



**BYLAWS OF THE
FLORIDA
FEDERATION
OF
MUSIC CLUBS**

Revised August 1, 2017

With revised FFMC Fees and Dues Chart, October 1, 2017



FLORIDA FEDERATION OF MUSIC CLUBS BYLAWS

Amended as of August 1, 2017

TABLE OF CONTENTS

TABLE OF CONTENTS	i
ARTICLE I. NAME	1
ARTICLE II. OBJECT	1
Section 1. Nonprofit Organization.	1
Section 2. Affiliation.	1
ARTICLE III. MEMBERSHIP	1
Section 1. Composition.	1
Section 2. Divisions.	1
Section 3. Senior Division.	1
Section 4. Student Division.	2
Section 5. Junior Division.	2
Section 6. Application.	2
Section 7. Governing Rules.	2
Section 8. Termination of Membership.	3
ARTICLE IV. MEETINGS	3
Section 1. Convention.	3
Section 2. Convention Schedule.	3
Section 3. Special Session.	3
ARTICLE V. VOTING BODY	3
Section 1. Voting Body.	3
Section 2. Delegate Apportionment.	3
Section 3. Quorum.	4
ARTICLE VI. OFFICERS	4
Section 1. Elective Officers.	4
Section 2. Additional Personnel.	4
Section 3. Eligibility.	4
Section 4. Files.	4
ARTICLE VII. DUTIES OF ELECTIVE OFFICERS	4
Section 1. The President	4
Section 2. The Vice President	4
Section 3. The Recording Secretary	4
Section 4. The Treasurer :	5
ARTICLE VIII. REPRESENTATION OF FFMC AT NFMC MEETING	5
ARTICLE IX. DUTIES OF ADDITIONAL PERSONNEL	5
Section 1. The Corresponding Secretary	5
Section 2. The Financial Secretary	5
Section 3. The Archivist.	6
Section 4. The Chaplain.	6
Section 5. The Chair of the Council of District and Club Presidents.	6
Section 6. The Chair of the Past Presidents Assembly.	6

ARTICLE X. FFMC DISTRICTS	6
Section 1. Organization.....	6
Section 2. District President Duties.....	6
ARTICLE XI. ELECTIONS.....	6
Section 1. Elective officers.....	6
Section 2. Nominating Committee.....	6
Section 3. Report of elections.....	7
Section 4. Installation.....	7
Section 5. Term of Office.....	7
Section 6. Vacancies.....	7
ARTICLE XII. BOARD OF DIRECTORS.....	7
Section 1. Personnel.....	7
Section 2. Duties.....	7
Section 3. Absences.....	7
Section 4. Business by mail ballot.....	7
Section 5. Quorum.....	7
ARTICLE XIII. EXECUTIVE COMMITTEE	7
Section 1. Personnel.....	7
Section 2. Business by mail.....	7
Section 3. Meetings.....	8
Section 4. Quorum.....	8
Section 5. Absences.....	8
ARTICLE XIV. DIVISIONS AND COMMITTEES.....	8
Section 1. Special committees.....	8
Section 2. Duties.....	8
ARTICLE XV. FINANCES	8
Section 1. Sources of Income.....	8
Section 2. Finance Division.....	8
Section 3. Budget Committee.....	8
Section 4. Development Committee.....	8
ARTICLE XVI. DUES.....	8
ARTICLE XVII. NATIONAL BOARD MEMBER.....	9
Section 1. National Board Member.....	9
Section 2. Board Member at Large.....	9
ARTICLE XVIII. COUNCIL OF DISTRICT AND CLUB PRESIDENTS	9
Section 1. Composition.....	9
Section 2. Meetings.....	9
ARTICLE XIX. PAST PRESIDENTS ASSEMBLY	9
Section 1. Composition.....	9
Section 2. Dues.....	9
Section 3. Organization.....	9
ARTICLE XX. ENDOWMENT FUNDS	9
Section 1. Awards/Scholarships.....	9
Section 2. Operating Endowment Fund.....	9
ARTICLE XXI. MEMBER OF THE YEAR AWARD.....	10
Section 1. Selection.....	10

Section 2. Criteria.	10
Section 3. Presentation.	10
ARTICLE XXII. PARLIAMENTARY AUTHORITY	10
ARTICLE XXIII. AMENDMENTS	10
ARTICLE XXIV. HOLD HARMLESS PROVISION	10
ARTICLE XXV. DISSOLUTION OF THE CORPORATION	10
Section 1. Disposition of assets.	10
Section 2. United States Internal Revenue Law.	10
PROCEDURES FOR STATE AND DISTRICT MEETINGS	12
STANDING RULES	13
FFMC Dues and Fees	15

BYLAWS OF THE FLORIDA FEDERATION OF MUSIC CLUBS, INC.

ARTICLE I. NAME

The name of this organization shall be the Florida Federation of Music Clubs, Inc.

ARTICLE II. OBJECT

The object of the Florida Federation of Music Clubs, Inc. shall be to

- bring into working relation with one another music clubs and other music organizations and individuals, directly or indirectly associated with musical activity;
- aid and encourage music education;
- develop and maintain high musical standards throughout Florida;
- promote American music, American artists and composers throughout America and other countries.

Section 1. Nonprofit Organization. The Florida Federation of Music Clubs, Inc. (FFMC) is a nonprofit, tax-exempt 501 (c) (3) organization incorporated under the laws of the State of Florida.

Section 2. Affiliation. This organization is a component part of the National Federation of Music Clubs (NFMC) and shall cooperate with the NFMC in its specific plans for the advancement of music.

ARTICLE III. MEMBERSHIP

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

Section 1. Composition. Membership in the Florida Federation shall be composed of:

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

Section 2. Divisions. Membership shall be in three divisions: Senior, Student and Junior.

Section 3. Senior Division. Membership of the Senior Division shall be classified as Active, Associate or Honorary.

- A. Active Membership** of the Senior Division shall be either organization or individual.
 - 1. Organizations** formed for the purpose of promoting the study or performance of music, such as adult music clubs, choral societies, choirs, festivals, instrumental organizations, music teachers' associations, family and other music groups with a minimum of three, shall be eligible for active membership upon payment of dues.
 - 2. Individual membership** shall be Special, Contributing, Life, Subscriber, Donor or Patron.
 - a) A Senior Special or Contributing Member.** Any senior interested in the advancement of music may become a Special or Contributing member upon payment of annual dues.
 - b) Life Membership** shall be conferred upon an individual upon payment of the life membership fee covering life membership in state and national federations, as provided in the bylaws of NFMC. An application for life membership shall be made through a federated club and confirmed by the FFMC Executive Committee before payment is processed by the state treasurer and deposited in the general fund as dues. A life member shall have all the privileges of active membership and shall be exempt from the payment of state and national annual dues.
 - c) A Subscriber, Donor or Patron** shall be any individual who has given at one time a sum stated in the Dues and Fees Chart in the FFMC Standing Rules. Such an individual shall have all the privileges of active membership and shall be exempt from payment of state and national dues.
 - d) Change in Class of Membership.** A Life Member, a Subscriber or a Donor may change to a higher membership status by paying the difference in fees.

3. **Teachers** of federated Junior Music Clubs and/or music teachers with entrants for festival judging are required to hold membership in a senior active music club, or have an individual membership.
- B. **Associate Membership.** Organizations formed for the purpose of promoting a specific music project such as choral societies, orchestras/orchestral associations, opera companies/guilds, music teachers' organizations, local alumni chapters of music fraternities or sororities, church choirs/ orchestras/bands, etc., and groups dedicated to the promotion of a concert series in their own community, may become associate members upon payment of dues. Such associate members may send representatives to the meetings of the federation but they shall not be entitled to make motions nor to vote.
- C. **Honorary membership.** Honorary membership may be conferred by an unanimous vote of the FFMC Executive Committee upon an individual who has achieved distinction in music or has rendered signal service to this federation. An Honorary Membership may be revoked in the same manner. Honorary Members shall not be entitled to make motions, vote or hold office. Such members shall be exempt from the payment of dues. The title of Honorary Membership shall not preclude active membership for those who desire membership with its accompanying obligations of dues and service.

Section 4. Student Division. Membership of the Student Division shall be classified as active or associate. It shall be limited to students between the ages of 16-25.

- A. **Active Membership** in this division may be organizational or individual.
 1. **Organizations.** Musical organizations whose members are in the 16-25 year age bracket are eligible for active membership upon payment of dues.
 2. **An Individual Student** may become a Special Member upon the payment of dues.
- B. **Associate Membership.** College groups, music schools and departments, choirs, bands, orchestras and similar organizations with members in the 16 through 25 age bracket who do not wish active participation in the business affairs of the federation may become associate members through mass enrollment upon payment of dues.

Section 5. Junior Division. Membership of the Junior Division shall be limited to individuals and organizations whose members are not over 18 years of age and shall be classified as Active, Associate or Cradle Roll.

- A. **Active Membership** in this division may be organization or individual.
 1. **Organizations.** All Junior Music Clubs, bands, orchestras, choirs, choruses and similar organizations whose members are not over 18 years of age may become active members of the Junior Division upon payment of dues. Each new Junior Club shall have no more than 100 members.
 2. **An Individual** in the Junior Division may become a Junior Special Member upon the payment of dues.
- B. **Associate Membership.** Junior organizations such as bands, orchestras, choirs and choruses whose members are not more than 18 years of age, who do not wish active participation in the business affairs of the federation may become associate members through mass enrollment upon payment of the fee.
- C. **Cradle Roll.** Children from birth to five years of age shall be eligible for membership in the Cradle Roll upon payment of dues.

Section 6. Application. All applications for membership shall be sent to the state treasurer and shall be accompanied by the current year's dues for the class of membership for which application is made. Application from an organization shall be accompanied by a copy of the bylaws of the organization.

- A. **Questions.** Any question relative to membership applications which cannot be resolved shall be referred to the FFMC Executive Committee for decision.

Section 7. Governing Rules. Each federated club shall adopt its own bylaws, which shall embody the provisions of these bylaws governing federated clubs, and shall be in accordance with the charter and bylaws of the state and national federations. A current copy of a club's bylaws shall be on file with the state bylaws chair.

Section 8. Termination of Membership.

- A. Resignation.** An organization in good standing may resign by sending written resignation to the state president with a copy to the state recording secretary who shall notify the state and national treasurers.
- B. Forfeiture.** If dues are not received by February 1, organization or individual members shall be considered delinquent and shall be notified. Any member whose dues are in arrears for more than a year shall be considered to have forfeited membership and shall be dropped from the rolls.
- C. Reinstatement.** Organizations or individual members who have forfeited membership for nonpayment of dues or who have resigned in good standing may be reinstated by a majority vote of the FFMC Executive Committee.

ARTICLE IV. MEETINGS

Section 1. Convention. FFMC shall hold an annual convention in the spring to be hosted by the districts in rotation beginning in May 2011 as specified in Section 2. The convention shall be held for the purpose of receiving reports from officers, the Board of Directors, Division and Committee Chairs; planning for the upcoming year; for the election of officers; and such other business as determined by the Board of Directors. A 30 day notice shall be given to all voting members.

Section 2. Convention Schedule. The Convention shall be hosted by the districts according to the following schedule, and the schedule shall be extended indefinitely to all future Conventions unless the Executive Committee, for reasons of an emergency nature, grants an exception.

Schedule (to be extended into the future)

Bay Ridge	2017	Convention
Capital	2018	Convention
Lake	2019	Convention
Royal Poinciana	2020	Convention
Saint Johns	2021	Convention
Seminole	2022	Convention
Suwannee	2023	Convention
Bay Ridge	2024	Convention

Section 3. Special Session. A special session of the Federation may be called by the president upon a majority vote of the Board of Directors. A 30 day notice of a special session shall be given. The purpose of the session shall be stated in the official call and no other business shall be transacted.

ARTICLE V. VOTING BODY

Section 1. Voting Body. The voting body of FFMC shall be composed of the Board of Directors, patron, life, subscriber, donor, individual members and official delegates from each organization holding active membership in the Senior Division, Student and Junior Divisions.

Section 2. Delegate Apportionment.

- A. Each active senior organization** shall be entitled to delegate representation based on its paid membership on record in the office of the state treasurer twenty days before the opening of the convention, based on the following:

organizations of 25 members or less	one delegate;
26-50 members	two delegates;
51-75 members	three delegates;
76-100 members	four delegates;
101-125 members	five delegates;
126-150 members	six delegates;
over 150 members	seven delegates.
- B. Each active student organization** shall be entitled to one delegate.
- C. Each active junior organization** shall be entitled to representation by one adult teacher who shall be a member of an active senior club or an individual member.

- D. **Voting.** No person shall be entitled to vote in more than one capacity and no absentee or proxy voting shall be permitted.

Section 3. Quorum. Twenty-five qualified voters shall constitute a quorum for the convention.

ARTICLE VI. OFFICERS

Section 1. Elective Officers. FFMC officers shall be president, vice president, recording secretary and treasurer.

Section 2. Additional Personnel. Additional personnel shall include a corresponding secretary, archivist, financial secretary, chaplain, chair of the council of district and club presidents, and chair of the past presidents assembly.

Section 3. Eligibility. To be eligible for the office of president the nominee must first have served as president of a Florida federated senior active club for a full term as defined in said club's bylaws and then as president of a Florida federated district. No portion of these terms of office shall be served concurrently.

Section 4. Files. All officers shall keep files of important materials and reports for seven years, and give all of these to their successors within thirty (30) days, with the exception of the treasurer who shall deliver all funds and documents at the end of the fiscal year. After seven years, FFMC official minutes and financial records shall be filed in the FFMC archives.

ARTICLE VII. DUTIES OF ELECTIVE OFFICERS

Section 1. The **President** shall:

- A. **Be the chief executive officer** of FFMC, shall preside at all meetings of the Federation and shall be the official state representative of the Federation at all places and all meetings including the National Federation as official delegate;
- B. **Sign**, with the recording secretary, contracts and leases approved by the Executive Committee, approve payment of any non-budgeted items before payment is made, and may sign checks, drafts and orders on all FFMC accounts
 1. co-sign with the treasurer any checks written in the amount of \$5,000 and over;
- C. **Serve** as an ex-officio member of all committees except the Nominating Committee;
- D. **Make a written report** at the convention;
- E. **Appoint chairs** of all committees and additional personnel subject to confirmation by the Executive Committee;
- F. **Enforce the bylaws** and parliamentary law;
- G. **Have the authority** to call a special session of the Executive Committee whenever the need arises, provided seven days' notice shall be given;
- H. **Perform**, in addition, such other duties as are appropriate to the office;
- I. **Select agent** for bonding of president and treasurer in the amount of the total assets of the Federation, report same to the Executive Committee, and file copy of policy with the recording secretary.

Section 2. The **Vice President** shall:

- A. **In the absence** of the president, perform all the duties of the office and shall perform such other duties as may be assigned by the Board of Directors;
- B. **Serve** as FFMC Extension Chairman and work directly with the district presidents;
- C. **Maintain** a record of Federation Awards and be responsible for collecting the awards and assisting the president in the presentation of the awards at the awards ceremony.

Section 3. The **Recording Secretary** shall:

- A. **Take the minutes** of all the general sessions of this Federation, of the Board of Directors and the Executive Committee;
- B. **Enter these minutes** into the official record book and send a copy to each member of the Executive Committee and the archivist;
- C. **Be the custodian** of all official papers and documents, receive three copies of the reports of all officers, chairs and district/club presidents and plans of work at the convention and distribute these to

- the president, archivist, and files of the recording secretary;
- D. Notify the elected officers** of the confirmation of their election.

Section 4. The **Treasurer** shall:

- A. Receive all dues**, be the custodian of all funds and deposit all funds in the name of the Federation in financial institutions approved by the Board of Directors;
- B. Pay all budgeted federation expenses** and others approved by the president;
- C. Present a full report** at each meeting of the Board of Directors and at the state convention; submit copies of the fiscal year report along with copies of I.R.S. forms filed and Florida Corporate Report forms filed to the Executive Committee by mail by September 30th of each year; submit a monthly financial report to the president and chairman of the Finance Division; file compilation report in the treasurer's records; present at FFMC Convention a compilation report and when the treasurer leaves office a biennial review on all Federation finances that has been prepared by a certified public accountant;
- 1. Financial records** shall include ledgers, journals, balance sheets, check registers and all other accounting records usually included under general accounting principles;
- 2. Checks written** in the amount of \$5,000 and over shall be co-signed by the president and the treasurer;
- D. Keep an accurate enrollment** (official membership list of FFMC) of all active and associate clubs together with names and addresses of their respective officers and all honorary, individual and life members;
- E. Serve as chair** of the credentials committee and determine the number of delegates allowed per club. (Each club shall send to the treasurer the names of the delegates before the meeting convenes so that a list of all qualified to vote may be available);
- F. Serve as a member** of the Budget and Finance and Investment Committees;
- G. Keep records** for seven years and destroy these only by vote of the Executive Committee;
- H. Send all national dues** to the national treasurer to be received on or before February 1 of each year;
- I. Be bonded** with an agent selected by the president; copy of policy to be filed with the state recording secretary;
- J. In the event of temporary inability** to perform the duties of the office, be superseded by a member of the Board of Directors appointed by the President to act as treasurer, with the name of such appointee filed with the financial institutions in which the funds of the Federation are deposited;
- K. Update records** of all financial institutions at time of election of new officers and have the names and signatures of the president and the treasurer placed on file with same.

ARTICLE VIII. REPRESENTATION OF FFMC AT NFMC MEETING

In an election year FFMC shall be represented at NFMC meetings by the immediate past president of FFMC. The newly elected president of FFMC shall serve as alternate. If either of these cannot attend an NFMC meeting, FFMC may elect a delegate and/or alternate, as needed. PROVISIO: This article shall take effect immediately when NFMC amends ARTICLE IV, Section 2-A of its bylaws in such a way that the proposed amendment does not conflict with the NFMC bylaws.

ARTICLE IX. DUTIES OF ADDITIONAL PERSONNEL

Section 1. The **Corresponding Secretary** shall:

- A. Send notice** of all meetings of FFMC to the members on the official mailing list;
- B. Attend to official correspondence** as shall be designated by the president;
- C. Keep an accurate alphabetical enrollment** of all clubs together with the names and addresses of their respective officers;
- D. Be responsible** for all bulk mailing to members on the official mailing list.

Section 2. The **Financial Secretary** shall:

- A. Receive all dues** from the student organizations, junior clubs, and teachers who desire membership as senior individual members;
- B. Keep a current enrollment** of all student organizations and junior clubs;
- C. Send a monthly itemized report** together with all money received to the state treasurer, a copy of the report to the state president, state corresponding secretary and directory editor;
- D. Send copies** of the student reports to the state student division chair; copies of junior reports to the state junior division chair and junior festival chair; senior individual members report to the individual

membership chair.

Section 3. The **Archivist** shall compile a general history of the Florida Federation and shall report on same at each convention, shall collect and preserve all vital material pertaining to the activities of the Florida Federation, which includes the official minutes of the Florida Federation.

Section 4. The **Chaplain** shall give the invocations at all the meetings of the Federation.

Section 5. The **Chair of the Council of District and Club Presidents** shall render a complete report of the activities of local clubs at the convention.

Section 6. The **Chair of the Past Presidents Assembly** shall render a complete report of the activities of the assembly at the convention.

ARTICLE X. FFMC DISTRICTS

For the purpose of coordinating the work of the Federation, each district shall elect its own officers at the fall district meeting preceding the FFMC election year. The seven districts shall be designated as Bay Ridge, Capital, Lake, Royal Poinciana, Seminole, St. Johns and Suwannee. The affairs of each district shall be under the direction of the state president.

Section 1. Organization. Music clubs of the state may be members of the districts and the state and national federations for the purpose of bringing them into closer working relationships, and to cooperate in specific plans for the advancement of music. Each club shall provide for a dissolution clause in its bylaws specifying the manner of disbanding and the disposition of club assets. If certain members desire to leave a federated club and form a new non-affiliated club, the club name and all funds shall remain with those members continuing as the member club.

- A. Representation.** Each federated club is entitled to representation at district, state and national meetings as designated in the respective bylaws.
- B. Bylaws.** Each federated club and district shall adopt its own bylaws which shall be in accordance with the charter and bylaws of the state and national federations. An up-to-date copy of club and district bylaws shall be on file with the state bylaws chair.
- C. Dues.** Clubs and districts shall provide in their own bylaws for payment of dues to be used in their own work.

Section 2. District President Duties. A district president shall:

- A. Call a district meeting** in the fall and shall preside over same;
- B. Be responsible** for disseminating all pertinent information to all federated senior, junior and student groups;
- C. Be the liaison** between the state president and all federated organizations in the district;
- D. Serve** as extension chair in the district;
- E. Make** district appointments;
- F. Keep files** of important materials and reports for seven years, and give all of these to the succeeding district president within thirty days;
- G. Appoint** a nominating committee six weeks in advance of the fall district meeting in the even-numbered years: the slate is to be presented at that district meeting;
- H. Serve** on the FFMC Executive Committee and Board of Directors.

ARTICLE XI. ELECTIONS

Section 1. Elective officers. FFMC elective officers shall be elected at the state convention in the odd-numbered calendar year for a term of two years or until successors are elected. No elected officer of the Federation shall serve as president of a district or a senior music club at the same time.

Section 2. Nominating Committee.

- A. Selection** of the Nominating Committee: At the convention in the even-numbered calendar year, the state president shall appoint the chair of the nominating committee. The Board of Directors shall elect six additional members who have shown active interest in the Federation, one from each of the remaining six districts.

B. Duties of the Nominating Committee:

1. **This committee** shall present a complete slate of officers to the Executive Committee with their qualifications no later than February 15. The consent of all candidates must be obtained before the report is made. Only active members in good standing shall be eligible for nomination. The Nominating Committee shall ensure that all nominees meet the minimum qualifications for office as set forth in these bylaws.
2. **On the first day** of the convention the chair of the nominating committee shall present to the qualified voters a list of the names and qualifications of those nominated for each office. Nominations for any office may then be made from the floor. A majority vote shall elect.

Section 3. Report of elections. The president shall announce the slate of elected officers.

Section 4. Installation. Installation of new officers and district presidents shall take place before the close of the convention.

Section 5. Term of Office.

- A. **All officers** shall assume their respective duties at the close of the convention at which they are elected, with the exception of the treasurer who shall assume office at the end of the fiscal year.
- B. **No person shall be eligible** to serve in the same office for more than two terms consecutively, with the exception of the treasurer and recording secretary. The filling of one-half or more of an unexpired term shall be considered a full term in determining the eligibility for reelection of an officer.

Section 6. Vacancies. Vacancies in elective offices shall be filled by vote of the Board of Directors for the balance of the term.

- A. **Failure to perform duties.** When a state officer fails to fulfill the duties of the office as detailed in these bylaws and as determined by a 2/3 vote of the Board of Directors, the officer shall be asked to resign. A vacancy in elective office shall be declared by the Board of Directors.

ARTICLE XII. BOARD OF DIRECTORS

Section 1. Personnel. The Board of Directors of FFMC shall consist of officers, additional personnel, past state presidents, division and committee chairs, district and senior club presidents.

Section 2. Duties. The Board of Directors shall:

- A. **Manage the affairs and funds** of the Florida Federation;
- B. **Meet once a year**, at the convention, the dates to be approved by the Executive Committee.

Section 3. Absences. If a member of the Board of Directors is unable to be present at the convention, a written notice, with the cause of absence, must be sent to the president.

Section 4. Business by mail ballot. When called to do so by the state president, the Board of Directors may handle by mail ballot any emergency business needing immediate attention, such as death, natural disaster, official resignations or legal action, providing the mail ballot information shall be precisely the same to each member. A complete report of such emergency mail ballots shall be included in the report of the recording secretary at the next session of the Board of Directors.

Section 5. Quorum. Twelve members of the Board of Directors shall constitute a quorum.

ARTICLE XIII. EXECUTIVE COMMITTEE

Section 1. Personnel. The Executive Committee shall be composed of the state president, vice president, recording secretary, treasurer, state junior division chair, state student division chair, Finance Division chair, Junior Festivals chair, Federation Cup Chair, all past state presidents, and all current district presidents. This committee shall perform in the interval between sessions of the Board of Directors as may from time to time be deemed expedient.

Section 2. Business by mail. The Executive Committee may handle by mail ballot unfinished business of the Board of Directors, providing the mail ballot information shall be precisely the same to each member. Each member of the committee shall be immediately notified of the results of the ballot. The report of the ballot shall

be in the files of the recording secretary and read at the next meeting.

Section 3. Meetings. The Executive Committee shall meet upon the call of the President or upon written request of five (5) of its members

Section 4. Quorum. Five members of the Executive Committee, at least 3 of whom shall be elective officers, shall constitute a quorum.

Section 5. Absences. Any member of the Executive Committee unable to attend any session must notify the president specifying the reason for absence. No proxy may substitute for any member of the Executive Committee.

ARTICLE XIV. DIVISIONS AND COMMITTEES

The work of the Florida Federation shall be divided into divisions, and committees as established by the Board of Directors to conform insofar as practical to those of the National Federation. The chair of each division, and committee shall be appointed by the president.

Section 1. Special committees. Special committees shall be appointed by the Board of Directors to perform such duties as may be assigned them to make the work of the Federation more effective. The chair of a special committee shall be appointed by the president.

Section 2. Duties. Division, and committee chairs shall present plans of work and reports at the convention, and shall keep records of important materials and reports for seven years, and shall give all of these to their successors within thirty days.

ARTICLE XV. FINANCES

Section 1. Sources of Income. The finances of FFMC shall be derived from membership dues and fees, interest from the endowment funds and gifts, and from such other sources as may be approved by vote of the Board of Directors. The fiscal year shall be July 1 to June 30, inclusive.

A. FMC Memorial and Recognition Fund. Donations in amounts of less than \$1,000 shall be placed in the general account. The chair shall send acknowledgment of the gifts.

B. The Florida Fellows. Anyone who contributes or in whose honor or memory is contributed \$1,000 to the Operating Endowment Fund shall be known as a Florida Fellow. The chair shall send acknowledgment of the gifts.

Section 2. Finance Division. The Finance Division shall encompass committees as designated by the Federation. The Finance and Investment Committee shall be composed of the chair, who shall have a background in business, the treasurer, chair of the operating endowment fund, chair of the scholarships/awards endowment fund, and one member at large. Members of this committee, except the treasurer, shall be appointed by the president. This committee shall review and advise on all aspects of Federation finances, and shall render a report at each session of the Board of Directors.

Section 3. Budget Committee. A Budget Committee shall prepare a budget and submit copies to the Executive Committee and Board of Directors for approval at the convention. The committee shall be composed of a chair and two members appointed by the president, the Finance Division chair and the treasurer.

Section 4. Development Committee. A Development Committee shall solicit funds for the maintenance of FFMC activities through permanently endowed funds, including legacies, bequests and corporate underwriting. The committee shall be composed of a chair, two additional members appointed by the president, the Finance Division chair and the treasurer.

ARTICLE XVI. DUES

The dues and fees for NFMC and FFMC shall be stated in the FFMC standing rules. All membership dues paid are nonrefundable.

All minimum annual dues shall be paid, postmarked on or before October 1. All minimum annual junior and senior club dues shall be paid, postmarked on or before October 1. All minimum dues paid after October 1 shall include a late fee. All membership dues paid are nonrefundable.

ARTICLE XVII. NATIONAL BOARD MEMBER

Section 1. National Board Member. The representative of FFMC on the Board of Directors of NFMC shall be elected by FFMC members in even-numbered calendar years for a term of two years. The name of the elected representative, together with qualifications and assurance of willingness to serve, shall be submitted to NFMC in accordance with procedures established by NFMC. No person may serve more than two terms consecutively as NFMC Board member, a term being two years.

Section 2. Board Member at Large. Suggestions of possible nominees for Member at Large may be sent to the chair of NFMC Nominating Committee by vote of FFMC Board of Directors. The names of nominees, together with qualifications and assurance of willingness to serve, shall be submitted to NFMC in accordance with procedures established by NFMC.

ARTICLE XVIII. COUNCIL OF DISTRICT AND CLUB PRESIDENTS

Section 1. Composition. There shall be a council composed of district and club presidents organized for the purpose of discussing state and club activities and the correlation of state and local work. The chair of the Council of District and Club Presidents shall be a past state president.

Section 2. Meetings. The council shall meet at the state convention.

ARTICLE XIX. PAST PRESIDENTS ASSEMBLY

Section 1. Composition. In order to qualify for membership in a Past Presidents Assembly a person must be a past national president, a past president of a state federation, a past president of a state district or a past president of any senior active music club holding membership in the National Federation and the Florida Federation. The chair of the assembly must have served as president of the Florida Federation.

Section 2. Dues. The membership dues shall be paid to the state treasurer with the FFMC portion being retained in the Young Artist Award Fund.

Section 3. Organization. A chapter may be organized by ten or more members in good standing for a state chapter; five or more for a district chapter; three or more for a local chapter. A charter shall be issued by the NFMC chair of the Past Presidents Assembly to state, district or local chapters when they meet the requirements of the National Past Presidents Assembly and pay the charter fee.

ARTICLE XX. ENDOWMENT FUNDS

The Executive Committee shall act as the Awards/Scholarship Committee and shall act upon any new, or changes to, existing awards/scholarships. All endowed funds shall be maintained in perpetuity and be accounted for as permanently restricted net assets of FFMC. Any interest earned or capital appreciation resulting from investment of these funds shall be used for the purposes designated.

Section 1. Awards/Scholarships. Any award/scholarship established by the Florida Federation shall be presented to the Executive Committee for its consideration and vote.

- A. Endowed Scholarships/Awards.** For an endowed scholarship or award to be named in the donor's name (s), or in honor or memory of someone, the amount shall be no less than \$5,000.
- B. Interest.** Interest from the Awards/Scholarships Endowment Fund shall be used to fund awards/scholarships, with a minimal amount designated to pay expenses for administration of the Fund.

Section 2. Operating Endowment Fund. Interest from the Operating Endowment Fund shall be used to help fund operating expenses.

ARTICLE XXI. MEMBER OF THE YEAR AWARD

Section 1. Selection. A state committee comprised of district presidents may select from the membership at large of the Florida Federation a recipient for the Member of the Year Award. The president shall appoint one of the district presidents as committee chair. After consulting with its members, the District may nominate one member whose name shall be placed in nomination by the District President. The chair shall prepare a ballot listing all names submitted and send to the committee members for voting by March 15.

Section 2. Criteria. The criteria determining the selection shall include outstanding accomplishments on behalf of the Florida Federation, dedication to the goals of the Federation and unselfish work for the Federation beyond the call of duty. The award may only be received one time by the same individual.

Section 3. Presentation. The name and qualifications of the recipient selected by a majority vote of the committee shall be sent by the chair to the state vice president (the awards chair), by April 15. The vice president shall prepare a brief résumé and a framed award certificate to be presented to the recipient at the convention.

ARTICLE XXII. PARLIAMENTARY AUTHORITY

The rules contained in the current edition of "*Robert's Rules of Order, Newly Revised*" shall govern this Federation in all cases to which they are applicable and in which they are not inconsistent with the bylaws of this Federation.

ARTICLE XXIII. AMENDMENTS

These bylaws may be amended by a two-thirds vote of the qualified voters present and voting at any regular session, or at an adjourned meeting thereof, or at any special session called for that purpose, provided that the proposed changes have first been approved by the Board of Directors and then notice of same has been sent to each of the federated organizations classified as active and to the other active members at least thirty days prior to the meeting at which changes are to be considered. Amendments to these bylaws shall become effective immediately.

ARTICLE XXIV. HOLD HARMLESS PROVISION

The members of the Board of Directors and the Executive Committee serve by the authority granted in the Florida Federation bylaws to oversee the finances and affairs of the Federation. Each member respectively understands and acknowledges that each such member is (i) not serving in the capacity of a trustee and (ii) shall be held harmless and shall not be personally liable, either jointly or severally, as to any action taken or not taken during his or her service to the Florida Federation as a member of the Board or Executive Committee, provided, however, that the foregoing shall not eliminate or limit:

1. the liability of any such member by a judgment or other final adjudication adverse to such member established that his or her acts or omissions were in bad faith or involved intentional misconduct or a knowing violation of law, or that he or she personally gained a financial profit or other advantage to which he or she was not legally entitled; or
2. the liability of any such member for any act or omission on his or her part prior to the adoption of the foregoing policy.

ARTICLE XXV. DISSOLUTION OF THE CORPORATION

Section 1. Disposition of assets. Upon dissolution of the corporation the Board of Directors shall, after paying or making provision for the payment of all the liabilities of the corporation, dispose of all the remaining assets of the corporation to the National Federation of Music Clubs for music scholarships for Florida residents.

Section 2. United States Internal Revenue Law. Notwithstanding any other provision of these articles, this corporation shall not carry on any other activities not permitted to be carried on by (a) a corporation exempt from federal income tax under Section 501(c)(3) of the Internal Revenue Code of 1954 or the corresponding provision of any future United States Internal Revenue Law or (b) a corporation contributions to which are

deductible under Section 170(c)(2) of the Internal Revenue Code of 1954 or any other corresponding provision of any future United States Internal Revenue Law.

Revised and Adopted September 14, 2001, Dr. Isabella Laude, Bylaws Chair

Amended by the 2005 Convention, May 28, 2005, Philip J. LeGrand, FFMC Recording Secretary

Amended by the 2006 Convention, May 26, 2006

Amended by the 2006 Fall Session, September 16, 2006

Amended by the 2007 Convention, May 25, 2007

Amended by the 2007 Fall Session, September 15, 2007, Philip J. LeGrand, FFMC Recording Secretary

Amended by the 2008 Fall Session, September 13, 2008, Philip J. LeGrand, FFMC Recording Secretary

Amended by the 2010 Fall session, September 17, 2010, Philip J. LeGrand, FFMC Recording Secretary

Amended by the 2011 Convention, May 20, 2011, Philip J. LeGrand, FFMC Recording Secretary

Amended by the 2015 Convention, May 16, 2015, Philip J. LeGrand, FFMC Recording Secretary

Amended by the 2016 Convention, June 4, 2016, Philip J. LeGrand, FFMC Recording Secretary

PROCEDURES FOR STATE AND DISTRICT MEETINGS

1. For all state meetings registration and meal function payment; shall be made payable to FFMC and sent to the registrar. For district meetings, payments are made payable to the district and sent to the district registrar.
2. Hotel registration and payment shall be made directly to the hotel.
3. Registration and meal function charges shall be sufficient to cover expenses. A state or district meeting must not show a deficit.
4. FFMC registration fee pays for name tags, meal function tickets and the printed programs for convention. District meeting expenses are paid by the district. Registration fees at district meetings shall pay for name tags, meal function tickets and the printed programs.
5. At state meetings an individual club acting as host for a meal function shall assume the responsibility for table decorations and place cards. The host district shall be responsible for fruit basket or comparable gift for the NFMC guest of honor and the state president to be placed in the hotel room upon their arrival. The host district shall be responsible for the reception honoring the guest of honor. At the district meeting the host club shall be responsible for table decorations, place cards.
6. The FFMC Protocol Chair shall receive all place cards for the scheduled meal functions from the host club(s) and the names for the place cards from the FFMC president. The Protocol Chair shall be responsible for writing on the names and placing the cards on the tables in the proper order.
7. No money shall be appropriated in a budget (state or district) for entertainment at state or district meetings. FFMC members do not receive compensation for performing at meetings for their own organization. Expenses for any special entertainment shall be the responsibility of the host club or district in charge. Special entertainment for afternoon or evening programs shall feature talented senior members for whom there shall be no payment. However, if a host club or district wishes to bring in special outstanding talent (non-members) and there is a fee for the performance, the club or district must assume this financial responsibility.
8. At a state convention one luncheon should feature Junior Division state winners and one luncheon should feature student and/or young artist state winners. Such performers may be guests of FFMC for the meal function at which they perform. No other expenses shall be allowed.
9. FFMC senior members who perform at luncheons, dinners or banquets may be the meal guests of FFMC for the meal function at which they perform.
10. Since the state president or district president is responsible for all programs at meetings it is the presidents' responsibility to find as much talent as possible within that district. For this reason the meetings should be held in the different districts. The president may ask for suggestions from a host club or district but reserves the right of final decision.
11. Hotel and scheduled meal function expenses for the FFMC president shall be assumed by FFMC. The complimentary hotel room shall be assigned to the FFMC president.
12. The expenses for hotel and scheduled meal functions for the NFMC guest of honor and invited spouse shall be paid by FFMC. FFMC should assume the responsibility of any additional meals or hotel expenses for the guest of honor made necessary by travel schedules in order for the guest to arrive in time for the meeting.
13. The registration fee for state meetings shall be \$25.00. There shall be no refunds for registration or meals.
14. The NFMC representative shall be the guest of honor at a reception immediately preceding or following the final banquet. This guest shall be the speaker at the final banquet of the state convention and be allotted time on the convention for a workshop.
15. The host district for the state convention will be responsible for securing the services of a parliamentarian from the area who is not a member of NFMC or FFMC subject to approval of the FFMC President. The cost of the parliamentarian shall be covered by FFMC.

Revised at the Convention, May 10, 2003. Philip J. LeGrand, FFMC Recording Secretary

Revised at the Fall Session, September 13, 2003, Philip J. LeGrand, FFMC Recording Secretary

Revised at the Convention, May 20, 2011, Philip J. LeGrand, FFMC Recording Secretary

Revised at the Convention, May 16, 2014, Philip J. LeGrand, FFMC Recording Secretary

STANDING RULES

1. The official mailing list shall include: state officers and chairs; club and district presidents and treasurers; honorary, life, senior members, senior individual members; and junior counselors of Junior Clubs in good standing.
2. A Distribution Chair, or co-chair, appointed by the District president shall receive plans of work from all state officers and chairs, all club and district presidents, all national board members, national officers and chairs at least one week before each convention. The materials shall be assembled into kits to be distributed at the convention to all attendees Executive Committee members and all club presidents.
3. The Florida state song shall be sung at all district and state meetings.
4. The FFMC directory shall be maintained in a members only section on the web-site and list all members.
5. The FFMC Festival Chair shall send to all Area Festival Chairs the NFMC Festival Directives each year. The Area Chair shall immediately send these Directives to every teacher in that area. Area Festival Chairs shall send two copies of Junior Festivals Summary Report and Area Report of Festival Ratings forms to the state festival chair, postmarked by March 30.
6. Each Area Festival Chair in each District shall send all money and copy of Junior Festivals Summary Report to the elected District Treasurer who in turn will pay all bills, handle all necessary expenses and keep separate records for each area. All Area Festival Chairs shall submit a financial report, on the form supplied by the FFMC Festival Chair, listing all revenues and expenses. The Financial Statement must show the proceeding year's surplus or deficit. The District Treasurer shall sign the report and send to the FFMC Festival Chair, postmarked by March 30th. If not submitted, the area will not receive any support from FFMC for the Festival or recording of Festival Cup Points the following year.
7. A copy of the Junior Festivals Summary Report shall be filed by the Junior Festival Chair with the Executive Committee at the convention.
8. All Festival revenues collected by Area Festival Chair must be used specifically for Festival expenses.
9. A written report on the Junior Convention including number of events, entrants with listing of awards presented shall be filed by the Junior Division Chair with the Executive Committee at the convention.
10. All events sponsored by Florida Federation of Music Clubs must be financially self-sustaining. Recurring events shall be evaluated over a period of time, balancing income and expenses.
11. All District Treasurers will submit an annual financial report by July 15th to the State Treasurer.
12. The expense of the Member of the Year Award shall be borne by FFMC.
13. FFMC Dues and Fees are shown in the attached chart.
14. As of the fiscal year 2011-2012, FFMC will give an annual complimentary subscription of Music Clubs Magazine to all life members.
15. Area Festival Chairs and District Treasurers shall annually complete the FFMC Conflict of Interest Form and submit to FFMC Recording Secretary by September 30th or within 30 days of replacement. The FFMC Recording Secretary shall maintain the forms.
16. The FFMC Treasurer shall send the Liability Insurance forms to each District and Club President/Treasurer. Each District and Club shall submit the forms and pay the fees for each event or program. If the form is not submitted and fee is not paid for any event or program, the district or club (via the notarized form) agrees to indemnify the District and FFMC for that event.
17. Procedures and instructions for various Junior events are listed in the Junior Procedures Manual. All members, teachers, and junior counselors shall comply with the Junior Procedures Manual.
18. Members of FFMC as defined in Article III may sponsor or conduct events, performances, meeting, etc. and indicate they are a member of FFMC, however they shall not indicate, advertise or otherwise state that the event is affiliated with or sponsored by FFMC without the advance written permission of FFMC.

Revised at the Fall Session, September 14, 2002, Philip J. LeGrand, FFMC Recording Secretary

Revised at the Convention, May 26, 2006

Revised at the Convention, May 25, 2007

Revised at the Fall Session, September 17, 2010, Philip J. LeGrand, FFMC Recording Secretary

Revised at the Convention, May 20, 2011, Philip J. LeGrand, FFMC Recording Secretary

Revised by the Executive Committee, July 29, 2011, Philip J. LeGrand, Bylaws Chair

Revised at the Convention, May 18-19, 2012

Revised by the Board of Directors, May 17, 2013, Philip J. LeGrand, FFMC Recording Secretary

Revised at the Convention, May 16, 2014, Philip J. LeGrand, FFMC Recording Secretary

Revised at the Convention, May 16, 2015, Philip J. LeGrand, FFMC Recording Secretary

Revised at the Convention, June 4, 2016, Philip J. LeGrand, FFMC Recording Secretary

Revised at the Executive Committee, June 14, 2017, Philip J. LeGrand, FFMC Recording Secretary

FFMC Dues and Fees

All Dues are due by October 1st of each year.

Effective July 1, 2017

	FFMC Fee	NFMC Fee	Total Amount	Notes
SENIOR MEMBERSHIP DUES				
Senior Active Organizations				
10 members or fewer	\$40.00	\$60.00	\$100.00	(1)
Over 10 members(per club)-each add'l member	\$4.00	\$6.00	\$10.00	
Senior Club Late Fee	\$10.00			(4)
Associate Groups	\$10.00	\$20.00	\$30.00	(12)
Senior Individual Membership	\$21.50	\$28.50	\$50.00	(9)
Life Member	\$75.00	\$125.00	\$200.00	(8)
Subscriber Member	\$500.00	\$500.00	\$1,000.00	(8)
Donor Member	\$1,000.00	\$1,000.00	\$2,000.00	(8)
Patron Member	\$5,000.00	\$5,000.00	\$10,000.00	(8)
MCM after the 1st year for Life Member		\$7.00	\$6.00	(8)
Insurance Policy Request Processing Fee	\$2.00		\$2.00	Per event
STUDENT/COLLEGIATE MEMBERSHIP DUES				
Student Active Organizations				
12 members or fewer - minimum club	\$3.00	\$16.00	\$19.00	(2)
Over 12 members(per club)-each add'l member	\$0.25	\$0.75	\$1.00	
Individual Student/Collegiate Member	\$4.50	\$11.50	\$16.00	(10)
Student Associate Organizations				
Mass Student Enrollment, Schools of Music & High Schools, 50 or fewer members	\$5.00	\$45.00	\$50.00	
Mass Student Enrollment, Schools of Music & High Schools, More than 50 members	\$5.00	\$75.00	\$80.00	
One Entity membership	\$10.00	\$20.00	\$30.00	(12)
JUNIOR MEMBERSHIP DUES				
Junior Active Organizations (Clubs)				
16 members or less - minimum club	\$28.00	\$22.00	\$50.00	(3)
Over 16 members(per club)-each additional member	\$1.00	\$1.00	\$2.00	
Junior Counselor Late Fee	\$10.00		\$10.00	(4)
Additional Junior Counselor (JR. KN)		\$6.00	\$6.00	(5)
Junior Counselor Penalty Fee	\$50.00		\$50.00	(6)
Individual Junior Member (Includes JR. KN)	\$3.50	\$9.50	\$13.00	(11)
Junior Associate Organizations				
Mass enrollments	\$10.00	\$20.00	\$30.00	
One Entity membership	\$10.00	\$20.00	\$30.00	(12)
Cradle Roll Member	\$12.50	\$12.50	\$25.00	
PAST PRESIDENTS ASSEMBLY				
Past Presidents	\$1.00	\$1.00	\$2.00	(7)
FFMC JUNIOR CONVENTION				
Entry Fees: 1-4 events	\$30.00	-	\$30.00	
Entry Fees: 5-8 events	\$60.00	-	\$60.00	
Incorrect Entry on application	\$5.00	-	\$5.00	
Teacher Fee	\$15.00	-	\$15.00	
Teacher Fee not submitted with application	\$10.00		\$10.00	
FESTIVAL				
Festival Entry Fee				
Individual Junior or adult entrant	\$.25	\$2.00	\$2.25	
Group	\$2.50	\$2.50	\$5.00	

Federation Cup Fee				
	Regular Event Cup	\$5.00		\$5.00
	Jr III & Sr. Concerto Event	\$5.50		\$5.50
	Multiple Instrument Composition	\$5.50		\$5.50
	Supplemental Order Fee (Minimum)	\$20		\$20 (13)
JUNIOR COMPOSITION CONTEST				
	Entry Fee	\$20.00	5.00	\$25.00

Notes:

1. One subscription to **Music Clubs Magazine** is provided by NFMC for each active member.
2. One subscription to **Music Club Magazine** is provided by NFMC for each active and associate group.
3. One subscription to **Junior Keynotes Magazine** is provided by NFMC for each associate group.
4. Late fee for Senior Clubs and Junior Counselors is assessed if the dues are not postmarked by October 1st. Not applicable to a new Senior Club, Junior Club, or new Junior Counselor.
5. Fee is for Junior Keynotes
6. Penalty Fee for Junior Counselors is assessed if the dues are not postmarked by November 1st. Not applicable to a new Junior Counselor.
7. In addition Past Presidents Assembly members are expected to make a contribution to the NFMC Young Artist Fund.
8. Music Club Magazine is included for the first year thereafter member of club must submit \$6.00 annually to receive MCM magazine. As of the fiscal year 2011-2012, FFMC will give an annual complimentary subscription of Music Clubs Magazine to all life members.
9. One subscription to Music Clubs Magazine is provided by NFMC (\$7.00 MCM; \$21.50 dues).
10. One subscription to Music Clubs Magazine is provided by NFMC (\$7.00 MCM; \$4.50 dues).
11. One subscription to Junior Keynotes Magazine is provided by NFMC (\$6.00 JKM; \$3.50 dues).
12. Members are eligible to apply for NFMC awards but cannot enter the Festival.
13. Minimum fee of \$20 to be paid by the teacher for supplemental orders placed after final cut-date of March 30th

Revised by the Board of Directors, May 17, 2013, Philip J. LeGrand, FFMC Recording Secretary
 Revised after NFMC Convention, August 1, 2013, Philip J. LeGrand, FFMC Recording Secretary
 Revised after NFMC Conference, August 1, 2014, Philip J. LeGrand, FFMC Recording Secretary
 Revised at the Convention, May 16, 2015, Philip J. LeGrand, FFMC Recording Secretary
 Revised at the Convention, June 4, 2016, Philip J. LeGrand, FFMC Recording Secretary
 Revised at the Convention, June 3, 2017, Philip J. LeGrand, FFMC Recording Secretary
 Revised after NFMC Conference, August 1, 2017, Philip J. LeGrand, FFMC Recording Secretary
 Revised after NFMC Conference, October 1, 2017, Philip J. LeGrand, FFMC Recording Secretary