

Standing Rules of the North Dakota Federation of Music Clubs

Updated September 16, 2017

*The NDFMC Standing Rules supplement the Bylaws
and are amendable by the Board of Directors as needed.*

MEMBERSHIP

- A. Senior Division. The membership of the Senior Division is limited to people the age of 19 years and older and shall be classified as active, associate and honorary. The payment of dues is outlined in NDFMC Bylaws Article 8 and in the *Manual of the National Federation of Music Clubs*.
- A-1. Active senior membership can be either organizational or individual. Organizations formed for the purpose of promoting the study or performance of music, such as adult music clubs, choral societies, choirs, orchestral organizations, music teachers' associations, family or other music groups, are eligible to be active members.
- Individuals shall be classed as Contributing, Special, or Life.
- a. A Contributing member is an individual who is a dues-paying member of a senior club.
 - b. A Special member is an individual who is a dues-paying member of the state federation.
 - c. A Life membership is conferred upon an individual upon the payment of the Life Membership fee that covers Life membership in the NDFMC and NFMC. A Life member has all the privileges of active members and is exempt from the payment of state and national annual dues. The national portion of the Life membership is valid anywhere in the United States. However, a Life membership is not transferable from the North Dakota federation to another state federation. If an individual takes up residence in another state, the individual remains a Life member of the NDFMC.
- A-2. Associate membership can be organizational, sponsor, or foreign.
- a. Organizations formed for the purpose of promoting music that wish to be non voting members may be associate members.
 - b. Sponsor members are business firms, foundations and other organizations who desire to support and encourage the objectives and programs of NDFMC. The annual dues are \$200 which shall include national dues. All state dues from these members shall be placed in the Evelyn Sampson Fund.
 - c. To promote good will and closer international relations, an individual or musical group in a foreign country may become an associate member of NDFMC. The dues for such membership must be paid in US currency and such application must be approved by the Executive Committee before it is officially accepted.
- Associate members may send representatives to the meetings of NDFMC and the NFMC, but shall not be entitled to make motions or vote.
- A-3. Honorary memberships may be conferred upon an individual who has achieved distinction in music or has rendered special service to the NDFMC, by unanimous vote of the eligible voters present and voting at a biennial convention, upon recommendation of the Board of Directors. An Honorary membership may be revoked in the same manner. The title of

Honorary member does not preclude active membership for those who desire active membership with its accompanying obligations of dues and service.

Honorary members are exempt from the payment of dues. They may attend meetings of NDFMC and NFMC, but shall not be entitled to make motions or vote.

- B. Student/Collegiate Division.** The membership of the Student/Collegiate Division is limited to young people between the ages of 19 and 26 and shall be classified as active or associate. The payment of dues is outlined in NDFMC Bylaws Article 8 and in the *Manual of the National Federation of Music Clubs*.
- B-1. Active membership in the Student/Collegiate Division may be either organization or individual.
- a. Musical organizations whose members are within the 19-26 year age bracket are eligible for active membership.
 - b. An individual may become a special student/collegiate member upon the payment of dues.
- B-2. Associate membership in the Student/Collegiate Division may consist of college groups, music schools and departments, choirs, band, orchestras, etc. in the 19-26 year age bracket who do not wish active participation in the business affairs of NDFMC. National dues for such organizations shall be paid by the NDFMC, and no state dues shall be assessed.
- C. Junior Division.** The membership of the Junior Division is limited to young people under 19 years of age as of July 1 or who are still in high school, whichever is last, and shall be classified as active or associate. The payment of dues is outlined in NDFMC Bylaws Article 8 and in the *Manual of the National Federation of Music Clubs*.
- C-1. Active membership in the Junior Division may be either organizational or individual.
- a. All junior music clubs, bands, orchestras, choirs, choruses and similar organizations whose members are not more than 19 years of age as of July 1, or who are still in high school, are eligible for active membership.
 - b. An individual of junior age may become a special junior member upon the payment of dues.
- C-2. Associate membership in the Junior Division may consist of junior organizations who do not wish active participation in the business affairs of NDFMC.
- C-3. The counselor of an organization in the Junior Division may either be an active member of a federated senior club in good standing or an individual senior member.
- D. Application for membership.** Applications for all divisions of membership shall be accompanied by the current year's dues and shall be sent to the State Treasurer. The State Treasurer will acknowledge receipt of all applications and dues when requested. All senior member dues include a subscription to Music Clubs Magazine. Junior clubs will receive a subscription to Junior Keynotes.
- E. Penalty for late dues.** Initial payment of dues must be made before November 15. A late fee of \$5.00 is assessed for late submission.

MEETINGS OF THE FEDERATION

There shall be a Biennial Convention of the North Dakota Federation of Music Clubs during the spring months of the odd-numbered calendar years for the purpose of hearing reports of the work done throughout the state, the election of officers, the transaction of Federation business, and the presentation of a representative program of music.

- A.** Conventions shall be rotated within the state between the four quadrants with the respective Region Vice-president as the coordinator as follows:

2019 – southwest – Bismarck/Dickinson and West Region Vice-president
2021 – southeast – Fargo/SEC/Buxton and East Region Vice-president
2023 – northeast – Grand Forks/Devils Lake and East Region Vice-president
2025 – northwest – Minot/Williston and West Region Vice-president
2027 – southwest – Bismarck/Dickinson and West Region Vice-president
2029 – southeast – Fargo/SEC/Buxton and East Region Vice-president
2031 – northeast – Grand Forks/Devils Lake and East Region Vice-president
2033 – northwest – Minot/Williston and and West Region Vice-president

- B.** The arrangements for the time and place of this meeting shall be in the hands of the State President, the regional vice-president, and the host clubs. The convention shall be financed from registration fees and other monies as determined by the local convention committee. The local committees of the city in which the meeting is to be held, shall work out the business arrangements and shall prepare a financial budget with assistance from the state treasurer. The local committees shall secure sufficient underwriting to protect the proposed budget. A complete financial report of all income and expenditures, together with receipted bills, shall be filed with the State Treasurer.

- C.** A quorum for the transaction of business at the Biennial convention shall be twelve.

- D.** At least one month prior to the date of the Biennial meeting, the President shall issue the official call and the call for election of voting delegates to each federated club of NDFMC. This notice will specify time, place and duration of meeting, together with the business which is to be considered and acted upon.

At least one month prior to the Convention, the credential sheet for voting delegates and alternates shall be sent to each club. Each sheet shall be filled in, signed by the club president, and returned to the convention committee one week prior to the convention.

The number of voting delegates shall be determined as follows:

- D-1. Each voting member of the NDFMC Board of Directors shall be permitted to be a voting delegate at NDFMC conventions. (This includes all Senior Club Presidents. In the case of co-presidents of a Senior Club, only one of the two co-presidents may vote at any given time.)
- D-2. A Senior Club with up to 75 dues-paying members shall be permitted to have 2 voting delegates, plus their club president voting at NDFMC conventions.
- D-3. A Senior Club with 76 - 150 dues-paying members shall be permitted to have 3 voting delegates, plus their club president voting at NDFMC conventions.
- D-4. A Senior Club with 151 or more dues-paying members shall be permitted to have 4 voting delegates, plus their club president voting at NDFMC conventions.
- D-5. In addition, any Senior Individual Member of the NDFMC is permitted to be a voting delegate at NDFMC conventions.
- D-6. No one shall be allowed to vote in more than one capacity. No votes shall be by proxy.

- E. The convention committees are Credentials, Resolutions, Nominations, and Budget.
 - E-1. Six weeks prior to the convention, the President shall appoint two members to the Credentials committee. This committee shall carefully examine the credentials of all delegates and alternates attending the Biennial meeting and shall issue credential badges to those who furnish proper proof that they are entitled to the same. The Committee on Credentials shall make a list of the delegates and alternates attending the convention. Only delegates with certified credentials shall be allowed to vote.
 - E-2. Prior to the convention, the president shall appoint three members to a Resolutions committee. Any club desiring to present a resolution of policy must present it through this committee. All resolutions including those of courtesy shall be referred through this committee prior to presentation at the convention.
 - E-3. A Nominating committee of three members shall be elected at the Fall Board meeting preceding a Biennial Convention. The committee shall put together a slate of nominees willing to serve for specific offices. The Nominating Committee shall report to the Board at the pre-convention Board meeting and to the delegates of the Convention.
 - E-4. A Budget committee of three members, one of whom is the state treasurer, shall be appointed by the President. A Biennial budget will be presented at the opening session of the Convention and voted upon at a later business session of the same convention.
- F. Each senior club shall be entitled to one musical performance in the convention program. Other musical performances shall be arranged by the local convention committee to include, if possible, the appearance of a National Young Artist Winner.

G. Convention timelines:

convention	accept invitation for next convention
fall board-odd year	announce date and place of next convention invite national guest invite young artist
spring board-even year	appoint revision committee = 3
fall board - even year	appoint budget committee = 2 + treasurer appoint audit committee elect nominating committee = 3
6 weeks prior	appoint resolutions committee = 3 appoint credentials committee = 2
at least one month prior	send out official call send out credentials sheet
at least 2 weeks prior	deadline for committee reports
at least 1 week prior	registrations and credentials due

OFFICERS AND THE EXECUTIVE COMMITTEE

- A. The elected officers are the President, Vice-president, East Region Vice-president, West Region Vice-president, Recording Secretary, and Treasurer.

- A-1. The President shall:
1. Preside at all sessions of the NDFMC, the Board of Directors, and the Executive Committee.
 2. Appoint the officers provided for in Bylaws Article 3.
 3. Be an ex-officio member of all committees except the Nominating committee.
 4. Report at each session of the Board of Directors and make a full written report at convention.
 5. Enforce the bylaws and perform other duties as are incident to the office.
 6. Appoint the appropriate convention committees.
 7. Make an effort to visit all senior clubs every year.
 8. Be in attendance at all NFMC board meetings and convention.
 9. Provide a liaison to the International Music Camp.
- A-2. The Vice-president shall:
1. Serve as an aide to the president.
 2. Perform the duties of the president in her/his absence or inability to act.
 3. Supervise the regional vice-presidents, especially in membership extension.
 4. Attend NFMC board meetings and convention if president is unable to attend.
- A-3. The East and West Region Vice-presidents shall:
1. Represent their geographic region:
 - a. East Region: Fargo-Moorhead, Buxton-Mayville, Greater Grand Forks, Devils Lake, Valley City- Jamestown.
 - b. West Region: Bismarck-Mandan, Williston, Dickinson, Minot
 2. Represent the NDFMC and NFMC and promote their projects in their respective regions and aid in the work of the membership committee.
 3. Keep in contact with the progress of clubs in their region.
 4. Make a complete written report at each session of the Board of Directors.
 5. Coordinate arrangements for the Biennial convention when in their respective region.
- A-4. The Recording Secretary shall:
1. Take the minutes of all business sessions of the NDFMC, Board of Directors, and Executive committee, and shall place approved minutes in the permanent records.
 2. Be custodian of all records and reports of the NDFMC. Such records and reports, or copies of same, shall become a part of the Historian's permanent files.
 3. Send a draft report of the proceedings of each meeting of the Board of Directors to all members of the Board within two months after each meeting.
- A-5. The Treasurer shall:
1. Have custody of all the funds and securities of the NDFMC, and shall deposit all such funds and securities in the name of NDFMC.
 2. Take charge of orders for all official stationary and printed forms.
 3. Be bonded in the amount determined by the Board of Directors, and the expense of same to be paid by NDFMC.
 4. Collect all dues and pay all bills approved by the Board of Directors.
 5. Submit a financial statement at every session of NDFMC and the Board of Directors.
 6. Present a complete financial report at Board meetings and conventions and file a supplemental report at the end of the fiscal year, duly audited by the Audit committee.
 7. Acknowledge receipt of membership applications and dues when requested.
 8. Send a call for annual dues
 9. Notify any organization of delinquent status.
 10. Keep a classified list of organizations and individuals in good standing.
 11. Remit promptly all moneys due to the NFMC.
 12. File necessary documents with IRS.
 13. Deliver to successor within thirty days after the close of the fiscal year, all money, securities, vouchers, books and paper in custody and belonging to the NDFMC.

14. In the event of temporary inability of the Treasurer to perform the duties of the office, the President shall appoint a member of the Board of Directors to act as Treasurer during said inability, and the name of the appointee shall be filed with the financial institutions in which the NDFMC funds are deposited.
- A-6. Each member of the Executive Committee should have a copy of the current NFMC Manual and the NDFMC Constitution, Bylaws, and Standing Rules.
- B.** The appointed officers are corresponding secretary, chaplain, parliamentarian, and historian.
- B-1. The Corresponding Secretary shall:
1. Carry on the official correspondence as delegated by the President or Board of Directors.
 2. Send messages of congratulation, sympathy, good wishes, etc. at the direction of the President.
- B-2. The Chaplain shall:
1. Deliver a prayer at the beginning of each Board meeting.
 2. Be in charge of the convention memorial service.
- B-3. The Historian shall:
1. Compile a complete history of the NDFMC.
 2. Preserve all important papers, state programs, newspaper articles, proceedings of Board meetings.
 3. Be responsible for all the historical materials or collections which the NDFMC may come to possess.
 4. Catalogue and arrange materials as directed by the Board of Directors.
 5. Render a general history of the progress of NDFMC at each convention.
- B-4. The Parliamentarian shall:
1. Have knowledge of parliamentary law and its effective usage.
 2. Attend all sessions of the NDFMC and Board of Directors
 3. Interpret the rules of the Constitution and Bylaws, when necessary.
- C.** Standing divisions and committees shall be listed in the *Manual of the National Federation of Music Clubs*. Division chairs are responsible for each committee in their division with activity in the State, including formation of the committee, nomination of a chairman for appointment by the President and monitoring the work within each committee. The Division Chairman shall act as chair of active division committees without a chairman. Proposed plans for work of the divisions and committees shall be presented to the Board of Directors. Each chairman shall be responsible for the correlation of state and national plans and shall present suggestions for activities to the NDFMC affiliated clubs at all levels. Written division reports are to be presented at each meeting of the Board of Directors and the convention. All expenses incurred must be authorized by the Board of Directors.
- C-1. Standing committees are:
1. American Music Division
 - a. Parade of American Music
 - b. American Women Composers
 2. Arts Division
 - a. Chamber Music
 - b. Crusade for Strings
 - c. Folk Music
 - d. Music in Poetry
 - e. Music in Schools and Colleges

- f. Music Service in the Community
 - 1. Choral music
 - 2. Hymn of the month
 - 3. Music Outreach
 - g. National Music Week
 - h. Opera
3. Finance Division
 - a. Budget
 - b. Founders' Day
 4. Public Relations Division
 5. Competitions and Awards Division
 - a. Young Artists
 - b. International Music Camp, Agnes Jardine awards
 6. Membership and Education Division
 - a. Membership
 - b. Course of Study
 - c. Senior Club Reporting and Evaluation
 - d. Senior orientation
 7. Student/Collegiate Division
 - a. Student Auditions
 8. Junior Division
 - a. Festivals
 - b. Festival Cup
 - c. Wendell Irish Viola Award
 - d. Junior Composers
 - e. Stillman Kelley awards
 9. Administration Division
 - a. Bylaws
 - b. Legislation

NDFMC SPECIAL FUNDS

A. The NDFMC shall maintain special funds.

- A-1. The Young Artist Fund shall be held for the purpose of administering the Young Artist competition, the Student Auditions competition, and other such NDFMC competitions in the Student/Collegiate division and administered within the NDFMC which are not otherwise provided for with a special fund, and for giving awards to the top performers within the NDFMC who compete in such contests and competitions. It shall also be used to pay annual national dues for any North Dakota school of higher education that applies to federate.

Whenever the NDFMC hosts an NDFMC Young Artist at its Biennial Convention, the fund shall be used to cover any related expenses not covered by the concert's admission revenue.

- A-2. The Evelyn Sampson Fund shall be held for purposes determined by the Board of Directors. In accordance with the donor's wishes, no portion of the fund shall be used for purposes related to the International Music Camp in any way. In addition, a portion of the fund shall be held for the purpose of giving scholarships to NDFMC-federated youth

attending NCR's Junior Composers Summer Programs. (*Refer to NDFMC Special Funds, Item A-6.*)

- A-3. The Stillman Kelley Fund shall be held for purpose of administering the Stillman Kelley Competition and for giving awards to the top performers within the NDFMC.
- A-4. The Junior Division Fund shall be held for purpose of administering all Junior Division functions of the NDFMC including, but not limited to, the Festival (excluding the Festival Cup Program) the Junior Composers Contest, and other competitions within the Junior Division. The fund shall also be for scholarships at the International Music Camp (IMC) and to make a donation annually to the IMC's endowment fund.
- A-5. The Festival Cup Fund shall be held for purpose of administering the NDFMC's Cup program of both the Festival and the Junior Composers Contest.
- A-6. A portion of the NDFMC's Evelyn Sampson Fund shall be held for the purpose of giving scholarships to NDFMC-federated youth for attendance at NCR's Junior Composers Summer Programs. The award shall be \$500 and shall be paid directly to Junior Composers Summer Programs.

Applications received from any participant in Class 3 (three) or Class 4 (four) of the Junior Composers Contest held in the same year shall be given top priority in receiving a scholarship. Unclaimed scholarships may be awarded at the NDFMC Executive Board's discretion to other area youth wishing to attend JCSP. No more than eight (8) scholarships of \$500 each shall be awarded in any given season.

Any student who is awarded the NDFMC's Evelyn Sampson Scholarship may also apply for a JCSP scholarship from the NDFMC for the same season. In no case shall the total scholarship(s) equal more than tuition.

- A-7. The Past State Presidents' Memorial Fund shall be held for the purpose of giving a \$100 donation to the International Music Camp upon the death of each Past State President, and for other purposes as determined by the Board of Directors.
- A-8. The Prairie Rose Fellows Fund shall be held for purposes determined by the Board of Directors. Members may become a Fellow after donating \$500 to the fund.
- A-9. The 2015 Fargo Residual Fund shall be held for purposes determined by the Board of Directors.
- B.** Dues received by the state from Life Memberships shall be paid to the Evelyn Sampson Fund.
- C.** Contributions to any NDFMC special fund are tax deductible and shall be paid to the special fund specified by the donor.
- D.** Contributions to the NDFMC that are designated for specific uses are tax deductible and shall be disbursed for the purpose designated by the donor.

JUNIOR FESTIVAL AND JR. COMPOSER CONTEST

Festival judges shall be paid \$150 for a full day of judging. Part-time judges shall be paid at the rate of \$20 per hour.

Judges for the Junior Composers Contest shall be paid \$100. Monetary awards for the Junior Composer Contest shall be paid from the Junior Division Fund.

FEDERATION DAY AT INTERNATIONAL MUSIC CAMP

Federation Day is the fourth Friday in July, during Orchestra week. Certificates are given to all the Agnes Jardine winners at a special reception following the evening concert. Budgeted awards of \$50 each are also given to the six Jardine winners. The senior clubs host the reception on a rotation basis.

- 2018 - Schumann Music Guild (Minot)
- 2019 - Southeast Central (Valley City/Jamestown)
- 2020 - Bismarck-Mandan Thursday Music Club
- 2021 - Thursday Musical (Williston)
- 2022 - Fargo-Moorhead Area Music Club
- 2023 - Devils Lake Music Club
- 2024 - St. Cecelia Music Club (Dickinson)
- 2025 - Valley Music Makers (Buxton)
- 2026 - Thursday Music Club (Grand Forks)
- 2027 - Schumann Music Guild (Minot)
- 2028 - Southeast Central (Valley City/Jamestown)
- 2029 - Bismarck-Mandan Thursday Music Club

NORTH CENTRAL REGION MEETINGS

NCR meetings are held in conjunction with the North Central Region's Junior Composers Summer Programs in July. The official representatives shall be the president, past president, and national board member. \$100.00 will be allocated for expenses of each.

NATIONAL CONVENTION

The official state representatives are the president and state board member. They receive an expense allocation of \$600.00 each. Other board members may ask for approval to attend and request financial assistance. The board must vote on additional representation and expenses.

AMENDMENTS TO STANDING RULES

These Standing Rules may be amended at any Board meeting by a majority vote of the voting members present. Amendments may be proposed to the Board in writing ten days prior to a Board meeting or may be made as a result of motions made and passed at Board meetings.