



# *Bylaws*

*September 2010*

*Amended April 2015*

*Amended April 2017*

*Amended April 2019*

*Amended April 2026*

# IDAHO FEDERATION OF MUSIC CLUBS

## BYLAWS

Amended April 13, 2019

### ARTICLE I – NAME

This organization shall be known as the IDAHO FEDERATION OF MUSIC CLUBS, and shall be an affiliate of the National Federation of Music Clubs.

### ARTICLE II -- PURPOSE

The purpose of the Idaho Federation of Music Clubs is to unite the efforts of music clubs, other musical organizations, and individuals in the State of Idaho in a federation for the purposes of:

- 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.

### ARTICLE III -- MEMBERSHIP

#### SECTION 1. COMPOSITION

Membership in the Idaho Federation of Music Clubs shall be composed of local music clubs, associate organizations, and individual members who wish to encourage young musicians and wish to encourage, develop, and maintain high musical standards. Membership is also dependent upon the payment of the required dues.

#### SECTION 2. DIVISIONS

The membership shall be in three divisions as follows:

- A. Senior Division,
- B. Student/Collegiate Division (between the ages of 19 and 26), and
- C. Junior Division (must be under 19 years of age).

Membership divisions, categories, and requirements shall be consistent with the National Federation of Music Clubs as listed and described in the Bylaws of the National Federation of Music Clubs. The membership divisions, categories, and requirements are published and maintained in the current edition of *The Manual of the National Federation of Music Clubs*, and on the NFMC Website.

## ARTICLE IV -- MEETINGS

### SECTION 1. GENERAL MEETINGS

The Idaho Federation of Music Clubs will meet biennially, in the odd numbered years, which will be the Biennial Convention, at which time business will be conducted and the Idaho Federation of Music Clubs officers will be elected for the following biennium. A general Federation meeting may also be held in the even numbered years as necessary to conduct business, as determined by the president, subject to approval of the Board of Directors. Notification of date and city of the meetings shall be given at least six (6) weeks prior to the meeting. If additional meetings are required, they may be held as described in SECTION 2 of this ARTICLE.

### SECTION 2. SPECIAL MEETINGS

Special general meetings may be called by the President upon majority vote of the Board of Directors. Four (4) weeks prior notification shall be given. The purposes of the session shall be stated in the Call.

### SECTION 3. VOTING BODY

The voting body shall be the Federation members present, with a majority vote required for passage of amendments and other business brought to the meeting.

### SECTION 4. QUORUM

A quorum shall consist of the Federation members present for the transaction of organization business.

## ARTICLE V – OFFICERS

### SECTION 1. ELECTED OFFICERS

The elected officers shall be President, two (2) Vice Presidents, Secretary, and Treasurer.

### SECTION 2. APPOINTED OFFICERS

The appointed officers may include:

- Parliamentarian,
- State Music Awards Chair,
- State Dance Awards Chair,

Nominating Committee Chair,  
Bylaws and Standing Rules, Procedures and Guidelines Chair,  
Junior Festival Chair,  
Festival Cup Chair,  
Past President's Assembly Chair,

and other chairs required for the functioning of the organization. All chairs are appointed by the President upon prior approval by the Board of Directors. The President will be an ex officio member of all committees except the Nominating Committee.

### SECTION 3. ELIGIBILITY

A. Individual members of the Federation may be elected or appointed to positions in the Federation only if their dues have been paid. Members of active senior organizations are eligible only if the dues of the organization have been similarly paid.

B. To be nominated and elected President, the person must have served at least one term on the Board of Directors before his/her term of office as President begins.

### SECTION 4. RESPONSIBILITIES

The responsibilities of each officer are described in the Standing Rules.

### SECTION 5. VACANCIES

A. If any of the elected positions, or that of the Parliamentarian, are unfilled, the responsibilities for that position revert to the President until it is filled as described in SECTION 5 of ARTICLE VI.

B. If any of the appointed positions are unfilled, the responsibilities for that position revert to the Vice President responsible for that position until it is filled as described in SECTION 5 of ARTICLE VI.

### SECTION 6. ORGANIZATIONAL STRUCTURE

The Organization Structure chart for the elected and appointed officers is presented in the Standing Rules.

## ARTICLE VI -- ELECTIONS

### SECTION 1. TERM OF OFFICE

A. Officers of the Federation shall be elected at the Biennial Convention in the odd-numbered calendar years for a term of two years. No officer except the Treasurer shall hold the same office for more than two consecutive terms.

B. Appointed officers' terms shall end at the conclusion of the biennial term of the president who appointed them. Appointed officers may be reappointed for multiple terms following prescribed procedures.

## SECTION 2 . NOMINATING COMMITTEE

A. The Nominating Committee, comprised of at least three (3) people, will be elected by the Board of Directors. The committee members are to be chosen from each of the geographical regions of the state as defined in the Standing Rules. The member to serve as chair shall be designated by the President. The President may not serve as a member of the committee.

B. The Nominating Committee shall present at least one (1) nominee for each elective office. Members of the Idaho Federation of Music Clubs shall be given prior notice of the nominees on the ballot in the Call of the Biennial Convention.

C. It is the responsibility of the Committee to contact the nominees and obtain their consent to be nominated and their willingness to serve, support the Bylaws of the Idaho Federation of Music Clubs, and perform the duties of the office if elected.

## SECTION 3. ELECTION PROCEDURE

A. The election shall be conducted by the President.

B. At the Biennial Convention, the recommendations of the Nominating Committee shall be placed in nomination by the chair of the Nominating Committee. There shall be opportunity for nominations to be made from the floor for each office. In all cases where there is more than one nominee for an office, the vote shall be by ballot; in other cases the vote may be by voice, unless a ballot request is made. A majority vote is required for election.

C. Installation of officers shall take place, as described in the Standing Rules, before the close of the Convention.

## SECTION 4. COMMENCEMENT AND COMPLETION OF TERM OF OFFICE

The newly elected officers shall assume their duties at the close of the Biennial Convention, and serve until the close of the next Biennial Convention.

## SECTION 5. VACANCIES

All vacancies in elective offices shall be filled by ballot vote of the Board of Directors. Vacancies in the appointed offices shall be filled by appointment by the President upon approval of the Board of Directors.

## ARTICLE VII – BOARD OF DIRECTORS

### SECTION 1. COMPOSITION

The Board of Directors shall consist of the President, two (2) Vice Presidents, Secretary, Treasurer, Parliamentarian, the Past Presidents of the IFMC, Idaho representative to the NFMC Board of Directors, other appointed chairs, and a representative from each of the senior local music clubs.

### SECTION 2. MEETINGS

A. The Board of Directors shall meet a minimum of once a year. The meeting will be determined by the President, subject to the approval of the Board of Directors. All meetings shall have a six (6) week notification with place, date, and time.

B. If it becomes necessary, a special meeting may be called by the President or by the Secretary upon request of five (5) members of the Board. For this meeting, a 30-day notice shall be given and the purposes of the meeting shall be stated in the Call.

C. Seven (7) members of the Board shall constitute a quorum for the transaction of business at the meeting. If a quorum is not present, business requiring voting must be postponed to a future meeting or voting conducted by mail or electronic means.

D. Meetings of the Board of Directors shall be open, and non Board members of the Federation are invited to attend with recognized voice but without vote.

E. An unexcused absence by an elected officer from two consecutive Board of Directors meeting shall be considered as a resignation. Failure to notify the IFMC President or Secretary in advance of the necessary absence will be deemed an unexcused absence.

### SECTION 3. BUSINESS BY MAIL OR ELECTRONIC TRANSMISSION

Business which in the opinion of the President requires immediate action by the Board prior to the next meeting of the Board may be presented to the members of the Board in writing, either by mail, or email and other approved electronic transmissions. The President shall conduct the balloting and report the results of the vote to each member of the Board in a timely manner. The Secretary may also conduct the balloting and report if so required by the President. The balloting results will also be reported at the next regular meeting, which will then go into the minutes as a record for the action.

### SECTION 4. DUTIES OF BOARD MEMBERS

The Board shall manage the affairs and funds of the Federation in accordance with the bylaws of the National Federation of Music Clubs and the bylaws of the Idaho Federation of Music Clubs, and the directives of the convention. It shall adopt rules of procedure and provide for the conducting of the activities of the Federation insofar as they are not assigned to officers by these Bylaws.

## ARTICLE VIII -- EXECUTIVE COMMITTEE

### SECTION 1. COMPOSITION

There shall be an Executive Committee consisting of the President, Vice Presidents, Secretary, Treasurer, Parliamentarian, the Immediate Past President, and the National Board Representative.

### SECTION 2. DUTIES AND PROCEDURE

A. The Executive Committee shall transact the necessary business of the Federation between meetings of the Board of Directors and transact any business referred to it by the Board of Directors. The Executive Committee shall meet on the Call of the President or at the request of three members, ten days prior notice of meeting being required. A quorum shall consist of a majority of the designated members.

B. The Executive Committee shall prepare a budget to present to the Board of Directors for their approval and to present at the general Idaho Federation of Music Clubs meeting. The budget provides the guidelines for maximum expenditures for all officers and chairman. Expenditures by any officer or chair may not exceed the budget allotment without prior approval of the Executive Committee.

C. The Executive Committee shall authorize payment from the treasury for expenses incurred by the officers or others in special service to the Federation, following procedures described in the Standing Rules.

## ARTICLE IX – FINANCES

### SECTION 1. FINANCE COMMITTEE

The Finance Committee shall be the Executive Committee of the Idaho Federation of Music Clubs and shall prepare the annual budget.

### SECTION 2. SOURCES OF INCOME

The sources of income for the Idaho Federation of Music Clubs are derived from membership dues, fees, invested funds, contributions, and other fund raising projects approved by the Board of Directors.

### SECTION 3. FISCAL YEAR

The fiscal year shall be from July 1 of each year through June 30 of the succeeding year.

### SECTION 4. DUES

The total dues received by the Idaho Federation of Music Clubs will include both the dues required and transmitted to the National Federation of Music Clubs and the amount required by

the Idaho Federation of Music Clubs by its Board of Directors. The IFMC shall adhere to the deadlines for dues and fees that are set by the National Federation of Music Clubs. The privileges of membership will be forfeited if dues are not received before the end of the fiscal year.

#### SECTION 5. ENDOWED FUNDS

A. The Endowed funds are always to be invested in sound income generating investments so that the income derived will provide and support the specified scholarships and awards.

B. Endowed funds and the income generated there from may be used only for the award for which the funds were endowed.

C. No funds from the endowment principle may be used for an award. The award must be made from the income generated from the Endowed funds. If the generated income is insufficient to make the award, the award must be reduced or money must be received from other sources.

#### SECTION 6. DEDICATED FUNDS

A. The Dedicated funds are always to be invested in sound income generating investments so that the income derived will provide and support the specified awards and purposes.

B. Dedicated funds and the income generated therefrom may be used only for the award and the purposes for which the funds were dedicated.

#### SECTION 7. INVESTMENT COMMITTEE

A. Two members of the Committee are to be elected by the Board of Directors. The President, Treasurer, and Vice President in charge of Finances are ex officio members of the Committee, with the Vice President in charge of Finances serving as the chair of the Committee.

B. The duties of this Committee shall be to monitor, investigate investment options, and make recommendations to the Executive Committee for all the investments of the Idaho Federation of Music Clubs. The Executive Committee must approve all investment directives prior to their execution.

#### SECTION 8. AUDITS

A. An audit shall be conducted by the Audit Committee at the end of each biennium or at the end of the Treasurer's term of office.

B. The Audit Committee shall consist of three members elected by the Board of Directors. The chair of the Committee will be appointed by the President.

## SECTION 9. DISSOLUTION

Should the Idaho Federation of Music Clubs organization dissolve, the Board of Directors shall, after paying or making provisions for payment of all expenses and liabilities of the organization, dispose of all funds remaining of said organization for music scholarship, and/or to charitable organizations whose purposes are in harmony with those of the IFMC as stated in ARTICLE II.

## ARTICLE X - PAST PRESIDENTS' ASSEMBLY

### SECTION 1. OBJECTIVE

The main objective of the Past Presidents' Assembly shall be to provide funds for the support of young artists from our state who qualify for participation in the National Young Artist Auditions and for funding the Young Artist Awards.

### SECTION 2. MEMBERSHIP AND DUES.

A. To be eligible for membership in the Assembly, a person must be a past president of the National Federation, the State Federation, or any senior, student or junior organization holding membership in the National Federation.

B. Dues for membership in the Past Presidents' Assembly are as stated in the Standing Rules.

### SECTION 3. CHAPTERS.

A. Chapters of the Past Presidents' Assembly may be organized on the state, or local basis. Ten or more members shall be required for a state chapter, and three or more for a local chapter.

B. Charter. A charter will be issued by the chair of the Past Presidents' Assembly (National) when the group meets these requirements and agrees to make an annual contribution to the National Young Artist Award over and above dues, and pays the charter fee. The State PPA holds charter # 696.

## ARTICLE XI - AWARDS

The Idaho Federation of Music Clubs is dedicated to encouraging young musicians, and developing and maintaining high musical standards. To this end, several awards are provided and awarded by the Idaho Federation of Music Clubs. The current awards are listed in the Standing Rules.

## ARTICLE XII - REPRESENTATION

### SECTION 1. REPRESENTATION AT NFMC MEETINGS

The Idaho Federation of Music Clubs shall be represented at meetings of the National Federation of Music Clubs, in the even-numbered years by the current president, or in the odd-numbered years by the newly elected president, if possible, and by the Idaho Representative to the National Board of Directors.

### SECTION 2. REPRESENTATION ON NATIONAL BOARD

At a meeting preceding the National Biennial Convention, upon recommendation of the President, the Board of Directors shall elect a person to serve as the Idaho representative on the National Board of Directors. The name of this person along with a statement of qualifications and assurance of willingness to serve shall be sent to the chairman of the National Nominating Committee by the prescribed deadline. A person may not serve as president of the Idaho Federation and as a member of the National Board of Directors simultaneously.

## ARTICLE XIII - PARLIAMENTARY AUTHORITY

Roberts Rules of Order Newly Revised shall govern the conduct of all meetings in all cases not covered by the Bylaws or by the Standing Rules.

## ARTICLE XIV- REMOVAL FROM OFFICE

Any officer of IFMC may be removed from office with just cause by an eighty (80) percent vote of the Board of Directors. Procedures for removal are described in the Standing Rules and Procedures.

If a person is removed from office, the office will be filled by the procedures described in ARTICLE VI, SECTION 5.

## ARTICLE XV - AMENDMENTS

SECTION 1. The Idaho Federation of Music Clubs Bylaws may be amended at any general meeting of the Federation in which a quorum is convened and by an approval vote of a two-thirds majority. Prior to the general meeting, the amendment(s) must first be approved by the Bylaws Committee; second, be approved by the Board of Directors, with a two-third majority; and then be presented to the Federation for voting. The amendment information must be presented to the Federation members two weeks prior to the voting.

## SECTION 2. BYLAWS AND STANDING RULES, PROCEDURES, AND GUIDELINES COMMITTEE

The Bylaws and the Standing Rules, Procedures, and Guidelines Committee shall consist of three members elected by the Board of Directors. The chair of the Committee shall be appointed by the President with Board of Directors approval.

SECTION 3. If the NFMC amends its Bylaws to change only the name of a division, department, or award, the Idaho Federation of Music Clubs Bylaws will automatically be changed to correspond to the NFMC Bylaws without implementing the amendment process stated in Section 1.

## ARTICLE XVI - HOLD HARMLESS

No officer or individual member of the IFMC shall be personally liable for any authorized act or action of the IFMC.