

Constitution (revisions **high-lighted**, i.e. “**current**”)

ARTICLE I. Name

This organization shall be known as the Oklahoma Association of the American Choral Directors Association. For purposes of public relations it may also be known as the Oklahoma Choral Directors Association.

ARTICLE II. Purposes

The purposes of the organization are those as set forth in the national constitution.

ARTICLE III. Membership

Membership shall be set forth in the national constitution.

ARTICLE IV. Autonomy and Organization

The membership shall be organized according to geographic divisions of the state for the purpose of planning and executing activities and programs of the Association. These regions shall be named Northeastern, Southeastern, Southwestern, and Northwestern.

ARTICLE V. Officers

1. The officers of the Association shall be as follows: President, Vice-President, President-Elect, and **Secretary-Treasurer**.
2. The **Secretary-Treasurer** shall be elected in a manner provided by the Bylaws. **This officer shall serve a term of two years, beginning on July 1 of years bearing uneven numbers. The Secretary-Treasurer may serve two consecutive terms if re-elected.**
3. The President-Elect shall be elected as provided in the Bylaws. This officer shall assume the duties of the office on July 1 of years bearing uneven numbers.
4. When the President-Elect assumes office he/she shall enter a six-year succession of offices without further election. Each of these terms shall be two years in length.
5. Upon July 1 of years bearing uneven numbers the incumbent President shall move to the office of Vice-President, and the President-Elect shall move to the office of President.

ARTICLE V, SUBSECTION A. Dealing with Vacancies Occurring Between Elections

1. If the office of President-Elect becomes vacant before January 1 of a year bearing an uneven number, this office shall be filled by a new election as provided in the Bylaws.
2. If the office of President-Elect becomes vacant after January 1 of a year bearing an uneven number, the incumbent President shall continue in office for the next term-

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The membership shall be organized according to geographic divisions of the state for the purpose of planning and executing activities and programs of the Association. These regions shall be named Northeastern, Southeastern, Southwestern, and Northwestern.

ARTICLE V. Officers

1. The officers of the Association shall be as follows: President, Vice-President, President-Elect, and **(delete Secretary) Treasurer**.
2. The **(delete Secretary) Treasurer** shall be elected in a manner provided by the Bylaws. **Once elected, the position is subject to annual approval by the Board of Directors.**
3. The President-Elect shall be elected as provided in the Bylaws. This officer shall assume the duties of the office on July 1 of years bearing uneven numbers.
4. When the President-Elect assumes office he/she shall enter a six-year succession of offices without further election. Each of these terms shall be two years in length.
5. Upon July 1 of years bearing uneven numbers the incumbent President shall move to the office of Vice-President, and the President-Elect shall move to the office of President.

ARTICLE V, SUBSECTION A. Dealing with Vacancies Occurring Between Elections

1. **If the office of President becomes vacant, this office shall be filled by the immediate past President (current Vice-President) for the remainder of the term.**
2. If the office of President-Elect becomes vacant before January 1 of a year bearing an uneven number, this office shall be filled by a new election as provided in the Bylaws.
3. If the office of President-Elect becomes vacant after January 1 of a year bearing an uneven number, the incumbent President shall continue in office for the next term-

unless a majority of the Board of Directors votes otherwise, in which case a new election must be held.

3. If the office of Vice-President becomes vacant, the immediate past Vice-President shall assume the office of Vice-President for the remainder of the term.

4. If the office of ~~Secretary~~-Treasurer becomes vacant the President shall appoint a successor to complete the term. This appointment must be approved by the Board of Directors.

5. All vacancies of office for which there is no specification in these rules shall be filled by appointment of the President, with the approval of the Executive Committee.

6. Any officer of the Executive Committee may be removed from office and the office declared vacant by a vote of two-thirds of the Board of Directors, voting in person at a called or regular meeting. This vote may not be taken by mail. This action must also receive the approval of the Division President.

7. The President may not succeed himself/herself except as outlined above. After completing his/her term as Vice-President, he/she is eligible for re-election as President-Elect.

ARTICLE VI. Appointed Officials

The Editor shall be appointed by the President with approval of the Board of Directors. The Editor may be remunerated for services on approval of the Board of Directors.

ARTICLE VII. Executive Committee

The Executive Committee shall consist of the President, Vice-President, President-Elect, and ~~Secretary~~-Treasurer.

ARTICLE VIII. Board of Directors

1. The Board of Directors shall consist of the Executive Committee and a representative from each of the four geographical divisions and five teaching levels: Elementary, Junior High, High School, College, and Church. These representatives shall be elected as provided in the Bylaws for terms described below:

a. The representatives of the Northeastern and Southwestern areas shall be elected for a two-year term, beginning on July 1 of years bearing uneven numbers (1985, 1987, 1989, etc.).

b. The representatives of the Southeastern and Northwestern areas shall be elected for a two-year term, beginning on July 1 of years bearing even numbers (1986, 1988, 1990, etc.).

unless a majority of the Board of Directors votes otherwise, in which case a new election must be held.

4. If the office of Vice-President becomes vacant, the immediate past Vice-President shall assume the office of Vice-President for the remainder of the term.

5. If the office of (~~delete Secretary~~-)Treasurer becomes vacant the President shall appoint a successor to complete the fiscal year. This appointment must be approved by the Board of Directors.

6. All vacancies of office for which there is no specification in these rules shall be filled by appointment of the President, with the approval of the Executive Committee.

7. Any officer of the Executive Committee may be removed from office and the office declared vacant by a vote of two-thirds of the Board of Directors, voting in person at a called or regular meeting. This vote may not be taken by mail. This action must also receive the approval of the Division President.

8. The President may not succeed himself/herself except as outlined above. After completing his/her term as Vice-President, he/she is eligible for re-election as President-Elect.

ARTICLE VI. Appointed Officials

1. The Editor of the *Sooner Style* shall be appointed by the President with approval of the Board of Directors. The Editor may receive a stipend for services on approval of the Board of Directors. The appointment is subject to annual approval by the Board of Directors.

2. The Association's Webmaster shall be appointed by the President with approval of the Board of Directors. The Webmaster may receive a stipend for services on approval of the Board of Directors. The appointment is subject to annual approval by the Board of Directors.

ARTICLE VII. Executive Committee

The Executive Committee shall consist of the President, Vice-President, President-Elect, and (~~delete Secretary~~-) Treasurer.

ARTICLE VIII. Board of Directors

1. The Board of Directors shall consist of the Executive Committee and a representative from each of the four geographical divisions and fourteen Repertoire and Standards areas. These representatives shall be elected as provided in the Bylaws for terms described below:

a. The representatives of the Northeastern and Southwestern areas shall be elected for a two-year term, beginning on July 1 of years bearing uneven numbers (~~delete years~~).

b. The representatives of the Southeastern and Northwestern areas shall be elected for a two-year term, beginning on July 1 of years bearing even numbers (~~delete years~~).

c. Representatives from **College, Church, and High School** areas shall be **elected** for two-year terms beginning July 1 of years bearing even numbers.

d. Representatives from **Junior High and Elementary** areas shall be **elected** for a two-year term beginning on July 1 of years bearing uneven numbers.

2. Representatives must at the time of their election be teaching or working in the area they represent. If during the term of office a Regional Representative moves from that geographical area, the office will be declared vacant by the President. The President, with the approval of the Executive Committee, shall appoint a successor from the appropriate area. This appointee shall serve the remainder of the normal term of office.

3. A Regional Representative may serve two consecutive terms.

4. Any member of the Board of Directors who is absent from three consecutive meetings of the Board may be removed from office by a majority vote of the remaining members. Any members of the Board of Directors may be removed from office by a two-thirds vote of the members of the Board. Such vote shall be cast in person at a regular or called meeting of the Board of Directors.

ARTICLE IX. Meetings

1. The Oklahoma Association shall meet at least once each year at a time and place determined by the Board of Directors. Each such meeting shall be preceded by a meeting of the Board of Directors. At least two weeks notice of such meeting shall be given by mail to the entire membership. Listing such meeting in the official newsletter shall be considered sufficient notice.

2. Special meetings of the Executive Committee may be called by the President or upon the joint request of the remaining three members of the committee.

3. Special meetings of the Board of Directors may be called by the President or upon the signed petition of four of the Board members.

ARTICLE X. Quorum

1. A quorum of the Executive Committee shall be three of the four members of that committee.

2. A quorum of the Board of Directors shall be seven members of the Board, including at least two members of the Executive Committee and at least **five** representatives.

ARTICLE XI. Amendments

This constitution may be altered or amended by two-thirds vote of active membership present at a business meeting, or by a vote of two-thirds of the active membership who cast

c. Representatives from **Boychoirs, College & University Choirs, Community Choirs, Jazz Choirs, Music in Worship, Senior High School Choirs, and Women's Choirs R & S** areas shall be **appointed** for two-year terms beginning July 1 of years bearing even numbers.

d. Representatives from **Children's Choirs, Ethnic & Multi-cultural Choirs, Junior High & Middle School Choirs, Male Choirs, Show Choirs, Two-Year College Choirs, and Youth & Student Activities R & S** areas shall be **appointed** for a two-year term beginning on July 1 of years bearing uneven numbers.

2. Representatives must at the time of their election be teaching or working in the area they represent. If during the term of office a Regional Representative moves from that geographical area, the office will be declared vacant by the President. The President, with the approval of the Executive Committee, shall appoint a successor from the appropriate area. This appointee shall serve the remainder of the normal term of office.

3. A Regional **and R & S** Representative may serve two consecutive terms.

4. Any member of the Board of Directors who is absent from three consecutive meetings of the Board may be removed from office by a majority vote of the remaining members. Any members of the Board of Directors may be removed from office by a two-thirds vote of the members of the Board. Such vote shall be cast in person at a regular or called meeting of the Board of Directors.

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3. Special meetings of the Board of Directors may be called by the President or upon the signed petition of four of the Board members.

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1. A quorum of the Executive Committee shall be three of the four members of that committee.

2. A quorum of the Board of Directors shall be seven members of the Board, including at least two members of the Executive Committee and at least **eight** representatives.

ARTICLE XI. Amendments

This constitution may be altered or amended by two-thirds vote of active membership present at a business meeting, or by a vote of two-thirds of the active membership who

ballots by mail; provided that such amendment shall have been presented and approved by a two-thirds vote of the Board of Directors at the preceding Board meeting.

Bylaws

ARTICLE I. Membership

Conditions of membership shall be as set forth in the National Bylaws.

ARTICLE II. Dues

There shall be no separate dues structure for the Oklahoma Association. Registration fees and/or other charges for workshops or conventions shall be determined by the Board of Directors.

ARTICLE III. Administrative and Fiscal Year

The administrative and fiscal year shall be from July 1-June 30, or such other period as may be determined by the national Board of Directors.

ARTICLE IV. Meetings

A business meeting shall be held in conjunction with the annual convention of the [Oklahoma Music Educators Association](#). Other business meetings may be held as provided in the Constitution. The dates of workshops or other conventions shall be determined by the Board of Directors.

ARTICLE V. Fiscal Policies and Procedures

1. The President shall submit a budget request by May 15 each year to the Division President. The budget requests the return of a portion of the national dues for state operation. A full budget including this request will also be presented to the Board of Directors at their first meeting of the fiscal year or after July 1.
2. Funds collected from workshop fees or other activities shall be held by the Treasurer in the Association account.
3. A financial statement shall be prepared by the [Secretary-Treasurer](#) and published in the newsletter mailed to the membership and Division President. This report must be done at least once each year at the close of the fiscal year.
4. Fiscal policies and procedures deemed necessary for the administration and operation of the Association may be formulated by the Executive Committee and approved by the Board of Directors, with the approval of the Division President.

ARTICLE VI. Duties of Officers

1. The duties of the officers shall be as set forth in the National Bylaws, Article XI, Sections 1, 2, and 3.
2. The Vice-President shall serve as advisor to the Presi-

cast ballots by mail; provided that such amendment shall have been presented and approved by a two-thirds vote of the Board of Directors at the preceding Board meeting.

Bylaws

ARTICLE I. Membership

Conditions of membership shall be as set forth in the National Bylaws.

ARTICLE II. Dues

There shall be no separate dues structure for the Oklahoma Association. Registration fees and/or other charges for workshops or conventions shall be determined by the Board of Directors.

ARTICLE III. Administrative and Fiscal Year

The administrative and fiscal year shall be from July 1-June 30, or such other period as may be determined by the national Board of Directors.

ARTICLE IV. Meetings

A business meeting shall be held in conjunction with the annual ~~summer~~ convention (~~delete of the Oklahoma Music Educators Association~~). Other business meetings may be held as provided in the Constitution. The dates of workshops or other conventions shall be determined by the Board of Directors.

ARTICLE V. Fiscal Policies and Procedures

1. The President shall submit a budget request by May 15 each year to the Division President. The budget requests the return of a portion of the national dues for state operation. A full budget including this request will also be presented to the Board of Directors at their first meeting of the fiscal year or after July 1.
2. Funds collected from workshop fees or other activities shall be held by the Treasurer in the Association account.
3. A financial statement shall be prepared by the (~~delete Secretary-~~) Treasurer and published in the newsletter mailed to the membership and Division President. This report must be done at least once each year at the close of the fiscal year.
4. Fiscal policies and procedures deemed necessary for the administration and operation of the Association may be formulated by the Executive Committee and approved by the Board of Directors, with the approval of the Division President.

ARTICLE VI. Duties of Officers

1. The duties of the officers shall be as set forth in the National Bylaws, Article XI, Sections 1, 2, and 3.
2. The Vice-President shall serve as advisor to the Presi-

dent, assist in coordinating workshops, and provide continuity on the Executive Committee. He/she shall perform other duties as may be assigned to him/her by the President and/or Executive Committee.

3. The **Secretary**-Treasurer shall keep the minutes of meetings of the Association and shall have responsibility for the Association financial records, as determined by the Board of Directors. He/she shall read or submit in duplicated form the minutes of the Association at the annual business meeting. He/she shall make a financial report to the Association within thirty days after the close of the fiscal year.

4. The President-Elect shall chair the nominating committee.

ARTICLE VII. Regional and Area Representatives

1. Each regional representative will serve on the Board of Directors. He/she will promote membership in his/her area and help formulate choral activities for the area. They will also serve on the Nominating Committee.

2. Each **area** representative will serve on the Board of Directors. He/she will promote membership in his/her area and help formulate choral activities for the area including Association workshops. They will also represent the state on their respective Southwestern Division committees of Standards and Repertoire as set up by the National Association.

ARTICLE VIII. Duties of the Board of Directors

The Board of Directors shall have the power to transact the general business of the Association between business meetings of the membership, and shall be responsible for the management and control of state funds.

ARTICLE IX. Voting and Election Procedures

1. Regular elections may be held at regular meetings of the active membership or by mail, as determined by the Board of Directors. All voting and elections of any nature must be preceded by a general mailing to the membership concerning the nature and purpose of the vote. This general mailing must reach the membership not less than 15 days before such election or vote. If a vote is held by mail the ballots must reach the membership at least ten days before the close of balloting. Announcement of votes or elections in state newsletters shall be considered sufficient notice.

2. Nominating Committee. Each August the President shall appoint a nominating committee consisting of the President-Elect and each of the regional representatives. This committee shall solicit suggestions from the membership, **and then choose two names which will be submitted to the membership for each office. These nominations will be given to the membership in the next available general mailing, but no**

dent, assist in coordinating workshops, and provide continuity on the Executive Committee. He/she shall perform other duties as may be assigned to him/her by the President and/or Executive Committee.

3. The ~~(delete Secretary-)~~ Treasurer ~~(delete shall keep the minutes of meetings of the Association and)~~ shall have responsibility for the Association financial records, as determined by the Board of Directors. ~~(delete He/she shall read or submit in duplicated form the minutes of the Association at the annual business meeting.)~~ He/she shall make a financial report to the Association within thirty days after the close of the fiscal year.

4. The President-Elect shall chair the nominating committee. **He/She shall also serve as the Association's Secretary. Duties include keeping minutes of meetings and submitting in duplicate minutes of the Association at the annual business meeting.**

ARTICLE VII. Regional and R & S Representatives

1. Each regional representative will serve on the Board of Directors. He/she will promote membership in his/her area and help formulate choral activities for the area. They will also serve on the Nominating Committee.

2. Each **R & S** representative will serve on the Board of Directors. He/she will promote membership in his/her area and help formulate choral activities for the area including Association workshops. They will also represent the state on their respective Southwestern Division committees of Standards and Repertoire as set up by the National Association.

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The Board of Directors shall have the power to transact the general business of the Association between business meetings of the membership, and shall be responsible for the management and control of state funds.

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2. Nominating Committee. Each August the President shall appoint a nominating committee consisting of the President-Elect and each of the regional representatives. This committee shall solicit suggestions **for representatives** from the membership. ~~(delete and then choose two names which will be submitted to the membership for each office. These nominations will be given to the membership in the next~~

later than December 1. Nominations for each office may be made from the floor of the business meeting at which elections are held.

ARTICLE X. Advisory Council and Committees

1. The President may at his/her discretion establish a President's Advisory Council, consisting of the Executive Committee, the Board of Directors, and the chairman of each of the state committees established by the national association. This council will meet when called by the President for the purpose of reporting and coordinating state activities. The recommendations of this Council will be forwarded to the next meeting of the Board of Directors for implementation.

2. Chairpersons of any committee shall be appointed by the president with the approval of the Board of Directors. This will be done at the first Board meeting after July 1 of each year.

ARTICLE XI. Geographical Areas

Geographical areas of the state shall be generally determined by Interstate Highways 35 and 40 which divide the state into four equal parts. Within this general determination, county boundaries will remain intact, with the entire county voting within that geographic region containing the greater portion of the county.

NORTHEASTERN AREA: Kay, Noble, Pawnee, Payne, Lincoln, Creek, Osage, Washington, Tulsa, Okmulgee, Nowata, Rogers, Wagoner, McIntosh, Sequoyah, Adair, Cherokee, Mayes, Ottawa, Craig, Delaware, Muskogee.

NORTHWESTERN AREA: Grant, Garfield, Logan, Oklahoma, Canadian, Kingfisher, Blaine, Custer, Roger Mills, Dewey, Major, Alfalfa, Woods, Woodward, Harper, Ellis, Beaver, Texas, Cimarron.

SOUTHEASTERN AREA: Leflore, McCurtain, Choctaw, Pushmataha, Latimer, Haskell, Pittsburg, Atoka, Bryan, Marshall, Johnston, Cash, Hughes, Okfusgee, Seminole, Pottawatomie, Pontotoc, Murray, Garvin, Carter, Love, Cleveland.

SOUTHWESTERN AREA: Beckham, Washita, Caddo, Grady, McClain, Jefferson, Cotton, Comanche, Tillman,

available general mailing, but no later than December

1.) Nominations for each office may be made from the floor of the business meeting at which elections are held.

3. For Regional representatives, the nominating committee will solicit two names which will be submitted to the membership for voting.

4. For R & S representatives, the nominating committee will solicit names and make recommendations (through the President-Elect) to the appropriate division R & S Chair for appointment.

5. When a vacancy occurs in the position of Treasurer at the end of a fiscal year, an election will be held to fill the position. The nominating committee will solicit two names which will be submitted to the membership for voting.

(delete ARTICLE X. Advisory Council and Committees

1. The President may at his/her discretion establish a President's Advisory Council, consisting of the Executive Committee, the Board of Directors, and the chairman of each of the state committees established by the national association. This council will meet when called by the President for the purpose of reporting and coordinating state activities. The recommendations of this Council will be forwarded to the next meeting of the Board of Directors for implementation.

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ARTICLE X. Geographical Areas

Geographical areas of the state shall be generally determined by Interstate Highways 35 and 40 which divide the state into four equal parts. Within this general determination, county boundaries will remain intact, with the entire county voting within that geographic region containing the greater portion of the county.

NORTHEASTERN AREA: Kay, Noble, Pawnee, Payne, Lincoln, Creek, Osage, Washington, Tulsa, Okmulgee, Nowata, Rogers, Wagoner, McIntosh, Sequoyah, Adair, Cherokee, Mayes, Ottawa, Craig, Delaware, Muskogee.

NORTHWESTERN AREA: Grant, Garfield, Logan, Oklahoma, Canadian, Kingfisher, Blaine, Custer, Roger Mills, Dewey, Major, Alfalfa, Woods, Woodward, Harper, Ellis, Beaver, Texas, Cimarron.

SOUTHEASTERN AREA: Leflore, McCurtain, Choctaw, Pushmataha, Latimer, Haskell, Pittsburg, Atoka, Bryan, Marshall, Johnston, Coal, Hughes, Okfuskee, Seminole, Pottawatomie, Pontotoc, Murray, Garvin, Carter, Love, Cleveland.

SOUTHWESTERN AREA: Beckham, Washita, Caddo, Grady, McClain, Jefferson, Cotton, Comanche, Tillman,

Jackson, Harmon, Greer, Kiowa, Stephens.

ARTICLE XII. Relationships with Other Organizations

Cooperative relationships, including conventions and other activities shall be exercised by the Association with other educational associations as authorized by the Board of Directors, the national constitution, the national bylaws, or other national guidelines. This may include the State Department of Education, Oklahoma Secondary Schools Activities Association, Oklahoma Music Educators Association, or any other organization whose purposes are compatible with those of ACDA.

ARTICLE XIII. Official Publication

1. The official publication of the Oklahoma Association shall be ACDA-SOONER STYLE. Frequency of publication will be subject to recommendations of the President and Vice-President with the approval of the Board of Directors.
2. The Editor of the newsletter shall be appointed by the Board of Directors and paid a stipend for this position. The appointment is subject to annual approval by the Board of Directors.

ARTICLE XIV. Amendments

These Bylaws may be amended by a two-thirds majority of the membership voting at a business meeting or two-thirds majority of those casting ballots by mail; providing that such amendments shall have been presented to the membership at the immediately preceding business meeting or published in the newsletter prior to the business meeting.

Jackson, Harmon, Greer, Kiowa, Stephens.

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ARTICLE XII. Official Publications

1. The official publication of the Oklahoma Association shall be ACDA-SOONER STYLE. Frequency of publication will be subject to recommendations of the President and Vice-President with the approval of the Board of Directors.
2. ~~The Editor of the newsletter shall be appointed by the Board of Directors and paid a stipend for this position. The appointment is subject to annual approval by the Board of Directors.~~ The official website of the Oklahoma Association shall be www.okcda.org. This site will be maintained and updated by the appointed webmaster.

ARTICLE XIII. Events

Activities of the Association may include the following events:

- a. Convention held in July
- b. All-OCDA Festival held in January
- c. All-Collegiate Festival held in the spring
- d. Children's Festival held in the spring

ARTICLE XIV. Awards

The Oklahoma Association regularly recognizes a Director of Distinction. Recipients should exemplify the following characteristics:

- a. A high standard of musicianship as demonstrated by work in choral music in Oklahoma.
- b. A high standard of professionalism as demonstrated by scholarship and relations with fellow musicians.
- c. A record of service to choral music in Oklahoma.
- d. A record of active service in the Oklahoma Choral Directors Association.

ARTICLE XV. Amendments

These Bylaws may be amended by a two-thirds majority of the membership voting at a business meeting or two-thirds majority of those casting ballots by mail; providing that such amendments shall have been presented to the membership at the immediately preceding business meeting or published in the newsletter prior to the business meeting.