STANDARD OPERATING PROCEDURES & ORGANIZATIONAL GUIDE

Establishing a New Senior Club

National Federation of Music Clubs (NFMC) Organizational Setup Manual

PHASE I: GOVERNANCE & LEGAL SETUP

1. Select a Club Name

Choose an official, descriptive name for your organization that accurately reflects your mission, community, and regional presence.

2. Executive Leadership Structure

President
Directs club operations, presides over meetings, and leads strategic initiatives.

Vice President
Assists the President and oversees designated committees or programs.

Secretary
Maintains meeting minutes, official records, and member correspondence.

Treasurer
Manages financial operations, banking relations, and accounting records.

3. Establish Club Constitution & Bylaws

Draft and formally adopt your Club Constitution and Bylaws. Ensure all provisions strictly comply with local, state, and IRS tax-exempt organizational requirements.

4. Obtain an Employer Identification Number (EIN)

Apply for an official EIN from the IRS to establish your organization's tax identity.
`https://www.irs.gov/businesses/small-businesses-self-employed/get-an-employer-identification-number`
For tax setup guidance, contact state contact Philip LeGrand.

5. Non-Profit Status Request

To initiate non-profit status processing, submit an official **Letter of Authorization** to Philip LeGrand (refer to the sample letter template in your organizational binder tab).

6. BANKING SETUP DOCUMENTATION CHECKLIST

Credit unions often offer fee-free non-profit banking. Before opening an account, bring:

- ✔ IRS Issued EIN Document
- ✔ 501(c)(3) Letter of Determination
- ✔ Approved Club Constitution
- ✔ First Meeting Minutes (Voting in Officers)
- ✔ Elected Leadership Roster & Contacts
- ✔ Leadership Job Descriptions

PHASE II: MEMBERSHIP & DUES ADMINISTRATION

7. Membership Classifications & Definitions

Senior Club
A group composed of music teachers, arts advocates, and supporters. Senior Clubs typically organize and host local NFMC Festivals in their area. Adult students participating in Festivals join via the Senior Club (bylaws may be amended to reduce adult participant dues).

Junior Club
Provides membership for a teacher's students (ages 18 and under). NFMC membership grants junior students the opportunity to participate in local Festivals, as well as all state and national competitions and award programs.

8. Setting Up Dues Allocation

Dues are collected at three distinct organizational levels. Senior Club leadership determines the unified total rate collected from each teacher to simplify payment.

Level	Description & Guidance	Reference Standard
1. National	Paid directly to the national federation entity.	See Dues Chart ME 1-3
2. State	Consult with state leadership (WSFMC) for per-member rates.	State Bylaws
3. Local	Set by club leadership to cover local administrative setup costs.	Local Executive Vote

9. NFMC Festival Bulletin Requirement

All Festival teachers (Senior Club members participating in Festivals) must purchase the current NFMC Bulletin. Published every 4 years (next edition: **Spring 2028**). Many clubs bundle this fee directly into annual dues.

Option A: Online Bulletin Access Only — $10.00 **Option B:** Print & Online Bulletin Bundle — $16.00

10. Final Application Submission

Submit your completed Senior Club Membership Application (Form ME 4-1-3) to your State/NFMC representative. Be sure to verify and comply with your specific state membership submission deadlines.