GOVERNANCE & OPERATIONAL FRAMEWORK

BYLAWS OF THE [NAME OF CLUB]

Affiliated component of the [State] Federation of Music Clubs and the National Federation of Music Clubs

ARTICLE I — NAME

This organization shall be known as the [Name of Club] (hereinafter referred to as the "Club"), and shall be affiliated as a component part of the [State] **Federation of Music Clubs** and the **National Federation of Music Clubs (NFMC)**.

ARTICLE II — OBJECT

The object of this organization is to bring into working relations with one another, music clubs and other musical organizations and individuals directly or indirectly associated with musical activity for the purpose of developing and maintaining high musical standards; aiding and encouraging musical education; promoting American music and American artists throughout America and other countries; and cooperating with the National Federation of Music Clubs in its specific plans for the advancement of music.

ARTICLE III — NON-PROFIT STATUS

Section 1. This organization shall not carry on any activities not permitted while exempt from federal income tax under Section 501(c)(3) of the Internal Revenue Code, or while contributions received are deductible under Section 170(c)(2) of the Internal Revenue Code or not permitted under corresponding sections of any future federal tax code. No substantial part of the activities of this organization shall involve attempting to influence legislation, or participation in, or intervention in any political campaign on behalf of or in opposition to any candidate for public office. The net earnings of this organization shall not benefit or be distributed to its members, trustees, officers, or other private persons, except as reasonable compensation for services rendered and as payments and distributions in furtherance of the purposes set forth in Article II.

Section 2. In the event of the dissolution of this organization, any funds remaining in the treasury after payment of any outstanding debts shall be contributed to the [State] **Federation of Music Clubs** if it is 501(c)(3) exempt, or to the **National Federation of Music Clubs**, or to another 501(c)(3) organization with similar objectives and goals.

ARTICLE IV — MEMBERSHIP

Any organization, musician, or individual interested in the advancement of music, upon application and payment of dues, may be admitted into membership in the [Name of Club] in accordance with the classification and ratification of membership as provided for by the Bylaws of this organization and the National Federation of Music Clubs.

ARTICLE V — OFFICERS & ELECTIONS

Section 1. Officers. The officers of the [Name of Club] shall be a President, Vice-President, Recording Secretary, Corresponding Secretary, and Treasurer.

Section 2. Duties of Officers.

- **President:** Presides at all meetings; exercises general charge of affairs; appoints committees.
- **Vice-President:** Performs duties of President in their absence or disability.
- **Recording Secretary:** Keeps formal minutes of proceedings and permanent historical records.
- **Corresponding Secretary:** Conducts official correspondence and issues meeting notices.
- **Treasurer:** Manages accounts, receives dues, issues disbursements, and renders financial statements.

Section 3. Term of Office & Transition. Officers shall serve for a term of [e.g., one year / two years] and shall assume their duties on [Date / July 1]. The slate of candidates shall be presented by the Nominating Committee no later than [Date / 30 days prior].

ARTICLE VI — ADMINISTRATION

The administration of this organization shall be vested in an Executive Committee (comprising the elected officers) and a Board of Directors. The Board shall consist of the officers and standing committee chairs, meeting periodically as provided for in these Bylaws to oversee operations and governance.

ARTICLE VII — MEETINGS & QUORUM

Section 1. Meetings. There shall be an Annual Meeting in `[Month]` and regular meetings held during the operational year as established by the Board of Directors.

Section 2. Quorum. A quorum for transaction of official business at regular membership meetings shall consist of `[e.g., 20% of active members]`. A quorum for Executive Board meetings shall consist of a majority of its members.

ARTICLE VIII — FINANCIAL & STANDING GOVERNANCE

Section 1. Fiscal Year. The financial fiscal year for the organization shall run from `[e.g., July 1 through June 30 / January 1 through December 31]`.

Section 2. Dues. Dues structure and payment timelines shall be established by the Board of Directors and ratified by membership.

Section 3. Financial Oversight & Audit. The financial records shall undergo periodic review, with a full audit conducted prior to transferring financial accounts to an incoming Treasurer. Outgoing treasurers shall turn over all financial books within `[e.g., 30 days]` of leaving office.

Section 4. Bylaws Review. These Bylaws shall undergo a complete review by a appointed committee at least once every **five (5) years**.

ARTICLE IX — AMENDMENTS

These bylaws may be amended at any meeting of the `[Name of Club]` by a two-thirds (2/3) vote of those present and voting, provided the proposed amendments have been submitted in writing and read at the meeting preceding the meeting at which they are to be considered.

ADOPTION AND RATIFICATION

These Bylaws were officially adopted by the membership on the _____ day of _____, 20___.

President Signature
Printed: `[President Name]`

Recording Secretary Signature
Printed: `[Secretary Name]`

NFMC GROUP EXEMPTION SUBMISSION NOTICE

If applying for 501(c)(3) status under the NFMC Group Exemption, Articles I, II, and III must be used verbatim. Send a copy of the officially signed bylaws to:

Philip LeGrand, NFMC Group Exemption Chair • 25 Ridgelake Drive, Mary Esther, FL 32569 • pjlegrand@cox.net