

# NATIONAL FEDERATION OF MUSIC CLUBS



## STANDING RULES

July 2025

NATIONAL FEDERATION *of* MUSIC CLUBS

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## 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](http://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 Office Manager 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 Office Manager, 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)

**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

**BOARD OF DIRECTORS**

**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 electronic communication. 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
  - NFMC Hinda Honigman Award for the Blind and NFMC Vivian Menees Nelson Award for the Disabled and Visually Impaired
  - NFMC Benzinger/Valentin Jr. Music for the Blind Performance Awards and the Music for the Blind Jr. Composition Award (Fowler)
- 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-9 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 (Chair effective 2027)
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. Lana M. Bailey Piano Concerto Award for High School Senior...Lana M. Bailey
8. Carolyn Nelson Double Reed Award...Tim Baumann
9. Michael R. Edwards Graduating Senior Performance Award... Michael R. Edwards
10. Frances Nelson Tuba Award... Dr. Zachery Marley

**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.

## **NFMC MEMBER APPOINTMENTS**

The President shall appoint:

1. American Festival Chorus Director and Collaborative Pianist
2. Archives Chair
3. Arts Advocacy Chair. (Five members, one from each Region shall be appointed to the Arts Advocacy Committee by the Chair, with the approval of the President). Additional members may be appointed to the Committee by the President in consultation with the Chair.
4. Audio Visual Chair and Committee
5. Bylaws and Rules Committee chair and at least two (2) other members, all three of which shall be chosen from the Board of Directors.
6. Chaplain
7. Citations Chair
8. Convention Appointments
9. Editors of Music Clubs Magazine and Junior Keynotes
10. Vivace Online Festivals Management Committee Chair and three (3) appointed committee members
11. Founders' Day Chair
12. Finance Committee – three (3) members from the Board of Directors
13. Historian and six (6) member committee (Includes Archives Chair)
14. Music in Poetry & Song Committee
15. Nomination Committee Chair and Secretary from those elected by the Board to serve on that Committee
16. Office Committee Chair (chosen from the Board of Directors) and three (3) members
17. Outgoing National President's Award Chair and Committee
18. Policy Resolutions Committee, in consultation with the First Vice-President
19. Protocol Chair and seven (7) Committee members
20. Public Relations Committee, in consultation with the Chair
21. Publications Editor
22. Sergeants-at-arms Chair and Vice-Chair
23. Tax-Exemption Chair
24. United Nations Representative and Deputy
25. Young Artist Category Chairs
26. State News Editorial Chair and five (5) members
27. National Meeting Committee
28. Festivals Bulletin Committee – two appointed committee members

## **APPOINTMENTS REQUIRING BOARD OF DIRECTORS APPROVAL**

The President shall make the following appointments subject to Board of Directors approval:

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

## **APPOINTMENT REQUIRING EXECUTIVE COMMITTEE APPROVAL**

The President shall make the following appointment subject to Executive Committee approval:

1. Approves the hiring of a Parliamentarian

**DUTIES OF OFFICERS – PRESIDENT – Continued****DUTIES/AUTHORITY**

The President has the authority to remove an appointed member upon notifying the Executive Committee.

The President does not have the authority to remove an officer or director elected by the Board. An elected officer or director can only be removed by Board vote.

**READING COMMITTEE FOR MINUTES**

A Reading Committee of three shall be appointed by the President at the beginning of each National Session.

**CONVENTION APPOINTMENTS**

The President's Convention appointments shall include:

1. Convention Rules Committee and Chair – to be appointed two months prior to the convention
2. Courtesy Resolutions Committee and Chair
3. Credentials Committee – to be appointed three months prior to convention, with the Treasurer as Chair
4. Elections Committee and Chair

**PRESIDENT'S DISCRETIONARY FUND**

The President's Discretionary Fund is allocated up to \$1500 annually for NFMC or American music-related projects. Expenditures (total limit of \$3,000 over a two-year term) are to be taken from the FAMA account.

**FINAL ISSUE – *MUSIC CLUBS 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 out-going 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 that have exceeded the budget shall be paid without the approval of a committee of three, the President, Treasurer and Chair of Finance.

**PAYMENT OF NFMC PRESIDENTIAL EXPENSES ALLOTMENT**

The NFMC Presidential allocation for federation-related expenses shall be paid in equal monthly installments beginning July 1 the year of his/her installation, with the final allotment check being paid in June of the year his/her retirement from office. It is the responsibility of the President to maintain accurate and thorough records of all expenditures from this fund, should such documentation be required by the IRS. The President's monthly expenses allocation is made by Direct Deposit.

**VP, NATIONAL MUSIC COUNCIL**

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

**DUTIES OF OFFICERS – FIRST VICE-PRESIDENT****FIRST VICE-PRESIDENT**

The First Vice-President shall serve as Chair of the Budget Committee (Bylaws, Article IX, Section 2.B.2), Policy Resolutions, Vivace Online Festivals Management Committee, Lifetime Achievement Award chair, and as an ex officio member of the Office Committee.

In the event of a mid-term presidential vacancy, the current 1<sup>st</sup> Vice President will assume the office of President and as President will appoint a Past National President or Chair of the President's Council, with Board approval, as interim 1<sup>st</sup> Vice President to complete the unexpired term.

**PROPOSED BUDGET PREPARATION**

The First Vice-President, serving as Budget Chair, shall prepare and present a proposed budget to each member of the Budget and Finance Committees two weeks prior to Conventions/NFMC Conferences.

**SOLICITATION OF FUNDS**

Unless the President chooses to do otherwise, it shall be the duty of the First Vice-President, at the close of the administration in which they serve, to solicit funds several months beforehand (donors may also include notes or letter of appreciation) by contacting all National Officers, Board members, Division Chairs, Committee Members and State Presidents (i.e., all names in the current NFMC Directory) for the long-practiced tradition of the giving of a love gift to be presented to the retiring President at their final Biennial Convention. Should the President prefer that someone else of their choosing perform this duty, they shall so inform the First Vice-President.

**CITATION PREPARATION**

It shall be the duty of the First Vice-President to prepare a Citation for the retiring National President, the text of which shall set forth the highlights and accomplishments of their administration. The completed Citation text shall then be sent to the Office Manager. It shall then be signed by the First Vice-President and the Recording Secretary.

**LIABILITY INSURANCE**

The First Vice-President shall be responsible for overseeing the Federation liability insurance program.



**DUTIES OF OFFICERS – REGIONAL VICE-PRESIDENTS**

**ARTIST PRESENTATION**    Refer to Bylaws, Article IX, Section 2.C.2.

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**PLAN REGIONAL MEETINGS**    Refer to Bylaws, Article IX, Section 2.C.3.

**COUNCIL MEMBERSHIP**    Refer to Bylaws, Article XVII, Section 4

**FEDERATION DAYS AT SUMMER MUSIC CENTERS**

The National Federation of Music Clubs Vice-Presidents in Charge of Regions shall serve as coordinators of Federation Days in their respective regions. The President of the host state and the Chair of the Federation Days shall work in cooperation with the Vice-President in Charge of the Region in planning and executing plans for the Federation Days.

## DUTIES OF OFFICERS - RECORDING SECRETARY

### MINUTES

Within three weeks after an NFMC Conference, and four weeks after a Biennial Convention, the Recording Secretary shall furnish:

1. A complete set of the approved minutes of the Board meetings of Biennial Conventions and NFMC Conferences to the Board of Directors and the Parliamentarian.
2. A complete set of the approved minutes of the Executive Committee meetings to the Executive Committee and the Parliamentarian.
3. To those outside of the Board, sections of approved minutes that pertain to the work of a particular Division or Committee to that Division, or Committee Chair.

These minutes shall be prepared British style (Refer to Bylaws, Article IX, Section 2.D.4) The minutes of the Board of Directors and the Executive Committee shall be completed and distributed first. The minutes of the General meetings may follow later.

### READING COMMITTEE

The Secretary shall send a draft of the complete minutes to each member of the Reading Committee for approval before the final draft is prepared for distribution to the Board of Directors and Executive Committee. Following receipt, members shall then have a two-day time frame in which to read and return them via e-mail with any recommended corrections.

### OFFICIAL MINUTES FOR HISTORIAN

The complete official minutes, signed by the Secretary, and attested by the President, shall be saved at NFMC Headquarters, utilizing the current technology in a form that is practical, easily accessed and searchable.

### NOMINATION COMMITTEE

Immediately following the Board meetings at which the Nomination Committee is elected, the Secretary shall notify members of their election. Names of the Nomination Committee shall also be sent to the Secretary of the Council of State Presidents so that they may be included as an attachment to the Council minutes.

### INFORMATION TO NEW BOARD MEMBERS

It is the responsibility of the Recording Secretary to assure that all new members of the Board are given copies of **Section Pages A-4 through A-8**, inclusive, (BOARD OF DIRECTORS – MEETINGS - DUTIES) particularly calling their attention to the REQUIREMENTS on **Section Page A-5**.

### FINANCIAL TRANSACTIONS

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.

## **ASSIGNMENTS**

The Treasurer serves as a member of the Budget Committee, Convention Credentials Committee (Chair), Finance Committee, FAMA, Investments Committee, Office Committee and Competitions and Awards Board (June 2018)

## **REPORTS**

The Treasurer will give state of NFMC Finances to the NFMC Board at national board and business meetings.

The treasurer will reconcile the award account.

## **FINANCIAL TRANSACTIONS**

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 Finance Division Chair.

## **PAYMENT OF NFMC PRESIDENTIAL EXPENSES ALLOTMENT**

The NFMC Presidential expenses allocation shall be paid in equal monthly installments beginning July 1 the year of his/her installation, with the final allotment check being paid in June of the year his/her retirement from office. It is the responsibility of the President to maintain accurate and thorough records of all expenditures from this fund, should such documentation be required by the IRS. The President's monthly expense allocation is made by Direct Deposit.

## **MONEY MATTER INQUIRIES**

All inquiries regarding money matters must be directed to the Chair of the Investments Committee, the Treasurer, or the Finance Chair.

**B-7**  
**DUTIES OF HEADQUARTERS STAFF**

**REPORT**

The General Detail Ledger Reports shall be sent monthly to the President and Finance Chair.

Monthly and Quarterly Reports shall be sent to the President, First Vice-President, Finance Chair, Office Chair, Headquarters Chair and all Past National Presidents.

The Office Manager will reconcile the monthly general account and the cup account.

**MEMBERSHIP REPORTS**

The Office Manager shall send timely membership reports to the President, First Vice-President, Treasurer, Chair of Membership Extension, Individual Membership Chair, Student/Collegiate Division Chair and the Junior Division Chair.

**MEMBERSHIP CHART**

The chart listing the number of federated organizations and individual members in each state shall be called the Membership Chart. It shall be compiled from the records in the office as of June 1, and shall be printed in Music Clubs Magazine.

**INCOME MONIES**

All income monies shall be sent to the Office Manager.

## **CONTRACTS**

Contracts and leases are not valid until:

1. Approved by the Board of Directors or the Executive Committee, except as stated herein, AND
2. Signed by the President and the Recording Secretary, if required

## **NEGOTIATION**

The President, with the approval of the Executive Committee, may designate certain persons, such as the Convention or NFMC Conference Chair, to negotiate contracts, leases, papers of agreement. No one is authorized to negotiate such contracts and other papers as named above unless specifically designated by the President. Such contracts are not valid until approved and signed as provided above.

## **COPIES OF CONTRACTS**

The original contract shall be filed with the Recording Secretary and duplicate copies filed with the President and the Treasurer.

## **REVOLVING FUND**

The Headquarters Office shall have two accounts: a Clearing Account and an Office Reserve Account. The National Treasurer or President may draw from the Clearing Account. The Office Manager draws from the Office Reserve Account.

## **BONDING**

The expense of bonding authorized persons who handle money, including the Treasurer, Office manager and the President shall be paid by the Federation.

## **CHECKS AND HOLDING OF FUNDS**

All checks shall be made payable to the National Federation of Music Clubs. Any made otherwise, in error, should be endorsed to the National Federation of Music Clubs. Except in cases where a revolving account is authorized by the Board of Directors, no checks or funds are to be held by any chair, editor or other person representing the Federation but shall be forwarded immediately to the Treasurer.

## **DEPOSITS**

All checks and funds shall be deposited only by the Treasurer or the official designated at Headquarters.

## **AUTHORIZED SIGNATURES**

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.

**UNAUTHORIZED EXPENDITURES AND REIMBURSEMENTS**

No expense incurred by Federation Officers, Chairs, Editors, and Appointees will be paid by the Federation unless it has previously been authorized by the Board of Directors. Any expense not receiving such prior authorization shall be the liability of the person incurring it. Whenever possible, payments should be sent directly to the vendor(s). All receipted bills and invoices accounting for all expenditures must be presented before reimbursement will be made.

Directives are listed under "BUDGET CHAIR REVIEWS VOUCHERS," Section Page, C-4.

**AUDIT**

The books of the Federation shall be audited annually by a Certified Public Accountant approved by the Board of Directors.

## **FINANCES – FINANCE CHAIR, FINANCE COMMITTEE**

### **FINANCE CHAIR**

The Finance Chair shall be elected by the Board of Directors from among its members. The Finance Chair is chair of the Finance Division and serves as a member of the Fund for the Advancement of Musical Arts. (Bylaws, Article XIII, Section 3.B.3)

The Finance Chair, with the President and Treasurer, must approve any expenditure over budgeted amounts.

The Finance Chair is a member of Budget, Executive Committee, Publications, Competitions and Awards Board, Office Committee and Investments Committee

### **MONEY MATTER INQUIRIES**

All inquiries regarding money matters must be directed to the Chair of the Investments Committee, the Treasurer, or the Finance Chair.

### **FINANCE COMMITTEE MEMBERS**

The members of the Finance Committee shall be the Finance Chair, Budget Chair, Treasurer, Competitions and Awards Chair, Three members appointed by the President from the Board of Directors

### **PURPOSE**

The purpose of the Finance Committee is to assist the Chair of the Finance Division in developing policies for the Division.

### **SPENDING AND INVESTMENT POLICIES**

Policies regarding finances of NFMC are outlined in a 6-page **SPENDING POLICY** document and a 10-page **INVESTMENT POLICY** document, and may be obtained from the Finance Division Chair. These policies were adopted as an aid for present and future members of each committee. (8-06-08)

### **DISTRIBUTION RATE FOR ENDOWED FUNDS**

At the annual National meetings, the Finance Committee will establish the distribution rate for endowed funds for the following year. (8-04-10)

**C-4**  
**FINANCES – BUDGET COMMITTEE**

**MEMBERS**

The Budget Committee shall consist of five NFMC members: A Chair, the First Vice-President (Bylaws, Article IX, Section B2), the Treasurer, the Finance Chair and two members elected by the Board of Directors

**BUDGET CHAIR/ PROPOSED BUDGET**

The Budget Chair shall prepare and present a proposed budget to each member of the Budget and Finance Committees two weeks prior to conventions/NFMC Conferences.

**BUDGET**

The proposed budget shall be presented for study purposes at the first meeting of the Board of Directors at the Biennial Convention or NFMC Conference, prior to voting at the final meeting.

**NOTIFICATION**

Within one month after approval, the Budget Chair shall notify each officer and Committee chair of the amount provided for their work during the year, including a statement of allowable expenditures. (Mail Ballot Revision, 11-07)

**BUDGET HOLDOVER**

The previous annual budget allowances shall hold over for the incoming officers until their budget is approved at the Biennial Convention or NFMC Conference.

**BUDGET CHAIR REVIEWS VOUCHERS**

All officers and chair having expense budgets (with the exception of the Presidential Allocation, see B-2), shall submit all vouchers for payment, including receipted bills and invoices accounting for expenditures, to the Budget Chair for verification that the budget fund limitation is not being exceeded. The Budget Chair will then immediately forward instructions to the Treasurer for payment of all approved vouchers.

**MEETING**

At National meetings, the Budget Committee shall meet prior to the meeting of the Finance Committee.



**C-5**

**FINANCES – INVESTMENTS COMMITTEE**  
**Refer to Bylaws Article XIV**

**MEMBERSHIP** **Refer to** Bylaws, Article XIV, Section1

**CHAIR** **Refer to** Bylaws, Article XIV Section 1.A

**POWERS** **Refer to** Bylaws, Article XIV, Section 2

**REPORTS** **Refer to** Bylaws, Article XIV, Section 3

**HOLD HARMLESS PROVISION CAN BE FOUND IN BY-LAWS ARTICLE XX**

**MONEY MATTER INQUIRIES**

All inquiries regarding money matters must be directed to the Chair of the Investments Committee, the Treasurer, or the Finance Chair.

**INVESTMENT POLICY**

Policies regarding NFMC investments are outlined in a 10-page **INVESTMENT POLICY** document, and may be obtained from the Finance Division Chair. This policy was adopted as an aid for present and future committee members. (8-06-08)

**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 whether hard copy or electronic communication dealing with programs and policies must be preserved and passed on to the successor at the end of the term of office. The new officer or chair should retain documents from the previous administration and deposit all other materials in the NFMC archives.

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

**FILING SYSTEM**

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

Generally materials 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.

**TRANSFERRING FILES**

All files should be transferred immediately to the successor at the close of one administration and the beginning of the next, except in some few fields where the work overlaps.

In this transition period, information is urgently needed. Except where a new field has been created, anyone accepting a new position has the right to expect that all pertinent Information will be received from the predecessor.

Files should be kept up-to-date and ready to transfer as soon as a successor is announced.

A record of plans and procedures should be kept to give to one's successor. An outline of plans not implemented for some reason may be useful for future consideration, as well as reasons why some project was not successful. Answers to questions an officer or chair would normally have about a new position should be a part of the information given to a successor.

Refer to Bylaws, Article XI, Section 5

A full written report of activities should include dates, place, office and name of person making the report. It should be typed, double or single spaced (double is easier to read), on 8½ x 11 paper.

Reports should be written in the third person or should use the editorial “we.”  
“Respectfully submitted” should not be used as a conclusion.

Copies as requested should be handed to the Secretary at the time the report is made.

**E-1**  
**DIVISIONS AND COMMITTEES**  
**COORDINATOR OF DIVISION ACTIVITIES**

**APPOINTED**

The Coordinator of Division Activities shall be appointed by the newly elected President immediately following the election of officers by the Board of Directors.

**MEMBER OF BOARD AND OF EXECUTIVE COMMITTEE**

The Coordinator of Division Activities automatically becomes a member of the Board of Directors and the Executive Committee.

**DUTIES**

The Division Chair shall collect the Goals and Methods from the Committee Chairs under a particular Division and send them to the Coordinator of Division Activities, who shall review and edit their Goals and Methods. After approval by the President, the Office Manager will assemble the text into an NFMC Manual.

**DISTRIBUTION OF NFMC MANUAL**

Board members are required to obtain a copy of the NFMC Manual. It is also recommended that Division and Committee Chairs obtain a copy of the Manual. The NFMC Manual is available online for digital download.

State Presidents may download a digital copy of the NFMC Manual, Bylaws and Standing Rules from the NFMC website.

## **GOALS AND METHODS**

Each Committee Chair shall be responsible for preparing Goals and Methods to serve as a guide and outline for state chairs in the promotion of their purposes and goals. Each chair shall send their Goals and Methods, with appropriate forms, to their Division Chair.

## **DUTIES OF DIVISION CHAIRS**

**Refer to** Bylaws, Article XI, Section 2

## **REPORTS OF DIVISION CHAIRS AT MEETINGS**

**Refer to** Bylaws, Article XI, Section 4

Division Chairs are responsible for the presentation of the work of the Division at NFMC Conferences and Conventions, as requested by the President. See also “Reports,” Section Page D-2.

## **OFFICE HOLDING LIMITATIONS FOR STATE PRESIDENTS**

**Refer to** Bylaws, Article XI, Section 7

## **STRUCTURE OF FEDERATION DIVISIONS**

**Refer to** Bylaws, Article XI, Section 1

**Refer to** Bylaws, Article XI, Section 3

## **DUTIES WITHIN THE DIVISION**

The NFMC Divisions provide a channel of responsibility and accountability. The Divisions are grouped according to types of activities, with a Division Chair and Vice-Chairs or Chairs of a special activity, Regional Chairs, Committees, including Boards, Representatives and Official Personnel.

Each Division Chair coordinates the work of its Committees; chairs Division meetings; receives reports from Chairs; reviews the Goals and Methods, and submits them to the Coordinator of Division Activities; and is accountable to the NFMC President and Board of Directors.

The special activity Chair coordinates the work of Committees; chairs committee meetings; and reports to the Division Chair.

Chairs of awards perform the duties of conducting the award competition, authorize payment of prizes, and report to the Division Chair and to the Competitions and Awards Division Chair.

## **COORDINATOR OF DIVISION ACTIVITIES**

The Coordinator of Division Activities (CODA) coordinates the work of the nine Divisions.

## DIVISIONS AND COMMITTEES – Continued

## ALL DIVISIONS

**ADMINISTRATION DIVISION**

*The Division includes the areas of regulations and policies governing NFMC,*

Archive Chair

Arts Advocacy Chair and Vice Chair

Arts Advocacy Committee (Chair serves)

One member from each Region

Appointed members

All PNP's ex officio members

Bylaws & Rules Chair and Committee

Resolutions Chair and Committee

Protocol Chair, Vice-Chair and Committee

Sergeants-at-Arms Chair, Vice-Chair and Committee

National Headquarters Building Chair and Committee

Nomination Committee Chair and Committee

**Personnel – Under the direct supervision of President**

American Festival Chorus Director and Collaborative Pianist

Chair of the Council of State Presidents

Coordinator of Division Activities

Chaplain

Directory Chair

National Meeting Committee

Historian

Office Chair and Committee

Parliamentarian

Representatives for John F. Kennedy Center. Committee: All PNPs

Representative and Deputy Representative to the United Nations

**AMERICAN MUSIC DIVISION**

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

**Division Chair** (\*Division Chair 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 Chairs (Serve both above)

\*Educational Institutions Annual Award

- For Colleges and Universities
- High School

\*Awards Program for Summer Festivals

\*American Music Award for Junior Clubs (Beyer)

American Women Composers Chair

Folk Music Chair

Just Jazz Chair

## DIVISIONS AND COMMITTEES – Continued

**ARTS DIVISION**

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

**Division Chair**

Celebrate Strings Chair  
 Chamber Music Chair  
 Choral Music Chair  
 Ethnic Performance Chair  
 Music in Poetry Chair  
     Five Regional Chairs  
 Music in Song Chair  
 Music in Poetry & Song Committee  
 Music in Schools & Colleges Chair  
     Five Regional Chairs  
 Music Outreach Chair  
 National Music Week Chair  
     Two Regional Chairs – NE-SE/NC-SC-W  
 Opera Chair  
     Five Regional Chairs  
 Sacred Music Chair

**COMPETITIONS & AWARDS DIVISION**

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

**Division Chair**

Competitions Board: The Competitions and Awards Board shall consist of the Competitions & Awards Division Chair who is elected by the Board of Directors; ALL chairs of individual scholarships/awards and club awards; Division Chairs: Arts, American Music, Finance, Junior, Public Relations, and Student/Collegiate; NFMC Treasurer; and Chairs of FAMA and Outgoing National President's Award

The C & A Chair recommends the names of appointees for all Representatives/Liaisons serving NFMC Awards and presents the proposed appointee list to the President for Board approval. The C&A Chair is responsible for filling Representative/Liaison mid-term vacancies subject to the approval of the President.

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

**Adult Awards**

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

## DIVISIONS AND COMMITTEES – Continued

**NFMC Veterans Awards**

## Chair

American Music U.S. Armed Forces Composition Award/**Annual**Anne Gannett Award for Veterans/**Biennial**Lucile Parrish Ward Veteran's Award/**Annual****Adult Composition Awards**Emil & Ruth Beyer Composition Awards Chair/**Annual**Glad Robinson Youse Adult Composers Contest Chair/**Biennial****Adult Performance Awards**Alpha Corinne Mayfield Opera Award Chair/**Biennial**Martha Marcks Mack Senior Vocal Award/**Annual**NFMC Ellis Competition for Duo-Pianists/**Biennial**

Policies &amp; Awards Chair

Vice-Chair

Promotion Chair

Auditions Chair

Auditions Committee

NFMC Hinda Honigman Performance Award for the Blind/**Annual**Ruth Morse Wilson Handbell Award Chair/**Annual**Thelma A. Robinson Award in Conducting Liaison/**Annual**Virginia Allison Collaborative Award Chair/**Biennial**Vivian Menees Nelson Music Award for the Disabled & Visually  
Impaired Chair/**Annual****Young Artist Auditions/Biennial**

Chair of Young Artist Auditions

Committee Category Chairs: Woman's Voice, Man's Voice, Piano, Strings

Young Artist Presentation Chair

Committee (the 5 Regional Vice Presidents)

**Student/Collegiate Awards** (see STUDENT/COLLEGIATE DIV)**Summer Music Center Awards/Annual**

Chair

**Summer Music Center Representatives:**

In consultation with the SMC Chair, the C & A Chair recommends names of appointees for all SMC Representatives to the NFMC President for Board approval.

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

Martha Marcks Mack Award

Peg Bryan Award to Chautauqua



## DIVISIONS AND COMMITTEES – Continued

Composers Institute (Sampson Award)  
 Eastern Music Festival  
 Idaho Federation of Music Clubs  
     Gwladys Comstock Award  
 Interlochen Arts Academy (Neumann Award)  
 International Music Camp (Jardine)  
 Kneisel Hall (Miller)  
 Marrowstone Music Festival  
 Meadowmount School  
 Music Academy of the West  
 Opera in the Ozarks  
     Martha Marcks Mack Award at Opera in the Ozarks  
     Mary Prudie Brown Music Education Award  
 Ravinia Music Festival (Smith)  
 Rocky Ridge Music Center  
 Santa Fe Opera (Freehoff)  
 Sewanee Music Center (Coult)  
 Stephen Collins Foster Music Camp (Muir)  
 Walden School

**Junior Awards** (see JUNIOR DIVISION)**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, fundraising and award proposals.*

**Division Chair**

Budget Chair  
     Committee  
 Finance Chair – Division Chair serves Committee  
 Founders' Day Chair  
 Fund for the Advancement of Musical Arts (FAMA)  
     Chair  
     Vice-Chair  
     Committee  
 Insignia Chair  
 Outgoing National President's Award Chair  
     Committee  
 Investments Committee Chair  
     Committee  
 Memorial & Recognition Fund Chair  
 Past Presidents Assembly Chair  
 Rose Fay Thomas Fellows Chair  
     Vice-Chair  
 Tax Exemption Chair

**JUNIOR DIVISION**

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

**Division Chair**

Club Rating & Achievement Records Chair

Festivals Bulletin Editor/Chair/Committee

Festivals - Junior & Adult

NFMC Festivals Chair

Five Regional Chairs

Festivals Committee

Federation Cup Chair

Vivace Online Festivals Management Committee Chair

**Junior Composition Awards/Annual and Biennial**

Junior Composers Chair

Five Regional Chairs for Class I, II, III & IV

Oscar Valentin Regional Awards

Lynn Freeman Olson Composition Awards Chair/**Biennial**

**Junior Performance Awards**

Dance Chair

NFMC Award Chair/**Annual**

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

Mary Alice Cox Awards in Cello and Double Bass Chair/**Annual**

Wendell Irish Viola Award Chair/**Annual**

Herman & Mary Neumann Award at Interlochen Arts Academy/**Annual**

Stillman Kelley Awards & Thelma Byrum Award Chair/**Annual**

Claire Ulrich Whitehurst Piano Award Chair/**Biennial**

Marilyn Caldwell Piano Awards Chair/**Annual**

Lana M. Bailey Piano Concerto Award Chair/**Annual**

Martha Marcks Mack Junior Vocal Award Chair/**Annual**

Michael R. Edwards Graduating Senior Performance Award Chair/**Annual**

**Junior Composition Award for the Handicapped**

Music for the Blind Composition Award Chair (Fowler) **Annual**

**Junior Performance Awards for the Handicapped**

NFMC Music for the Blind Performance Awards Chair /**Annual**

(Valentin and NFMC)

Benzinger/Valentin Music for the Blind Performance Awards  
Chair/**Annual**

Joyce Walsh Junior Awards for Individuals with Special Needs  
Chair/**Annual**

**Junior Awards/Annual**

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

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

Two Regional Chairs – NE-SE/NC-SC-W

**Summer Music Center Awards** (See C&A Division)

## DIVISIONS 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 Chair**

Membership Extension Chr and Chr of Sr. Organizations Committee

Chair of Student/Collegiate Organizations

(Student/Collegiate Division Chair serves)

Chair of Junior Organizations

(Junior Division Chair serves)

Chair of Individual Memberships

Senior Course of Study & Program Planning Chair

Yearbook Chair

Senior Club Reporting & Evaluation Chair

Senior Orientation & Leadership Training Chair

**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 Chair**

Public Relations Chair

Regional Committee

Media Chair

NFMC Citations Chair

Audio Chair

Publications Editor

State News Editorial Chair

Editorial Board (5 Regional Members)

JUNIOR KEYNOTES Magazine Editor/Chair

MUSIC CLUBS MAGAZINE Editor/Chair

**STUDENT/COLLEGIATE DIVISION**

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

**Division Chair****Student/Collegiate Auditions**

Chair 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 Vought Awards in Organ

Hazel Hefner Becchina Award in Voice

**DIVISIONS AND COMMITTEES – Continued**

Louise L. Henderson Award in Violoncello  
 Violet Lang Award in Violin honoring Dr. Barbara Irish  
 Virginia Peace Mackey-Althouse Award - 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  
 Lawrence Foster Awards in Violoncello  
 Josephine Trott Award in Strings  
 Marie Morrissey Keith Award – Orchestral Woodwinds  
 Marie Morrissey Keith Award – Orchestral Brass  
 Agnes Fowler/Mary V. Thiesen Awards in multiple classifications  
 Lucille Heimrich Award for Guitar and Percussion

**Student/Collegiate Composition Awards/Annual**

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

**Student/Collegiate Music Education Awards/Scholarships**

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

**Student/Collegiate Special Awards/Biennial**

Elizabeth Grieger Wiegand Music of the Faiths Award Chair/**Biennial**  
 Lynn Freeman Olson Composition Awards Chair/**Biennial**  
 Lynn Freeman Olson Award in Piano Pedagogy Chair/**Biennial**

**Student/Collegiate Music Therapy Awards/Annual**

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

**Student/Collegiate Performance Awards/Annual**

Barbara M. Irish Harp Award  
 Ernest A. Bluhm Flute Award  
 Elizabeth Paris Award in French Horn  
 Frances Nelson Tuba Award  
 Oscar Valentin Award in Violin Solo  
 Carolyn Nelson Double Reed Award

**Summer Music Center Awards** (See C & A Division)

## **PERSONNEL**

Following an NFMC Biennial Convention, the President shall appoint a Bylaws and Rules Committee. The chair and at least two members of the Committee must be members of the Board of Directors.

The Parliamentarian shall serve as an advisory member.

## **DUTIES**

This Committee shall study both the Bylaws and the Standing Rules.

This Committee shall put into proper parliamentary form any proposed amendment to the Bylaws submitted to it and shall present these together with any proposed amendments from the Committee itself to the Board of Directors for consideration.

Notice of proposed amendments approved by the Board of Directors shall be prepared by the Bylaws and Rules Committee to be published/posted to website at least 30 days prior to the convention or conference

The Board of Directors, as authorized in the Bylaws, may add to the Standing Rules or make changes in the present rules at any meeting of the Board of Directors.

However, a general revision of the document shall be referred to the Bylaws and Rules Committee for study and recommendations to the Board of Directors for consideration and action.

## **DUTIES OF CHAIR**

It shall be the duty of the Bylaws and Rules Committee Chair to prepare all necessary Standing Rule changes so that they are made available to Headquarters for dissemination on CD, the NFMC web site and in printed form.

## **CHAIR**

Citations Chair shall be appointed by the President.

## **PRESENTATION**

Presidential citations may be presented by the president at any national meeting. The NFMC Citation may only be presented at a NFMC Biennial Convention. Citations may be presented to individuals and organizations by the President individually, or through the Citations Chair.

Special Awards of Recognition may be presented by the President at meetings of the Board between Biennial Conventions.

## **TYPE OF CITATIONS**

There are three types of Citations:

1. NFMC Citations to individuals and organizations. A Citation of this class does not preclude the issuing of a Presidential Citation at some other time.
2. NFMC Citation to the retiring National President.
3. Presidential Citations to individuals and organizations. A Presidential Citation does not preclude the awarding of a citation by the National Federation of Music Clubs.

An NFMC Citation is awarded through the Citations Chair and is signed by the President and the Recording Secretary.

The citation awarded to the retiring President at the close of his/her administration is signed by the newly elected President and the Recording Secretary.

A Presidential Citation is awarded by and at the discretion of the President and is signed by that officer only.

## **NOMINATIONS**

Nominations for NFMC Citations may be submitted by any State Federation through its President, or by a National Board Member or a National Chair.

## **DEADLINE**

The deadline for submitting nominations for a NFMC Citation shall be November 15.

## **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 Goals & Methods by the chair.

## **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 chair 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 an NFMC Citation shall be made by a panel of three judges selected by the Citations Chair and approved by the President.

## **USE OF THE WORD “CITATION”**

Only NFMC Citations and Presidential Citations as listed on page F-2, shall use the word “Citation” in the title of the award. Any other recognition such as awards presented by a chair shall omit the use of the word “Citation” in the title of the award.

## **BIENNIAL LIFETIME ACHIEVEMENT AWARD CRITERIA**

Criteria for the biennial NFMC Lifetime Achievement Award shall include outstanding accomplishments on behalf of the National Federation of Music Clubs, dedication to the goals of the Federation and an unselfish lifetime of work for the Federation. The award may be received only one time by the same individual. No member shall be nominated posthumously.

## **LIFETIME ACHIEVEMENT AWARD SELECTION**

The NFMC First Vice President shall serve as chair of the NFMC Lifetime Achievement Award. After consultation with members of his/her region, each Regional Vice President may submit the name and qualifications of one nominee to the First Vice President on or before February 15 in the Convention year.

The First Vice President shall send a ballot listing all nominees and their qualifications to the five Regional Vice Presidents and the NFMC Past Presidents who shall return their vote to the First Vice President on or before March 15 in the Convention year. A Plurality vote shall elect the recipient. In the event of a tie, the First Vice President shall cast the deciding vote.

## **LIFETIME ACHIEVEMENT AWARD PRESENTATION**

The name and qualifications of the recipient shall be sent to the NFMC President on or before April 15 in the Convention year.

The First Vice President shall prepare a brief resume and a framed certificate to be presented by the President to the recipient at the Convention.

## COMMITTEES – COMPETITIONS & AWARDS BOARD

### PERSONNEL

The Competitions and Awards Board shall consist of the Competitions and Awards Division Chair who is elected by the Board of Directors; ALL chairs of individual scholarships/awards and club awards; Division Chairs; Arts, American Music, Finance, Junior, Public Relations, and Student/Collegiate; NFMC Treasurer; and Chairs of FAMA and Outgoing National President's Award.

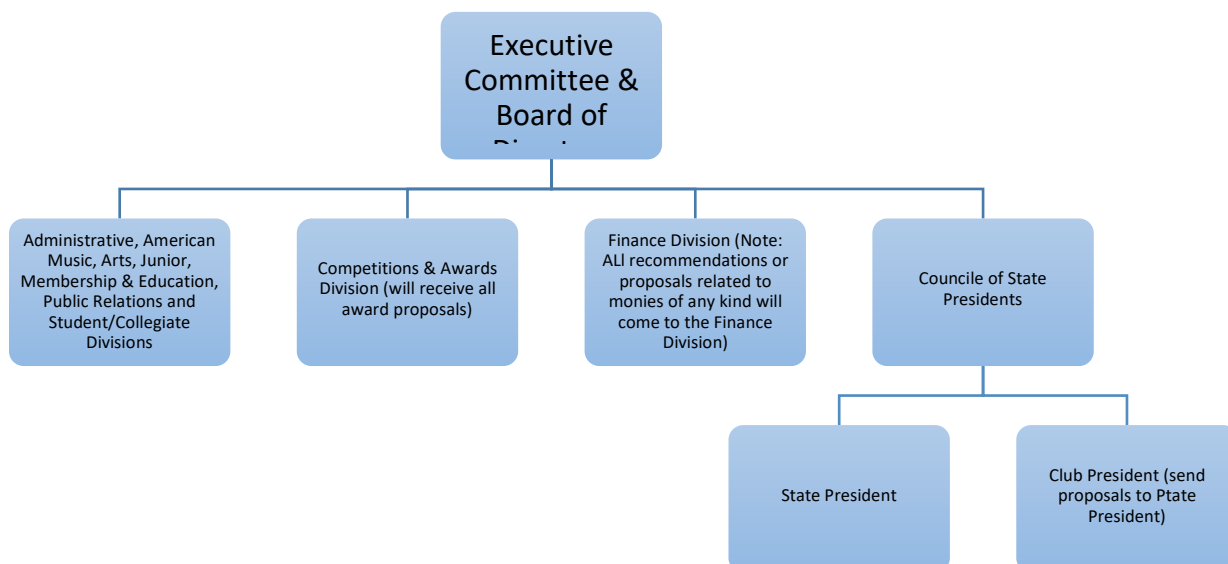
### DUTIES

The Competitions and Awards Board shall meet during NFMC Conferences and Biennial Conventions. The Competitions and Award Board, through its Division Chair, shall furnish data for the NFMC Standing Rules and Procedures and the Manual and shall prepare a Competitions and Awards Chart listing all awards of NFMC. It shall see that each chair involved with awards understands his/her responsibilities and has the materials needed for his/her position.

The Competitions and Awards Board shall:

- Study any proposed new scholarships and awards, along with any revisions to current award amounts, and present its recommendations in regard to such awards to the Finance Committee for consideration. The recommendations approved by the Finance Committee shall then be presented to the Board of Directors for consideration and action.
- Study current and proposed policies on competitions and awards, with any recommendations being presented to the Board of Directors for consideration and action.

(NOTE: When the above action concerning the C & A Board was approved, a new NFMC Organization Chart was unveiled. It subsequently was attached to the minutes of the First Board meeting held August 4, 2010, in Pittsburgh, Pennsylvania.)





**CHAIR**

The Chair of Arts Advocacy shall be appointed by the President with the approval of the Executive Committee.

**ARTS ADVOCACY COMMITTEE**

The Chair of Arts Advocacy shall be the Chair of the Arts Advocacy Committee. Five members, one from each Region, shall be appointed to the Committee by the chair, with the approval of the President. Ex officio members shall be the Past Presidents of the National Federation of Music Clubs. Additional members may be appointed to the Committee by the President, in consultation with the chair.

**PURPOSE**

Members of the Arts Advocacy Committee shall monitor pending legislation or governmental action that may affect the interests of the Federation and take such action as may be necessary and appropriate. The President shall be advised of the activities of the committee.

**COMMITTEES – NATIONAL HEADQUARTERS BUILDING****BUILDING OPERATION AND MAINTENANCE**

The National Headquarters Building Committee is solely in charge of operation and maintenance of the building as well as its furnishings. The Office Manager is to keep necessary supplies on hand.

The disposition of gifts or furnishings in the NFMC Headquarters Building donated after August 2008 shall be determined by majority agreement of the Headquarters Committee. This includes items that may be broken, damaged, or deemed no longer serviceable. For the disposition of items deemed no longer serviceable or usable which were donated prior to August 2008, their donors or heirs shall be consulted. In the event donors or their heirs cannot be contacted, the Headquarters Building Committee shall be responsible for the disposition of any or all such items.

**COMMITTEES – OFFICE****BUSINESS AND PUBLICATIONS OFFICE**

**NATIONAL HEADQUARTERS:** The National Office is located at 1646 West Smith Valley Road, Greenwood, Indiana, 46142-1556, as determined by the Headquarters Committee, to serve as the National Headquarters Office and as the business and publications office.

**OFFICE COMMITTEE**

The National Headquarters Office shall be under the authority of the Office Committee.

**CHAIR**

The Office Committee shall be under the direction of a chair who shall be appointed by the President from the members of the Board of Directors. He/she shall serve as a member of the Executive Committee.

**MEMBERS**

The committee members shall be the Treasurer, the Budget Chair, the Finance Chair, the Headquarters Building Chair, and two additional members, the latter two of which shall be appointed by the President.

**DUTIES**

The Office Committee shall be responsible for the overall management of the Headquarters Office and shall recommend to the Executive Committee such policies as are deemed necessary. Upon approval of the policies by the Executive Committee, the Office Committee shall be responsible for their implementation.

The Office Committee shall adopt a policy for determining the Postage and Handling charge at Headquarters.

**OFFICE MANAGER**

The chief executive of this office shall be titled the Office Manager, who will be provided with office assistance as needed. He/she shall make an annual report to the Office Committee.

**GENERAL PROCEDURES AND GUIDELINES**

1. The staff of the National Office shall be subject to the rules and regulations in the Office Manual set up by the Office Committee. This manual shall be updated by the current Office Committee at the beginning of each administration or as needed.
2. Matters of general policy shall be referred to the National President who meets with the Office Committee as an ex-officio member.
3. Three copies of all newly printed materials shall be placed in the NFMC historical file maintained at the office.
4. A running inventory of publications handled by the office shall be kept there.
5. Only the Budget Chair, Office Committee Chair, or the President may approve hiring extra help for the Headquarters Office.

### **MEMBERSHIP LISTS**

The Office Manager shall thoroughly investigate any request to use the Membership list as provided on Page A-2 under General Policies of the Federation.

### **INSIGNIA**

The Office Manager shall be responsible for the purchase and sale of all Insignia items. Items selected for sale must be approved by the Board of Directors. Particularly valuable items are to be kept in a safety deposit box.

### **OFFICE RELEASES**

All releases from Headquarters must be approved in advance by the National President. They shall indicate date, quantity and distribution.

### **CHARGES**

Charges shall be clearly indicated on the Publication releases.

### **REPRESENTATION AT NATIONAL MEETINGS**

The Office Manager may be asked to attend National meetings.

## COMMITTEES – OFFICIAL ORGANS

**OFFICIAL ORGANS POLICY AND MANAGEMENT**

Refer to Bylaws, Article XIX, Sections 1 and 2

**EDITORIAL BOARD**

The Editorial Board shall be composed of the State News Editorial Chair and five members, appointed by the President (with the approval of the Executive Committee), the Editor of MUSIC CLUBS MAGAZINE and the Editor of JUNIOR KEYNOTES.

**CONTENT/ADVERTISING**

The Editorial Board shall be responsible for developing and sustaining policies with respect to material and advertising content, with the approval of the Executive Committee.

Advertising may include such items as may be appropriate and approved by the Editorial Board.

**COPYRIGHT**

Issues of official organs shall be copyrighted. Reprints of any material published in these magazines must be authorized by the Editor and the National President.

**POLICIES****Policies re Official Organs:**

1. All articles shall pertain to music and shall be related to the broad program of the Federation.
2. Special articles shall be approved by the State News Editorial Chair of the Editorial Board, the Editor, and/or the President.
3. Strong emphasis on state and local club news shall be observed. Such material shall be channeled for selection and editing to the State News Editorial Chair of the Editorial Board.
4. A realistic sum toward the cost of MUSIC CLUBS MAGAZINE and JUNIOR KEYNOTES shall be included in the NFMC General Fund Budget.
5. If required, an annual statement of ownership shall be published in both MUSIC CLUBS MAGAZINE and JUNIOR KEYNOTES within the time stipulated by postal regulations.
6. The Membership Chart, compiled from the Treasurer's records as of February 1, listing the number of federated organizations and individual club members in each state, shall be printed in MUSIC CLUBS MAGAZINE.
7. Reports of special NFMC projects shall be in summary form for inclusion in official magazines, except where special action by the Board of Directors authorizes a listing in specific areas when space is available.
8. When the editors receive an article, a poem, etc. to be published, and decide to publish it, the editor will write a letter that states it will be published, that there will be no gratuity, and that thereafter any reprints of the material must be authorized by the editor and the national president. The letter will ask the author to read the above conditions and sign below and return it to the editor. Other than commonly recognized grammar usage and grammar errors, editors may not change content of submitted articles without permission of the author. The President shall have final review and approval of all NFMC published content

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**COMMITTEES – OFFICIAL ORGANS - CONTINUED**

9. Permanently bound copies of MUSIC CLUBS MAGAZINE and JUNIOR KEYNOTES are to be preserved at Headquarters.

**PLANS TO BE SUBMITTED**

At the NFMC Conference and Biennial Convention, the Editors of MUSIC CLUBS MAGAZINE and JUNIOR KEYNOTES shall submit their plans covering the general format of their respective magazines for the coming year to the Editorial Board for approval.

**PUBLICATION DATES**

Content and advertising deadlines for magazines are August 1, November 1 and February 1. Publication dates are October 1, January 1, and April 1. The issues shall be known as Autumn, Winter and Spring/Summer.

**SUBSCRIPTION RATES**

The subscription rates for MUSIC CLUBS MAGAZINE and JUNIOR KEYNOTES may be found on the Contents page of each issue of the individual magazines.

Requirement for payment of back issues of each magazine is as noted in each specific magazine.

**SUBSCRIPTION YEAR**

The MUSIC CLUBS MAGAZINE subscription year for Senior Organizations, Senior Individual, Senior Adult Associate Groups, Student/Collegiate Organizations, Student/Collegiate Individual, and Student/Collegiate Associate Groups shall be from Dec.1 to Dec. 1.

The JUNIOR KEYNOTES subscription year for Junior Organizations, Junior Individual and Junior Associate Groups shall be from February 1 to February 1.

**JUNIOR KEYNOTES SUBSCRIPTION REQUIREMENT**

JUNIOR KEYNOTES: Dues for Junior organizations actively federated shall cover the cost of one subscription to JUNIOR KEYNOTES magazine which shall be sent to the Counselor/teacher. (4/25/87)

**COMPLIMENTARY SUBSCRIPTIONS**

A complimentary annual subscription of MUSIC CLUBS MAGAZINE shall be given to each dues paying member in good standing of a Senior Active Organization, provided that address lists are sent to the National Treasurer.

Life subscriptions to MUSIC CLUBS MAGAZINE shall be given to all Young Artist, Ellis Duo winners, Life Members, and Lifetime Achievement Award winners.

A complimentary copy of the Winter Issue of MCM will be sent free-of-charge to Summer Music Centers and their award winners so they can become more aware of the mission and activities of NFMC.

**COMMITTEES – OFFICIAL ORGANS - CONTINUED****FINAL ISSUE – *MUSIC CLUBS 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.

**EDITOR, *JUNIOR KEYNOTES***

The Editor of *Junior Keynotes* shall be an ex officio member of the following: Festivals Committee and the Junior Division-at-large. (8-10-03)

**COMMITTEES – PAST PRESIDENTS ASSEMBLY****PPA CHAIR**

The chair is elected by the Board of Directors.

**TYPES OF CHARTERS**

The structure of the Past Presidents Assembly provides for the chartering of chapters.

There shall be three types:

1. State Chapters
2. District/Regional Chapters
3. Local Club Chapters

A chapter is not a music club in itself and should not be organized as such.

**MEMBERSHIP**

A person who has completed his/her term as President of a music club or kindred organization in the NFMC becomes automatically and immediately eligible to be a member of the National PPA and that club's kindred organization's PPA chapter, if organized.

A person who is elected and installed as President and then resigns is considered a Past President even though he/she serves only one day, and is therefore eligible for PPA membership.

A Past President of a club which ceases to exist or has terminated its membership may become a member of the PPA chapter of another local club (upon invitation of that chapter) or District/Region of a State, or of a State PPA chapter by maintaining his/her membership in good standing in the NFMC.

Ordinarily only a Past President of a club may belong to a PPA chapter of that club. Other eligible Past Presidents may join upon invitation of the chapter.

A Past President who is eligible to hold membership in more than one chapter, regardless of geographical location, may do so upon payment of dues to each chapter.

Unless qualified for membership in the PPA by previous service as a President, a person who is still in office as a President cannot be considered as a Past President.

**PPA DUES**

PPA dues information may be found in Section J - MEMBERSHIP DUES, of these Standing Rules.



**COMMITTEES – SUMMER MUSIC CENTERS****CHAIR**

The chair of Summer Music Center Awards is elected by the Board of Directors and shall serve as a member of the Competitions and Awards Board.

In the spring prior to the convention, the outgoing chair shall send packets to all Summer Music Center representatives outlining procedure and indicating that CA 11-1 forms be sent to the new SMC Chair to be elected at the convention. Following the election, the outgoing chair shall send the new chair's name and contact information to the SMC representatives and shall relinquish all SMC files to the new chair.

The chair shall prepare a list for voting of all Summer Music Centers and their representatives to be presented at the final Board meeting of each Biennial Convention. (Special Mail Ballot, 11-07)

**ELECTION OF REPRESENTATIVES**

Representatives for endorsed music centers and schools where awards are maintained shall be elected by the Board of Directors.

**COMMITTEE**

The elected Representatives shall serve as the Committee.

**POLICY – ENDOWED SCHOLARSHIPS – AWARDS**

Re: Policies related to establishment of endowed scholarships/awards/fellowships.

1. A minimum of \$15,000 shall be required to endow a named scholarship/award/ fellowship. These funds may be accumulated over a period of three years.
2. Should the \$15,000 goal not be reached within the three-year period, contributions credited to the holding account will revert to the NFMC Endowment Fund of the National Federation of Music Clubs.
3. When the \$15,000 goal is reached, the scholarship/award/fellowship will be declared endowed by the NFMC Board of Directors. The principal in the endowment account will not be used for payment of scholarships/awards/ fellowships, but will remain in full in the account.
4. The amount of the scholarship/award/fellowship (dependent on the interest earned) shall be determined by the Board of Directors of the National Federation of Music Clubs at the time the \$15,000.00 endowment is completed. This shall come as a recommendation from the Competitions and Awards Board and the Finance Committee.
5. Contributions received for scholarships/awards/fellowships in any amount and NOT designated for named scholarships/awards/fellowships will be deposited in the National Federation of Music Clubs Fund for the Advancement of Musical Arts.
6. A scholarship/award shall not carry the name of an individual unless that individual has contributed all of the money for the endowment, an/other individual(s) has/have endowed it in his/her name, or (an) additional contributor(s) agree(s) to naming it for said individual. (Special Board Mail Ballot, 11-08)
7. Endowed scholarships/awards/fellowships shall be administered by the Competitions and Awards Board in accordance with any criteria established by the donor, insofar as possible, provided that the Board of Directors resolves that such criteria are in accordance with the goals, rules and purposes of NFMC.
8. The Board of Directors shall establish Scholarship/Awards in accordance with the expressed wishes of the donor/s of such Scholarship/Award funds insofar as possible, provided the Board of Directors determines that the intent of any and all aspects of the proposed Scholarship/Awards competition is in accord with the aims and objectives of the NFMC and its affiliated State organizations, such aspects to include: the name of the award, the subject or area of competition; the amount and frequency of monetary Scholarship/Awards; and similar items involved in the management of NFMC competitions.

The dispersal of Scholarship/Awards funds shall be under the sole jurisdiction and authority of the Board of Directors, which Board has no obligation to provide the donor/s of the funds information regarding the recipients, judges, balance of money in fund, investment of funds, interest accumulations, publicity or any other such information unless and until such information is deemed appropriate for public dissemination.

**POLICY – ENDOWED SCHOLARSHIPS – AWARDS – CONTINUED**

9. Any transfer of Scholarship/Awards or other prize funds from State Federations of Music Clubs to the National Federation of Music Clubs may be approved only under the following conditions:
  - a. A State Federation may volunteer to transfer Scholarship/Awards or other prize funds to the NFMC;
  - b. Such a transfer is permitted only when the request is initiated by the respective State and not by any donor/s to such State funds and only in instances that the State considers will be beneficial to both the State and National Federation of Music Clubs; and
  - c. Such transferred funds are offered and accepted without specification as to their designated use by the NFMC.
10. At the annual National meetings, the Finance Committee will establish the distribution rate for endowed funds for the following year. (8-4-10)

This policy is not intended to affect the Articles of Dissolution of the Corporation of any State or National Federation of Music Clubs, or any other Bylaw provisions governing the disposal of assets.

## POLICIES FOR ALL NFMC COMPETITIONS & AWARDS

### AGE

Entrants in the Armed Forces competitions are exempt from age requirements. (8-10-08)

### CITIZENSHIP REQUIREMENT

Applicants **MUST** be native-born or naturalized American citizens. (EXCEPTIONS: Lynn Freeman Olson Composition Award and Lynn Freeman Olson Award in Piano Pedagogy; International Music Camp – 50% U.S. citizens, 50% non-U.S. citizens.)

### FIRST PLACE WINNER LIMITATIONS

With the exception of entrants for the Armed Forces and Junior Composers Awards, No First Place Winner of an individual NFMC award listed in the Competitions & Awards Chart is eligible to compete again for the same award.

Regional award recipients of the Wendell Irish Viola Award, the Joyce Walsh Junior Awards for Individuals with Special Needs, and the Stillman Kelley/Thelma Byrum Awards are ineligible to receive more than one regional award. Past regional award winners are eligible to compete for future first, second, and third place awards in the National-level named competitions.

An Armed Forces entrant may win First Place awards multiple times, but not consecutively. (8-10-08)

First Place winners of Arts and American Music Division monetary awards may win First Place multiple times, but not consecutively. [Exceptions: all Recognition awards. Previous winners of these awards will receive lower priority than new applicants of equal merit.]. June 2021

First Place winners in individual NFMC competitions with multiple categories or classes may not compete again in the same category or class, but are eligible to compete in a different category or class.

With the exception of National Music Week Essay Contest, first place winners in the Arts Division monetary awards and all American Music Division monetary awards may win First Place multiple times, but not consecutively.

No winner of an NFMC summer award is eligible to compete again for the same award.

### STUDENT/COLLEGIATE/JR/SR MEMBERSHIP CONTEST LIMITATIONS

No individual may enter, in the same year, competitions in multiple divisions, Junior, Student/Collegiate and Senior, even if they hold membership in more than one division. 6-28-14)

Exception: Beyer Composition Awards whose age requirements encompass both S/C and Senior applicants. This exception allows S/C members to enter the Beyer Composition Awards Competition (currently a Senior competition) as S/C members thereby retaining their eligibility to enter other S/C competitions in the same year. (Aug. 2015)

Students may not enter both Student/Collegiate and Young Artist Auditions the same year.

### WINNER DECLARATION

Ties shall not be declared for any awards that are given. (4-27-93)

## **POLICIES FOR ALL NFMC COMPETITIONS & AWARDS - CONTINUED**

Judges have the authority to name award recipients. If a first place winner is not selected, judges may choose to name winners in the remaining categories. Based on applicant performances, the judges may determine that no awards will be given. With a majority vote, decisions by the judges are final. (6-22-19)

### **COMPETITIONS & AWARDS CHART**

All changes for the new Competitions and Awards Chart are to be submitted and approved by the Competitions and Awards Board at the Biennial Convention and NFMC Conference so that the chart can be made available as soon as possible.

All age limits must be definitely stated on the Competitions and Awards Chart and other scholarship/award announcements. (8-26-74)

The Competitions and Awards Chart shall list all awards approved by the Finance Committee, and said awards must have been approved prior to being published. (8-15-04)

### **APPROVAL AUTHORITY FOR LISTING OF STATE OR INDIVIDUAL AWARDS**

The Finance Committee was given the authority to evaluate and approve other state and/or individual awards being listed as a link on the NFMC website.

Money for these awards will be sent directly from the donor to the award recipient or designated institution, not through the NFMC treasury. (8-15-04)

### **AWARD CHECKS**

No award checks will be written unless the Forms are CA 20-2, which may be obtained from NFMC Headquarters. No out-of-date forms will be considered for the judging process for any competition. (July, 2018)

### **OFFERING OF AWARDS**

No awards are to be offered by individual chair, and all awards must be approved by the Competitions and Awards Board and the Finance Committee. (5-27-01)

### **ACCEPTABLE MEDIA FOR ALL COMPETITIONS**

All competition performances must be submitted online via unedited video recordings.

Due to file size, entrants may choose to upload their video performances to an UNLISTED YouTube channel and submit the links on a separate document via the NFMC application portal.

### **COMPETITION DEADLINES**

Submission for all competitions in all divisions will be set for the first of the month when possible (February 1, March 1, April 1, and May 1).

**AGE**

All age limits for Summer Music Center Awards must be stated on the Competitions and Awards Chart and on other scholarship announcements. (8-26-74)

**REQUIREMENT**

No additional summer music camps or music centers offering awards for which they provide funds shall be listed in the Summer Music Center section of the chart, unless they are members of NFMC. (8-4-78)

**CITIZENSHIP: NATIVE – NATURALIZED**

At all summer music centers, except International Music Camp at Peace Gardens, North Dakota, the applicants for awards given by NFMC must be native born or naturalized citizens of the United States of America. At the International Music Camp, at least half of the recipients of the Agnes. Jardine Award must be native born or naturalized citizens of the United States. (8-4-78)

**FINANCIAL**

Requests for money for summer award recipients shall be sent by the Chair of Summer Music Center Awards directly to the National Treasurer. (8-7-92)

**FUNDING STIPULATION**

No individual Summer Music Center award will be accepted as a national scholarship, even if funded, unless it is at least a \$200 award. (4-2-81)

**REPRESENTATIVE OR DEPUTY IN ATTENDANCE**

Each Summer Music Center representative should attend the Federation Day at the summer music center he/she represents, or arrange for a substitute, and report to the National Summer Music Center Awards Chair. (8-88)

## AWARDS – DATES OF ORIGIN & SOURCE FUNDING

The date of establishment and source of funding for each scholarship or award shall be added to the Standing Rules. (8-21-80)

### BIENNIAL AWARDS IN ODD-NUMBERED YEARS YOUNG ARTIST AUDITIONS

<b>Young Artist Auditions (1915)</b> First Place Winners Second Place Winners (1989) Third Place Winners (2011-2019)	Funded by NFMC, Agnes Fowler supplementals, etc.
<b>Christmann Young Artist First Place Winners Supplemental Awards (2011)</b> (Formerly known as Charles E. and Francis Christmann NY Debut Recital Fund)	Funded by the Christmann Endowment
<b>Oscar Valentin Supplemental Award in Man's Voice (8-18-02)</b>	Funded by Oscar Valentin Endowment
<b>Ann &amp; Gordon Getty Supplemental Award in Man's &amp; Woman's Voice (1995)</b>	Funded by Getty Fund
<b>Mary Kimball Hail Supplemental Award in Woman's Voice (1985)</b>	Funded by Mrs. Hail Endowment
<b>Merle Montgomery Supplemental Award in Man's &amp; Woman's Voice (1975)</b>	PNP Fund Endowment
<b>Claudette Sorel Supplemental Award in Pi- ano (1983)</b>	Endowed, Miss Sorel
<b>Samuel Sorin Piano award honoring Samuel Sorin, former Young Artist winner</b>	Endowed by the Samuel Sorin family (1985)
<b>Vera Wardner Dougan Violin Award (1987)</b>	PNP Fund Endowment
<b>Violet and Louis Lang Supplemental Awards in Woman's and Man's voice (1995)</b>	Funded by Lang Endowment
<b>Lily Peter Strings Supplemental Award (es- tablished 1987, awarded for first time (1989)</b>	Funded by Lily Peter Endowment
<b>Edwin B. Ellis Supplemental Award in Pi- ano (1987)</b>	Funded by the Ellis Endowment
<b>NFMC Supplemental Award for Strings (ex- cludes violin)</b>	Funded by FAMA Funding transferred to NFMC Endowment June 2013
<b>Baiz/Sweeney Award (1976)</b>	Funded by the Marguerite Baiz endowment, Beatrice Miller and Sweeney Endowment

## AWARDS – DATES OF ORIGIN &amp; SOURCE FUNDING – CONTINUED

## BIENNIAL AWARDS IN ODD-NUMBERED YEARS

## NFMC ELLIS COMPETITION FOR DUO-PIANISTS AUGUST, 1988

Endowed originally by a legacy of the late Annie Lou Ellis (Mrs. Edgar B.) 1988

First Place	Ellis Legacy; Gift from Floride Dean (1991); Abild Legacy; Gimbel Gift
Second Place	Ellis Legacy & Gift from Gretchen Van Roy (1999); Simpson College/Abild Legacy 6/22/19
Faye & John Abild American Music Award for the best performance of American Music	Abild Legacy (8-8-99)

## BIENNIAL AWARDS IN ODD-NUMBERED YEARS

## JUNIOR AWARDS

<b>Thelma A. Robinson Award in Ballet</b> (8-13-97)	PNP Fund Endowment
<b>Lynn Freeman Olson Composition Awards</b> (1989)	Endowed by friends of Mr. Olson and James Schnars

## BIENNIAL AWARDS IN EVEN-NUMBERED YEARS

## JUNIOR AWARDS

<b>Claire Ulrich Whitehurst Piano Award</b>	Endowed by Claire Frances Whitehurst and Family. (1998)
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## BIENNIAL AWARDS IN ODD-NUMBERED YEARS

## SENIOR AWARDS

<b>Glad Robinson Youse Adult Composers Contest</b> (1991)	Funded by Glad Robinson Youse Endowment
<b>Alpha Corinne Mayfield Award in Operatic Voice</b>	Mayfield Legacy (1987)
<b>NFMC Centennial Chamber Music Award</b> 8-8-89; renamed Centennial Chamber Commendation 2015. Discontinued in 2025.	Endowment established with the balance from the Centennial Fund. Discontinued in 2025 with \$20,000 moved to Jr. Club Award Fund and remainder to Pasque Chautauqua Award.

## BIENNIAL AWARDS IN ODD-NUMBERED YEARS

## STUDENT/COLLEGIATE SPECIAL AWARDS

<b>Elizabeth Grieger Wiegand Sacred Music of the Faiths Award</b> (1984)	Endowed, Mrs. Wiegand
<b>Lynn Freeman Olson Composition Awards</b> (1989)	Endowed by friends of Mr. Olson & James Schnars
<b>Lynn Freeman Olson Award in Piano Pedagogy</b> (2000)	Endowed by friends of Mr. Olson & James Schnars



# AWARDS – DATES OF ORIGIN & SOURCE FUNDING - CONTINUED

## BIENNIAL AWARDS IN ODD-NUMBERED YEARS STUDENT/COLLEGIATE AUDITION AWARDS

<b>Agnes Fowler Awards (1993)</b>	Agnes Fowler Fund
<b>Mary V. Thiesen Awards (1999)</b>	Mary V. Thiesen Bequest
Combined into the S/C Awards Honoring Agnes Fowler & Mary V. Thiesen (5-10-99)	

## STUDENT/COLLEGIATE AUDITION SUPPLEMENTAL AWARDS

<b>Hazel Heffner Becchina Award in Man's &amp; Woman's Voice (8-20-82)</b>	Endowed, Mrs. Becchina
<b>Janice Clarkson Cleworth Award in Piano (8-12-83)</b>	Endowed, "In Memoriam"
<b>Annie Lou Ellis Awards in Piano (1985)</b>	Endowed, Mrs. Ellis
<b>Lawrence Foster Memorial Awards in Cello (4-23-83)</b>	Endowment contributed by Illinois FMC & Friends
<b>Thor Johnson Awards for Double Bass &amp; Viola (8-7-78)</b>	Thor Johnson Bequest
<b>Joseph Kasper Awards in Violin (Jan. 1976)</b>	Endowed, Mary Park Clements
<b>Louise L. Henderson Award in Violoncello (5-23-01)</b>	Endowed, Mrs. Henderson & daughter, Temple Mitchell
<b>Violet Lang Award in Violin honoring Dr. Barbara Irish (5-27-01)</b>	Endowed, Violet Lang
<b>Virginia Peace Mackey-Althouse Award in Woman's Voice (1985)</b>	Endowed, Mrs. Mackey-Althouse
<b>Irene S. Muir Awards in Man's Voice and Woman's Voice (1958)</b>	Endowed, Clifton Muir
<b>Louise Oberne Awards in Viola (1971) &amp; Double Bass Included (4-21-83)</b>	Oberne Bequest
<b>Josephine Trott Memorial Awards for Strings (1985)</b>	Endowed, Riccardo McQuie
<b>Ruby Simons Vought Awards in Organ</b>	PNP Fund Endowment. (5-1-79)
<b>Marie Morrissey Keith Awards in Orchestral Woodwinds &amp; Orchestral Brass</b>	PNP Fund Endowment (5-14-91)
<b>Lucille Heimrich Award-Percussion 8-18-02)</b>	Heimrich Bequest
<b>Martha Marcks Mack Award in Man's &amp; Woman's Voice</b>	Martha Marcks Mack Bequest

## AWARDS – DATES OF ORIGIN &amp; SOURCE FUNDING - CONTINUED

## ANNUAL STUDENT/COLLEGIATE AWARDS

<b>Student/Collegiate Composers Competition</b> NFMC Young Composers/Nadworney/Hatz Composition Awards (Awards * below are part of the S/C/ Composers Awards (2007))  *Marion Morrey Richter American Music Composition Award (1997) *Victor Herbert Young Composer Awards (1972) *Class IV Devora Nadworney Awards (8-22-69)	Richter Legacy  NFMC and Beyer Endowment Endowed by her gift of stocks
<b>Hinda Honigman Award for the Blind</b>	PNP Fund Endowment. (4-18-71)
<b>Music for the Blind Award in Composition</b> (8-25-69) Discontinued in 2016	NFMC and Oscar Valentin Endowment, funds transferred to Jr. Blind Award in Composition (2016)
<b>Dorothy Dann Bullock Music Therapy Award</b> (4-5-73)	PNP Fund Endowment
<b>Emil &amp; Ruth Beyer Composition Awards</b>	(1998)
<b>NFMC Carey-Wilson Music Therapy Award</b> (2004; given first in 2006)	NFMC & Carey-Wilson Estate
The NFMC Music Therapy Awards (1968) and the Carey-Wilson Music Therapy Award (8-6-03; given first in 2005) were combined and re-named NFMC Carey-Wilson Music Therapy Award in 2004.	
<b>Lucille Heimrich Award for Guitar</b> (8-18-02)	Heimrich Bequest
<b>Ruth B. Robertson Music Therapy Award</b> (1950; endowed 1985)	Funded by Ruth B. Robertson Endowment
<b>Gretchen E Van Roy Music Education Scholarship</b> (8-87)	Endowed, Gretchen E. Van Roy
<b>Myrtle Mehan/Hazel Morgan Music Education Scholarship</b> (1997)	Myrtle Mehan and Hazel Morgan Legacies
<b>Herman &amp; Mary Neumann Award for Miami University</b> (Ohio) in Voice or Strings (1998)	Neumann Legacy
<b>Oscar Valentin Award in Violin Solo</b> (8-18-02)	Oscar Valentin Endowment
<b>Ernest A. Bluhm Flute Award</b> (8-6-06)	Endowed by Mrs. R.A. Schramm, in memory of her brother-in-law
<b>Elizabeth Paris Award for French Horn</b>	Funded by PNP Fund Endowment. (2007)
<b>Carolyn Nelson Award for Double Reeds</b>	Funded by PNP Fund Endowment. (2015)
<b>Frances Nelson Tuba Award</b>	Funded by PNP Fund Endowment (2022)
<b>Barbara M. Irish Award in Harp - Curtis Institute</b> (5-10-99)	Funded by PNP Fund Endowment

## AWARDS – DATES OF ORIGIN &amp; SOURCE FUNDING - CONTINUED

## ANNUAL JUNIOR AWARDS

<b>Stillman Kelley Instrumental Awards (1938)</b>	Endowed to honor Mr.& Mrs. Stillman Kelley
<b>Thelma Byrum Piano Award, in Stillman Kelley Auditions (5-1-79)</b>	Thelma Byrum Endowment
<b>Wendell Irish Viola Awards (4-23-81)</b>	Endowed by Mr & Mrs. Wilmot Irish
<b>NFMC Regional Music for the Blind Performance Awards in all Five Regions</b>	Oscar Valentin and Music for the Blind Endowment. (8-25-69, 8-18-02, 8-10-08)
<b>Benzinger/Valentin Music for the Blind Performance Awards (Renamed in 2007)</b>	Endowed with stocks given by Mrs. Benzinger (W. Paul Benzinger 4-26-79)
<b>Oscar Valentin (8-18-02)</b>	Oscar Valentin Endowment
<b>Music for the Blind Composition Award</b>	Agnes Fowler Fund. (1970)
<b>Dance Awards (8-24-70)</b>	Agnes Fowler Fund/Oscar Valentin Endowment
<b>Joyce Walsh Junior Awards for Individuals with Special Needs</b>	T-Shirt Project Endowment
<b>Junior Composition Contest</b> Class IV Awards <u>Olga Klein Nelson Award (4-26-79)</u> <u>Laura K Wilson Award, honoring Dorothy Dann Bullock (11-2-59)</u> Class III Awards <u>John &amp; Margaret Pierson Award (4-24-77)</u> Class II Awards <u>NFMC</u> Class I Awards <u>NFMC</u>  NFMC/Valentin Regional Awards (8-18-02, 8-15-05)	NFMC, Oscar Valentin Endowment Endowed, bequest Endowment of Pittsburgh Piano Teachers Assn. and Friends <u>Funded by a gift “in memoriam” by Mrs. Malcom Denise</u> <u>Funding transferred from FAMA to Oscar Valentin Endowment (June 2012)</u> <u>Funding transferred from FAMA to Oscar Valentin Endowment (June 2012)</u>  Oscar Valentin Endowment
<b>Interlochen Arts Academy (2-96)</b>	Herman & Mary Neumann Legacy
<b>Angie Greer Music in Poetry Awards (5-27-01; re-named 6-27-05)</b>	Funded by Festival Fee Increase
<b>Mary Alice Cox Awards in Cello &amp; Double Bass (8-10-03, 6-12-11; awarded first in 2004)</b>	Funded by Festival Fee Increase & Mary Alice Cox Endowment (6-22-05)
<b>NFMC National Music Week Essay Contest</b>	Funded by Agnes Fowler Fund
<b>Marilyn Caldwell Piano Award</b>	Funded by the Jr. Division & a monetary gift from Marilyn Caldwell. (6-7-09, 6-12-11)
<b>Lana M. Bailey High School Piano Concerto Awd</b>	Funded by PNP Endowment (2013)
<b>Martha Marcks Mack Jr Vocal Award</b>	Funded by Mack Endowment (2013)
<b>Michael R. Edwards Graduating Senior Performance Award.</b>	Funded by PNP Endowment (2019)

# AWARDS – DATES OF ORIGIN & SOURCE FUNDING - CONTINUED

## ANNUAL SENIOR DIVISION AWARDS

<b>American Music U.S. Armed Forces Composition Awards (8-5-00)</b>	Funded by FAMA (funding transferred to Agnes Fowler Endowment June 2015)
<b>Anne Gannett Award for Veterans (4-5-73)</b>	PNP Award Endowed from War Service Fund
<b>Lucile Parrish Ward Veteran's Award (1999)</b>	PNP Award honoring Lucile Parrish Ward
<b>Vivian Menees Nelson Award for the Disabled &amp; Visually Impaired (1984)</b>	Endowed by Mrs. Nelson
<b>Professor Rudolf R.A. Schramm Awards for Clubs (1987)</b>	Endowed by Martha Schramm & Family
<b>NFMC/ASCAP American Music Awards Clubs (1995)</b>	Endowed by ASCAP
<b>NFMC Music Outreach Awards Club &amp; Individual (8-15-04)</b>	Funded by its own Endowment
<b>Emil &amp; Ruth Beyer Composition Awards (1998)</b>	Beyer Endowment (1998)
<b>Ruth Morse Wilson Handbell Choir Award (1999)</b>	Endowed by Ruth Morse Wilson
<b>Dr. Ouida Keck Award – Professional Development for the Independent Piano Teacher (2003; first given in 2004)</b>	PNP Award honoring Dr. Ouida Keck
<b>Martha Marcks Mack Vocal Performance (2013)</b>	Endowed by Martha Marcks Mack (2013)
<b>Virginia Allison Collaborative Award (1999)</b>	Funded by PNP Endowment
<b>Thelma A. Robinson Award in Conducting</b>	Endowed by the Ohio FMC. (1987)

## AWARDS – DATES OF ORIGIN &amp; SOURCE FUNDING – CONTINUED

## NFMC ANNUAL SUMMER MUSIC CENTER AWARDS

<b>Aspen School of Music Award</b> (1993)	Endowed NFMC (1993)
<b>Brevard Music Center</b> (formerly Transylvania) Rose Thomas Smith Award	Endowed by the legacy of Rose Thomas Smith (1993)
<b>Lucile Parrish Ward Brevard Music Center</b>	Endowed by Lucile Parrish Ward. (8-99)
<b>Chautauqua Music School Awards</b> (est. 1945-1949)	Endowed by PFMC (Piano); NYFMC (Festival Orchestra); Supplemented by NFMC Valentin
<b>Chautauqua Music School</b> , Eleanor Pascoe Award in Voice (est. prior to 1976)	1980 Endowed by family & friends. 1972 Like amt. awarded to Music School Festival Orchestra by Chautauqua honoring NFMC; Funds from Centennial Chamber Commendation to Pascoe Award.
<b>Chautauqua Music School Awards</b>	Ohio FMC (Strings); Supplemented by NFMC Valentin
<b>Peg Bryan Award to Chautauqua</b> (8-15-04)	Indiana FMC & the Bryans. Supplemented by NFMC Valentin
<b>Martha Marcks Mack Awards to Chautauqua</b> (2012)	Funded by Mack Endowment (2012)
<b>Eastern Music Festival Award</b> (4-28-71)	Endowed NFMC (1993)
<b>Stephen Collins Foster Music Camp Award</b> (8-22-69)	PNP Award honoring Irene Muir (Mrs. Clifton J.)
<b>Gwladys Comstock Award</b> , Idaho FMC (8-21-70)	Endowed by Idaho FMC (2019)
<b>Opera in the Ozarks at Inspiration Point Opera Study Award</b>	Endowed NFMC (1993) & Oscar Valentin (2004)
<b>Opera in the Ozarks at Inspiration Point Award.</b> (1995)	PNP Music Education Award honoring Mary Prudie Brown (1995)
<b>Martha Marcks Mack Awards to Inspiration Point</b> (2012)	Funded by Mack Endowment (2012)
<b>Interlochen Arts Academy Award</b> (1998)	Funded by Herman/Mary Neumann Awd 1998
<b>International Music Camp Award</b> , Peace Gardens (ND) (1937)	PNP Award honoring Agnes Jardine (1937)
<b>Composers Institute - Evelyn Sampson Award</b> (2004)	Evelyn Sampson Endowment; given by NDFMC
<b>Kneisel Hall Award</b> , Blue Hill, Maine (1981)	PNP Award honoring Ada Holding Miller (1981)

## AWARDS – DATES OF ORIGIN &amp; SOURCE FUNDING – CONTINUED

## NFMC ANNUAL SUMMER MUSIC CENTER AWARDS

<b>Marrowstone Music Festival Award</b> (originally Pacific Northwest; changed 1976)	Endowed NFMC (1993)
<b>Meadowmount School Award</b> , Suzanne Anderson Award (1967)	Endowed NFMC (1993)
<b>Music Academy of the West Award</b> (1993)	Endowed NFMC (1993)
<b>Ravinia Music Festival Award</b> (8-93)	Endowed by Rose Thomas Smith Legacy (8-93)
<b>Rocky Ridge Music Center Award</b> (1993)	Endowed NFMC (1993)
<b>Santa Fe Opera Apprentice Artist Program Award</b> (4-5-73)	Ruth Freehoff Memorial Endowment
<b>Sewanee Music Center</b> , Gladys Coult Summer Award	NFMC & Gladys Coult Endowment
<b>Walden School Award</b> (8-25-74)	Endowed NFMC (1993)

## NFMC MEETINGS – RULES AND RESOLUTIONS

### NFMC MEETINGS

The general directives given in this section may apply to NFMC Biennial conventions, NFMC conferences or special meetings.

### RULES COMMITTEE

At least two months prior to an NFMC meeting, the President shall appoint a Rules Committee. This committee shall prepare such rules as may be required for the timely and orderly discharge of official business.

### POLICY RESOLUTIONS COMMITTEE

The Vice President chairs a committee on Policy Resolutions. Members of the committee, representative of all regions, are appointed by the President in consultation with the Vice President.

Any individual or organization member desiring to present a resolution to the annual voting delegates shall first present it to the Policy Resolutions Committee for consideration. All such resolutions that are in conformity with established objectives and policies and do not involve matters of a religious or political nature will be reported for action. All other resolutions shall be referred to the Board of Directors for consideration.

The NFMC Policy Resolutions designed to highlight the work of the organization for the Biennium shall be presented to the convention body as set forth in the program.

### COURTESY RESOLUTIONS COMMITTEE

Prior to the NFMC annual meeting, the President shall appoint a committee for Courtesy Resolutions.

All resolutions of thanks and appreciation shall be referred to this committee for action.

Resolutions expressing thanks to those who were instrumental in making the convention a success shall be prepared by this committee. Courtesy Resolutions shall be presented to the convention for adoption near the close of the meeting.

### COPY OF RESOLUTIONS TO BE FILED

A copy of the Policy Resolutions and of the Courtesy Resolutions shall be placed in the files of the Recording Secretary and a copy of each given to the Historian. A copy of Policy Resolutions shall be appended to minutes sent to Board members and a copy will be included in the NFMC Manual.

### OFFICIAL CALL

The winter issue of MCM shall include the Official Call to the meeting.

1. The dates and place of meeting and general information.
2. Dates and times of the meetings of the Board of Directors and State Presidents.
3. The complete Official Call and schedule will be posted on the NFMC website February 1 and published in the Spring issue of the MCM

## NFMC MEETINGS – RULES AND RESOLUTIONS - CONTINUED

In the year of an NFMC convention, the call shall include the following:

1. Report of the Nomination Committee listing nominees for members-at-large on the Board of Directors.
2. Report of the Nomination Committee listing state representatives to the new Board of Directors.
3. Date and time of election of the Members-at-Large, including the time for closing registration to establish voting strength.
4. Report of the Nomination Committee for Officers including names and qualifications for each office.

The spring issue of MCM shall include the following:

1. Credential requirements and form
2. Memorial recognition form
3. Copy of all proposed amendments to the Bylaws that have been received prior to February 1. Other changes will be posted to the website 30 days prior to the national meeting.
4. An updated program of events.

### REGISTRATION FEE

*The amount of the Registration shall be set by the Board of Directors.* (Bylaws, Article VI, Section C3)

### MEETING AGENDA

The meeting agenda shall include the following:

1. Appointments of Sergeants-at-arms, Timekeepers and Reading Committees
2. Roster of meeting committees
3. Deadline for Registration to obtain voting credentials
4. Presentation of reports as needed. These may include the following: Credentials, Rules, Program, Nominations, Elections, Policy Resolutions, and Courtesy Resolutions.
5. Acceptance of reports of State Presidents and Chairs of Divisions, Committees and Regional Vice Presidents. These will be presented on CD or in printed form.
6. Meetings of all divisions, Board of Directors, Executive Committee and Council of State Presidents and select committees.
7. Regional Luncheons
8. Memorial observance or Memorial Breakfast
9. Luncheon honoring RFT Fellows, Division Chairs and other honored guests
10. Elections (in convention year) of Board of Directors, officers and committee chairs.
11. Election (in non-convention year) of Nomination Committees, *Music in Song* Chair, YA Presentation Chair and any chair vacancies
12. Presentation of Citations (if any)



## NFMC MEETINGS – RULES AND RESOLUTIONS - CONTINUED

### NFMC MEETING COMMITTEE

The National Meeting Committee, serving a 2-year term, shall be comprised of the NFMC President, 1st Vice President, a representative from each region appointed by the President, and the Office Manager. The Chair of the meeting shall be appointed by the President and shall be approved by the Board of Directors. The Chair and the President shall appoint other members of the meeting committee.

Rev. Feb. 2022

The NFMC President and Committee shall select dates and places for all NFMC meetings (conventions, conferences, and special events.). (Approved 2004)

The NFMC National Meeting Committee should check hotel charges for items or events not covered by the contract. Amenities should not be assumed.

The inside front cover of the Convention/Conference program book (“Save the date”) will be reserved for the following year’s national meeting site.

## RESPONSIBILITIES

### FINANCE

1. The meeting chair will work with the NFMC President & Office Manager regarding finances; there is a permanent account in Greenwood called the “National Meeting Account.” The minimum balance of \$5,000 is NFMC funds. At the close of each annual meeting, all bills will be paid, host allocation made, and the remaining funds will be transferred into existing NFMC funds at the direction of the committee. All registrations are sent to the national office, the checks are deposited, and the event information is forwarded to the meeting chair.
2. The signatories on the account may write checks for all expenses as authorized by the meeting chair or the NFMC President. Without permission, no other chair is authorized to incur expenses. If this should occur, the individual will be responsible, and all people working on the meeting should be notified.
3. The budget should be approved by the National Meeting Committee at one of the first planning sessions.
4. Financing of the National meeting is the responsibility of NFMC.
5. NFMC may not accept contributions toward national meeting expenses from NFMC financial advisors.
6. The NFMC President shall submit an application for credit in the name of NFMC to the hotel two months in advance or according to the terms of the contract.
7. Twenty-five percent (25%) of the net revenue will be given to the state in which the meeting is held.

### INCOME

1. Sources of income include Registration Fees (Daily, Full, Junior & Student/Collegiate), grants, solicitations approved by the President, advertisements, donations, souvenirs, etc. All monies must be deposited into the annual meeting account within a week of receipt.
2. The amount of the Registration must be approved by the Board of Directors in the year preceding the meeting.
3. Requests for registration refunds must be postmarked prior to the opening day of the meeting. An administrative fee of ten percent (10%) or \$25, whichever is greater will be retained by NFMC.

Rev. August 2025

## NFMC MEETINGS – RULES AND RESOLUTIONS - CONTINUED

4. Committee members are encouraged to apply for grants and find sponsors for signature events. Program advertising is encouraged.
5. NFMC may accept contributions toward National meeting expenses from donors other than the NFMC financial advisors.
6. Tours - self sustaining
7. Meals - self sustaining

Rev. June 2019

### EXPENSES

National meeting expenses include, but are not limited to the following:

1. Fees and travel expenses for artists and speakers.
2. Food - complimentary meals for artists, speakers, and any other guests stipulated by the NFMC President, meals (self-sustaining) and receptions.
3. Expenses for the National Chair, credentials, nametags, meal tickets, and meeting programs.
4. Tours (self-sustaining)
5. Piano rental, moving, and tuning
6. Decorations and hospitality
7. Audio-visual needs other than those available from NFMC
8. For all National meetings, NFMC shall pay budgeted expenses for the Parliamentarian, the Office Manager, and Photographer
9. Registration shall be given without charge by NFMC to the current National President and spouse or companion, the Past National Presidents and spouses, the Office Manager, the Parliamentarian, and the official photographer.
10. Scheduled meals shall be paid by NFMC only for the current National President and spouse or companion, the Parliamentarian, the Office Manager, and official Photographer. In addition, for national meetings, the lodging, registration, regional luncheons, and presidents' banquet meals expenses can be claimed within the Past National President's allocation.
11. If the hotel room block for a national meeting does not reach an amount sufficient to guarantee a complimentary room for the NFMC President, the President's room will be the responsibility of the President. (Approved by the Finance Committee in 2005.)
12. NFMC shall provide a continental breakfast for the Elections Committee at the NFMC Biennial Convention.
13. All NFMC Biennial Convention Young Artist Competition expenses and winners' recital expenses are to be paid by NFMC from the Young Artist Fund.
14. Ellis Competition winners' expenses at the NFMC Convention in the year in which they are declared winners.
15. Citation printing and framing; travel, meals, and hotel expenses for Citation recipients.
16. Shipment of publications, state flags, and audio equipment.

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**GUIDELINES FOR MEMORIAL & RECOGNITION AND CHAPLAIN****NFMC MEMORIAL & RECOGNITION FUND CHAIR**

The Office Manager shall send the names of donors and persons being memorialized or honored (minimum \$25 contribution per memorialized/honored person) to the Memorial & Recognition Chair for inclusion in the Convention/ Conference Memorial and Recognition Service program.

The Office Manager will deposit all M&R donations in the Awards Account with designated donations transferred to the specified Awards account(s) and undesignated donations transferred to the FAMA account.

**NFMC CHAPLAIN**

Deceased Member List – State Presidents shall send a list of names of deceased members since the last NFMC meeting (names only, no donations) to the NFMC Chaplain who will format the, complete list of deceased members' names in alphabetical order by state and send it to the NFMC Office Manager.

**TWO LISTS**

The list of memorialized or honored members (minimum \$25 contribution per memorialized or honored person) will be sent to the NFMC Office Manager by the NFMC M&R Chair.

The complete state presidents' list of deceased members will be sent to the NFMC Office Manager by the NFMC Chaplain.

Both lists will be printed and placed in the Convention/Conference Memorial and Recognition service program.

**CREDENTIALS CHAIR**

The Treasurer shall be the Credentials Chair.

**OBTAINING CREDENTIALS**

Voting Credentials may be obtained by either mail or e-mail from the Office Manager or designee by following the instructions on the form provided in the spring/summer issue of MCM.

**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 and Committee Chairs; State Presidents or their alternates; Senior Individual members; 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.*

**FILE OF REGISTERED VOTERS**

The Credentials Chair shall keep an alphabetical list of all voting persons registered for the National meeting. This list shall indicate the source of the voting privilege of each registrant and, if a delegate, the name of the organization represented. This list shall be used to identify voters as they enter the polling place. The Treasurer shall be in charge.

**VOTING CREDENTIALS**

Voting members are issued a voting credential, found in the registration packet.

**YOUTH**

For the purpose of convention registration, “Youth” shall be interpreted as being MEMBERS of the Student/Collegiate or Junior Division. Student/Collegiate Advisers and Junior Counselors shall be considered as adult registrants.

## CONVENTIONS – ELECTIONS COMMITTEE

### **APPOINTMENT (Of the Elections Committee)**

The President shall appoint an Elections Committee and the Committee Chair. The number on the committee shall be at least seven if the whole committee works the entire time, and twice that if there are two shifts dividing the time.

### **DUTIES**

The Elections Committee is in charge of the election of the Members-at-Large of the Board of Directors. All members may be asked to report for a planning and instruction meeting prior to the day of the election at the time designated in the Call or by the chair.

The committee is expected to report in advance of the opening of the polls on the day of the election. When the polls are closed, the tabulated results must be attested by the signatures of all the committee.

### **ADVANCE PREPARATION**

Before the day of the elections, the physical facilities of the elections room should be surveyed and all arrangements planned.

### **PREPARATION OF BALLOTS/BOARD MEMBERS-AT LARGE**

All of the names for ballot voting of NFMC Board Members-at-Large shall be listed alphabetically, with no distinction being made between Nomination Committee nominees and those nominated from the floor.

### **VOTING FOR BOARD MEMBERS-AT-LARGE**

It shall not be a requirement to vote for a specific number of Board Members-at-Large.

### **CREDENTIALS TO BE CHECKED**

The alphabetical list of registered voters which is prepared by the Credentials Committee is used to identify voters as they present their Voting Credential at the door of the polling place. No person shall be admitted to the polling place without a Voting Credential. The National Treasurer/Credentials Chair shall identify voters as they enter the polls at the time of the elections and present their credentials

### **COMMITTEE ASSIGNMENTS**

One member of the Elections Committee must be assigned to each voting station at all times.

Two members of the Committee should be assigned to the door, one on the outside to be sure that members have their voting credential with them, to answer questions, and to supervise the order of entrance; the one on the inside announces when more voters may be admitted.

## CONVENTIONS – ELECTIONS COMMITTEE – CONTINUED

### PARLIAMENTARIAN

The Parliamentarian is present to supervise the elections during the entire time that the Committee is at work from the time of the meeting before the polls open until the polls are closed, the vote tabulated, and the final report prepared. In the waiting room, he/she may answer questions relating to general information. He/she must be called if voters have questions after entering the voting booths.

### CLOSING OF POLLS

When the established hour for closing the poll arrives, any eligible voter waiting in line shall be admitted to the room and permitted to cast his/her vote. At the appointed hour, the Chair announces that the polls are closed, and no one else is admitted.

### TABULATING THE VOTE

After the polls have closed, the vote is tabulated by members of the Elections Committee and attested by the Parliamentarian. Forms for this tabulation are provided by the Chair of the Committee.

### REPORTS

The Final report should show

1. The total number eligible to vote as reported by the Credentials Chair and adopted by the Members as the polling list.
2. Total number of ballots cast.
3. The plurality necessary for election.
4. Total number of votes for each nominee.

### REPORT PROCEDURE

In reporting the vote for Members-at-Large, nominees shall be listed in the order of the number of votes received, listing first the person receiving highest number of votes.

The final report shall be signed by all members of the Elections Committee.

Two tabulation sheets and one copy of the final report shall be placed in a sealed envelope and given to the Recording Secretary together with two copies of the final report, one for the Secretary and one for the President.

The Chair of the Elections Committee shall give the final report to the President, who shall then declare the winners, as scheduled on the Convention programs. Any spoken announcement of the elected NFMC Members-at-Large shall be made in the order of the number of votes received, but the actual number of votes received by each individual shall not be given.

In the event that not all the Members-at-Large are elected by the Convention, the Board of Directors shall complete the election.

### TABULATION SHEETS AND REPORT FORMS

The Elections Chair is responsible for the preparation of tabulation sheets and report forms. The tabulation sheets should list the names of the nominees for Members-at-Large in alphabetical order according to their surnames. These names should be arranged with a column for filling in the figures.

### BREAKFAST FOR ELECTION COMMITTEE

NFMC will pay for a Continental Breakfast for the Election Committee at the NFMC Biennial Convention.

## CONVENTIONS –NOMINATION COMMITTEES

### QUALIFICATIONS FOR NOMINATION TO AN NFMC ELECTIVE OFFICE

(Refer to Article VIII, Section 1)

### ELECTION OF NOMINATION COMMITTEE FOR OFFICERS

The BOD shall elect seven members who may or may not be members of the Board of Directors. Five of the seven members, one from each region, shall have been previously elected as nominees by their regions in order to be nominated at the board meeting. Additional regional nominations may be made from the floor as well as nominations for 2 members-at-large. The NFMC President shall name the Chair and Secretary from the elected committee. (Refer to By-laws Article VIII, Section 3B)

### ELECTION OF NOMINATION COMMITTEE FOR MEMBERS-AT-LARGE

(Refer to By-laws Article VIII, Section 3A.1 and 2)

### ELECTION OF STATE REPRESENTATIVES

Each qualified State Federation shall elect one person to serve on the NFMC Board of Directors 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.* (Refer to Bylaws, Article VIII, Section 3.C.2,3)

### NOMINATION COMMITTEE FOR OFFICERS

The duties of the Nomination Committee for Officers are to receive all nominations for each office, confirm eligibility of nominees, edit biographies for publication, and report the complete list of eligible nominees to the President and Recording Secretary

### NOMINATION COMMITTEE FOR MEMBERS-AT-LARGE

(Refer to Article VIII, Section 3E.1)

### NOMINATIONS FOR MEMBERS-AT-LARGE

(Refer to Article VIII, Section D.1 and 2)

### ELIGIBILITY FOR REPRESENTATION ON BOARD OF DIRECTORS

A State Federation of three or more 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 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)

**CONVENTIONS – NOMINATION COMMITTEES - CONTINUED****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 NOMINATION COMMITTEES**

**(Refer to** 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 Chair of each Nomination Committee shall present to the National Recording Secretary the Chair's office copy following their individual reports to the Convention.

**REPORT TO CONVENTION**

**(Refer to** Bylaws, Article VIII, Section 4A)

**PERSONNEL ELIGIBLE TO VOTE FOR OFFICERS**

**(Refer to** Bylaws, Article VIII, Section 5A)

**ADDITIONAL NOMINATIONS FOR OFFICERS**

**(Refer to** Bylaws, Article VIII, Section 5B)

**ELECTION OF OFFICERS**

**(Refer to** Bylaws, Article VIII, Section 5F)



**CONVENTIONS – CONFERENCES – 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.

**ELECTIONS/NFMC CONFERENCE**

The *Music in Song* Chair and the Nomination Committees for Members-at-Large and Officers shall be elected at the NFMC Conference. (8-4-10)

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)

**REPRESENTATION OF STATE PRESIDENTS AT NATIONAL MEETINGS**

(Refer to Bylaws, Article IV, Section 2A)

**OPEN MEETINGS**

(Refer to Bylaws, Article VI, Section 2D)

Mrs. Thomas J. Cole, Amory, Mississippi, was the author of the NFMC Collect. Excerpts were taken from “A Musical Ritual” written in 1927 by Mrs. Frank A. Seiberling, National President, 1919–1921.

The name of Irena Foreman Williams, author of the Federation Hymn, shall be carried whenever the Official Hymn appears in print. (4-1965)

“NFMC Invocation,” composed by Debra S. Hughes, shall be the Official Invocation of the National Federation of Music Clubs, replacing “Invocation” by Julia Smith. (6-2024)

“The Gift of Song,” composed by Lana M. Bailey, shall be the Official Benediction of the National Federation of Music Clubs, replacing “Bless Us, O God.” (8-6-2003)

**STUDENT/COLLEGIATE AUDITIONS CHAIR**

The Student/Collegiate Auditions Chair shall be in charge of all awards in the Student/Collegiate Biennial Auditions. (8-20-84). **For ALL NFMC Award Policies, see G-3-5)**

**BOUNDARIES FOR DISTRICT OF COLUMBIA**

A clear delineation of boundaries shall be spelled out for the District of Columbia. Certain counties in Virginia and Maryland may be included in the District of Columbia area for the purpose of auditions – an exception to the established rule. (4-10-85)

**AUDITION LIMITATIONS**

Students may not enter both Student/Collegiate and Young Artist Auditions the same year.

**ALL NFMC AWARD POLICIES - See G-3-5**

## YOUNG ARTIST COMPETITION

### YOUNG ARTIST COMMITTEES

The work of the Young Artist Competition and Presentation is conducted by the Young Artist Auditions Committee and the Young Artist Presentation Chair respectively.

### AUDITIONS COMMITTEE

The Chair of the Young Artist Auditions Committee is elected by the Board of Directors and serves together with members appointed by the National President.

### CATEGORY CHAIRS

The President shall appoint Young Artist Chairs in charge of Woman's Solo Voice, Man's Solo Voice, Piano, and String Instruments.

### PAYMENT BY TREASURER TO WINNERS AND JUDGES

The Young Artist Auditions Chair shall furnish the Treasurer with a list of winners, stating when the awards are to be paid and to whom the check should be payable, also a typed list of the judges for the finals with an itemized statement of the amount due each judge.

### ELECTION/YOUNG ARTIST PRESENTATION CHAIR

The Young Artist Presentation Chair shall be elected at the NPMC 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. (6-8-2011)

### YOUNG ARTIST PRESENTATION CHAIR ASSISTANCE

The Young Artist Presentation Chair is elected by the Board of Directors. The Vice-Presidents in Charge of Regions shall assist the Young Artist Presentation Chair in promoting concert engagements for Young Artist winners in their respective Regions. Only first place winners shall be promoted.

### YOUNG ARTIST CONTRACTS

All business arrangements for the engagement of the winners of the Young Artist Auditions, except those under professional management, shall be handled directly through the office of the Young Artist Presentation Chair. The artist contracts are signed by the individual artists themselves and the organization engaging their service. Copies are retained by those signing, with copies filed with the Young Artist Presentation Chair. The National Federation of Music Clubs is not a party to these contracts, with the exception of those for engagements for a National meeting.

### YOUNG ARTIST COMPETITION REQUIREMENTS

Entrants in the Young Artist competition must be citizens of the United States. (8-12-83). The Young Artist application deadline will be February 1 of the odd-numbered years.

**YOUNG ARTIST COMPETITION - CONTINUED**

**PROCEDURE**

The NFMC Young Artist Audition Stages are:

STAGE ONE – Preliminary Audition- Video recording

See acceptable media instruction in Section G

STAGE TWO – Final Auditions - Video recording (6-2023)

**YOUNG ARTIST AUDITION LIMITATIONS**

Students may not enter both Student/Collegiate and Young Artist Auditions the same year.

**LIFE SUBSCRIPTIONS TO MUSIC CLUBS MAGAZINE**

Life subscriptions to MUSIC CLUBS MAGAZINE shall be given to all Young Artist winners, Ellis Duo winners, Life Members, Subscribers, Donors, Patrons, and Lifetime Achievement Award winners.

The National Music Week bulletin shall be printed for a two-year period. (8-25-80)

The selection chosen for November in the *Music in Song* booklet shall be by an American composer to correlate with the Parade of American Music. (4-26-83, 8-10-08)

“Rose Fay Thomas Fellows,” was established to honor the founder of the National Federation of Music Clubs. Any member may become a Rose Fay Thomas Fellow upon payment of \$1000 to the Federation. (4-27-89)

The Board approved the adoption of the following Mission Statement: “The mission of NFMC is to support and develop American music and musicians.” This statement is available to all and is to be printed on all press releases. (8-20-93)

No awards are to be offered by individual chairs and all awards must be approved by the Competitions and Awards Board and the Finance Committee. (5-27-01)

Each state shall declare and submit to the Council of State Presidents the name of the individual who will represent their state at the National Federation of Music Clubs Banquet Honoring State Presidents. (7-01-07)

The National guest is to be selected by the State President. A minimum of \$100 is the recommended honorarium for representing NFMC at Conventions and other meetings. (6-8-11)

Officers, Past National Presidents, Chair of the Council, Division Chairs and the Coordinator of Division Activities may represent the Federation at State meetings. ALL OTHERS MUST BE APPROVED BY THE NATIONAL PRESIDENT. (8-16-93) (Mail Ballot Revision, 11-07)

A copy of all acceptance letters to be a National Guest must be sent to the National President. (8-16-93)

Should the spouse of the National Guest be invited, the host state shall be responsible for his/her meals, registration and lodging but not transportation. If a specific invitation was not given, the spouse shall be responsible for all of his/her expenses.  
(8-14-02)

### **REIMBURSEMENT REQUESTS/OFFICERS AND CHAIRS**

NFMC officers and chairs who receive a yearly allotment must submit reimbursement requests with receipts for all expenses incurred during the months of July through May by the postmark date of June 1. Reimbursement requests with receipts for expenses, incurred during the month of June must be postmarked no later than July 15.

### **OFFERING OF AWARDS**

No awards are to be offered by individual chairs and all awards must be approved by the Competitions and Awards Board and the Finance Committee. (5-27-01)

### **AWARD APPROVAL AUTHORITY**

The Finance Committee shall be given the Authority to evaluate and approve other state and/or individual awards being listed on a link on the NFMC web site. Money for these awards will be sent directly from the donor to the award recipient or designated institution and not through the NFMC treasury. (8-15-04)

### **QUESTIONS REGARDING FINANCES**

Questions regarding finances should be addressed to the President, Treasurer, or Finance Chair, not to the CPA firm. (7-01-07)

### **FUND FOR THE ADVANCEMENT OF MUSICAL ARTS**

At least \$100,000 shall always remain in the permanent fund.



It is highly recommended that individual State Bylaws or Standing Rules contain the total (State and National) membership dues in each of the categories where they are permitted to establish them, and also to state the amount of NFMC dues for the membership categories that cannot be increased by the State.

## SENIOR MEMBERSHIP DUES

### *Organization Members*

- Effective July 1, 2023, All **Senior Organization dues-paying members** shall pay annual NFMC dues at the rate of \$8.00 per capita. Only dues paying members shall be entitled to receive a subscription to *Music Clubs Magazine*. Life members will receive a complimentary life subscription to *Music Clubs Magazine*.

The dues quoted above are for the NFMC portion only. A State Federation's organizational dues are determined by the state. It is left to the individual state and local organizations to determine their membership terminology (classes of membership individual clubs may wish to establish, i.e., Active, Inactive, Honorary, etc.) and the additional dues they wish to charge their members over and above the portion to be paid to National.

## SENIOR CLUB LATE DUES ASSESSMENT:

A ten-dollar (\$10.00) late fee shall be assessed to each renewing Senior Club whose dues are not post-marked to the NFMC Office Manager on or before December 1 annually. (6-2023)

## Individual Membership Dues

Individual states may not increase their portion of dues for the following memberships:

- A **Senior Individual Member** shall pay annual dues of \$70.00 on or before December 1 annually to be eligible to vote at the annual Convention/Conference and to receive MCM subscription.
- 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 \$400.00, Life members are not required to pay State or National dues and will receive a complimentary life subscription to *Music Clubs Magazine*.

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; **Life Members** \$400.00. (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*.)

## MEMBERSHIP POLICY

NFMC memberships and Rose Fay Thomas designations are conferred upon named individuals and are not transferrable to a different person.

## MEMBERSHIP DUES – CONTINUED

## STUDENT/COLLEGIATE MEMBERSHIP DUES

Student/Collegiate membership must be obtained through (1) S/C Mass Enrollment membership (organizational) or (2) S/C Individual membership.

Members of S/C Mass Enrollment organizations and S/C Individual members are eligible to apply for NFMC competitions and awards,

**Student/Collegiate (S/C) Mass Enrollment Membership**

- **Organizational Members.** College and/or university music schools, music departments, which may include but not limited to poetry groups, dance groups, choirs, bands, orchestras and similar groups whose members must have reached the 19th but not the 26th birthday shall be eligible for memberships as organizational members through S/C Mass Enrollment upon payment of dues. Membership of 50 and under, \$45 annually; 51 members and above, \$75.00 annually. Each S/C Mass Enrollment organization shall receive one subscription to Music Clubs Magazine.

Seven dollars (\$7) of the dues shall be used for a subscription to Music Clubs Magazine and the remainder of the dues shall be divided equally between NFMC and the state. **Individual states may not increase their portion of the dues for this membership.**

- **A Student/Collegiate Individual Member** shall pay annual dues of \$25.00. **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 – NFMC PORTION ONLY

- **Organization Members.** Federated **Junior Organizations** shall pay annual dues at the rate of \$1.00 per capita on all classes of members, with a minimum of \$16.00 (1-16 members), plus six dollars (\$6.00) for *Junior Keynotes* magazine subscription for a total club minimum of \$22.00. For 17 members and above, the rate shall be \$1.00 per additional member. **The total amount of the stated dues shall be paid to NFMC.** Any additional dues a State may wish to establish for this membership is left to the discretion of the State. Jr. Organization members are eligible to participate in NFMC Competitions/Awards and Festival programs.
- **Late Dues Assessment for Juniors.** A ten-dollar (\$10.00) late fee shall be assessed to each renewing Junior Club whose dues are not postmarked to the NFMC Office Manager on or before December 1 annually. (6-17-15)
- **A Junior Individual Member** who is under 19 years of age shall pay annual dues of \$20.00 to be eligible to participate in the NFMC Competitions/Awards and Festival programs and to receive the Junior Keynotes subscription. **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.

**MEMBERSHIP DUES – CONTINUED.****ASSOCIATE ORGANIZATIONS**

**States may not increase their portion of dues for Associate Memberships as a state reimbursement is included in the membership fee.**

Associate groups shall pay annual dues of \$30.00 and includes mass enrollment in public private or magnet school music programs, community bands, orchestras, choirs, etc. (Reference Article III, Section 6A for list of eligible organizations.)

Seven dollars (\$7) of the dues shall be used for a subscription to the federation magazine of their choice; Junior Keynotes or Music Clubs Magazine. The remainder of the dues shall be divided equally between NFMC and the state.

Associate Organizations may include both Junior (under 19 years of age) and Senior members.

Individual members of Associate Groups are eligible to apply for NFMC competitions and awards, but individual members of Associate Groups are not eligible for participation in NFMC Festivals. (Festival participation by Juniors requires Junior Organization or Junior Individual Membership status). Festival participation as a Junior Counselor or as an adult performer requires Senior Organization or Senior Individual Membership status.

**NOTE:** JUNIOR members in any Associate organization will be eligible to apply for awards offered in the Junior Division. SENIOR members in any Associate organization will be eligible to apply for awards offered in the Senior Division. Each Associate Group shall receive one complimentary subscription to the federation magazine of its choice: Junior Keynotes or Music Clubs Magazine.

## MEMBERSHIP DUES – CONTINUED

## PAST PRESIDENTS ASSEMBLY DUES AND CONTRIBUTIONS

- Dues for membership in the **Past Presidents Assembly** shall be two dollars (\$2.00) per year, and shall be paid to the State Treasurer, who shall forward one-half the amount to the National Treasurer. By the terms of agreement made at the issuance of the PPA Charter to make an annual contribution over and above the stated dues to the NFMC Young Artist Fund, this contribution shall be forwarded to the State Treasurer. The full amount of said contributions shall be forwarded to the National Treasurer.
- **PPA CHARTER FEE.** A Charter shall be issued by the Chair of the Past Presidents Assembly when a group meets the requirements set forth in Article XVIII, Section 4 of the NFMC Bylaws and pays the charter fee of two dollars (\$2.00), and agrees to make an annual contribution to the NFMC Young Artist Fund over and above dues as provided above. The full amount of said state contributions shall be credited to the NFMC Young Artist Fund and shall not be divided with the state.

## MISCELLANEOUS DUES

- **National Sponsor Organizations** shall pay annual dues of \$200.00. All dues from such memberships shall be placed in the Endowment Fund.
- **Foreign Countries.** Dues shall be determined upon approval and official acceptance of application by the Executive Committee, as specified in Article III, Section 6C of the NFMC Bylaws.
- ***Rose Fay Thomas Fellow.*** Either men or women may become a Rose Fay Thomas Fellow upon payment of \$1,000 to the NFMC Treasurer.

**NFMC FESTIVALS PROGRAM****PURPOSE**

Festivals are designed for ALL members of the NFMC. It is not a competition but an opportunity to perform and receive evaluation. The National Federation of Music Clubs sets the rules and all Festivals are administered by the respective State Federation of Music Clubs in accordance with the rules as stated in the NFMC Festivals Bulletin.

No exceptions will be made. The National Festivals Chair, in consultation with proper authorities may pass final judgment on questions or interpretation of rules and procedures.

**NFMC FESTIVALS CHAIR**

There shall be one Festivals Chair for both Adult and Junior Festivals with the title, "NFMC Festivals Chair". (8-9-03)

**FESTIVALS BULLETIN EDITOR**

The term of office for the Federation Festivals Bulletin Chair/Editor shall be four (4) years with an optional 4-year renewable term.

**FESTIVALS BULLETIN COMMITTEE**

The Festivals Bulletin Committee shall consist of the NFMC Festivals Bulletin chair and committee members; NFMC Junior Division chair; NFMC Festivals chair: Vivace Online Festivals Management System chair; NFMC Federation Cup chair; NFMC Budget chair (ex-officio); and two (2) appointed members.

**NFMC FESTIVALS BULLETIN**

The life of the NFMC Festivals Bulletin will be four (4) years beginning with 2017-2020.

**FESTIVALS BULLETIN PUBLICATION DEADLINE**

There shall be a Festivals Bulletin publication deadline of March 1 of the publication year.

**FESTIVALS COMMITTEE**

The Festivals Committee shall consist of the NFMC Festivals Chair, five regional Festival Chairs, NFMC Federation Cup Chair, Festival Bulletin Editor (ex officio) and Junior Keynotes Editor (ex officio)

**VIVACE ONLINE FESTIVALS MANAGEMENT COMMITTEE**

This Committee shall consist of the Festivals Chair, Festivals Bulletin editor, Budget Committee Chair and three (3) appointed members

**MEMBERSHIP**

See Bylaws Art III, Section 3A

A Junior Club Counselor or a Teacher entering students in Junior Festivals shall be required to be a member of a Senior Organization or a Senior Individual Member of the State and National Federations. (8-3-00) Membership dues must be current and are separate from Festivals Fees.

**FESTIVALS/AGE LIMIT**

Junior entrants must be under 19 years of age on the date of the Festival. (6-8-11)

**NFMC FESTIVALS PROGRAM – CONTINUED****FESTIVALS/ELIGIBILITY JUNIORS/ADULTS**

Junior entrants must be a member of a Junior Club or be a Junior Individual Member. (Refer to Article III, Section 5) Group entrants (i.e. school orchestras, choral groups, etc) may be associate members of the State and National Federations. Junior Associate Group Membership entitles the Group (not individual members of the group) to participate in Festival.

Adult entrants must be members of a Student/Collegiate or Senior Club or be a Student/Collegiate individual Member.

**TEACHERS**

Teachers must enter only those entrants whom they personally teach in the event(s) entered. Every teacher whose students participate in Festivals is required to subscribe to *Junior Keynotes*. (6-27-05)

**NFMC JUNIOR DIVISION FEDERATION FESTIVALS PROCEDURES MANUAL**

The official rules and procedures governing the NFMC Festivals program are located in the NFMC Junior Division Federation Festivals Procedures Manual.

All content added, adjusted or deleted in the NFMC Junior Division Federation Festivals Procedures Manual (JR 3-18) must be approved by the NFMC Board of Directors and will be updated by the NFMC Office Manager.

All additions and adjustments to the NFMC Junior Division Federation Festivals Procedures Manual must include a date, year and location recording when the items were approved by the NFMC Board of Directors.

**FESTIVALS FEES**

Required National and State fees must be paid to the area Festivals chair by each entrant for each event entered. In addition to the required NFMC entrance fee, a per capita “surcharge” may be added when needed to cover only Festivals expenses provided it is not combined with any other fees. After all expenses are paid, any remaining amount may be held towards the next year’s Festivals expenses, may be applied to Junior Scholarships and Awards or used at the state’s discretion as approved by the state’s BOD. Fees due to national must be paid before receiving Festivals certificates and/or Festivals cups. Festivals fees are separate from membership dues.

Teachers may not charge festival entry fees in excess of the amount established by the area festivals chair/committee. State Boards may set a financial penalty for failure to comply.

**FESTIVALS RATING SHEETS**

All Area Festivals must use the official NFMC Rating Sheet for Federation Festivals (JR 3-9). Ratings other than those titled “Superior, Excellent, Satisfactory, Fair, Needs Improvement” will no longer be recognized by NFMC for Consecutive Superior National Certificates or Federation Festivals Cup point accrual and will be non-transferable between states.

**NFMC FEDERATION CUP AWARD**

Any participant entering an event in the NFMC Festivals, including Junior Composers Contest and Musicianship is eligible to enter the Federation Cup Award Plan. Participation is optional but points earned must be in conjunction with the NFMC Festivals. Cups are awarded on a point system based on Festival ratings. Gold cups are earned only in the Junior Division (up to age 19) and Silver Cup points are earned only in the Adult Division (age 19 and above). Points in each Division are totaled separately. There is no crossover of ratings or points from Junior and Adult Festivals.