STANDING RULES

JULY 2020

NATIONAL FEDERATION of MUSIC CLUBS

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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 Executive Director shall thoroughly investigate each request to insure that the lists will be used in furthering the Federation’s programs and projects or in similar musical and cultural projects compatible with the Federation’s objectives. Requests meeting these criteria shall be submitted to the President for approval prior to releasing the lists. Ordinarily a fee shall be charged for such lists. However, the Executive Director, with the approval of the President, may make such lists available without charge when such action would be in the best interest of the Federation. Any fee charged will be based on the actual cost of the administration details for complying with the request, including postage. (4-29-97)
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 (12)
Connecticut, Indiana, Maine, Massachusetts, Michigan, New Hampshire, New Jersey, New York, Ohio, Pennsylvania, Rhode Island, Vermont

SOUTHEASTERN REGION (14)
Alabama, Delaware, 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

Rev. June 2012
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

Rev. June 2012
QUORUM
Twenty-five (25) members shall constitute a quorum for the transaction of business at any meeting of the Board of Directors.

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

NOMINATIONS Refer to Bylaws, Article VIII, Section 5B

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

PRESIDING OFFICER
The President in office shall preside at this meeting.

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

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

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

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

EXCUSES FOR ABSENCE
Excuses for absent members shall not be presented during Roll Call but shall be acted upon under “New Business.”

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

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

BYLAWS Refer to Article VI, Section 3A

Rev. June 2012
OFFICE HOLDING LIMITATIONS
An individual may hold only one office or chairman-ship, with the following exceptions:
• An individual holding a Division, Department 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)

POST CONVENTION MEETINGS - ELECTIONS
The Board of Directors shall elect chairs of Divisions, Departments 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 Representatives/Liaisons serving NFMC Awards as proposed by the C & A Chair

SET DATES
The NFMC President and Planning 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 Nominating Committee for Members-at-Large and Officers. (See Bylaws, Article VIII, Section 3A and B and Pages I-16-17 of these Standing Rules for details.)

Rev. June 2018
NOMINATING COMMITTEE FOR MEMBERS-AT-LARGE AND THE ELECTION OF THE TOGETHER WE SING CHAIR

The Together We Sing Chair and the Nominating 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)
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.
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, Department 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”.

Rev. June 2017
DESIGNATED CHAIRS

1. Lynn Freeman Olson Composition Award....James Schnars
2. Lynn Freeman Olson Award in Piano Pedagogy....James Schnars
3. Thelma A. Robinson Award in Conducting....President of Conductor's Guild
4. Wendell Irish Viola Award....Dr. George Keck
5. Ruth Morse Wilson Handbell Choir Award....Carole Langley
6. Herman and Mary Neumann Award at Miami University in Ohio....Chosen by the school
7. Dr. Ouida Keck Professional Development for the Independent Piano Teacher Award....Laurel Ince
8. Evelyn Sampson Award for Junior Composers Institute....Gordon Maier
9. Elizabeth Paris Award for French Horn....Frances J. Nelson
10. Marilyn Caldwell Piano Awards....Marilyn Caldwell
11. Lana M. Bailey Piano Concerto Award for High School Senior....Dee Blaser
12. Carolyn Nelson Double Reed Award....Tim Baumann
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.
DUTIES OF OFFICERS - PRESIDENT

APPOINTMENTS
The President shall appoint:
1. American Festival Chorus Director and Assistant/Accompanist
2. Archives Chair
3. Arts Advocacy Department 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. Festival On-line Project Chair
11. Founders’ Day Chair
12. Finance Committee – three (3) members from the Board of Directors
13. Historian
14. International Music Relations Committee
15. Nominating 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 two (2) 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. NFMC Endowment Earnings Chair and Committee
27. State News Editorial Chair and five (5) members
28. National Meeting Committee

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 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

Rev. June 2019
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

PROMOTION FUND
Effective at the close of the 1997 Biennial Convention, funds from a President’s Promotion Fund not designated within one year after the President’s retirement will be transferred to the Young Artist Fund.

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.

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 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 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.

Rev June 2017
FIRST VICE-PRESIDENT
The First Vice-President shall serve as Chair of the Budget Committee (Bylaws, Article IX, Section 2.B.2), Policy Resolutions, and as an ex officio member of the Office Committee.

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 and Department 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 Executive Director. 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.

Rev June 2013
ARTIST PRESENTATION  Refer to Bylaws, Article IX, Section 2.C.2.

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.
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, Department or Committee to that Division, Department 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.

NOMINATING COMMITTEE
Immediately following the Board meetings at which the Nominating Committee is elected, the Secretary shall notify members of their election. Names of the Nominating 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.

Rev. June 2018
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. (Bylaws Article IX, Section E7b)

The Executive Director will reconcile the monthly general account and the cup account.

MEMBERSHIP REPORTS
The Executive Director 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 February 1, and shall be printed in Music Clubs Magazine.

INCOME MONIES
All income monies shall be sent to the Executive Director.
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 Executive Director draws from the Office Reserve Account.

BONDING

The expense of bonding authorized persons who handle money, including the Treasurer, Executive Director 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.
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)
MEMBERS
The Budget Committee shall consist of five 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 Department 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-9), 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.

Rev. Sept. 2008
FINANCES – INVESTMENTS COMMITTEE

MEMBERSHIP Refer to Bylaws, Article XIV, Section 1

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.
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 Department and 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 Executive Director 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, Department 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 Department and 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, Department Chairs 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 individual Departments and 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 Department Chair or special activity Chair coordinates the work of Committees; chairs Department and 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.

Rev. June 2012
ALL DIVISIONS

ADMINISTRATION DIVISION

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

**Division Chair** (The NFMC President serves)
- Archive Chair
- Arts Advocacy Department Chair and Vice Chair
  - Arts Advocacy Committee (Dept. 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
- VIP Chair

**Personnel – Under the direct supervision of President**
- 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 Award
- *Awards Program for Summer Festivals*
- *American Music Award* for Junior Clubs (Beyer)
- American Festival Chorus Director and Assistant
- Accompanist and Librarian
- American Women Composers Chair
- Folk Music Chair

Rev. June 2019
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
- Chamber Music Department Chair
- Crusade for Strings Department Chair
- International Music Relations Department Chair & Committee
- Music in Poetry Department Chair
  - Five Regional Chairs
- Music in Schools & Colleges Department Chair
  - Five Regional Chairs
- Choral Music Chair
- Together We Sing Chair
- Music Outreach Chair
  - Club and Individual Awards
- Sacred Music Chair
- National Music Week Department Chair
  - Two Regional Chairs – NE-SE/NC-SC-W
- National Music Week Essay Contest
  - North & South Central/Western Chair Northeastern/Southeastern Chair
- Opera Department Chair
  - Chair of Alpha Corinne Mayfield Opera Award
  - Five Regional Chairs

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
- Martha Marcks Mack Senior Vocal Award/Annual
- Virginia Allison Collaborative Award Chair/Biennial
NFMC Veterans Awards/Annual
Chair
American Music U.S. Armed Forces Composition Award
Anne Gannett Award for Veterans
Lucile Parrish Ward Veteran’s Award

Adult Composition Awards
Emil & Ruth Beyer Composition Awards Chair/Annual
Glad Robinson Youse Adult Composers Contest Chair/Biennial

Adult Performance Awards
Alpha Corinne Mayfield Opera Award Chair/Biennial
NFMC Ellis Competition for Duo-Pianists/Biennial
Policies & Awards Chair
Vice-Chair
Promotion Chair
Auditions Chair
Auditions Committee
Thelma A. Robinson Award in Conducting Liaison/Biennial
Ruth Morse Wilson Handbell Award Chair/Annual
Vivian Menees Nelson Music Award for the Disabled & Visually Impaired
Chair/Annual

Young Artist Department/Biennial
Chair of Young Artist Auditions
Committee
Category Chairs for: Woman’s Voice, Man’s Voice, Piano and Strings Young Artist Presentation Chair
Committee (the 5 Regional Vice Presidents)

Student/Collegiate Awards (see STUDENT/COLLEGIATE DIV)

Summer Music Center Awards/Annual
Department 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
Eastern Music Festival
Idaho Federation of Music Clubs
   Gwladys Comstock Award
Inspiration Point Fine Arts Center (IPFAC)
   Martha Marcks Mack Award at IPFAC
   Mary Prudie Brown Music Education Award
Interlochen Arts Academy (Neumann Award)
International Music Camp (Jardine)
Junior Composers Institute (Sampson Award)
Kneisel Hall (Miller)
Marrowstone Music Festival
Meadowmount School
Music Academy of the West
Ravinia Music Festival (Smith)
Rocky Ridge Music Center
Santa Fe Opera (Freehoff)
Sewanee Music Center (Coult)
Simpson College/Orpheus Festival (Abild)
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
Festivals - Junior & Adult
  NFMC Festivals Chair
  Five Regional Chairs
  Festivals Committee
Federation Cup 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 Department 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 Disability Awards Chair/Annual

Junior Awards/Annual
Angie Greer Junior Music in Poetry Awards Chair/Annual
National Music Week Essay Contest Awards/Annual
  TwoRegional Chairs – NE-SE/NC-SC-W

Summer Music Center Awards (See COMPETITIONS & AWARDS DIVISION)
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 Department Chr and Chr of Sr. Organizations Committee
Chair of Student/Collegiate Organizations
(Staff/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
NFMC Centennial Chamber Music Commendation

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

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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 Awards for the Blind/Annual**
Hinda Honigman Award for the Blind Chair
Music for the Blind Composition Awards Chair
   (Also serves as Chair for the Blind Awards in the JUNIOR DIVISION)
   Two Regional Chairs

**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**
Ernest A. Bluhm Flute Award
Elizabeth Paris Award in French Horn
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.

Rev. June 2013
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 department or 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.

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. 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.

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 and/or Conference.
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 the Arts Advocacy Department shall be appointed by the President with the approval of the Executive Committee.

ARTS ADVOCACY COMMITTEE
The Chair of the Arts Advocacy Department 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 Executive Director 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.

EXECUTIVE DIRECTOR
The chief executive of this office shall be titled the Executive Director, 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 Executive Director shall thoroughly investigate any request to use the Membership list as provided on Page A-2 under General Policies of the Federation.

INSIGNIA
The Executive Director 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 Executive Director 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

Rev. June 2017
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 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, Festivals Bulletin 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.
Re: Policies related to establishment of endowed scholarships/awards/fellowships.

1. A minimum of $10,000 shall be required to endow a named scholarship/award/fellowship. These funds may be accumulated over a period of three years.

2. Should the $10,000 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 $10,000 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 $10,000.00 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.

Rev. June 2013
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.
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.

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

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)

If a Special or other member of the Student/Collegiate Division of NFMC lives and studies in a state which is not federated and wishes to enter the Student/Collegiate Auditions, the NFMC Student/Collegiate Auditions Chair is authorized to designate an appropriate person who will make necessary arrangements to allow the special Student’s entry into the Student/Collegiate Auditions according to regular procedures. (4-27-89)

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)
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
With the exception of the Young Artist Preliminary round, all competition performances must be submitted online via unedited video recordings. (June, 2019)
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**

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

Rev. June 2013
### 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) |
| 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

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

### BIENNIAL AWARDS IN EVEN-NUMBERED YEARS

#### JUNIOR AWARDS

| Claire Ulrich Whitehurst Piano Award | Endowed by Claire Frances Whithurst and Family (1998) |

### BIENNIAL AWARDS IN ODD-NUMBERED YEARS

#### SENIOR AWARDS

| Glad Robinson Youse Adult Composers Contest (1991) | Funded by Glad Robinson Youse Endowment |
| Thelma A. Robinson Award in Conducting | Endowed by the Ohio FMC (1987) |
| Alpha Corinne Mayfield Award in Operatic Voice | Mayfield Legacy (1987) |
| NFMC Centennial Chamber Music Award (8-8-89; renamed Centennial Chamber Commendation 2015) | Endowment established with the balance from the Centennial Fund |

### BIENNIAL AWARDS IN ODD-NUMBERED YEARS

#### STUDENT/COLLEGIATE SPECIAL AWARDS

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

<table>
<thead>
<tr>
<th>Award Description</th>
<th>Funding Source</th>
</tr>
</thead>
<tbody>
<tr>
<td>Agnes Fowler Awards (1993)</td>
<td>Agnes Fowler Fund</td>
</tr>
<tr>
<td>Mary V. Thiesen Awards (1999)</td>
<td>Mary V. Thiesen Bequest</td>
</tr>
<tr>
<td>Combined into the Student/Collegiate Awards Honoring Agnes Fowler &amp; Mary V. Thiesen (5-10-99)</td>
<td></td>
</tr>
</tbody>
</table>

#### STUDENT/COLLEGIATE AUDITION SUPPLEMENTAL AWARDS

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

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

<table>
<thead>
<tr>
<th>Award Description</th>
<th>Endowment Details</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Stillman Kelley Instrumental Awards (1938)</strong></td>
<td>Endowed to honor Mr. &amp; Mrs. Stillman Kelley</td>
</tr>
<tr>
<td><strong>Thelma Byrum Piano Award, in Stillman Kelley Auditions (5-1-79)</strong></td>
<td>Thelma Byrum Endowment</td>
</tr>
<tr>
<td><strong>Wendell Irish Viola Awards (4-23-81)</strong></td>
<td>Endowed by Mr &amp; Mrs. Wilmot Irish</td>
</tr>
<tr>
<td><strong>NFMC Regional Music for the Blind Performance Awards in all Five Regions</strong></td>
<td>Oscar Valentin and Music for the Blind Endowment (8-25-69, 8-18-02, 8-10-08)</td>
</tr>
<tr>
<td><strong>Benzinger/Valentin Music for the Blind Performance Awards (Renamed in 2007)</strong></td>
<td>Endowed with stocks given by Mrs. Benzinger (W. Paul Benzinger 4-26-79)</td>
</tr>
<tr>
<td><strong>Oscar Valentin (8-18-02)</strong></td>
<td>Oscar Valentin Endowment</td>
</tr>
<tr>
<td><strong>Music for the Blind Composition Award</strong></td>
<td>Agnes Fowler Fund (1970)</td>
</tr>
<tr>
<td><strong>Dance Awards (8-24-70)</strong></td>
<td>Agnes Fowler Fund/Oscar Valentin Endowment</td>
</tr>
<tr>
<td><strong>Joyce Walsh Disability Awards</strong></td>
<td>T-Shirt Project Endowment</td>
</tr>
</tbody>
</table>

### Junior Composition Contest
- **Class IV Awards**
  - Olga Klein Nelson Award (4-26-79)
  - Laura K Wilson Award, honoring Dorothy Dann Bullock (11-2-59)
- **Class III Awards**
  - John & Margaret Pierson Award (4-24-77)
- **Class II Awards**
  - NFMC
- **Class I Awards**
  - NFMC
- **NFMC/Valentin Regional Awards (8-18-02, 8-15-05)**

**Interlochen Arts Academy (2-96)**
- Herman & Mary Neumann Legacy

**Angie Greer Music in Poetry Awards (5-27-01; re-named 6-27-05)**
- Funded by Festival Fee Increase

**Mary Alice Cox Awards in Cello & Double Bass (8-10-03, 6-12-11; awarded first in 2004)**
- Funded by Festival Fee Increase & Mary Alice Cox Endowment (6-22-05)

**NFMC National Music Week Essay Contest**
- Funded by Agnes Fowler Fund

**Marilyn Caldwell Piano Award**
- Funded by the Jr. Division & a monetary gift from Marilyn Caldwell (6-7-09, 6-12-11)

**Lana M. Bailey High School Piano Concerto Award**
- Funded by PNP Endowment (2013)

**Martha Marcks Mack Jr Vocal Award**
- Funded by Mack Endowment (2013)

**Michael R. Edwards Graduating Senior Performance Award.**
- Funded by PNP Endowment (2019)
<table>
<thead>
<tr>
<th>Award Name</th>
<th>Funding Source</th>
</tr>
</thead>
<tbody>
<tr>
<td>American Music U.S. Armed Forces Composition Awards (8-5-00)</td>
<td>Funded by FAMA (funding transferred to Agnes Fowler Endowment June 2015)</td>
</tr>
<tr>
<td>Anne Gannett Award for Veterans (4-5-73)</td>
<td>PNP Endowed from War Service Fund</td>
</tr>
<tr>
<td>Lucile Parrish Ward Veteran’s Award (1999)</td>
<td>PNP honoring Lucile Parrish Ward</td>
</tr>
<tr>
<td>Professor Rudolf R.A. Schramm Awards for Clubs (1987)</td>
<td>Endowed by Martha Schramm &amp; Family</td>
</tr>
<tr>
<td>NFMC Music Outreach Awards Club &amp; Individual (8-15-04)</td>
<td>Funded by its own Endowment</td>
</tr>
<tr>
<td>Ruth Morse Wilson Handbell Choir Award (1999)</td>
<td>Endowed by Ruth Morse Wilson</td>
</tr>
<tr>
<td>Dr. Ouida Keck Award – Professional Development for the Independent Piano Teacher (2003; first given in 2004)</td>
<td>PNP honoring Dr. Ouida Keck</td>
</tr>
<tr>
<td>Virginia Allison Collaborative Award (1999)</td>
<td>PNP Fund Endowment</td>
</tr>
</tbody>
</table>

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### NFMC ANNUAL SUMMER MUSIC CENTER AWARDS

<table>
<thead>
<tr>
<th>Award Name</th>
<th>Endowment Details</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Brevard Music Center</strong> (formerly Transylvania) Rose Thomas Smith Award</td>
<td>Endowed by the legacy of Rose Thomas Smith (1993)</td>
</tr>
<tr>
<td><strong>Lucile Parrish Ward Brevard Music Center</strong></td>
<td>Endowed by Lucile Parrish Ward. (8-99)</td>
</tr>
<tr>
<td><strong>Chautauqua Music School Awards</strong> (est. 1945-1949)</td>
<td>Endowed by PFMC (Piano); NYFMC (Festival Orchestra); Supplemented by NFMC Valetin</td>
</tr>
<tr>
<td><strong>Chautauqua Music School, Eleanor Pascoe Award in Voice</strong> (est. prior to 1976)</td>
<td>Endowed 1980 by gifts from family &amp; friends. In 1972 like amount awarded to Music School Festival Orchestra by Chautauqua honoring NFMC</td>
</tr>
<tr>
<td><strong>Chautauqua Music School Awards</strong></td>
<td>Ohio FMC (Strings); Supplemented by NFMC</td>
</tr>
<tr>
<td><strong>Peg Bryan Award to Chautauqua</strong> (8-15-04)</td>
<td>Indiana FMC &amp; the Bryans. Supplemented by NFMC Valetin</td>
</tr>
<tr>
<td><strong>Barbara M. Irish Awards in Harp - Curtis Institute</strong> (5-10-99)</td>
<td>PNP Fund Endowment</td>
</tr>
<tr>
<td><strong>Eastern Music Festival Award</strong> (4-28-71)</td>
<td>Endowed NFMC (1993)</td>
</tr>
<tr>
<td><strong>Stephen Collins Foster Music Camp Award</strong> (8-22-69)</td>
<td>PNP Award honoring Irene Muir (Mrs. Clifton J.)</td>
</tr>
<tr>
<td><strong>Gwladys Comstock Award</strong>, Idaho FMC (8-21-70)</td>
<td>Endowed by Idaho FMC (2019)</td>
</tr>
<tr>
<td><strong>Opera in the Ozarks at Inspiration Point Opera Study Award</strong></td>
<td>Endowed NFMC (1993) &amp; Oscar Valentin (2004)</td>
</tr>
<tr>
<td><strong>Opera in the Ozarks at Inspiration Point Award</strong> (1995)</td>
<td>PNP Music Education Award honoring Mary Prudie Brown (1995)</td>
</tr>
<tr>
<td><strong>Martha Marcks Mack Awards to Inspiration Point</strong> (2012)</td>
<td>Funded by Mack Endowment (2012)</td>
</tr>
<tr>
<td><strong>Interlochen Arts Academy Award</strong> (1998)</td>
<td>Funded by Herman/Mary Neumann Awd. 1998</td>
</tr>
<tr>
<td><strong>International Music Camp Award</strong>, Peace Gardens (ND) (1937)</td>
<td>PNP Honoring Agnes Jardine (1937)</td>
</tr>
<tr>
<td><strong>Junior Composers Institute</strong>, Evelyn Sampson Award** (2004)</td>
<td>Evelyn Sampson Endowment; given by NDFMC</td>
</tr>
</tbody>
</table>
**NFMC ANNUAL SUMMER MUSIC CENTER AWARDS**

<table>
<thead>
<tr>
<th>Award Name</th>
<th>Origin &amp; Funding Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>Meadowmount School Award, Suzanne Anderson Award (1967)</td>
<td>Endowed NFMC (1993)</td>
</tr>
<tr>
<td>Ravinia Music Festival Award (8-93)</td>
<td>Endowed by Rose Thomas Smith Legacy (8-93)</td>
</tr>
<tr>
<td>Santa Fe Opera Apprentice Artist Program Award (4-5-73)</td>
<td>Ruth Freehoff Memorial Endowment</td>
</tr>
<tr>
<td>Sewanee Music Center, Gladys Coult Summer Award</td>
<td>NFMC &amp; Gladys Coult Endowment</td>
</tr>
<tr>
<td>Walden School Award (8-25-74)</td>
<td>Endowed NFMC (1993)</td>
</tr>
</tbody>
</table>
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
In the year of an NFMC convention, the call shall include the following:
1. Report of the Nominating Committee listing nominees for members-at-large on the Board of Directors.
2. Report of the Nominating 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 Nominating 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.

NFMC MEETING COMMITTEE
The Board of Directors shall approve the NFMC meeting General Chair. The Chair and the President shall appoint other members of the meeting committee.

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, Departments, 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 Nominating committees, Together We Sing Chair, YA Presentation Chair and any chair vacancies
12. Presentation of Citations (if any)
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 Executive Director. The Chair of the meeting shall be appointed by the President.

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 & Executive Director 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.
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
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 Executive Director, 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 Executive Director, 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 Executive Director, 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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NFMC MEETINGS
GUIDELINES FOR MEMORIAL & RECOGNITION AND CHAPLAIN

NFMC MEMORIAL & RECOGNITION FUND CHAIR
The Executive Director 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 Executive Director will deposit all donations in the Awards Account to be 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 Executive Director.

TWO LISTS
The list of memorialized or honored members (minimum $25 contribution per memorialized or honored person) will be sent to the NFMC Executive Director by the NFMC M&R Chair.

The complete state presidents’ list of deceased members will be sent to the NFMC Executive Director by the NFMC Chaplain.

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

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CREDENTIALS CHAIR
The Treasurer shall be the Credentials Chair.

OBTAINING CREDENTIALS
Voting Credentials may be obtained by either mail or e-mail from the Executive Director 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, Departmental 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.

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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 Nominating 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.
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.
QUALIFICATIONS FOR NOMINATION TO AN NFMC ELECTIVE OFFICE
(Refer to Article VIII, Section 1)

ELECTION OF NOMINATING 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 Presidents shall name the Chair and Secretary from the elected committee. (Refer to By-laws Article VIII, Section 3B)

ELECTION OF NOMINATING 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 as a Director from that State for a two-year term. Provisions shall be made in the Bylaws of the State Federation for the method of the election of this Representative. No person shall serve as the President of a State Federation and as a State Representative on the National Board of Directors at one and the same time.
(Refer to Bylaws, Article VIII, Section 3.C.2,3)

NOMINATING COMMITTEE FOR OFFICERS
The duties of the Nominating 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

NOMINATING 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)

(Note: A clarification of “Active Senior Club” to determine eligibility for State representation on the Board was adopted by the NFMC Board in its meeting of August 18, 1975, Los Angeles, California as follows: “For the purpose of determining state representation on the Board of Directors, an Senior Club is any organization federated as an active member paying annual per capita dues on all classes, with a minimum of $60.00. This statement was not retroactive but applies to all future state representation.)
OVERLAPPING TERMS
A State President whose term of office expires, or who intends to resign such office before July 1 in the year of the National election, shall be eligible to serve as a State Representative or a Member-at-Large on the Board of Directors.

REPORTS TO OFFICERS BY NOMINATING COMMITTEES
(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 Nominating 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)
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 Together We Sing Chair and the Nominating Committee 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. (4-65)

“Invocation,” composed by Julia Smith, shall be the Official Invocation of the National Federation of Music Clubs. (4-67)

“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.” (8-6-03)
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

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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 semifinals and 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 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. (6-8-2011)

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.
PROCEDURE
The NFMC Young Artist Audition Stages are:
STAGE ONE – Preliminary Audition - See acceptable media instruction in Section G
STAGE TWO – Semi-final Auditions live
STAGE THREE – Final Auditions live
(4-27-93)

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, 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 *Together We Sing* 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, 2016, All Senior Organization dues-paying members shall pay annual NFMC dues at the rate of $6.00 per capita. Only dues paying members shall be entitled to receive a subscription to Music Clubs Magazine. This means that Life Members must pay $6.00 (or the club pays for them) in order for them to receive the magazine. (See Life Membership Fee below)

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 five-dollar ($5.00) late fee shall be assessed to each renewing Senior Club whose dues are not postmarked to the NFMC Executive Director on or before December 1 annually. (6-17-15)

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 $50.00 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 $200.00, of which $125.00 shall be sent to National and $75.00 remain in the state. Thereafter, Life Members are not required to pay State or National dues. New Life Members shall receive a one-year complimentary subscription to Music Clubs Magazine. After the one-year complimentary subscription, Life members may pay a subscription rate ($6.00 per year), if they wish to renew their MCM subscription. The subscription price of $6.00 per year is payable through their club or, if club affiliation no longer exists, to NFMC Headquarters stating that they are a Life Member.

One-half of the following fees shall be retained in the State treasury: Subscriber, $1,000.00; Donor, $2,000.00; Patron, $10,000.00. (These member categories represent those who wish to support their state and NFMC through their membership contribution. They do not pay State or National dues but do receive life complimentary subscriptions to Music Clubs Magazine.)
STUDENT/COLLEGIATE MEMBERSHIP DUES – NFMC PORTION ONLY

- **Organization Members.** Federated Student/Collegiate organizations shall pay annual dues at the rate of $1.00 per capita with a minimum of $12.00 for the first 1-12 members, plus seven dollars ($7.00) shall be used for a subscription to Music Clubs Magazine for a total club minimum of $19.00. For 13 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.

- A **Student/Collegiate Individual Member** shall pay annual dues of $16.00. **Individual states may not increase their portion of the dues for this membership.** Seven dollars ($7.00) of the dues shall be used for a subscription to Music Clubs Magazine and the remainder shall be divided equally between NFMC and the state.

JUNIOR MEMBERSHIP DUES – 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.

- **Late Dues Assessment for Juniors.** A five-dollar ($5) late fee shall be assessed to each renewing Junior Club whose dues are not postmarked to the NFMC Executive Director on or before December 1 annually. (6-17-15)

- A **Junior Individual Member** shall pay annual dues of $13.00 to be eligible to participate in the NFMC Festival program and 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.
ASSOCIATE MEMBERSHIPS

NOTE: Student/Collegiate membership must be obtained through (1) S/C Club membership; (2) S/C Individual membership; OR (3) S/C Associate Mass Enrollment

STUDENT/COLLEGIATE (S/C) MASS ENROLLMENT ASSOCIATE MEMBERSHIP

NFMC receives the entire portion of Student/Collegiate Mass Enrollment Associate group membership fees, as stated below.

This Associate membership includes Mass enrollment for college music groups, music schools, music departments, poetry groups, dance groups, choirs, bands, orchestras and similar organizations whose members must have reached the 19th but not the 26th birthday. Membership of 50 and under, $45.00 annually; 51 members and above, $75.00 annually.

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. (The establishment of a Festival for juniors and/or adults requires Senior Organization or Senior Individual Membership status.) Each Associate Group shall receive one complimentary subscription to Music Clubs Magazine.

ASSOCIATE ORGANIZATIONS

States may not increase their portion of dues for Associate Memberships as a state reimbursement is included in the total $30 membership fee. NFMC retains $20 and the states receive $10.

Associate groups other than Student/Collegiate Mass Enrollment 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.)

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

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 on complimentary subscription to the federation magazine of its choice: Junior Keynotes or Music Clubs Magazine.
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.
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 Festival Chair for both Adult and Junior Festivals with the title, “NFMC Festivals Chair”. (8-9-03)

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

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

FESTIVAL BULLETIN PUBLICATION DEADLINE
There shall be a Festival Bulletin publication deadline of March 1 of the publication year.

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

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

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

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 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 Executive Director.

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.

FESTIVAL FEES

Required National and State fees must be paid to the area Festival 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 Festival 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 Festival 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 Festival certificates and/or Festival cups. Festival fees are separate from membership dues.

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

FESTIVAL RATING SHEETS

All Area Festival 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 Festival, 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.

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