

NATIONAL FEDERATION  
OF  
MUSIC CLUBS

# Club President's Handbook



*A Federation Guide  
For  
Senior Club Presidents*

## FOREWORD

Congratulations! To be elected to the office of President is an honor bestowed upon you by the members of your club, signifying their respect for you and their willingness to follow your leadership in the Federation. You have been entrusted to continue the legacy of our founders and to embrace the best for our present and for our future.

The National Federation of Music Clubs, the largest volunteer non-profit organization in the world, has a magnificent history of promoting American Music. Our organization, founded in 1898, has a membership of 153,000 and enthusiastically celebrates our mission of supporting quality music education and making America truly musical.

As the leader of your Music Club, it is vital for you to become familiar with federation programs and publications. The purpose of this Handbook is to offer insight into federation opportunities, program planning, sample agendas, and installation ceremonies.

Music is our gift from the Federation to the world. It is truly a “Gift for All Seasons” and through our cooperative efforts, we will demonstrate the uplifting power of music throughout our communities and the world.

**Lana M. Bailey**  
NFMC President

## PURPOSE

The purpose of this Handbook is to provide the Senior Club President with a resource to clarify duties, responsibilities, and the relationship of the Senior Club to the State and National Federation of Music Clubs. Through affiliation with the National Federation of Music Clubs, the Senior Club is the recipient of many privileges.

This Handbook will provide general guidelines governing the operation of the local club through membership in the National Federation of Music Clubs.

### NFMC HEADQUARTERS OFFICE

1646 Smith Valley Road  
Greenwood, Indiana 46145

Telephone: 317.638.4003

Fax: 317.638.0503

Website: [www.nfmc-music.org](http://www.nfmc-music.org)

Email: [info@nfmc-music.org](mailto:info@nfmc-music.org)

In 1979, the Board of Directors of the National Federation of Music Clubs voted to purchase the Eden-Talbott House in Indianapolis, Indiana to be its permanent headquarters. In 1980 the Eden-Talbot Mansion was officially dedicated.

In 2007, the NFMC Board of Directors voted to purchase a new headquarters to accommodate the twenty-first century needs of the Federation. The Eden-Talbott House was sold on January 30, 2009, and the new headquarters on Smith Valley Road, Greenwood, Indiana was purchased on February 19, 2009.

## NFMC GEOGRAPHICAL REGIONS

### NORTH CENTRAL REGION

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

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### NORTHEASTERN REGION

Indiana, Maine, Michigan, New Jersey, New York, Ohio,  
Pennsylvania, Rhode Island

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### SOUTH CENTRAL REGION

Arkansas, Kansas, Missouri, Oklahoma, Texas

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### SOUTHEASTERN REGION

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

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### WESTERN REGION

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

## CLUB PRESIDENT'S RESPONSIBILITIES

1. Be knowledgeable about the National Federation of Music Clubs
  - ☐ History
  - ☐ Purpose
  - ☐ Membership
    - ✓ Junior Clubs
    - ✓ Student Clubs
    - ✓ Senior Clubs
2. Preside at all Senior Club meetings
  - ☐ Prepare agenda (See suggested meeting formats, page 13)
  - ☐ Utilize *The New Robert's Rules of Order* (revised edition)
  - ☐ Invite the State President or District Leader to address the membership
  - ☐ Inform the club membership about the NFMC website as a source for Federation information and forms: [www.nfmc-music.org](http://www.nfmc-music.org)
3. Oversee all areas of membership
  - ☐ Nominating Committee
  - ☐ Program Committee
  - ☐ Department Chairmen
  - ☐ Budget
  - ☐ Publicity
  - ☐ Newsletter (send copy to State President)
4. Oversee the establishment/updating of Job Descriptions
  - ☐ Officers
  - ☐ Department Chairmen

## A PROPOSED FEDERATION CALENDAR

### JUNE – JULY – AUGUST

5. Encourage the local Club to establish its fiscal year to correspond with the NFMC fiscal year (July 1 through June 30)
  - ❑ Investigate blanket 501(c)3 coverage under NFMC
  - ❑ Submit appropriate fees to NFMC in accordance with the NFMC fiscal year
6. Oversee compilation of materials for Senior Club history
7. Attend State and District meetings
  - ❑ Encourage attendance of club members
  - ❑ Prepare and present Club reports
  - ❑ Share State and District Federation news with Club members
8. Attend the Council of Club Presidents Meeting
  - ❑ Make new contacts
  - ❑ Communicate with State colleagues
  - ❑ Solve problems
  - ❑ Share ideas
9. Consider attending National Biennial Conventions (held in odd-numbered years)
 

Consider attending NFMC Fall Sessions (held in even-numbered years)

- ❑ Complete appointment of appropriate Committee Chairmen.
- ❑ Launch a membership campaign. Contact prospective members. Continue to recruit throughout the year. Investigate the establishment of Junior Clubs.
- ❑ Send the names and addresses of Senior Club officers to the State President, the District Leader (if applicable) and the State Treasurer **before July 1**.
- ❑ Using the Senior Club Reporting Form (ME 7-1) as a guide, plan programs for the upcoming club year. Include outstanding Junior and/or Student performers on programs. Note: November is the month to observe *The Parade of American Music*; May is the month to celebrate *National Music Week*. Include Founders' Day activities. For suggestions see Founders' Day Form (FI 3-1).
- ❑ In conjunction with the committee chairmen, secure locations and establish dates for club meetings, scholarship competitions, and other club activities.
- ❑ Assemble information (locations, dates, names, addresses, programs, scholarships) for the Club Yearbook Chairman.
- ❑ Contact the State President for names and addresses of State officers, National officers, and dates of Federation events (State board meeting, State convention, Regional meetings, NFMC Fall Session/NFMC Convention). Include this information in the Club Yearbook.
- ❑ Publish a Club Yearbook. (Follow *NFMC Special Requirements for the Yearbook* (ME 5-2).

## **JUNE – JULY – AUGUST**

- ❑ Mail a Club Yearbook to the State President, State Treasurer, State Yearbook Chairman, and to the State Directory/Handbook Chairman (if applicable).
- ❑ Attend State Board meeting (if Senior Club Presidents are eligible to attend). Contact the State President for State Board Meeting dates which vary from state-to-state.

## **SEPTEMBER**

- ❑ Encourage members to wear membership pins.
- ❑ Contact State President regarding the availability of a “due date” calendar for submission of Club reports to the State.
- ❑ Be aware of the submission date for Senior Club dues to the State Treasurer.
- ❑ Elect a delegate and alternate as club representatives to the District meeting.
- ❑ If applicable, prepare a brief club report for the District meeting. Include proposed club activities for the year.

## **OCTOBER**

- ❑ Plan an orientation program for new members. Present an NFMC pin to new members.
- ❑ Begin and continue to record club activities on the Senior Club Reporting Form (ME 7-1). Note deadline.
- ❑ Be aware of the deadline for payment of Junior Club dues to the State Treasurer.

## **NOVEMBER**

- ❑ Send new-member dues not previously paid to State Treasurer
- ❑ Celebrate American Music Month.

## **DECEMBER**

- ❑ Enjoy seasonal music, plan a holiday luncheon, recognize members who have made special contributions of time and talent, etc.

## **JANUARY**

- ❑ Be aware of due dates for State and National reports.
- ❑ Announce summer scholarship opportunities for students. Refer to *C&A Chart* (CA 20-1) on NFMC website

## **FEBRUARY**

- ❑ Elect the club delegate and alternate to the State Convention.
- ❑ Appoint Nominating Committee Chairman in election years. The committee will prepare a proposed slate of officers.
- ❑ When requested, report Federation activities to State and District Chairmen to earn recognition and/or awards at the State and National levels.

## **MARCH**

- ❑ The Nominating Committee Chairman will present the slate of nominees.

## APRIL

- ❑ Conduct the election of officers.
- ❑ Prepare a Club report of the year's activities for the State Convention.
- ❑ Make plans to attend the State Convention.
- ❑ Share convention experiences with Club members.

## MAY

- ❑ Install new Club Officers (Invite a State or National Federation officer to install officers).
- ❑ Send names and addresses of new (or retained) officers to State President, District Leader (if applicable), and State Treasurer.
- ❑ Celebrate National Music Week – Report Club activities as directed in the NFMC National Music Week brochure (AR 12-4).
- ❑ Collect Club Member Dues and Membership forms that contain information to be included in the new Club Yearbook.
- ❑ The new President will begin the appointment of Committee Chairmen for appropriate areas (National Music Week, Achievement Book, Scholarships, *Together We Sing*, Publicity, etc.)

## NFMC DIVISIONS

Select appropriate topics for Senior Club programs and activities from the following NFMC Divisions. Refer to the NFMC Manual or the individual State manual, if applicable, for a description of each category.

### ADMINISTRATION DIVISION

- ❑ Arts Advocacy Department
- ❑ Directory
- ❑ Historian
- ❑ Protocol
- ❑ Representative to the United Nations (NGO)

### AMERICAN MUSIC DIVISION

- ❑ Parade of American Music
- ❑ NFMC Award for Year-Round Promotion
- ❑ American Women Composer Programs
- ❑ American Music Showcase

### ARTS DIVISION

- ❑ Adult Festivals
- ❑ Chamber Music Department
- ❑ Crusade for Strings Department
- ❑ Folk Music
- ❑ International Music Relations Department
- ❑ Music in Poetry
- ❑ Music in Schools and Colleges
- ❑ Music Service in the Community
  - ✓ Choral Music
  - ✓ *Together We Sing*
  - ✓ Music Outreach
  - ✓ Sacred Music

- ❑ National Music Week
  - ✓ National Music Week Essay Contest
- ❑ Opera Department
  - ✓ Corinne Mayfield Opera Award

## FINANCE

- ❑ Development
- ❑ Founders' Day
- ❑ Fund for the Advancement of Musical Arts (FAMA)
- ❑ Fund for Awards Honoring Past National Presidents
- ❑ Insignia
- ❑ Memorial and Recognition Fund
- ❑ Past Presidents Assembly
- ❑ Rose Fay Thomas Fellows

## PUBLIC RELATIONS DIVISION

- ❑ Audio Visual Activities – Radio, Television, Photography
- ❑ Citations
- ❑ Publications
  - ✓ *NFMC Manual and Forms Handbook*
  - ✓ *NFMC List of Publications (FN 2-1)*
  - ✓ *NFMC Competitions and Awards Chart*
  - ✓ *Junior Keynotes Magazine*
  - ✓ *Music Clubs Magazine*

## COMPETITION AND AWARDS DIVISION

- ❑ Adult Awards for Veterans
- ❑ Adult Composition Awards
- ❑ Adult Performance Awards
- ❑ Young Artist Department
- ❑ Summer Music Center Awards

The NFMC sponsors awards for Juniors, Students, Young Artists, and Seniors. Refer to the *C&A Chart* (CA 20-1) on NFMC website for specific information and additional awards.

## MEMBERSHIP AND EDUCATION DIVISION

- ❑ Individual Members
- ❑ Junior and Student Organizations
- ❑ Senior Organizations
- ❑ Education Department and Program Planning
  - ✓ Senior Club Reporting and Evaluation
  - ✓ Senior Orientation and Leadership Training
- ❑ National Affiliates

## STUDENT DIVISION

- ❑ Student Auditions
- ❑ Awards (Club Presidents should refer to the *Competitions and Awards Chart* (CA 20-1) on NFMC website for specific information on Student Awards)

## JUNIOR DIVISION

- ❑ Club Rating and Achievement Records
- ❑ Festivals
- ❑ *Festival Bulletin*
- ❑ Gold Cup Awards
- ❑ Improvisation
- ❑ Awards (Club Presidents should refer to the *Competitions and Awards Chart* (CA 20-1) on NFMC website for specific information on Junior Awards)

## SUGGESTED MEETING FORMATS

- Call To Order
  - Welcome
  - Recognition of Visitors
  - NFMC Collect
  - Federation Hymn
  - *Together We Sing*
  - Program
  - Business Meeting
    - Minutes
    - Treasurer's Report
    - Unfinished Business
    - New Business
  - Adjournment
  - Refreshments
- 

- Call To Order
- Welcome
- Recognition of Visitors
- Program
- Refreshments
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  - Federation Hymn
  - *Together We Sing*
  - Minutes
  - Treasurer's Report
  - Unfinished Business
  - New Business
- Adjournment

## AN INSTALLATION SERVICE FOR CLUB OFFICERS

The following service is simple but adds dignity to the installation of officers:

### THE CEREMONY

*Installing Officer:* Before we install the new officers, will the retiring officers please rise. On behalf of the members of this organization, we would say a sincere thank-you to your officers who have served so faithfully and well during the administration just closing. Your leadership has been self-sacrificing and worthy of the high ideals of our Federation. (Ask the retiring officers to be seated and the new officers to come forward.)

*(Ask the audience to stand).* Because an organization can serve more effectively when members and officers work together with definite aims, let us consider again the objectives of the National Federation of Music Clubs, of which this club is an important part. This Federation promotes the American composer and artist, upholds high musical standards, strives to make fine music a vital part of the educational, social and religious life of our country, and encourages young people to pursue musical careers. Finally, because music is truly a universal language, the Federation believes music can create understanding between nations, laying a foundation for Universal Peace.

Members of (insert name of club): Will you pledge to these new officers your loyal and active assistance in the fulfillment of these ideals of the Federation? If so, will you answer "We do." (Ask them to be seated.)

The Installing officer will then call the name of each officer and give the title of her office. When all have been named, continue:

In accepting this trust, you will find it both a privilege and a challenge. Yours is the responsibility of service and leadership. We have outlined the great purposes of this organization. Do you, as officers, accept this challenge and pledge yourselves to work toward the realization of these goals? If so, will you raise your right hand and repeat after me this pledge: *“I pledge my loyalty to (insert name of club) to advance its aims and policies, to work at all times for its best interests, and to perform the duties of my office with sincerity and fidelity.”*

(If there is time, it is very effective to include the *NFMC Collect* for all in attendance.)

*We praise and thank Thee, Father, for the gift of music.  
Through us, as channels of Thy Grace, may this blessed  
legacy be shared with all mankind.*

*Grant that we may exemplify in our own lives the harmony  
of Thy great purpose for us.*

*Give us magnitude of soul and such understanding hearts,  
that we who make music may be as players upon rightly  
tuned instruments, responding to Thy leading.*

*Let us with renewed consecration, dedicate ourselves to  
the purpose of our Federation, to bring the spiritualizing  
force of music to the inner life of our nation.*

*Open our minds that divine knowledge and wisdom may  
teach us how best to execute our pledge.*

*Installing Officer:* By the authority vested in me as (name of office) of (Federation or club), I now declare you the duly elected and regularly installed officers of (name of club). May the opportunity which your office affords for service through music bring each of you the joy and satisfaction which is found only in work well done.

<p><b>A CONDENSED INSTALLATION SERVICE FOR CLUB OFFICERS</b></p>
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### **Responsibility of the Installing Officer**

- ❑ *Ask retiring officers to stand*
- ❑ *Recognize retiring officers*
- ❑ *Ask retiring officers to be seated*
- ❑ *Request that new officers come forward*
- ❑ *Address Club members and state the following:*

Members of (insert name of club), will you pledge your assistance to these new officers as they fulfill their responsibilities to the (insert name of club) and the National Federation of Music Clubs? If so, please answer “We will.” (*Wait for response*)

- ❑ *Introduce the new officers, identify their offices, and if appropriate, relate their club activities. When all have been introduced, continue:*

You will find serving in your new office a responsibility, a privilege, and a challenge. Do you, as new officers of the (insert name of club), pledge to support the (insert name of club) and the National Federation of Music Clubs? If so, please repeat after me.....

- [illegible]

<p><b>SELECTED NFMC PUBLICATIONS</b> (See Form FN 2-1 for complete list of NFMC publications)</p>
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**NFMC DIRECTORY (AD 8-1)**

**PARLIAMENTARY PROCEDURE (AD 11-1)**

**MUSIC CLUBS MAGAZINE (PR 12-2)**

Up-to-date information about NFMC activities

**JUNIOR KEYNOTES MAGAZINE (PR 11-2)**

Up-to-date information for Junior Counselors  
(All Junior Counselors receive this publication)

**NFMC ORDER FORM/PUBLICATIONS LIST (FN 1-1, FN 2-1)**

A list of all published NFMC material including prices and  
order forms.

**NFMC COMPETITIONS AND AWARDS CHART (CA 20-1)**

A compilation of NFMC awards for Juniors, Students,  
Young Artists, and Seniors

**NFMC MANUAL (PL4-1)**

Plans of work and forms for all NFMC departments

**NFMC BYLAWS (AD 1-1)**

**PROTOCOL AT A GLANCE (AD 4-1)**

**TOGETHER WE SING (AR 9-2)**

**FESTIVALS BULLETIN (JR 2-1)**

**MEMBERSHIP RECRUITING BROCHURE (ME 3-1)**

**NOTE:** See the NFMC website at [www.nfmc-music.org](http://www.nfmc-music.org) for  
publications that can be downloaded. Publications are available  
NFMC on the NFMC website or by mail order.

**CLUB PRESIDENT'S HANDBOOK**

Originally published by NFMC in 1960

**Revisions**

1964 by Virginia Combs Birkhimer

1969 by Elizabeth M. Bowen  
NFMC Chairman, Publications Department

1982 by Zelphia Pollard Drake  
NFMC Chairman, Printing

2002 by Dr. Zuill Bailey  
NFMC Chairman, Printing

2009 Edited by Dr. Zuill Bailey