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 bylaw 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.

The Bylaws Committee has the authority to format and/or clarify proposals approved by 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 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.

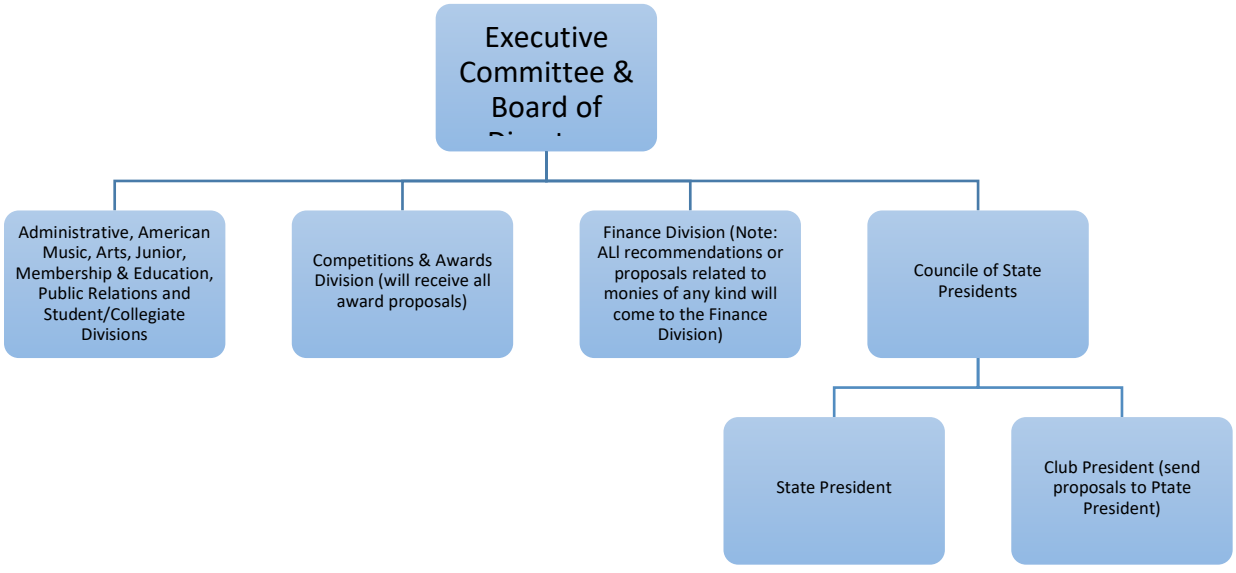
DUTIES

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.

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.

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.

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

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.

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)

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.

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.