

NATIONAL FEDERATION OF MUSIC CLUBS

STANDING RULES AND PROCEDURES

The Bylaws of the National Federation of Music Clubs (Article VI, Section C 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 Chairman 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.

Revised and adopted by the Board of Directors
Revised 2009

**BOARD OF DIRECTORS
Continued**

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	The retiring Board and the incoming State Presidents shall meet together for the first Board meeting of the convention, at which time the Nominating Committee for Officers will present their slate of nominees. Following their presentation, floor nominations for just the elective officers may only be made by a Board member or the current State President. Nominations should include brief resumes of two minutes or less. Following this procedure, the State Presidents will be excused and the Board meeting resumed. (Bylaws, Article VIII, Section 5B)
MEETING TO ELECT OFFICERS	Immediately after the results of the general election at Biennial Conventions are announced, the newly elected Board of Directors and the State Presidents shall meet for the purpose of electing a President, First Vice-President, Vice-Presidents in Charge of Regions, a Recording Secretary and Treasurer. The elections shall be by ballot, if there are two or more nominees. If there is only one nominee, voting may be by voice vote. (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	<i>“The Board of Directors shall meet immediately before and after the Biennial Convention, at the Fall Session in the even numbered year, or on the call of the President.”</i> (Bylaws, Article VI, Section 2A)

BOARD OF DIRECTORS – MEETINGS
Continued**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 CHAIRMEN**

The nomination of Regional Chairmen 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

All NFMC Convention and Fall Session meetings shall be open to all Federation members, except where required by law. Observers may speak only upon recognition by the chair. (Bylaws, Article VI, Section 2D)

BOARD OF DIRECTORS - DUTIES

BYLAWS

The Board of Directors shall manage the affairs and funds of the Federation. (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 Department 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 and may hold more than one Regional Chairmanship.
- Neither term limits nor specialization shall be required for committee members.

POST CONVENTION MEETINGS - ELECTIONS

The Board of Directors shall elect chairmen of Divisions, Departments and Committees (see official listing on Section Pages E-4-13) 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. Chairman of Investments.
3. Two (2) members of the Budget Committee.
4. One (1) member from the field of Education for the Publications Committee.
5. One (1) member of the Fund for the Advancement of Musical Arts for a six year term.
6. Chairman and Vice-Chairman of the Fund for the Advancement of Musical Arts.
7. Two (2) members of the National Headquarters Building Committee, except that in 1975 and every sixth year thereafter, only one member shall be elected.
8. Chairman of the National Headquarters Building Committee.

BOARD OF DIRECTORS – DUTIES Continued

ELECTION OF CONVENTION COMMITTEE

Two years in advance, at the Biennial Convention, the Board shall elect the Convention Committee for the next Biennial. (See Section Page I-3 for details.)

APPOINTMENT CONFIRMATIONS

The Board shall confirm the President's appointments of:

1. Coordinator of Division Activities.
2. Parliamentarian.

SET DATES

The NFMC President and Planning Committee shall select dates and places for Conventions, Fall Sessions, and for meetings of the Board of Directors. (Wilmington, 2004)

REGISTRATION

The Board shall establish the amount of the Registration Fee for Biennial Conventions and Fall Sessions.

USE OF OFFICIAL INSIGNIA

The Board shall authorize items which may bear the official Federation Insignia. (Bylaws Article X, Section 3B).

FALL SESSION/ELECTIONS Nominating Committee for Members-at-Large

At each Fall Session, the Board shall elect the Nominating Committee for Members-at-Large. (See Bylaws, Article VIII, Section 3A and B and Section Pages I-16-18 of these Standing Rules for details.)

***Together We Sing* Chairman**

At each Fall Session, the Board shall elect a Chairman for *Together We Sing*, who shall not officially assume office until the conclusion of the Biennial Convention, in order that this work might proceed in a timely manner. (Indianapolis, 8-18-93; Denver, 8-10-08, Orlando, 6-3-09)

Young Artist Presentation Chairman

The Young Artist Presentation Chairman shall be elected at the Fall Session and shall assume office at the conclusion of the Biennial Convention. (Roanoke, 8-3-00)

EXECUTIVE COMMITTEE

RESPONSIBILITIES	The Executive Committee shall carry on necessary business of the Federation between meetings of the Board of Directors and any business referred to it by the Board. (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 our established awards. <i>(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.)</i>
MEETINGS	The 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 Pcounted in establishing a quorum.
DUTIES	Included in the duties of the Executive Committee are the following: <ol style="list-style-type: none"> 1. To approve contracts and leases. 2. To approve President's appointments of: <ol style="list-style-type: none"> (a) State News Editorial Chairman and five (5) members. (b) Chairman of the Arts Advocacy Department and any additional members to the Arts Advocacy Committee. 3. To approve the Specialized Fields (see Page A-11) in which Division, Department and Committee Chairmen may serve more than two consecutive terms. 4. To engage all major employees and to determine their compensations. 5. To fill vacancies on the Board of the Fund for the Advancement of Musical Arts, and in the National Headquarters Building Committee. (Bylaws, Article XV, Section 2D)

EXECUTIVE COMMITTEE
Continued

DUTIES
(Continued)

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.

EXECUTIVE COMMITTEE Continued

SPECIALIZED FIELDS

The President, with the approval of the Executive Committee, determines the areas of activity to be designated "Specialized Fields," in which a chairman may be eligible to continue beyond the limit of two consecutive terms. (Bylaws, Article XI, Section 5)

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

The following Specialized Fields were determined by the Board of Directors at the Biennial Convention in Orlando, Florida on June 3, 2009.

Finance Department Chairman – Dr. Ouida Keck
 Competitions & Awards Department Chairman – Dr. George Keck
 Office Chairman – Francis Christmann
 Historian – Eva Johnston
 Summer Music Centers Chairman – Melanie Perez
 Headquarters Chairman – Laurel Ince
 Sergeant-at-Arms Chairman – Charles Blaser
 Junior Keynotes Editor – Jean Moffatt
 Music for the Blind Chairman – Sharon Booker
 Festivals Chairman – Sandra Preysz
 Development Chairman – Linda King
 Senior Club Reporting & Evaluation Chairman – Patricia Boots
 Magazine Advertising Chairman – Anne Adams
 Tax Exempt Chairman – Duane Langley
 Alpha Corinne Mayfield Opera Chairman – Margaret Ulmer

EXECUTIVE COMMITTEE Continued

The following Chairmen 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 Chairman holding the position.

For any reason, should a Designated Chairman 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 chairman to be ratified by the Executive Committee, who shall serve only until the upcoming Biennial Convention, at which time a chairman shall be elected by the Board and the award removed from the "Designated status.

DESIGNATED CHAIRMEN

1. NFMC Ellis Duo Piano Competition Policies/Awards Chairman....Francis Christmann
2. NFMC Ellis Duo Piano Competition Vice-Chairman....Rheba King
3. Rose Fay Thomas Fellows Chairman....Mary Prudie Brown
4. Rose Fay Thomas Fellows Vice-Chairman....Edith Kirkpatrick
5. Lynn Freeman Olson Composition Awards....James Schnars
6. Lynn Freeman Olson Award in Piano Pedagogy....James Schnars
7. Gretchen E. Van Roy Scholarship in Music Education....Rose Suggs
8. Thelma A. Robinson Award in Conducting....President of Conductor's Guild
9. Wendell Irish Viola Award Chairman....Dr. George Keck
10. Joyce Walsh Junior Disability Awards....Anita Blackmon
11. Lucile Parrish Ward Brevard Music Center Award....Elizabeth Paris
12. Claire Ulrich-Whitehurst Piano Award....Claire Frances Whitehurst
13. Ruth Morse Wilson Handbell Choir Award....Carole Langley
14. Herman and Mary Neuman Award at Miami University in Ohio....Chosen by the School
15. Dr. Ouida Keck Professional Development for the Independent Piano Teacher Award....Laurel Ince
16. Christmann Debut Recital....Francis Christmann
17. Evelyn Sampson Award for Junior Composers Institute....Gordon Maier
18. Elizabeth Paris Award for French Horn....A. Robert Johnson

COUNCIL OF STATE PRESIDENTS

PURPOSE	There shall be a Council comprised of the Presidents of State Federations, organized for the purpose of discussing state activities and the correlation of state and national work. (Bylaws, Article XVII, Section 1)
CHAIRMAN	The Council shall be under the direction of a Chairman elected by the Board of Directors as provided in Article VIII, Section 6A, who shall automatically become a member of the Board. A Vice-Chairman and a Secretary shall be elected by and from the members of the Council. (Bylaws, Article XVII, Section 2)
MEETINGS	Sessions of the Council shall be called in connection with the Biennial Convention and the fall meeting of the Board of Directors. (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 COMMITTEE	The names of the members of the Nominating Committee shall be sent out as an attachment to the minutes of the Council of State Presidents.

DUTIES OF OFFICERS - PRESIDENT

APPOINTMENTS

The President shall appoint:

1. American Festival Chorus Director, Assistant/Accompanist and Librarian
2. Arts Advocacy Department Chairman. (Five members, one from each Region shall be appointed to the Arts Advocacy Committee by the Chairman, with the approval of the President). Additional members may be appointed to the Committee by the President in consultation with the Chairman.
3. Bylaws and Rules Committee chairman and at least two (2) other members, all three of which shall be chosen from the Board of Directors.
4. Chaplain
5. Citations Chairman
7. Corresponding Secretary
8. Dance Awards Consultant
9. Development Committee Chairman and Committee
10. Directory Chairman
11. Founders' Day Chairman
12. Finance Committee – two (2) members from the Board of Directors
13. Fund for Awards Honoring Past National Presidents Chairman and Committee
14. Historian
15. International Music Relations Committee
16. National Affiliates Chairman
17. Nominating Committee Chairman and Secretary from those elected by the Board to serve on that Committee
18. Office Committee Chairman (chosen from the Board of Directors) and two (2) members
19. Policy Resolutions Chairman (traditionally the 1st VP) and Committee
20. Printing Chairman
21. Protocol Chairman and seven (7) Committee members
22. Public Relations Department Committee
23. Publications Chairman and Vice-Chairman
24. Sergeants-at-arms Chairman and Vice-Chairman
25. United Nations Representative and Deputy
26. Young Artist Category Chairmen
27. Convention Appointments
28. Photography Chairman
29. Seven members, who may or may not be members of the Board of Directors, five of whom shall be selected by geographical locations, one for each Region, to serve on the Nominating Committee for Officers. From this committee, The President shall name the Chairman and Secretary.

DUTIES OF OFFICERS-PRESIDENT Continued

FINAL ISSUE – MC MAGAZINE OUTGOING PRES.

A portion of the issue of *Music Clubs Magazine* published immediately following the Biennial Convention at which a change of Presidential administrations occurs, shall include: Articles and photos selected by the outgoing President which cover events during or related to his/her administration; a summary of accomplishments of the outgoing President during his/her term in office; and a report and photographs of the final Biennial Convention of his/her Presidency. These articles will be edited and written by the outgoing President or (a) person(s) designated by him/her.

FINANCIAL DUTIES

The President and Treasurer are the authorized signatories for any financial transaction of NFMC and one of their signatures is required for deposit or withdrawal of amounts up to \$100,000. For amounts exceeding \$100,000, both of their signatures are required. The Recording Secretary shall certify to any party requiring such signatures that this action was taken by the Board of Directors.

No expenses which have exceeded the budget shall be paid without the approval of a committee of three, the President, Treasurer and Chairman of Finance.

PRESIDENTIAL EXPENSES ALLOTMENT

The Presidential expenses allotment shall be paid in equal monthly installments beginning the month of his/her installation, with the final allotment check being paid the month prior to his/her retirement from office.

VP, NATIONAL MUSIC COUNCIL

By tradition, the NFMC President serves as Vice-President of the National Music Council.

CORRESPONDENCE AND FILES

PERSONAL COMMENTS

Correspondence written in the name of the Federation should be kept strictly impersonal and to the point. Any comments of a personal nature should be on a separate sheet of paper and should not be included in the Federation files.

In this way copies of the correspondence can always be passed on for future information. Such information belongs to the Federation, not to the individual personally.

FILE COPIES

A copy of official correspondence should be made and retained.

If correspondence is of a policy nature, the President should receive a copy for his/her information.

FILING SYSTEM

Every individual, whether officer or chairman, has an obligation to keep all materials received in the name of the Federation in a file readily available for reference and information.

Usually materials logically fall into one of three categories:

1. File of materials received from predecessor.
2. Materials of permanent or policy nature.
3. Materials of current interest only.

Material should be filed as soon as it is received, in order to be easily found when needed.

A copy of the NFMC Standing Rules and Procedures is an important part of every file. It is the responsibility of each individual to keep his/her copy up-to-date per instructions on **Section Page A-1**, of this document.

Members of the Board of Directors should file a copy of the minutes of meetings.

DIVISIONS, DEPARTMENTS AND DOMMITTEES
Continued

SERVING ALL DIVISIONS

AMERICAN MUSIC DIVISION

The Division includes chairmen of activities for the promotion and performance of American Music and awards for such activities.

Division Chairman (*Division Chairman serves)
Parade of American Music Awards:

*Professor Rudolf R.A. Schramm Awards
 For Clubs – November

*NFMC/ASCAP Award for Year Round Promotion
 of American Music by Clubs

Five Regional Chairmen (Serve both above)

*Educational Institutions Annual Award

- For Colleges and Universities
- High School Award

*Awards Program for Summer Festivals

*American Music Award for Junior Clubs (Beyer)

American Festival Chorus

Director

Assistant to the Director/Accompanist

Librarian

American Music Showcase Chairman

American Women Composers Chairman

Folk Music Chairman

ARTS DIVISION

The Division includes chairmen of activities for the promotion and performance of creative arts activities (not limited to American music) and awards for such activities.

Division Chairman

Chamber Music Department Chairman

NFMC Centennial Chamber Music Award

Crusade for Strings Department Chairman

International Music Relations Department
 Chairman & Committee

Music in Poetry Department Chairman

Five Regional Chairmen

Music in Schools & Colleges Department
 Chairman

Five Regional Chairmen

DIVISIONS, DEPARTMENTS AND COMMITTEES
Continued

ARTS DIVISION (Continued)

Music Service in the Community Department

Chairman & of Choral Music

Together We Sing Chairman

Music Outreach Chairman

Club and Individual Awards

Sacred Music Chairman

National Music Week Department Chairman

Five Regional Chairmen

National Music Week Essay Contest

North & South Central/Western Chairman

Northeastern/Southeastern Chairman

Opera Department Chairman

Chairman of Alpha Corinne Mayfield Opera Award

Five Regional Chairmen

FINANCE DIVISION

The Division formulates policies and prepares income and expenditure recommendations to present to the Board of Directors and Executive Committee, as required, including budgeting, investments, fund raising and award proposals.

Division Chairman

Budget Chairman

Committee

Development Program Chairman

Committee

Finance Chairman – Division Chairman serves

Committee

Founders' Day Chairman

Fund for the Advancement of Musical Arts

(FAMA) Chairman

Vice-Chairman

Committee

Fund for Awards Honoring Past National

Presidents Chairman

Committee

Insignia Chairman

DIVISIONS, DEPARTMENTS AND COMMITTEES
Continued

FINANCE DIVISION (Continued)

Investments Committee Chairman
Committee
Memorial & Recognition Fund Chairman
Past Presidents Assembly Chairman
Rose Fay Thomas Fellows Chairman
Vice-Chairman
Tax Exemption Chairman

PUBLIC RELATIONS DIVISION

The Division includes editorial and promotional oversight for activities involving public relations with members and general media and awards for participation in such activities.

Division Chairman

Public Relations Chairman
Committee
Radio/Television
Eastern Representative – NE/SE Regions
Western Representative – NC/SC/W Regions
Citations Chairman
Internet Chairman
Photography Chairman
Television Chairman
Publications Department Chairman
Vice-Chairman
Committee
Printing Chairman
Magazine & Literature Promotion Chairman
State News Editorial Chairman
Editorial Board (5 Members)
Advertising Chairman
Circulation Chairman
JUNIOR KEYNOTES Magazine
Editor/Chairman
MUSIC CLUBS MAGAZINE
Editor/Chairman

DIVISIONS, DEPARTMENTS AND COMMITTEES
Continued

COMPETITIONS & AWARDS DIVISION

The Division includes awards administered by various chairmen. Awards with age requirements specifically within the limits of the Student/ Collegiate and Junior Divisions are under the jurisdiction of those Divisions. All Award chairmen are included in the Competitions and Awards Board.

Division Chairman

Competitions Board: All Awards Chairmen (Pg. F-4)

Adult Awards

Ouida Keck Award-Professional Development for the Independent Piano Teacher/**Annual**

NFMC Veterans Awards/Annual

Chairman

American Music U.S. Armed Forces Composition Award

Anne Gannett Award for Veterans

Lucile Parrish Ward Veteran's Award

Adult Composition Awards

Emil & Ruth Beyer Composition Awards
Chairman/**Annual**

Glad Robinson Youse Adult Composers Contest Chairman/**Biennial**

Adult Performance Awards

Alpha Corinne Mayfield Opera Award
Chairman/**Biennial**

NFMC Centennial Chamber Music Award/**Annual**
Chairman

NFMC Ellis Competition for Duo-Pianists/**Biennial**
Policies & Awards Chairman

Vice-Chairman

Promotion Chairman

Auditions Chairman

Auditions Committee

Thelma A. Robinson Award in Conducting
Chairman/**Biennial**

Ruth Morse Wilson Handbell Award Chairman/
Annual

Vivian Menees Nelson Music Award for the Disabled & Visually Impaired Chairman/**Annual**

Young Artist Department/Biennial

Chairman (includes Chairman of Auditions & Baiz/Sweeney International Music Awards)
Committee

DIVISIONS, DEPARTMENTS AND COMMITTEES
Continued

COMPETITIONS & AWARDS DIVISION (Continued)

Young Artist Department (Continued)

Category Chairmen for:

Woman's Voice, Man's Voice, Piano and Strings

Young Artist Presentation Chairman

Committee (the 5 Regional VP's)

Christmann Debut Recital Chairman

Student/Collegiate Awards (see

STUDENT/COLLEGIATE DIVISION)

Summer Music Center Awards/Annual

Department Chairman

Summer Music Center Representatives for:

Aspen School of Music

Brevard Music Center (Rose Thomas Smith)

Lucile Parrish Ward Brevard Music Center
Award

Chautauqua Music School

Chautauqua Music School, Eleanor
Pascoe Award in Voice

Peg Bryan Award to Chautauqua

Eastern Music Festival

Idaho Federation of Music Clubs

Gwladys Comstock Award

Inspiration Point Fine Arts Center (IPFAC)

IPFAC, Mary Prudie Brown Music
Education Award

Interlochen Arts Academy (Herman & Mary
Neuman Award)

International Music Camp (Jardine)

Junior Composers Institute

Evelyn Sampson Award

Kneisel Hall (Miller)

Marrowstone Music Festival

Meadowmount School

Music Academy of the West

Ravinia Music Festival (Smith)

Rocky Ridge Music Center

Santa Fe Opera

Sewanee Music Center (Coult)

Simpson College/Orpheus Festival (Abild)

Stephen Collins Foster Music Camp (Muir)

Walden School

Junior Awards (see JUNIOR DIVISION)

DIVISIONS, DEPARTMENTS AND COMMITTEES
Continued

MEMBERSHIP & EDUCATION DIVISION

The Division includes extension activities for recruiting and retaining members and educational projects to enhance club program planning and evaluation, orientation and leadership training.

Division Chairman

Membership Extension Department Chairman &
Chairman of Senior Organizations
Committee
Chairman of Student/Collegiate Organizations
(Student/Collegiate Division Chairman serves)
Chairman of Junior Organizations
(Junior Division Chairman serves)
Chairman of Individual Memberships
Chairman of National Affiliates
Senior Course of Study & Program Planning
Chairman
Yearbook Chairman
Senior Club Reporting & Evaluation Chairman
Senior Orientation & Leadership Training Chairman

STUDENT/COLLEGIATE DIVISION

The Division coordinates the promotion and performance activities for student age members, and awards within those age groups.

Division Chairman

Student/Collegiate Auditions

Chairman of Student/Collegiate Auditions
(includes Supplemental Awards)

Student/Collegiate Audition Awards/Biennial

Annie Lou Ellis Awards in Piano
Janice Clarkson Cleworth Award in Piano
Ruby Simonds Vought Awards in Organ
Hazel Hefner Becchina Award in Voice
Louise L. Henderson Award in Violoncello
Violet Lang Award in Violin honoring Dr.
Barbara Irish
Virginia Peace Mackey-Althouse Award in
Woman's Voice
Irene S. Muir Awards in Woman's Voice
Irene S. Muir Awards in Man's Voice
Josef Kaspar Awards in Violin
Louise Oberne Awards in Strings
Thor Johnson Awards in Strings

DIVISIONS, DEPARTMENTS AND COMMITTEES
Continued

Student/Collegiate Audition Awards/Biennial
(Cont'd.)

Lawrence Foster Awards in Violoncello
 Josephine Trott Award in Strings
 Barbara M. Irish Awards in Harp
 Marie Morrissey Keith Award – Orchestral
 Woodwinds
 Marie Morrissey Keith Award – Orchestral Brass
 Agnes Fowler/Mary V. Thiesen Awards in
 each classification
 Lucille Heimrich Award for Guitar and Percussion

Student/Collegiate Awards for the Blind/Annual

Hinda Honigman Award for the Blind
 Chairman
 Music for the Blind Composition Awards
 Chairman (Also serves as Chairman for the
 Blind Awards in the **JUNIOR DIVISION**)
 Five Regional Chairmen

Student/Collegiate Composition Awards/Annual

Marion Richter American Music Composition Award
 NFMCC Young Composers/Nadworney/Hatz
 Composition Awards

Student/Collegiate Music Education
Awards/Scholarships

Myrtle Mehan/Hazel Morgan Music Education
 Scholarship Chairman/**Annual**
 Herman & Mary Neuman Award at Miami
 University in Ohio Chairman/**Annual**
 Gretchen E. Van Roy Scholarship in Music
 Education Chairman/**Annual**

Student/Collegiate Special Awards/Biennial

Elizabeth Grieger Wiegand Music of the Faiths
 Award Chairman/**Biennial**
 Lynn Freeman Olson Composition Awards
 Chairman/**Biennial**
 Lynn Freeman Olson Award in Piano
 Pedagogy Chairman/**Biennial**
 Virginia Allison Collaborative Award/**Biennial**
 Chairman

DIVISIONS, DEPARTMENTS AND COMMITTEES
Continued

Student/Collegiate Music Therapy Awards/All Annual

Music Therapy Chairman (Chairman serves*)
 *Dorothy Dann Bullock Music Therapy Award
 *NFMC/Carey Wilson Music Therapy Award
 *Ruth B. Robertson Music Therapy Award

Student/Collegiate Performance Awards/Annual

Ernest A. Bluhm Flute Award
 Herman & Mary Neuman Award for the Music
 Division of the National Arts Club
 Elizabeth Paris Award in French Horn
 Oscar Valentin Award in Violin Solo

Summer Music Center Awards

(See **COMPETITIONS & AWARDS DIVISION**)

JUNIOR DIVISION

The Division coordinates the promotion and performance activities for Junior age members, and awards within those age groups.

Division Chairman

Club Rating & Achievement Records
 Chairman
 Festivals Bulletin Editor/Chairman
 Festivals - Junior & Adult
 NFMC Festivals Chairman
 Five Regional Chairmen
 Festivals Committee
 Festival Cup Award Chairman
 Improvisation Chairman
 Theory Tests Chairman

Junior Composition Awards/Annual

Junior Composers Chairman
 Five Regional Chairmen for Class I, II, III & IV
 Oscar Valentin Regional Awards
 Lynn Freeman Olson Composition Awards
 Chairman/**Biennial**

Junior Performance Awards

Dance Department Chairman & NFMC Award
 Chairman/**Annual**

DIVISIONS, DEPARTMENTS AND COMMITTEES
Continued

Junior Performance Awards (Continued)

Thelma A. Robinson Award in Ballet/**Biennial**

Chairman

Consultant

Five Regional Chairmen

Mary Alice Cox Awards in Cello and Double Bass/
Annual

Chairman

Wendell Irish Viola Award Chairman/**Annual**

Chairmen: Central Regions, NE, SE & W

Herman & Mary Neuman Award at

Interlochen Arts Academy/**Annual**

Stillman-Kelley Awards & Thelma Byrum Award

Chairman/**Annual**

Claire Ulrich Whitehurst Piano Award/**Biennial**

Chairman

Marilyn Caldwell Piano Award Chairman/**Annual**

Junior Composition Award for the Handicapped

Music for the Blind Composition Award (Fowler)

Annual

Chairman

Junior Performance Awards for the Handicapped

NFMC Music for the Blind Performance Awards

Chairman/**Annual** (Valentin and NFMC)

Five Regional Chairmen

Benzinger/Valentin Music for the Blind

Performance Awards/**Annual**

Chairman

Five Regional Chairmen

Joyce Walsh Disability Awards/**Annual**

Chairman

Junior Awards/Annual

Angie Greer Junior Music in Poetry Awards/**Annual**

Chairman

National Music Week Essay Contest Awards/**Annual**

Two Regional Chairmen – NE-SE/NC-SC-W

Summer Music Center Awards

(See **COMPETITIONS & AWARDS DIVISION**)

DIVISIONS, DEPARTMENTS AND COMMITTEES
Continued

ADMINISTRATION DIVISION

The Division includes the areas of regulations and policies governing the NFMC, the management of the National Headquarters and responsibilities of official personnel.

Division Chairman (The NFMC President serves)

Arts Advocacy Department Chairman

Vice-Chairman

Arts Advocacy Committee (Dept. Chmn. chairs)

One member from each Region

Appointed members

All PNP's ex officio members

Bylaws & Rules Chairman

Committee

Policy Resolutions Chairman

Committee

Protocol Chairman

Vice-Chairman

Committee

Sergeants-at-Arms Chairman

Vice-Chairman

Committee

National Headquarters Building Chairman

Committee

Personnel – Under the direct supervision of the President

Chairman of the Council of State Presidents

Coordinator of Division Activities

Chaplain

Corresponding Secretary

Directory Chairman

Historian

Office Chairman

Committee

Parliamentarian

Representatives for John F. Kennedy Center

Committee: All PNP's

Representative to the United Nations

Deputy Representative to the U.N.

DEPARTMENTS AND COMMITTEES - CITATIONS
Continued

DEADLINE	The deadline for submitting nominations for Citations shall be November 15 of the odd numbered year.
ATTENDANCE REQUIRED	No NFMC or Presidential Citation shall be presented unless the recipient can be present to receive it.
PROCEDURES	Procedures for submitting nominations shall be outlined in the Plan of Work by the Chairman.
QUALIFICATIONS OF NOMINEES	Nominees must have achieved nation-wide prominence through distinguished service to the cultural, musical and artistic life of the nation, whether it be in the areas of performance, promotion, impresario, artistic manager, composers or authors. Officers and chairmen of the National or of a State Federation are not eligible for consideration during their term of office.
SELECTION	The selection of the organizations and individuals to receive Citations in Class I shall be made by a panel of three judges selected by the Citations Chairman and approved by the President.
USE OF THE WORD "CITATION"	Only those citations voted by the National Board or Citations Chairman or presented by the President as a Presidential Citation shall use the word "citation" in the title of the award. Any other recognition such as awards presented by a department or a chairman shall omit the use of the word "citation" in the title of the award.

**STANDING RULES/BOARD ACTION
AWARDS/ DATES OF ORIGIN AND
SOURCE OF FUNDING
Continued**

ANNUAL STUDENT/COLLEGIATE AWARDS

Student/Collegiate Composers Competition

NFMC Young Composers/Nadworney/Hatz Composition Awards

(In 2007, the following were merged into the above award:)

Marion Morrey Richter American Music Composition Award, 1997	Richter Legacy
Victor Herbert Young Composer Awards, 1972	NFMC and Beyer Endowment
Class IV Devora Nadworney Awards 8-22-69	Endowed by her gift of stocks
Hinda Honigman Award for the Blind 4-18-71	PNP Fund Endowment
Music for the Blind Award in Composition 8-25-69	NFMC and Oscar Valentin Endowment
Dorothy Dann Bullock Music Therapy Award, 4-5-73	PNP Fund Endowment
The two Music Therapy Awards in parentheses below were combined and re-named:	
NFMC/Carey Wilson Music Therapy Award, 2004 (first given 2006)	Funded as below
(NFMC Music Therapy Awards, 1968)	NFMC
(Carey Wilson Music Therapy Award)	Carey Wilson Estate
(8-06-03 - first given 2005)	
Ruth B. Robertson Music Therapy Award, est. 1950, endowed 1985	Funded by Ruth B. Robertson Endowment
Gretchen E. Van Roy Music Education Scholarship, 8-87	Endowed, Gretchen E. Van Roy
Myrtle Mehan/Hazel Morgan Music Education Scholarship, 1997	Myrtle Mehan and Hazel Morgan Legacies
Herman and Mary Neuman Award for Miami University (Ohio) in Voice or Strings, 1998	Neuman Legacy
Herman and Mary Neuman Award for The Music Division of the National Arts Club, New York, N.Y., 2-96	Neuman Legacy

ACTION	STANDING RULES/BOARD
AND	AWARDS/DATES OF ORIGIN
	SOURCE OF FUNDING
	Continued

ANNUAL JUNIOR AWARDS (Continued)

Interlochen Arts Academy, 2-96	Herman and Mary Neuman Legacy
Angie Greer Music in Poetry Awards, 5-27-01 (Award name change, 6-27-05)	Funded by Festival fee increase
Mary Alice Cox Award in Cello and Double Bass, 8-10-03; Awarded first 2004	Funded by Festival fee increase & Mary Alice Cox Endowment (6-22-05)
NFMC National Music Week Essay Contest	Funded by NFMC and Agnes Fowler Fund
Marilyn Caldwell Piano Award, 6-7-09	Funded by the Junior Division and a monetary gift from Marilyn Caldwell

CONVENTION/FALL SESSION RESPONSIBILITIES

NFCM EXPENSES

Rev. June 2009

Citations (Printing and Framing, Travel & Hotel Expenses)
(Exception: If the Citations recipient is a featured speaker/performer, travel & hotel expenses shall be paid by the host state.
Convention/Fall Session Photographer
Parliamentarian Expenses (No registration fee is required) Expenses exceeding the \$1500 budgeted allocation must be approved by the President.
Administrative Manager Expenses (No registration fee is required) Expenses exceeding the \$1500 budgeted allocation must be approved by the President.
Shipment of Browse 'n Buy materials (plus State Flags for Conventions)
Memorial Service Programs (Maximum \$75 contribution)
Registration fees, Scheduled Convention/Fall Session Meals, and Tours (that include meals) for NFCM President and spouse
Registrations for Past National Presidents and spouses
Election Day continental breakfast for the Elections Committee (Convention year)
Young Artist Competition expenses - including competition piano expenses (Competition Year)
Ellis Duo Winners' travel/hotel/meal expenses – A Performance Fee is not paid for Young Artist competition winners in the competition year.

CONVENTIONS/CREDENTIALS COMMITTEE

COMPOSITION

The Treasurer shall be the chairman of the Credentials Committee. Additional members of the Committee shall be appointed by the President three months prior to the convention.

OBTAINING CREDENTIALS

Voting Credentials may be obtained by either mail or e-mail from the NFMFC Treasurer by following the instructions on the form provided in the Call to Biennial Conventions or Fall Sessions.

QUALIFIED VOTERS (Bylaws, Article V, Section 3)

Qualified voters are members of the Board of Directors; appointed officers who are not members of the Board; Division, Departmental and Committee Chairmen; State Presidents or their alternates; Senior Individual members; Presidents of National Affiliate organizations or their alternates; and elected delegates from each organization holding active membership in the Senior or Student/Collegiate Divisions; and one Counselor to represent each active organization in the Junior Division.

CONVENTIONS – NOMINATING COMMITTEES

QUALIFICATIONS FOR NOMINATION TO AN NFMC ELECTIVE OFFICE

In order to be considered for nomination as an officer (President, First Vice-President, Vice-Presidents in charge of each of the Five Regions and Recording Secretary), one does not need to be a current NFMC Board member, but must have served two terms (4 years) on the Board prior to being nominated. (Article VIII, Section 1)

APPOINTMENT OF NOMINATING COMMITTEE FOR OFFICERS

The President shall appoint seven members who may or may not be members of the Board of Directors, five of whom shall be selected by geographical locations, one for each Region. From this committee, the President shall name the Chairman and Secretary.

“At the Fall Session in the even numbered years, a Nominating Committee for Officers shall be appointed by the President to submit names for a slate of officers, i.e., President, First Vice-President, Vice-Presidents in Charge of each of the Five Regions, Recording Secretary and Treasurer.” (Article VIII, Section 3B)

ELECTION OF NOMINATING COMMITTEE FOR MEMBERS-AT-LARGE

At the Fall Session of the Board of Directors in the even numbered year, a Nominating Committee for Members-at-Large of seven (7) members shall be elected. The Board shall elect seven members who may or may not be members of the Board of Directors, five of whom shall be selected by geographical locations, one for each Region. From this committee the President shall name the Chairman and Secretary. (Article VIII, Section 3A, 1 and 2)

ELECTION OF STATE REPRESENTATIVES

Each qualified State Federation shall elect one person to serve as a Director from that State for a two-year term. Provisions shall be made in the Bylaws of the State Federation for the method of the election of this Representative. *No person shall serve as the President of a State Federation and as a State Representative on the National Board of Directors at one and the same time.*

CONVENTIONS – NOMINATING COMMITTEES

Continued

ELECTION OF STATE REPRESENTATIVES (Continued)

Each State shall send the name of its elected Representative, together with qualifications and assurance of willingness to serve, to the Chairman of the Nominating Committee for Members-at-Large. Such names and qualifications shall be submitted to the Committee on or before the deadline of December 1 in the even numbered year.

Failure of any Qualified State Federation to send this information before the deadline of December 1 shall be deemed a waiver of right to elect, and the power of election of such state shall be transferred to the Nominating Committee for Members-at-Large, who shall fill such vacancy with nomination for Members-at-Large, who shall fill such vacancy with nomination for an at-Large member, to be selected from such state when feasible. (Article VIII, Section C, 1, 2 and 3)

NOMINATING COMMITTEE FOR MEMBERS-AT-LARGE

The Nominating Committee for Members-at-Large shall confirm the elections furnished by the Qualified States for State Representatives, and shall make sufficient nominations for Members-at-Large to bring the total nominations to forty-one (41). (Article VIII, Section 3E, 1)

NOMINATIONS FOR MEMBERS-AT-LARGE

Suggestions for possible nominees for Members-at-Large may be sent to said Nominating Committee by any member or organization. Such names, with qualifications, must reach the Committee before December 1 in the even year. The Nominating Committee shall give careful consideration to all suggestions, but the final power of nomination for all Members-at-Large and Directors for any state which failed to elect a representative shall be vested in the this Committee. (Bylaws, Article VIII, Section D, 1 and 2)

ELIGIBILITY FOR REPRESENTATION ON BOARD OF DIRECTORS

A State Federation of three or more Active Senior Clubs which paid membership dues for the fiscal year by the postmarked deadline of December 1 in the even year prior to the Biennial Convention shall be known as a Qualified State and shall be entitled to representation on the National Board of Directors. One representative shall be elected by

CONVENTIONS – NOMINATING COMMITTEES

Continued

ELIGIBILITY FOR REPRESENTATION ON BOARD OF DIRECTORS (Continued)

each Qualified State as provided in Article VIII, Section 3C. Each state shall provide in its own Bylaws for the method of electing its representative. (Bylaws, Article IV, Section 2B)

(Note: A clarification of “Active Senior Club” to determine eligibility for State representation on the Board was adopted by the NFMC Board in its meeting of August 18, 1975, Los Angeles, California as follows: “For the purpose of determining state representation on the Board of Directors, an Active Senior Club is any organization federated as an active member paying annual per capita dues on all classes, with a minimum of \$20.00. This statement was not retroactive but applies to all future state representation.)

OVERLAPPING TERMS

A State President whose term of office expires, or who intends to resign such office before July 1 in the year of the National election, shall be eligible to serve as a State Representative or a Member-at-Large on the Board of Directors.

REPORTS TO OFFICERS BY NOMINATING COMMITTEES

Not later than February 15, both Nominating Committees shall report a complete slate to the President and the Recording Secretary, who shall check the report to verify its conformity with the provisions of the Bylaws. A copy of the report, including qualifications of each nominee for the slate of officers and Members-at-Large, shall be sent with the Call to Convention to all organizations and individuals entitled to vote at the Convention. (Bylaws, Article VIII, Section 3E, 2)

This report shall list elected State Representatives in alphabetical order by states and nominees for Board Members-at-Large alphabetically by last names. **NO NAMES SHALL BE PLACED IN NOMINATION WITHOUT THE CONSENT OF THE NOMINEE.**

COPIES OF BOARD NOMINEES/OFFICERS AND MEMBERS-AT-LARGE

The Chairman of each Nominating Committee shall present to the National Recording Secretary the Chairman’s office copy following their individual reports to the Convention.

CONVENTIONS – NOMINATING COMMITTEES

Continued

VACANCY ON SLATE

If, after the report of the Nominating Committee for Members-at-Large has been sent to the President, a nominee withdraws, said Nominating Committee shall select another nominee to complete the slate so that when the report is read at the Convention there will be one nominee for each position to be filled.

REPORT TO CONVENTION

The report of the Nominating Committee for Members-at-Large shall be read on the first day of the business session of the Convention, at which time further nominations for Members-at-Large may be made from the floor. (Bylaws, Article VIII, Section 4A)

PERSONNEL ELIGIBLE TO VOTE FOR OFFICERS

Board members and incoming State Presidents, with previous consultation with the outgoing State President, shall be eligible to vote for NFMC officers. (Bylaws, Article VIII, Section 5A)

ADDITIONAL NOMINATIONS FOR OFFICERS

The retiring Board and the incoming State Presidents shall meet together for the first Board meeting of the convention, at which time the Nominating Committee for Officers will present their slate of nominees. Following their presentation, floor nominations for just the elective officers may only be made by a Board member or the current State President. Nominations should include brief resumes of two minutes or less. Following this procedure, the State Presidents will be excused and the Board meeting resumed. (Bylaws, Article VIII, Section 5B)

ELECTION OF OFFICERS

The newly elected Board (the State Representatives, the Past National Presidents, and the newly elected Board Members-at-Large) shall meet with the incoming State Presidents immediately following the election of the Members-at-Large to elect a President, a First Vice-President, five Vice-Presidents in Charge of Regions, a Recording Secretary, and a Treasurer. The elections shall be by ballot, if there are two (2) or more nominees. If there is only one nominee, voting may be by voice vote. (Bylaws, Article VIII, Section 5F)

STANDING RULES/BOARD ACTION CONVENTIONS/FALL SESSIONS/MEETINGS

NEWS RELEASES/ CHANGE OF PRESIDENTS

Preparations of news releases shall be planned so that no news releases in the name of a retiring National President will be distributed after a new President has been installed.

WINNERS ON YOUTH DAY PROGRAMS

Only first place winners in the Junior and Student/Collegiate events shall be invited to appear on Youth Day programs at National meetings. (New York, 4-67)

SALES OF ITEMS

No sales or announcement of sales, including sale of decorations, shall be made from the podium during any meal event at any meeting of the NFMC. (Long Beach, 8/16/87)

ELECTIONS/FALL SESSION

The *Together We Sing* Chairman and the Nominating Committee for Members-at-Large and the Nominating Committee for Officers shall be elected at the Fall Session. However, the "TWS" Chairman shall not officially assume office until the close of the Biennial Convention. (Indianapolis, 8-18-93, Denver, 8-10-08, Orlando 6-5-09)

The Young Artist Presentation Chairman shall be elected at the Fall Session and shall assume office at the close of the Biennial Convention. (Roanoke, 8-3-00)

HOSTING OF CONVENTIONS/ FALL SESSIONS

Several States, District or Region may host a convention or Fall Session. (Roanoke, 8-5-00)

REPRESENTATION OF STATE PRESIDENTS AT NATIONAL MEETINGS

A State Federation shall be represented at meetings of the NFMC by the State President, whether outgoing or incoming, as determined by the State Federation. The State Federation may also elect an alternate and may determine the State's Representation at NFMC banquets honoring State Presidents. (Bylaws, Article IV, Section 2A)

OPEN MEETINGS

All NFMC Conventions and Fall Session meetings shall be open to all Federation members, except where required by law. Observers may speak only upon recognition by the chair. (Bylaws, Article VI, Section 2D)

STANDING RULES/BOARD ACTION MEMBERSHIP DUES

Except where exceptions are specifically noted, all dues quoted are for the **National Federation portion only**. A State Federation's organizational dues are set up in State Bylaws. The following are the classifications and definitions of **National only**. It is left up to the individual states and local organizations to determine their membership terminology, their dues as to their extended membership, etc.

SENIOR MEMBERSHIP DUES

Organization Members

- All **Senior Organization** members shall pay annual NFMC dues for all dues paying members, regardless of club-designated membership terminology. Senior Organization federated members shall pay annual dues at the rate of \$2.00 per capita on all classes of members, with a minimum of \$20.00. Only dues paying members shall be entitled to receive a complimentary subscription to *Music Clubs Magazine*. (It is suggested that each club might consider paying the \$2.00 NFMC annual dues for any non-paying members, so that they, too, receive *MCM*).
- **National Affiliate** members shall pay annual dues of \$75.00. Upon approval, Reciprocal Memberships may be accepted.

Individual Membership Dues

Individual states may not increase their portion of the dues for this membership.

- A **Senior Individual Member** shall pay annual dues of \$50.00. Seven dollars (\$7.00) of the dues shall be used for a *Music Clubs Magazine* subscription and the remainder shall be divided equally between NFMC and the State Federation.

Life Membership Fees

- The **Life Membership Fee** shall be \$200.00 of which \$125.00 shall be sent to National and \$75.00 remain in the state. Life Members shall receive a one-year complimentary subscription to *Music Clubs Magazine*. Life Members are not required to pay State or National dues. However, if after the first year they do not voluntarily pay National dues to their club in the amount of \$2.00 or pay the overall dues required by their club (which will automatically include the National dues portion), they will not be entitled to a complimentary subscription to *MCM*.
- One-half of the following fees shall be retained in the State treasury: **Subscriber**, \$1,000.00; **Donor**, \$2,000.00; **Patron**, \$10,000.00. (These member categories represent those who wish to support their state and NFMC through their membership contribution. They do not pay State or national dues but do receive life complimentary subscriptions to *Music Clubs Magazine*).

STANDING RULES/BOARD ACTION MEMBERSHIP DUES

STUDENT/COLLEGIATE MEMBERSHIP DUES

- **Organization Members.** Federated **Student/Collegiate** organizations shall pay dues in the amount of \$16.00 for the first 20 members. Of this amount, seven dollars (\$7.00) shall be used for a subscription to *Music Clubs Magazine*. For 21 members and above, the rate shall be \$.75 per additional member. **The total amount of the stated dues shall be paid to NFMC.**
- A **Student/Collegiate Individual Member** shall pay annual dues of \$16.00. **Individual states may not increase their portion of the dues for this membership.** Seven dollars (\$7.00) of the dues shall be used for a subscription to *Music Clubs Magazine* and the remainder shall be divided equally between NFMC and the state.

JUNIOR MEMBERSHIP DUES

- **Organization Members.** Federated **Junior Organizations** shall pay annual dues at the rate of 70 cents per capita on all classes of members, with a minimum of \$15.00 for 1-20 members. Six dollars (\$6.00) of this amount shall be used for a *Junior Keynotes* subscription. For 21 members and above, the rate shall be \$.70 per additional member. **The total amount of the stated dues shall be paid to NFMC.**
- A **Junior Individual Member** shall pay annual dues of \$13.00. **Individual states shall not increase their portion of the dues for this membership.** Six dollars (\$6.00) of the dues shall be used for a *Junior Keynotes* subscription and the remainder shall be divided equally between NFMC and the state.
- **Cradle Roll Fee.** The fee for **Cradle Roll Membership** (birth until they reach their sixth birthday) shall be \$25.00 for the entire period of Cradle Roll Membership. One-half of this fee shall be retained in the State treasury.

ASSOCIATE GROUPS

NFMC receives the entire portion of Associate Group Membership fees, as stated below.

- **Student/Collegiate Associate Groups:** (Includes Mass Enrollment for Conservatories, Schools of Music, etc.) Membership of 50 and under, \$45.00 annually; 51 members and above, \$75.00 annually. Such group members are eligible to apply for NFMC competitions and awards but not for participation in NFMC Festivals. (The establishment of a Festival for Juniors and/or adults requires Senior Organization or Senior Individual Membership status.) Each Associate Group shall receive one complimentary subscription to *Music Clubs Magazine*.