Choral Dialogue Manager at the next.

Section 4.3. Ballot Election and Term of Office. Officers will be elected by ballot for a term of four years or until their successors are elected. Elected officers take office immediately at the national Choral Fest director's meeting and will comprise the executive committee. Outgoing officers may be asked to sit in on an Executive Committee meeting to help the newly elected officers assume and understand their duties.

Section 4.4. Limitations. Each person elected shall hold only one office at a time. There are no term limits for any office.

Section 4.5. Vacancies between National Voting. If there is a vacancy in the office of Chairperson before the next national Choral Fest voting, the officer with the longest-held office will become the acting Chairperson until a replacement Chairperson can be elected. Before the next regularly-scheduled meeting, nominations will be gathered via email. At the next regularly scheduled meeting, there will be an election for Chairperson by the remaining officers, provided that at least two candidates are nominated. If there is a vacancy in any other office, nominations and voting will be held in the same manner. Newly-elected members will fill the vacancy at the next regular business meeting.

Section 4.6. Removal from Office. Officers can be removed from office with or without cause by a two-thirds vote at a regular meeting where previously 30 days notice has been given.

Article V. Duties of Officers

Section 5.1. Chairperson. The Chairperson shall be responsible for conducting the meetings, developing the meeting agenda, corresponding with host schools, and representing the Executive Committee in any official capacity. The Chairperson shall also work with the other officers.

Section 5.2. Secretary/Treasurer. The Secretary/Treasurer shall be responsible for keeping the minutes, sending out the dues notices and delinquent slips, collecting Choral Fest dues and Dialogue fees, maintaining financial records, paying bills upon membership approval, and working with the other officers.

Section 5.3. Social Media Manager. The Social Media Manager shall be responsible for maintaining and posting for all social media accounts (Facebook, Instagram, Twitter, etc.), recording passwords for all accounts, website creation and development (welsfinearts.org, welschoralfest.org), and working with the other officers.

Section 5.5. Dialogue Manager. The Dialogue Manager shall be responsible for all items necessary for the running of the annual professional development workshop, including but not limited to: securing a venue, meals, lodging, entertainment, and guest speakers. The Dialogue Manager shall also work with the other officers.

Article VI. Meetings

Section 6.1. Regular meetings. The Executive Committee will meet at least twice a school year, once in Fall and once in Spring. The purpose of the meetings will center on upcoming Choral Fest host school preparation, the planning and evaluation of summer Dialogue, and any other business that shall arise.

Section 6.2. Special meetings. The Chairperson may call a special meeting; or, two members submitting a written request to the Chairperson can call a special meeting. Previous notice of the meeting shall be sent to the members at least one week prior to the meeting.

Section 6.3. Quorum. The quorum shall be three members of the Executive Committee.

Section 6.4. Tie Vote. In the event of a tie vote on the Executive Committee (2-2), the Chairperson will cast the deciding vote.

Article VII. Committees

Section 7.1. Creation of Ad Hoc Committees. The Chairperson may create an ad hoc committee from any of the members of the CFDA, appointing its Chairperson and other members for a limited time to complete a limited task. Such ad hoc committees report directly to the Chairperson of the Executive Committee.

Section 7.2. Quorum. 51% of an ad hoc committee constitutes a quorum.

Article VIII. Records and Reports

Section 8.1. Maintenance and Inspection of Records. The accounting books, records, and minutes (paper or digital) of proceedings of the members, executive committee, and any other committees shall be kept at a place or places designated by the executive committee. These records shall be open to inspection by any member by request..

Section 8.2. Annual Report to Members. The Secretary/Treasurer of the Executive Committee shall make an annual financial report available to all members at each Choral Fest director's meeting (both regional and national) which will contain in appropriate detail the revenues and expenses, and additionally, any assets and liabilities.

Article IX. Parliamentary Authority

Section 9.1. Application of Rules. The rules contained in Robert's Rules of Order shall govern all meetings, whether of the Executive Committee, ad hoc committees, or annual Choral Fest director's meetings.

Article X. Amendment of Bylaws

Section 10.1. Bylaw Revision. These bylaws can be amended at any regular or special meeting of the Executive Committee providing that previous notice was given at the prior meeting in writing and then sent to all members of the CFDA by the secretary.