

# Bylaws of the North Dakota Federation of Music Clubs

Revised 2016

## Article 1 – Membership

Section 1. Membership in the North Dakota Federation of Music Clubs shall be composed of

- A. Music clubs and kindred organizations whose purpose is to encourage, develop and maintain high musical standards, and
- B. Individuals interested in the promotion of musical activity.

Section 2. Membership divisions and their categories are listed in *The Manual of the National Federation of Music Clubs*, current edition. Age requirements, as of March 1 of each fiscal year, are as follows:

- A. Senior Division (generally 19 years of age and older)
- B. Student/Collegiate Division (must be 19 through 26 years of age)
- C. Junior Division (must be under 19 years of age as of July 1 or be in high school, whichever is last).

## Article 2 – Meetings of the Federation

Section 1. A Biennial convention shall be held in the spring of the odd-numbered years. (Constitution, Article 7). Four weeks' notice shall be given to all voting members.

Section 2. The President, upon approval of a majority vote of the Board of Directors (Constitution, Article 7), may call special meetings. Ten days' notice shall be given. The purpose of the session shall be stated in the call, and no other business shall be transacted.

Section 3. Voting Body

- A. The voting body of the Federation shall be composed of the members of the Board of Directors, past state presidents, all individual members, and elected delegates from each active Senior, Student/Collegiate and Junior organization. Each organization shall be entitled to delegate representation based on its paid membership on record in the office of the State Treasurer thirty days prior to the opening of the convention. The State Treasurer shall notify organizations thirty days before the Convention of their delegate representation. The process for determining numbers is stated in the Standing Rules.
- B. No person shall be entitled to vote in more than one capacity and no absentee or proxy voting shall be permitted.

Section 4. Twelve members of the voting body shall constitute a quorum for the transaction of business at all sessions of the North Dakota Federation of Music Clubs.

## Article 3 – Officers and Executive Committee

Section 1. The Elected officers shall be a President, a Vice-President, two Regional Vice-Presidents, a Recording Secretary, and a Treasurer.

Section 2 – Executive Committee. The Elected Officers shall constitute the Executive Committee together with the immediate past president.

Section 3. The appointed officers shall be a Corresponding Secretary, a Chaplain, a Parliamentarian, and a Historian. The President appoints these officers.

Section 4. The Division and Committee chairmen shall be those designated in the Standing Rules and shall be appointed by the President.

Section 5. Duties of all officers and Division chairmen are stated in the Standing Rules.

Section 6. Duties of the Executive Committee as stated in Bylaws Article 6.

#### **Article 4 – Elections**

Section 1 – Biennial Election. The officers of the North Dakota Federation of Music Clubs shall be elected biennially by ballot. A majority of votes cast by those present and qualified to vote shall constitute an election. Elected officers shall serve two years or until their successors have been duly elected and installed. No person shall be eligible for the same office for more than two (2) consecutive terms, with the exception of the Treasurer.

Section 2 – Nominating Committee. At the Fall Board meeting of the year preceding a Biennial Convention, a Nominating Committee of three shall be elected to produce a slate of officers. Directions for the nominating committee are stated in the Standing Rules.

Section 3 – Method of Election. The elections shall follow *Robert's Rules of Order*, most recently revised.

Section 4 – Terms of office. All elected officers shall take office when the Biennial Convention adjourns with the exception of the Treasurer, who shall assume the duties of this office at the end of the fiscal year. The outgoing president will represent the state at the National Convention held during the year of the election.

Section 5 – Vacancies in Office. The President, in conference with the Executive committee, shall have the power to fill all vacancies for unexpired terms, subject to the approval of the Board of Directors. In case of vacancy in the office of President, the Vice-president automatically assumes the position.

#### **Article 5 – Board of Directors**

Section 1 – Composition. The Board of Directors shall consist of:

- A. The Executive Committee
- B. The Appointed Officers
- C. Committee Chairmen
- D. Presidents of Senior Clubs as designated in the Standing Rules
- E. All past State Presidents
- F. Ex-officio – current members serving in a NFMC capacity

Section 2 – Meetings of the Board of Directors.

- A. The Board of Directors shall meet in regular session; first at a pre-Convention meeting, and second, at the call of the President in the autumns and spring between conventions. The official call for the meeting of the Board of Directors in the autumns and spring between conventions shall be issued thirty days prior to the meeting.
- B. Seven members will constitute a quorum.

- C. It shall be the duty and privilege of each member of the Board of Directors to attend all Biennial conventions and all official Board meetings. At each meeting, the names of all absentees shall be presented to the Board by the Recording Secretary, for action. Absence on the part of any Board member from two consecutive meetings of the Board without adequate excuse shall be considered as a resignation, and the Board shall declare a vacancy. Such Directors shall be notified at once of the action taken.
- D. Special meetings of the Board may be called by the President or upon request of seven members to the President. The purpose of the session and the names of the members requesting the session shall be stated in the call. At least ten days' notice shall be given of a special session.

### **Article 6 – Duties of the Executive Committee**

Section 1. The Executive Committee shall act for the Board of Directors in case of emergency, and perform, in the interim between the sessions of the Board of Directors, such duties of the Board as may from time to time be expedient. All actions shall be reported to the Board of Directors for approval.

Section 2. Meetings of the Executive Committee shall take place at the call of the President, or upon the written request of four members of the Committee.

Section 3. A quorum of the Executive Committee shall be four members of the Committee.

Section 4. Business needing immediate attention, which, in the opinion of the President, does not warrant calling a meeting of the Executive Committee, may be transacted by correspondence or telephone.

### **Article 7 – Departments and Committees**

Section 1. The work of the Federation shall be carried on by departments and committees as provided in the Standing Rules of the National Federation of Music Clubs. The President may appoint special committees as seen fit to serve the state organization.

Section 2. Each department and committee chairman shall compile and present a written report of work to the Board and to the convention.

### **Article 8 – Dues and Finances**

Section 1 – Sources of Income. The finances of this organization shall be derived from membership dues, fees, interest from accounts and special funds, and gifts; and from other sources as may from time to time be approved by the vote of the Board of Directors of the North Dakota Federation of Music Clubs.

Section 2 – Dues. National dues are determined by the Directors of the National Federation of Music Clubs; these rates are published in *The Manual of the National Federation of Music Clubs*, current edition. State dues are determined by the Board of Directors of the North Dakota Federation of Music Clubs; these rates are available from the State Treasurer.

All national and state dues shall be forwarded to the State Treasurer who shall retain the state dues and forward the national dues to the NFMC.

Section 3 – Late Fees. All dues shall be received by the NDFMC Treasurer on or before November 15 of each fiscal year. A late fee shall apply if dues are postmarked after November 15 of the fiscal year.

Section 4 – Forfeiture of Membership. When organizational or individual dues are not received by the State Treasurer by March 1, the membership shall be forfeited for the current year, and notification shall be sent by the State Treasurer.

Section 5 – Resignation of Membership. An organization in good standing may resign by sending written resignation to the NDFMC President and the NDFMC Treasurer, who shall in turn notify the NDFMC Treasurer.

Section 6 – Reinstatement of Membership. An organization or individual member who resigns in good standing may be reinstated when their dues are paid. A membership forfeited for non-payment of dues may be reinstated upon payment of the current year's dues.

Section 7 – Fiscal Year. The fiscal year shall be from June 1 of one year through May 31 of the succeeding year.

Section 8 – Audit Committee. The President shall appoint two members to the Audit Committee in the spring of each year for the purpose of auditing the books of NDFMC after each June. The committee shall report its work to the Board at the following fall meeting.

#### **Article 9 – NDFMC Special Funds**

The NDFMC shall hold special funds as approved by the Board of Directors. These special funds are listed in the Standing Rules.

#### **Article 10 – Past Presidents' Assembly**

Section 1. There shall be a Past Presidents' Assembly, which shall operate under the rules of the National Federation of Music Clubs. The President appoints the Chair of the Past Presidents' Assembly.

Section 2. The President of the NDFMC Past Presidents' Assembly shall be the Immediate Past President. The State PPA holds charter #682.

Section 3. Three or more past presidents in good membership standing shall be required for the organization of a local chapter.

#### **Article 11 – Presidential Representation**

Section 1. This Federation shall be represented at meetings of the National Federation of Music Clubs by the President or by the Vice President in the absence of the President.

Section 2. No Person shall serve as President of the North Dakota Federation of Music Clubs and as the State Representative on the National Board of Directors at one and the same time.

## **Article 12 – National Board Member**

Section 1. This Federation shall be represented at meetings of the National Federation of Music Clubs Board of Directors by a member in good standing of the North Dakota Federation of Music Clubs.

Section 2. The Board of Directors shall, in the Fall of even calendar years, elect one person holding a membership in the North Dakota Federation to serve as the National Board Member from North Dakota. The process will be carried out according to procedures set forth in the National Federation of Music Club Bylaws.

- A. A Past State President shall be the first name considered; the term of office is two years, subject to reelection for an additional term.
- B. If the elected National Board Member is subsequently elected to a position of NFMC president, vice president, treasurer, or secretary, the board member's term limit will automatically be extended to match the end of the board member's time in that elected NFMC office or until NFMC bylaws change the board member's status.
- C. An alternate National Board Member may be elected to serve if NFMC bylaws allow for a second state representative. This will allow for immediate succession upon the election of a National Board member to the office of NFMC president.
- D. If the elected National Board Member is unable to serve the term of office, the Executive Committee, with the approval of the Board of Directors, shall appoint another qualified person as the Board members until the next election is held.
- E. Nominations for member-at-large on the National Board of Directors, together with qualifications and assurance of willingness to serve, shall be sent to the National Nominating Committee in accordance with the rules set forth in the National Federation of Music Clubs.

## **Article 13 – Federation Property**

Section 1. The State banner and President's Pin shall be in the custody of the State President.

Section 2. Historical records shall be held at the State Historical Society, Bismarck.

Section 3. Other Federation property shall be in the custody of those designated in the Standing Rules.

## **Article 14 – Parliamentary Authority**

*Robert's Rules of Order*, most recently revised, shall govern in all cases in which they are applicable and are not inconsistent with the Constitution and Bylaws of this Federation.

## **Article 15 – Amendments**

These Bylaws may be amended by a majority vote of the qualified voters present and voting at any regular session or at a special session called by the President. The proposed amendment must have received prior approval by the Board of Directors, and must have been presented to the entire membership thirty days prior to the meeting at which it is to be considered. Any changes in organizational structure made by NFMC will become automatic in NDFMC structure.