

NATIONAL FEDERATION OF MUSIC CLUBS STANDING RULES AND PROCEDURES

The Bylaws of the National Federation of Music Clubs (Article VI, Section 3C-1) authorize the Board of Directors to adopt such rules of procedure as are needed to direct the affairs of the Federation.

The directives of the NFMC Standing Rules and Procedures are prepared to supplement the Bylaws for the guidance of Federation workers and interested Federation members.

Complete up-to-date copies of the NFMC Standing Rules and Procedures are available on CD or in printed form, both of which may be purchased from NFMC Headquarters, or obtained on-line at www.nfmc-music.org.

At each National meeting, the individual corrected pages from the previous meeting shall be made available, obtained from Headquarters, or you will be given the specific corrected pages to print when going on-line. As revisions of the various pages occur, the date of revision will be printed at the bottom of the page to aid in maintaining an up-to-date copy of this document, which is then the responsibility of each individual.

It shall be the duty of the Bylaws and Rules Chair to prepare the necessary changes so that they are made available as outlined above.

An up-to-date supply of the NFMC Standing Rules and Procedures in their various forms shall be maintained on-line and at the NFMC Headquarters Office for distribution as needed.

AFFILIATIONS

As the National Federation of Music Clubs is in itself a national organization, distinctive in character; it may cooperate with similar organizations and may hold membership in those national organizations devoted to the advancement of music.

MEMBERSHIP LISTS

Official membership lists of this Federation shall be available to organizations and individuals only through the Headquarters Office. The Executive Director shall thoroughly investigate each request to insure that the lists will be used in furthering the Federation's programs and projects or in similar musical and cultural projects compatible with the Federation's objectives. Requests meeting these criteria shall be submitted to the President for approval prior to releasing the lists. Ordinarily a fee shall be charged for such lists. However, the Executive Director, with the approval of the President, may make such lists available without charge when such action would be in the best interest of the Federation. Any fee charged will be based on the actual cost of the administration details for complying with the request, including postage. (4-29-97)

GEOGRAPHICAL DIVISIONS

REGIONS

Refer to Bylaws, Article XVI, Sections 1 and 1A

NORTH CENTRAL REGION (7)

Illinois, Iowa, Minnesota, Nebraska, North Dakota, South Dakota, Wisconsin

SOUTH CENTRAL REGION (5)

Arkansas, Kansas, Missouri, Oklahoma, Texas

NORTHEASTERN REGION (13)

Connecticut, Indiana, Maine, Massachusetts, Michigan, New Hampshire, New Jersey, New York, Ohio, Pennsylvania, Rhode Island, Vermont, Delaware.

SOUTHEASTERN REGION (13)

Alabama, District of Columbia, Florida, Georgia, Kentucky, Louisiana, Maryland, Mississippi, North Carolina, South Carolina, Tennessee, Virginia, West Virginia

WESTERN REGION (13)

Alaska, Arizona, California, Colorado, Hawaii, Idaho, Montana, Nevada, New Mexico, Oregon, Utah, Washington, Wyoming

MEMBERSHIP Refer to Bylaws, Article VIII, Section 2A

COMPOSITION Refer to Bylaws, Article VIII, Section 2A.1

RESPONSIBILITIES

Each member who accepts nomination for Board membership also accepts certain obligations and responsibilities. Board members, as representatives of their individual states, are obligated to report promptly to their state all action, which affects their state and local clubs. The only exception to this is in-house information, which shall be kept strictly confidential.

GENERAL DUTIES

A member of this Board must look beyond the point of view of the state federation to see the larger picture and the inter-relation of the many state federations. The Board Member serves as Liaison between the national and state federations, bringing the point of view of the state to the deliberation of the National Board and, in turn, helping to interpret the national plans and point of view to the state. To do this the Board member must attend the meetings of the Board and benefit from the discussion and thinking, which influence decisions.

LIAISON

Each member of the Board should become familiar with the Bylaws and the NFMC Standing Rules and Procedures and should keep the president of the state federation and members of that state Board informed of National Board action and policies affecting them, so that appropriate action may be taken for implementation at the state level.

ASSISTANCE WITHIN STATES

A National Board member should assist the officers and chairs of the represented state in promoting and advancing the National and State programs throughout the state. He/she should comply promptly with any specific directives given by the National President.

DUTIES OF STATE REPRESENTATIVES

Directors representing states should give to the Chair of the Council the names, addresses and contact information of their state presidents, whether new or re-elected, whenever there is an election of officers in their state. This information should include the date of assuming office.

REQUIREMENTS

Each member of the Board is required to obtain a copy of the current NFMC Manual, Bylaws and Standing Rules. These materials are available from the NFMC website.

ATTENDANCE

A member of the National Board of Directors should:

1. Attend each session of the Board. (The meetings of the Board at any National meeting together constitute a single session.)
2. Arrive in advance of the announced time of the first meeting.
3. Attend all meetings.
4. Remain until the session is adjourned.

ABSENCES

A Board Member who finds it impossible to attend a meeting of the Board must notify the Recording Secretary in advance, giving the reason for the absence. Lack of such notification shall be considered as an unexcused absence. **Refer to** Bylaws, Article VI, Section 2C

QUORUM

Twenty-five (25) members shall constitute a quorum for the transaction of business at any meeting of the Board of Directors

MOTIONS

All motions or nominations must be made in person by the member originating them. Absent members cannot sponsor motions or nominations by letter or telegram. Such messages will not be placed on the agenda. However, this does not preclude members present from sponsoring such a motion or nomination as their own.

NOMINATIONS Refer to Bylaws, Article VIII, Section 5B

MEETING TO ELECT OFFICERS Refer to Bylaws, Article VIII, Section 5F

PRESIDING OFFICER

The President in office shall preside at this meeting.

SECRETARY

If the incumbent Recording Secretary is not elected to continue on the Board, the President shall appoint a secretary for this meeting.

REGULAR MEETINGS Refer to Bylaws, Article VI, Section 2A

NOTICE OF MEETING

At least 30 days prior to any regular or special session, a written notice of such meeting shall be sent to each Board Member.

NOMINATION OF REGIONAL CHAIRS

The nomination of Regional Chairs may only be made by a Board member from within the specified Region. If no nominations are submitted, the President will appoint someone to fill that Regional Chairmanship.

EXCUSES FOR ABSENCE

Excuses for absent members shall not be presented during Roll Call but shall be acted upon under "New Business."

VACANCIES

If a vacancy is declared by the Board as a result of unexcused absences, the Recording Secretary shall immediately notify the Director of the action taken as provided in the Bylaws, Article VI, Section 2C. If a vacancy is declared by the Board as a result of unexcused absences, resignation or death of a State Representative, the Recording Secretary shall notify the state federation that another member may be elected to represent the state before the Board votes to fill vacancy.

OPEN MEETINGS Refer to Bylaws, Article VI, Section 2D

BYLAWS Refer to Article VI, Section 3A

OFFICE HOLDING LIMITATIONS

An individual may hold only one office or chairmanship, with the following exceptions:

- An individual holding a Division or Designated Chairmanship may also hold a Regional Chairmanship.
- A presidential appointee may also hold (an) additional position(s)
- Individuals may also serve on more than one committee.
- Individuals may hold more than one Regional Chairmanship.
- Neither term limits nor specializations shall be required for committee members.
- Restrictions for State Presidents-(Refer to Article XI, Section 7)
- One Chair for each of the following combined awards:
 - NFMC Armed Forces and Veterans Awards
 - NFMC Student/Collegiate Composition Awards
 - NFMC Music Therapy Awards
- A Regional Vice President may hold a Regional Chairmanship.

POST CONVENTION MEETINGS - ELECTIONS

The Board of Directors shall elect NFMC chairs of Divisions and Committees (see official listing on Section Pages E-5-14) except those specifically designated as appointments of the President (see Section Pages B-1-2) and those who serve ex-officio.

The Board shall elect:

1. Three (3) members of the Investments Committee, at least two (2) of whom shall be currently involved or retired from the business or financial community.
2. Chair of Investments.
3. Two (2) members of the Budget Committee.
4. One (1) member of the Fund for the Advancement of Musical Arts for a six-year term.
5. Chair and Vice-Chair of the Fund for the Advancement of Musical Arts.
6. Two (2) members of the National Headquarters Building Committee, except that in 1975 and every sixth year thereafter, only one member shall be elected.
7. Chair of the National Headquarters Building Committee.

APPOINTMENT CONFIRMATIONS

The Board shall confirm the President's appointments of:

1. Coordinator of Division Activities
2. Parliamentarian
3. All NFMC Representatives/Liaisons serving NFMC Awards as proposed by the C&A Chair

SET DATES

The NFMC President and NFMC Meeting Committee shall select dates and places for Conventions, NFMC Conferences, and for meetings of the Board of Directors. (6-2004)

REGISTRATION

The Board shall establish the amount of the Registration Fee for NFMC Biennial Conventions and NFMC Conferences.

USE OF OFFICIAL INSIGNIA The Board must authorize the use of the official insignia on all items intended for fundraising purposes which are to be purchased and sold by the individual Districts, states or clubs. (Refer to Bylaws Article X, Section 3B).

NFMC CONFERENCE ELECTIONS AND APPOINTMENTS

At each NFMC Conference, the Board shall elect the Nomination Committee for Members-at-Large and Officers. (See Bylaws, Article VIII, Section 3A and B and Pages I-16-17 of these Standing Rules for details.)

NOMINATION COMMITTEE FOR MEMBERS-AT-LARGE AND THE ELECTION OF MUSIC IN SONG CHAIR

The Music in Song Chair and the Nomination Committee for Members-at-Large and for Officers shall be elected.

YOUNG ARTIST PRESENTATION CHAIR

The Young Artist Presentation Chair shall be elected at the NFMC Conference and shall assume office at the beginning of the Biennial Convention, while being aided with the assistance of the outgoing Chair, in order to assure a smooth transition when the new Young Artists are selected. (6-8-11)

EXECUTIVE COMMITTEE

PERSONNEL Refer to Bylaws, Article VII, Section 1

RESPONSIBILITIES Refer to Bylaws, Article VII, Section 2A

FINANCIAL EMERGENCY POWER/AUTHORITY

The Executive Committee shall be given the power/authority to address situations of financial emergency (wars, depression, etc.) by lowering/ adjusting said payments in order to preserve the principal in each of the established awards. *(The power to make these adjustments is by cy pres, a legal term which means that such action was taken to protect the original intent of the donor.)*

MEETINGS

Executive Committee shall meet on call of the President.

QUORUM

A majority of members exclusive of Past National Presidents shall constitute a quorum for transaction of business by the Executive Committee.

PAST PRESIDENTS

All active Past National Presidents are automatically members of the Executive Committee but shall not be counted in establishing a quorum.

DUTIES

Included in the duties of the Executive Committee are the following:

1. To approve contracts and leases.
Exception: Convention/Conference contracts
2. To approve President's appointments of State News Editorial Chair and five members.
3. To approve the Specialized Fields (see Page A-8) in which Division and Committee Chairs may serve more than two consecutive terms.
4. To engage all major employees and to determine their compensations.
5. FAMA and National Headquarters Buildings (Refer to Bylaws, Article XV, Section 2D)
6. To approve all persons designated by the President to negotiate contracts and leases.
7. To allocate the income from the Agnes Fowler Fund.
8. To approve advertising recommendations from the Editorial Board.
9. To approve all vacancy appointments via vote

SPECIALIZED FIELDS Refer to Bylaws, Article XI, Section 6

Specialization approval by the Executive Committee shall be required for a chair to continue each two-year term over and beyond the limit of four consecutive years.

The following Chairs have been named by the donor or founder of the award and, as such, serve without term limits for as long as they wish in this capacity. The Executive Committee ratifies the Designated Chair holding the position.

For any reason, should a Designated Chair be unable to function, the following shall apply:

- The donor, or (a) family member(s), shall be contacted and given the opportunity to name a replacement.
- If a replacement is not forthcoming, the President shall then appoint a chair to be ratified by the Executive Committee, who shall serve only until the upcoming Biennial Convention, at which time a chair shall be elected by the Board and the award removed from the "Designated status".

DESIGNATED CHAIRS

1. Lynn Freeman Olson Composition Award...Lisa Smith
2. Lynn Freeman Olson Award in Piano Pedagogy...Naomi Sanchez
3. Wendell Irish Viola Award...Dr. George Keck
4. Herman and Mary Neumann Award at Miami University in Ohio....Chosen by the School
5. Dr. Ouida Keck Professional Development for the Independent Piano Teacher Award...
Dr. Elaine Brady
6. Composers Institute-Evelyn Sampson Award...Pat Grantier – Chair elected by NDFMC
7. Marilyn Caldwell Piano Awards...Linda Lind
8. Lana M. Bailey Piano Concerto Award for High School Senior...Lana M. Bailey
9. Carolyn Nelson Double Reed Award...Tim Baumann
10. Michael R. Edwards Graduating Senior Performance Award... Michael R. Edwards
11. Frances Nelson Tuba Award... Frances Nelson

PURPOSE Refer to Bylaws, Article XVII, Section 1

CHAIR Refer to Bylaws, Article XVII, Section 2

MEETINGS Refer to Bylaws, Article XVII, Section 3

ADVISERS

The Vice-Presidents in Charge of Regions shall be advisory members of the Council. They may attend all Council meetings, speak to all motions and shall receive all official communications and information concerning the Council.

MINUTES

A copy of the minutes of the Council meeting shall be filed in the offices of the National President, the Recording Secretary, and the Historian.

NOMINATING COMMITTEES

The names of the members of the Nominating Committees shall be sent out as an attachment to the minutes of the Council of State Presidents.