



*Standing Rules,
Guidelines, and
Procedures*

September 2010

Amended September 2015

Amended April 2017

Amended September 2018

Idaho Federation of Music Clubs

STANDING RULES, GUIDELINES, AND PROCEDURES

Amended September 2018

I. RESPONSIBILITIES OF OFFICERS

A. PRESIDENT

The president serves as the chief executive officer of the Idaho Federation of Music Clubs under the direction and approval of the Board of Directors and oversees and monitors all activities of the organization. Specific Duties include:

1. Serves as Chairman of the Board of Directors;
2. Attends and presides at all meeting of the general membership, conventions, Board of Directors, Executive Committee, and other committee meetings when in attendance. In an absence of the President either of the vice presidents, may conduct these meetings. The Vice President for Finance shall be given first preference;
3. Be an ambassador for IFMC to the local clubs, government, and the public;
4. Serves as a resource for information and guidance to local clubs;
5. Appoints the Appointed Officers after they are approved by the Board of Directors;

6. Serves as ex officio member of all committees except the Nominating Committee;
7. Ensures that all reports to national are correctly prepared and transmitted to the NFMC in a timely manner;
8. Appoints vacancies in offices upon approval by the Board of Directors;
9. Ensures that all financial deposits, expenditures, and investments are performed in accordance with guidelines found in the FINANCE section of this document;
10. Organizes and plans the agenda for meetings of the general membership, conventions, Board of Directors, and Executive Committee;
11. Determines time and location of all meetings with approval of the Board of Directors;
12. Attends National Federation of Music Clubs annual meetings; and
13. Ensures that all officers of IFMC are trained in their duties.

B. VICE PRESIDENT FOR FINANCE

The Vice President for Finance is responsible for oversight responsibility for the Investments Committee, and any fund raising activities. Specific duties include:

1. Be a resource for information for the Investment, and any Fund Raising Committees;
2. Serves as Chairman of the Investment Committee;
3. Ensures that all financial procedures and rules are adhered to;
4. Serves as a member of the Board of Directors;
5. Identifies and recommends potential individuals to serve in IFMC positions; and
6. Attends all general meetings, Board of Directors meetings, and Executive Committee meetings of IFMC.

C. VICE PRESIDENT FOR JUNIORS AND SCHOLARSHIPS

The Vice President for Juniors and Scholarships is responsible for the oversight of the State Scholarships, the Junior Awards, and the Festival Cup Program.

1. Be a resource for information for state chairs in their duties in the Scholarship Program and the Juniors Program, and ensures that the chairs of the programs are trained in their duties.

2. Ensures that all monies received by the various chairs (such as scholarship entry fees, etc.) are forwarded promptly to the Treasurer.

3. Serves as a member of the Board of Directors

4. Helps prepare required reports for the National Federation of Music Clubs, as needed;

5. Identifies and recommends potential individuals to serve in IFMC position, and

6. Attends all general meetings, Board of Directors meetings, and Executive Committee meeting of IFMC.

D. SECRETARY

1. Has the responsibility of keeping the official minutes of the general membership meetings, conventions, Board of Directors, and Executive Committee;

2. Prepares and distributes all official documents to the Board of Directors, Executive Committee, and local club Presidents, as directed by the president.

3. Prepares and distributes all Calls and official meeting's agendas as directed by the President prior to all meetings;

4. Conducts and reports all elections and business conducted by email or regular mail; and

5. Attends all General meetings, Board of Directors meetings, and Executive Committee meetings of IFMC.

E. TREASURER

1. Maintains an up to date accounting of all funds of the IFMC and all other funds transmitted through IFMC;

2. All expenditures and withdrawals of funds may be made by check or electronically;

3. All checks and funds received by the Treasurer must be deposited within one month of receipt;
4. The treasurer must reconcile the checking account each month (preferably within ten days of receipt, but no later than thirty days) and notify the president of any discrepancies. The reconciliation is filed by the treasurer;
5. Prepares and presents complete financial reports for all General and Board of Directors Meetings;
6. Prepares and presents the Annual Financial Status and Actual Budget Expenditures reports at the close of each fiscal year;
7. Prepares a projected budget time-line prior to the beginning of each fiscal year to assist the Executive Committee and the Investment Committee in preparing the budget for the coming year;
8. Attends all General meetings, Board of Directors meetings, and Executive Committee meetings of IFMC;
9. All checks shall be written by the Treasurer, (and when the Treasurer is not available, the needed checks may be written by the President); and
10. Transmits required funds, membership information, and reports to the NFMC.

G. REPRESENTATIVE TO NATIONAL BOARD

1. Attends all Board of Directors' meetings of the National Federation of Music Clubs;
2. Attends and represents Idaho at business sessions held in conjunction with annual meetings of the National Federation of Music Clubs;
3. Serves in National positions as selected by the National Federation of Music Clubs;
4. Transmits information and instructions gained at the national meetings to the IFMC;
5. If unable to attend national meetings, informs the IFMC President ahead of time so that arrangements can be made for Idaho to be represented and receive needed information; and

6. If the state President is unable to attend the national meeting, the Representative shall attend meetings and perform other functions of the state president at the national meetings.

H. PARLIAMENTARIAN

1. The Parliamentarian shall become familiar with the Bylaws and Standing Rules,

Procedures and Guidelines of the IFMC;

2. The Parliamentarian advises and explains to the President any questions concerning the Bylaws or Standing Rules;

3. The Parliamentarian attends all meetings of the general membership, Board of Directors, and Executive Committee and ensures that all business conducted is in accordance with the Bylaws, Standing Rules and Robert's Rules of Order where applicable.

II. ELECTION OF OFFICERS

A. NOMINATING COMMITTEE

The three elected members of the Committee should be representatives of the three areas of our state - one each from the Eastern area (Idaho Falls and Pocatello clubs), the Central area (Twin Falls and Burley), and the Western area (Boise, Nampa, and Payette.)

B. VOTING PROCEDURES

If voting is by ballot, two tellers shall be appointed by the President to count the ballot votes. A nominee for an office being voted upon may not serve as a teller for that election.

C. REMOVAL FROM OFFICE

Any officer may be removed from office with just cause such as, but not limited to, willfully failing to perform the duties of the office as described in the Bylaws and the Standing Rules, Guidelines, and Procedures of the IFMC; misuse of IFMC funds; embezzlement; and actions deemed harmful to the IFMC. The authority to remove from office is vested in the Board of Directors and requires a two thirds majority vote of the Board of Directors. Prior to final action of the Board of Directors, the officer being considered for removal must be notified by the President of the potential action in writing and given the opportunity to explain the actions in question, in person or in writing. If removal from office still appears to be likely, the person shall be so notified by the President and given the opportunity to resign. If a resignation is not forthcoming, the Board of Directors will proceed by ballot vote.

If the president is the person being considered for removal from office, one of the vice presidents shall temporarily assume the office of President and Chairman of the Board during the removal proceedings. The Vice President for Finance shall be given first preference to substitute for the President.

III. FINANCIAL PROCEDURES

A. GENERAL PROCEDURES

1. The fiscal year begins July 1 and ends on June 30 of the succeeding year.
2. All expenditures and withdrawal of funds must be made by check or electronically.
3. All checks and financial transactions must have prior written approval. All approvals must be kept on file by the Treasurer. The approval procedures are as follows:

A. For routine fixed cost budgeted items, such as scholarships, awards, and for other expenditures that appear as items in the approved budget, the approved budget is deemed the approval document,

and the Treasurer may issue appropriate checks upon request of the responsible chairman;

B. For funds that are simple transfers to NFMC, such as membership dues and PPA funds, the transfer of the funds is authorized and approved.

C. For miscellaneous expenditures less than \$100, the approved budget serves

as the approval document and further approval is not required unless the budgeted amount is exhausted. The Treasurer may pay the reimbursement upon presentation of a receipt;

D. For miscellaneous expenditures greater than \$100, prior approval by the Executive Committee must be given before expenditures are made;

E. All withdrawals and deposits to investment accounts must receive prior written approval from the Investment Committee and the Executive Committee;

F. All other expenditures must receive prior approval from the Executive Committee;

G. Email or other electronic transmission may serve as written approval; and

H. The Treasurer is responsible to ensure that all expenditures stay within the approved budget.

4. Only the Treasurer's and the President's names should be on the bank signature cards and are the only ones authorized to sign checks.

5. All financial records should be kept on a computer using current generation financial accounting programs and spreadsheets.

6. Virus protection software must be used on all computers on which financial records are kept.

7. Financial records must be backed up regularly with both paper output and digital

means. A second digital backup of all financial records should be kept at a different site from where the computer is located.

B. INVESTMENT COMMITTEE

1. The Investment Committee members are responsible for familiarizing themselves with investment opportunities available for the funds of IFMC and making recommendations to the Executive Committee as when and how the funds should be invested.

2. To avoid conflict of interest, no individual may serve on the Investment Committee who may benefit from or has an immediate family member (spouse, child, or parent) who would benefit from investment choices made or considered by the committee.

C. BUDGET

1. The Executive Committee prepares the annual budget using information supplied by the treasurer for the next fiscal year within 30 days after the end of the fiscal year. The projected budget is then presented to the Board of Directors at the next regular meeting for approval.

2. Expenditures not specified and approved in the budget may not be made without prior approval of the Executive Committee.

3. Expenditures that would exceed the approved budgeted must receive prior approval of the Executive Committee.

D. ACCOUNTING

The Treasurer shall develop an accounting system where all funds can be tracked to ensure that funds are deposited, spent, and invested for their specified and intended use and that there is no transfer of funds designated for awards and educational purposes to operating expenses.

IV. SCHOLARSHIPS AND AWARDS

The Idaho Federation awards the following scholarships/awards:

From Endowed Funds:

1) Collegiate Awards:

A. 1st place of \$300 in each of 8 categories (piano, organ, string, voice, brass, woodwind, percussion, and guitar).

B. If not all of the Collegiate category awards are given, the Scholarship Committee (President, Scholarship Vice President, Treasurer, and Scholarship Chairman) may increase a category award, up to \$500, for an exceptional performance of a category first place winner, and may give a \$250 incentive award if requested by the judges. The total amount of all of the awards given may not exceed the approved budget for the Collegiate Awards.

C. The first place winners then compete in a public concert for a \$1000 Award.

2) Wilson Memorial Award for Graduating High School Senior: \$600.

From Dedicated Funds:

1) Dance Award: 1 award for \$125.

2) Composition Awards: \$75, \$50, and \$25 awards are given in 4 categories (Junior Class I – ages 9 and under; Junior Class II - Ages 10 – 12;

(Junior Class III - Ages 13 – 15; and Junior Class IV – Ages 16 – 18).

V. PAST PRESIDENTS ASSEMBLY

The dues are \$2.00 per past president, with \$1.00 going to the NFMC and \$1.00 being the IFMC portion. Other contributions to the PPA funds for the Young Artist auditions are gladly accepted. The dues and needed information are submitted to the IFMC PPA chairman for processing and recording, and are then submitted to the IFMC treasurer for disbursement.

VI. GENERAL

1. The official name of the organization is the Idaho Federation of Music Clubs. In documents and correspondence where the name is referred to often, the acronym IFMC may be used, providing the full name is used the first time it appears in the document. In context where the meaning of IFMC could be confused with other organizations (such as the Idaho Falls Music Club,

Iowa Federation of Music Clubs, Illinois Federation of Music Clubs, Indiana Federation of Music Clubs, etc.), the full name should be used.

2. Directories, name, addresses, telephone numbers, email addresses, and other personal information, gathered and published by the Idaho Federation of Music Clubs are to be used only for club business and not to be shared, distributed, or published by others for business, political, or personal use except where required by law.

3. Officers who will be absent or unable to perform their duties for a period greater than two weeks should inform the President so appropriate arrangements can be made to perform any critical business.

4. The Idaho Federation of Music Clubs is an organization and is to observe all appropriate state and national laws and regulations governing such organizations.

VII. AMENDMENTS

The Standing Rules, Procedures and Guidelines may be amended or changed by a two thirds majority vote of the Board of Directors. The amendments, which have been approved by the Bylaws Committee, should be forwarded to the Board of Directors for their consideration (2) two weeks before the Board meeting.

VIII. INSTALLATION CEREMONY

The following ceremony may be used for the installation of new officers of IFMC.

INSTALLATION CEREMONY

- A. Thank you to retiring officers
- B. Objectives of the IFMC:

The objectives of our Idaho Federation of Music Clubs are:

providing awards and financial support for young musicians,

developing and maintaining high musical standards,

aiding and encouraging musical education,

promoting American music and American artists, and

joining with the National Federation of Music Clubs in its specific plans for the advancement of music.

C. New Officers to come forward:

President - _____

Vice President for Finance - _____

Vice President for Juniors and Scholarships - _____

Secretary - _____

Treasurer - _____

"To all of you newly selected officers, you have our trust. We know that you want to help our Idaho state music clubs move forward and realize their many goals.

"You will find it both a privilege and challenge in carrying forth with the trust of our state Federation. You now have the responsibility of service and leadership. The National Federation of Music Clubs, of which we are a part, has as its one great purpose, - the task of making America truly musical.

"We know that with your election to office and your willingness to serve that you will follow the following pledge:

We pledge our loyalty to the Idaho Federation of Music Clubs,

To advance its aims and policies,

To work at all times for its best interests, follow its bylaws, and

To perform the duties of our offices with sincerity and fidelity."

If you can accept this challenge, please say, "We do."

D. Declaring elected:

By the authority vested in me as _____ I now declare you the duly elected and regularly installed officers of the Idaho Federation of Music Clubs. May the opportunities which your offices afford for service through music bring each of you the joy and satisfaction which is found only in work well done.

E. Give congratulations:

Congratulations! Members of the Idaho Federation please welcome our new officers and give them a round of applause.

Organization Chart

