

# Standing Rules of the North Dakota Federation of Music Clubs

Updated October 6, 2024

*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 classified as Club, Individual or Life.

- a. A club member is an individual who is a dues-paying member of a senior club. Dues are paid annually.
- b. An Individual member is a dues-paying member of the state and national federation but not of a senior club. Dues are paid annually.
- 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 NFMFC. A Life member has all the privileges of active members in the NDFMC and NFMFC and is exempt from further 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 or foreign.

- a. Organizations formed for the purpose of promoting music that wish to be non voting members may be associate members.
- b. 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 NFMFC 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 NFMFC 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. A person aged 19-26 may become an Individual student/collegiate member upon the payment of annual dues.
- B-2. Associate membership in the Student/Collegiate Division may consist of college groups, music schools and departments, choirs, bands, 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. A person of junior age may become an Individual junior member upon the payment of annual 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 must be either an active member of a federated senior club in good standing, a senior Individual, or a Life 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. All Junior club dues include a subscription to Junior Keynotes, and junior club mentees must subscribe to Junior Keynotes. Junior-Individual member dues include a subscription to Junior Keynotes, and teachers of Junior Individual members must subscribe to Junior Keynotes.
- E. Penalty for late dues.** Initial payment of renewing dues must be made to the State Treasurer before November 15. A late fee, set by the NDFMC, is assessed for late submission. Late fees do not apply to newly-formed clubs, mentees, or Individual members.

## 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, and the transaction of Federation business. A virtual option for attendance may be offered.

- A.** Conventions shall alternate between the two regions with the respective Region Vice-president as the coordinator of the Convention Committee. The Convention Committee shall also include the president of any host club(s), as well as other interested people. The Committee shall be in regular communication with the State President (regarding the schedule) and the State Treasurer (regarding finances). Regions are defined under A-3 of ELECTED OFFICERS.

2027 – West Region  
2029 – East Region  
2031 – West Region  
2033 – East Region  
2035 – West Region  
2037 – East Region

- B.** The arrangements for the time and place of the Convention shall be in the hands of the State President, the Regional Vice-president, and, if applicable, the host club(s). The Convention shall be financed from registration fees and other monies as determined by the Convention Committee. The Convention Committee shall work out the business arrangements, prepare a financial budget with assistance from the State Treasurer, and 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 Convention, 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.) In the event an office is co-chaired, only one of the two co-chairs may vote. The other may serve as a voting delegate, if so elected by their senior club.
- D-2. A Senior Club with up to 25 dues-paying members shall be permitted to have 2 voting delegates-in addition to their club president.
- D-3. A Senior Club with 26-50 dues-paying members shall be permitted to have 3 voting delegates-in addition to their club president.
- D-4. A Senior Club with 51 or more dues-paying members shall be permitted to have 4 voting delegates-in addition to their club president.

- D-5. Any senior Individual or Life member of the NDFMC, not already entitled to vote in another capacity, is permitted to be a voting delegate at NDFMC conventions.
- D-6. Legal votes may be cast virtually, in lieu of in-person voting, if the person voting is registered to attend virtually. 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 one or two members to the Credentials Committee. This committee shall carefully examine the credentials of all delegates and alternates attending the Biennial Convention and shall issue credential badges to those who furnish proper proof that they are entitled to the same. The Credentials Committee shall make a list of the delegates and alternates attending the Convention. Only delegates with certified credentials shall be allowed to vote. Voting delegates must first indicate to the Credentials Committee whether they will be voting in person or virtually.
- E-2. Prior to the Convention, the President shall appoint one to three members to a Resolutions Committee. Any club desiring to present a resolution of policy must present it to this committee. All resolutions (including those of courtesy) shall be referred to this committee prior to presentation at the Convention.
- E-3. A Nominating Committee of one to three members shall be elected at the Fall Board meeting preceding a Biennial Convention. This committee shall put together a slate of nominees willing to serve for specific offices. The Nominating Committee shall report its slate of nominees to the Board prior to reporting to the delegates of the Convention.
- E-4. A Budget Committee of one to three members, one of whom must be 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.** If so desired by the Convention Committee, each senior club may provide a musical performance in the convention program. Other musical performances may be arranged by the Convention Committee to include, if possible, the appearance of a NFMC Young Artist.
- G.** Convention timelines:
- |                          |  |
|--------------------------|--|
| convention               | optional: accept invitation for next convention  |
| fall board-odd year      | optional: announce date and place of next convention<br>optional: invite national guest<br>optional: invite Young Artist |
| spring board-even year   | appoint a Revision Committee   |
| fall board - even year   | appoint a Budget Committee<br>appoint an Audit Committee<br>elect a Nominating Committee                                 |
| 6 weeks prior            | appoint a Resolutions Committee<br>appoint a Credentials Committee   |
| at least one month prior | send out the official call<br>send out credentials sheets  |

at least 2 weeks prior

deadline for receiving committee reports

at least 1 week prior

deadline for receiving registrations and credentials

### **ELECTED OFFICERS; APPOINTED OFFICERS; AND STANDING DIVISION CHAIRS**

**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 NDFMC 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 NDFMC board meetings and convention if president is unable to attend.

A-3. The East Region and West Region Vice-presidents shall:

1. Represent their geographic region:
  - a. East Region: Devils Lake Music Club, Valley Music Makers (Thompson), Greater Grand Forks Thursday Music Club, Fargo-Moorhead Area Music Club, and Southeast Central Music Club (Jamestown).
  - b. West Region: Thursday Musical (Williston), Schumann Music Guild (Minot), and St. Cecelia Music Club (Dickinson).
2. Represent the NDFMC and NDFMC 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 NDFMC.
  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 shall be provided a copy of the current NDFMC Manual and the NDFMC Constitution, Bylaws, and Standing Rules.
- A-7. Executive officers and past state presidents who travel by car to a state meeting may request roundtrip mileage, via a voucher, at the rate of 25¢ per mile. In addition, any elected or appointed state board member who, in the capacity of their office, travels by car to other functions within the NDFMC may similarly request roundtrip mileage.
- 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 their 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 divisions and their committees are:

1. American Music Division
  - a. Parade of American Music
  - b. American Women Composers
  - c. Folk Music
  - d. Just Jazz
2. Arts Division
  - a. Chamber Music
  - b. Celebrate Strings
  - c. International Music Relations
  - d. Music in Poetry
  - e. Music in Schools and Colleges
  - f. Choral Activity
  - g. *Together We Sing*
  - h. Music Outreach
  - i. National Music Week
  - j. Opera
  - k. Sacred Music
3. Finance Division
  - a. Budget
  - b. Founders' Day
  - c. Past Presidents Assembly
4. Public Relations Division
5. Competitions and Awards Division
  - a. Young Artists
  - b. Agnes Jardine awards
  - c. International Music Camp scholarships
  - d. Senior Performance or Composition Awards
6. Membership and Education Division
  - a. Membership
  - b. Course of Study
  - c. Senior Club Reporting and Evaluation
  - d. Yearbook
7. Student/Collegiate Division
  - a. Student/Collegiate Awards - Annual
  - b. Student/Collegiate Awards - Biennial
8. Junior Division
  - a. Festivals
  - b. Festival Cup

- c. Festival Site Administrator
  - d. Junior Composers
  - e. Junior Performance awards
9. Administration Division
- a. Bylaws and Standing Rules
  - b. Resolutions
  - c. Archive
  - d. Arts Advocacy

## **NDFMC SPECIAL FUNDS**

### **A. The NDFMC shall maintain special funds.**

- A-1. The Collegiate/Young Artist Fund shall be held to support NDFMC events and competitions in the Student/Collegiate Division 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 or other related 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 Composers Institute (CI) or Composers Online Institute (COI). *(Refer to NDFMC Special Funds, Item A-5.)*

- A-3. 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 camper scholarships at the International Music Camp (IMC), a monetary award for each Agnes Jardine Award recipient, and an annual donation to the IMC's endowment fund. *(Refer to "Federation Day at International Music Camp" on page 9 for amounts.)*

- A-4. 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-5. 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 Composers Institute (CI) or Composers Online Institute (COI). The award shall be \$500 and shall be paid directly to Composers Institute.

Applications received from any participant in Class 3 (three) or Class 4 (four) of the NDFMC's 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 NDFMC-federated youth wishing to attend CI or COI. No more than eight (8) scholarships of \$500 each shall be awarded in any given season.



Any student who is awarded the NFMF's Evelyn Sampson Scholarship of \$750 may also apply for a CI or COI scholarship of \$500 from the NDFMC for the same season. In no case shall the total scholarship(s) equal more than tuition, and if so, the NDFMC's scholarship will be decreased to equalize the scholarship amount with the tuition cost.

- A-6. 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-7. 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-8. 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**

Festival judges shall be paid \$150 for a full day of judging. Part-time judges shall be paid at the rate of \$25 per hour. Any judge who drives to a festival may claim mileage on their expense sheet for reimbursement at the rate of 25¢ per mile driven. Judges requiring a hotel room shall be reimbursed no more than the current government rate for hotel lodging in North Dakota.

Whenever the state festival chair or the state cup chair drives to attend a state board meeting, they shall be entitled to round trip mileage reimbursement at the same rate as for elected officers, and it shall be paid from the Jr. Division Fund.

Mentorship option for new teachers: Teachers who are new to the state's Festival Program and who wish to be mentored by an experienced teacher (a mentor) may add an unspecified number of their students to their mentor's junior club for no more than two consecutive years. The mentee will be required to pay mentee dues of \$14.00 to the NDFMC and will be responsible to pay any additional junior dues required if the total membership of the mentor's junior club exceeds the club size covered by the minimum payment of junior dues.

### **JUNIOR COMPOSER CONTEST**

Entry fees shall be determined by the NDFMC Board of Directors. Judges for the Junior Composers Contest shall be paid \$150. Monetary awards for the Junior Composer Contest shall be paid from the Junior Division Fund.

### **FEDERATION DAY AT INTERNATIONAL MUSIC CAMP**

Federation Day is on the Friday in July during Orchestra week. Certificates are given to all the Agnes Jardine recipients at a special reception following the evening concert. Awards of \$50 each shall be presented to the Jardine recipients, and a check for \$1000 shall be presented to the camp for its endowment fund. The senior clubs host the reception on a rotation basis.

2024 - Fargo-Moorhead Area Music Club  
2025 - Devils Lake Music Club

2026 - St. Cecelia Music Club (Dickinson/Bismarck)  
2027 - Valley Music Makers (Thompson)  
2028 - Greater Grand Forks Thursday Music Club  
2029 - Schumann Music Guild (Minot)  
2030 - Southeast Central (Valley City/Jamestown)  
2031 - Thursday Musical (Williston)  
2032 - Fargo-Moorhead Area Music Club  
2033 - Devils Lake 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 NDFMC's national board member. \$100.00 will be allocated for expenses of each.

#### **NATIONAL CONFERENCES AND CONVENTIONS**

The official state representatives to national conferences and conventions are the president and the NDFMC's national-board member. They shall receive an expense allocation of \$600.00 each for attending. Other board members attending may ask for an expense allocation from the state. The board must vote to approve such requests, including how much each will receive, and what shall be the funding source.

#### **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. Whenever the NFMC approves changes in organizational structure or terminology that affect these standing rules, they shall automatically be made without need of vote.