

# National Collegiate Choral Organization

## Constitution & Bylaws

This version of the Constitution & Bylaws of the National Collegiate Choral Organization was in effect from its approval by the National Board on November 11, 2015, until a revision was approved on November 1, 2017.

## Constitution

### Article 1: Name

The organization shall be known as the National Collegiate Choral Organization.

### Article 2: Purpose

The National Collegiate Choral Organization exists to serve the specific needs of university and collegiate conductors and choral faculty by providing a national forum for their collegiate choruses to perform, offering sessions and promoting repertoire suitable to their interests, and by aiding in professional development and program growth and maintenance.

### Article 3: Membership in the Organization

#### 1. Membership Categories

##### a. Regular Membership:

- i. Conductors of university or college (four or two-year) choirs
- ii. Choral faculty of university or colleges (four or two-year)
- iii. Retired university or college (four or two-year) choral conductors and choral faculty
- iv. Conductors of non-university/college choirs, or other ensembles
- v. Corporate and Individual Members of the Music Industry
- vi. Friends, any individuals who support the choral art and is not listed above

##### b. Student Membership: Students of universities or four or two-year colleges

##### c. Institutional Membership: any school or institution that supports the choral art and the purpose of the Organization

##### d. Honorary Memberships:

- i. Charter Members (honorary title) – founders and original members who joined the organization in 2005
- ii. Founding Institutional Members (honorary title) – any school or institution that supported the founding of NCCO with a donation of \$500 or more prior to 1 November 2006
- iii. Honorary Life Membership may be conferred by the Officers as a formal recognition of exemplary contributions to the welfare of college and university choirs. This honor is awarded at each national conference to one or more recipients. Each recipient is decided and agreed upon by the Officers.

## 2. Rights and Privileges

- a. Conductors of university or college (four or two-year) choirs shall be entitled to hold Elected Office.
- b. All members holding a current and active Regular Membership shall be entitled to vote on Organization business such as the General Elections.
- c. Membership categories are determined at the time of application and extend throughout the dues period.
- d. Honorary Life Membership may be conferred by the Officers as a formal recognition of exemplary contributions to the welfare of college and university choirs. This honor comes with a lifelong membership to the organization, all the privileges of regular membership, and complimentary registration for the Organization's biennial national conferences following the conference at which this honor was awarded.
- e. Charter Members are the founders and original members who joined the organization in 2005. It is an honorary designation and comes with no special rights or privileges other than recognized as such.
- f. Founding Institutional Members are any schools or institutions that supported the founding of NCCO with a donation of \$500 or more prior to 1 November 2006. It is an honorary designation and comes with no special rights or privileges other than being recognized as such.
- g. Institutional Members are any schools or institutions that support the choral art and the purpose of the Organization. Benefits of this non-voting membership are decided upon by the Officers and may be revised as necessary.

## 3. Dues

- a. Membership dues for NCCO are valid for a two-year period from the date of subscription.
- b. The amounts for Dues will be determined by the Officers, and revised by them on an occasional basis as they deem necessary.

## **Article 4: Officers and National Board Members**

1. The Elected Officers of NCCO shall be
  - a. President
  - b. President-Elect
  - c. Vice President
  - d. Secretary
  - e. Treasurer
2. National Board Members: One member of the National Board will be selected from each state, the District of Columbia and Canada.
3. Officers and National Board Members of NCCO must be Regular Members at the time of election or appointment.
4. The Executive Board of NCCO will be comprised of the five elected officers, plus the Chief Editor of Publications (ex-officio and non-voting).

5. The Chief Editor of Publications shall be a non-elected Officer of NCCO, appointed by the Executive Board.

**Article 5: Meetings and Conferences**

1. NCCO will hold biennial national conferences in the autumn.
2. Business meetings of the Organization will occur at the site of the biennial conference, preceding the start of conference activities. The Business Meeting is open to the Executive Board and all National Board Members.
3. The Officers will decide upon the location and dates of the biennial conferences.
4. Concerts and instructive sessions presented at the Conference shall be open to all members of NCCO through registration.
5. The Executive Board will hold regular meetings for the purpose of running the organization and planning the biennial conference. Meetings will be scheduled and held at their discretion.

**Article 6: Amendments**

Proposed amendments to the NCCO Constitution and Bylaws may be presented by any active member to the officers via the President. Proposals may be made anytime up to one month preceding the biennial Business Meeting. Prior to the biennial Business Meeting the Officers shall determine, by a majority vote, which proposed amendments will be considered at the Business Meeting. Proposed amendments must receive a two-thirds majority vote of the National Board Members who are present at the Business Meeting. An approved amendment becomes effective upon the new term that the elected officers will serve following the conference, (1 January), unless otherwise stated in the amendment.

# Bylaws

## **Article 1: Duties for National Officers**

1. **President:** Oversees all aspects of the organization's leadership, sets agendas, presides over meetings, and coordinates the planning of the biennial national conference.
2. **President-Elect:** Assists the President in leadership and conference planning. The President-Elect will also visit and evaluate prospective sites for the following conference of the eventual Presidential term.
3. **Vice-President:** Assists the President in leadership and conference planning. The Vice-President shall oversee and coordinate the appointment of National Board Members. It shall be the duty of the Vice-President to assume the duties of the President in the absence of the President and the President-Elect.
4. **Secretary:** Maintains and manages organizational records, including membership and email databases, correspondence, minutes, and website liaison. The Secretary also manages conference registration and the elections process.
5. **Treasurer:** Maintains financial records and manages monetary accounts for the Organization. The Treasurer also files all necessary paperwork with the IRS and is ultimately responsible for maintaining 501(c)3 non-profit organization status.

## **Article 2: Election of Officers**

1. The **President** and all other elected officers shall begin serving on 1 January following the post-conference election for a term of two years. The President shall serve only one term of two years.
2. The **President-Elect** shall only serve one term of two years and shall automatically accede to the office of President.
3. Candidates for the office of President-Elect, Vice President, Secretary, and Treasurer shall be nominated and one shall be elected through the following procedure:
  - a. Candidates will be nominated at the biennial Business Meeting by the Officers and Members of the National Board. The two candidates receiving the highest number of votes by the National Board Members will be chosen as nominees. Should there be an insufficient number of nominations, additional nominations may be solicited by the Officers after the biennial Business Meeting, as needed.
  - b. The election will take place following the National Conference and prior to 1 January in a manner to be determined by the Officers.
  - c. The term of office for all officers is two years. Officers may hold no specific office for more than two consecutive terms.

### **Article 3: Chief Editor of Publications**

1. The Chief Editor of Publications will have two primary responsibilities: 1.) to serve as principal editor of The Choral Scholar; and 2.) to manage the Choral Series.
2. The Chief Editor of Publications is selected and appointed by the Officers.
3. The term of the Chief Editor of Publications is two years and is renewable as deemed by the the Officers.
4. The Chief Editor of Publications is an ex-officio and non-voting member of the Executive Board and will attend and participate in select Executive Board meetings.
5. The Chief Editor of Publications will also oversee a Poster Session at the national conference as requested by the board.

### **Article 4: Appointment of National Board Members**

1. National Board Members will be selected and appointed by the Officers.
2. The term of office for board members is two years. There is no term limit for Board membership. Appointment is reviewed is renewed at the discretion of the Officers.
3. National Board Members will maintain NCCO state membership lists, regularly communicate with state members and the NCCO Vice-President, file annual activity reports, and attend at least one NCCO conference every four years.

### **Article 5: Filling of Vacancies**

In the event that a vacancy occurs in a National Office and the procedure for filling the vacancy is not specifically provided elsewhere in the NCCO Constitution or By-laws, then the President shall appoint a member qualified to fill the position subject to the approval of the Officers. Such an interim appointment will be only for the remainder of the current term of office at which time the vacancy will be filled by election.

### **Article 6: Additional positions and special committees**

The National Officers may consider the creation of additional positions, and special committees as necessary. The filling of such positions will be agreed upon by the Officers and carried out by election or appointment as deemed appropriate.