



**ALABAMA FEDERATION  
OF  
MUSIC CLUBS**

**BYLAWS**  
(Revised 2018)



NATIONAL FEDERATION  
OF  
MUSIC CLUBS

Collect

We praise and thank Thee, Father,  
for the gift of music.

Through us, as channels of Thy Grace,  
may this blessed legacy be shared  
with all mankind.

Grant that we may exemplify in our own lives  
the harmony of Thy great purpose for us.

Give us magnitude of soul and such  
understanding hearts that we who make music  
may be as players upon rightly tuned instruments  
responding to Thy leading.

Let us with renewed consecration  
dedicate ourselves to the purpose of our Federation  
to bring the spiritualizing force of music  
to the inner life of our nation.

Open our minds that divine knowledge and wisdom  
may teach us how best to execute our pledge.

**ALABAMA FEDERATION OF MUSIC CLUBS  
BYLAWS**

(Revised 2018)

**ARTICLE I. NAME**

This organization shall be known as the Alabama Federation of Music Clubs.

**ARTICLE II. PURPOSES**

The Alabama Federation of Music Clubs is organized to bring music clubs and other musical organizations and individuals interested in music into a working relationship in order to develop and maintain high musical standards; to aid and advance musical education; to encourage the use of American music and American musicians; and to cooperate with the National Federation of Music Clubs in the advancement of music. As a nonprofit organization, the Alabama Federation of Music Clubs is organized exclusively for charitable and educational purposes, including such purposes as making distributions to organizations that qualify as exempt organizations under section 501 (c) (3) of the Internal Revenue Code of 1954 ( or the corresponding provision of any future United States Internal Revenue Law ), and awarding scholarships. The criteria for the selection of recipients, including the rules of eligibility and other conditions of such awards, shall be governed by the Board of Directors (see Article VIII. Section 3).

**ARTICLE III. MEMBERSHIP**

**SECTION 1. COMPONENTS.** Membership in the Alabama Federation of Music Clubs shall be composed of:

- A. Music clubs and kindred organizations whose purpose is to encourage, develop and maintain high musical standards, who support our mission of supporting and developing American music and musicians, and,
- B. Individuals directly or indirectly interested in the promotion of musical activity.

SECTION 2. DIVISIONS. The membership shall be in three Divisions: Senior, Student/ Collegiate and Junior.

A. SENIOR DIVISION. The membership of the Senior Division shall be classified as Active, Associate or Honorary.

1. ACTIVE MEMBERSHIP. The Active Membership of the Senior Division shall be either organizational or individual.

a. 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, families, and other music groups, shall be eligible for active membership upon the payment of dues as provided in Article XI. Section 8. A. 1. a. Members of such member organizations are members of the Alabama and the National Federations with the right to vote and hold office as specified in Articles IV and V.

b. Individual: Senior Individual, Life, Subscriber, Donor or Patron.

(1) Senior Individual Member. Any senior interested in the advancement of music may become a Senior Individual Member upon payment of annual dues as provided in Article XI. Section 8. A. 1. b.

(2) Life Membership shall be conferred upon an individual on the payment of the Life Membership fee of two hundred dollars (\$200.00) covering Life Membership in the Alabama and the National Federations of Music Clubs. A Life Member shall have all the privileges of active membership and shall be exempt from paying state and national annual dues but shall be subject to the local club bylaws concerning the payment of annual dues. However, a Life Membership is not transferable from one state to another. An individual who establishes residence in another state shall remain a

Life Member of the state federation through which the Life Membership fee was paid. If one wishes active participation in the affairs of the new state, dues for the state portion of membership shall be paid in that state. (See Article XL Section 8. A. 1. C.)

(3) A Subscriber, Donor, or Patron shall be any individual who has given at one time [ except as provided in (4)] a sum of one thousand dollars (\$1,000), two thousand dollars (\$2,000), or ten thousand dollars (\$10,000), respectively, for this specific purpose as provided in the Bylaws of the National Federation of Music Clubs. Such an individual shall have all the privileges of active membership and shall be exempt from the payment of state and national annual dues. Such membership is not transferable to another state, and any such member who takes up residence in another state remains a member of the state federation through which the fee was paid. If one wishes active participation in the affairs of the new state, dues for the state portion of membership shall be paid in that state.

(See Article XL Section 8. A. 1. C)

(4) 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.

2. ASSOCIATE MEMBERSHIP (SENIOR DIVISION). Organizations such as choral societies, orchestras, orchestral associations, opera companies, opera guilds, music teachers' organizations, local alumni chapters of music fraternities or sororities, church choirs, church orchestras, church bands, poetry groups, dance groups, music department, similar music organizations, and any group dedicated to the promotion of concert series in its own community may become Associate Members. Such Associate Organizations may send representatives to the meetings of the Alabama

Federation of Music Clubs, but these representatives shall not be entitled to make motions, vote, or hold office. (See Article XI. Section 8. A. 2)

3. HONORARY MEMBERSHIP (SENIOR DIVISION).

Honorary Membership may be conferred upon an individual who has achieved distinction in music or has rendered signal service to the Federation. Upon recommendation of the Board of Directors, an Honorary Membership may be conferred by unanimous vote of the eligible voters present and voting at any annual meeting of the Federation.

- a. Honorary Members shall be exempt from the payment of dues. They shall not be entitled to make motions, vote, or hold office.
- b. Honorary Membership shall not preclude active membership for those who desire active membership with its accompanying obligations of dues and service.
- c. Honorary membership in the Alabama Federation of Music Clubs does not indicate membership in the National Federation of Music Clubs.

B. STUDENT/COLLEGIATE DIVISION. The Membership of the Student/Collegiate Division shall be limited to young people between the ages of 16 and 26, and shall be classified as active or associate.

1. ACTIVE MEMBERSHIP in the Student/ Collegiate Division may be either organizational or individual.

- a. Organizations. Music organizations whose members have reached the 19th but not the 26th birthday are eligible for active membership upon payment of dues as provided in Article XI. Section 8. B. 1. a.
- b. An individual student may become an Individual Student/ Collegiate Member upon the payment of dues as provided in Article XI. Section 8. B. 1. b.

2. ASSOCIATE MEMBERSHIP (STUDENT/ COLLEGIATE DIVISION)

Collegiate groups, music schools and departments, choirs, bands, orchestras, and similar organizations whose members are between the ages of 16 and 26 who do not wish active participation in the business affairs of the Federation may become Associate Members through group enrollment upon payment of dues as provided in Article XI. Section 8. B. 2.

C. JUNIOR DIVISION. The membership of the Junior Division shall be limited to individuals and organizations whose members are young people under 19 years of age, poetry groups, dance groups, similar junior music organizations shall be classified as active, associate or cradle roll.

1. ACTIVE MEMBERSHIP. The Active Membership in the Junior Division may be either organizational or individual.

- a. Organizations. All Junior Music Clubs, bands, orchestras, choirs, choruses, private studio groups, and similar organizations whose members are not more than 18 years of age may become active members of the Junior Division upon the payment of dues as provided in Article XI. Section 8. C. 1. a.
- b. An individual in the Junior Division may become a Junior Individual Member upon the payment of dues as provided in Article XI. Section 8. C. 1. b.

2. ASSOCIATE MEMBERSHIP. Junior organizations such as bands, orchestras, choirs and choruses, whose members are not more than 18 years of age and who do not wish active participation in the business affairs of the Federation, may become Associate Members through group enrollment upon payment of dues as provided in Article XI. Section 8. C. 2. a.

3. THE CRADLE ROLL. Children under six years of age shall be eligible for membership in the Cradle Roll upon payment of the Cradle Roll fee as provided in Article XI. Section 8. 2. b.

### **SECTION 3. APPLICATIONS FOR MEMBERSHIP**

A. PROCEDURE. 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 being made, except those joining after April 1 of any given year.

B. CLARIFICATION. Any question relative to membership application which cannot be resolved by the State Treasurer shall be decided by the Board of Directors of the Alabama Federation.

### **SECTION 4. TERMINATION OF MEMBERSHIP.**

A. RESIGNATION. Any organization in good standing may resign from membership by sending written resignation to the Secretary of the Alabama Federation of Music Clubs. The Secretary shall in turn notify both the Alabama Federation Treasurer and the National Federation Treasurer. No resignation shall be accepted from a group whose current dues have not been paid.

B. FORFEITURE. Any member whose dues are not received by November 1 shall be considered delinquent and shall be so notified. Any member whose dues are in arrears for more than one year shall be considered to have forfeited membership and shall be dropped from the rolls.

C. REINSTATEMENT. Any organization which resigns in good standing may be reinstated on application. A member, organization, or individual who has forfeited membership for nonpayment of dues may be reinstated as provided in Article XI. Section 6.

## **ARTICLE IV. MEETINGS**

**SECTION 1. BOARD OF DIRECTORS.** The Board of Directors shall meet at the call of the President at least twice a year.

**SECTION 2. CONVENTIONS.** The Alabama Federation of Music Clubs shall hold an annual convention in the spring at a

time acceptable to the host club and approved by the Board of Directors.

A. PURPOSE. The convention shall be held for the purpose of receiving reports of Officers, State Representative on the National Board of Directors, other members on the National Board of Directors, Division Chairs, Committee Chairs, and Club Presidents; for the election of officers in the odd-numbered years; and for the transaction of any other business which may arise which is in accordance with the objectives for which the Federation was organized.

### **B. REPORTS.**

1. All reports for conventions and/or state board meetings shall be prepared in triplicate and filed with the Recording Secretary prior to presentation of the report unless otherwise instructed by the State President.
2. The Recording Secretary shall distribute the reports as follows:
  - a. Reports of Officers shall go to the State President, the President-elect, and the State Recording Secretary.
  - b. Reports of Division and Committee Chairmen shall go to the State President, the President-elect, and the State Recording Secretary.
  - c. Reports of Club Presidents shall go to the State President, the President-elect, and the State Recording Secretary.
3. Oral reports may not exceed three (3) minutes; however, the State President (or other presiding officer) may grant extra time to the State Representative to the National Board and to the State Division Chairmen as needed.

C. HOST CLUBS. At the discretion of the host club, other clubs, especially smaller clubs in its District, may be invited to assist the host club.

**SECTION 3. NOTIFICATION OF MEETINGS.** Three weeks notice shall be given to all voting members.

**SECTION 4. SPECIAL SESSIONS.** A special session of the Federation may be called by the President upon a majority vote of the Board of Directors or the Executive Committee. The purpose of the session shall be stated, and no other business shall be transacted. One month's notice of a special session shall be given.

**SECTION 5. VOTING BODY.**

A. COMPOSITION. The voting body of the Alabama Federation of Music Clubs shall be composed of the members of the Board of Directors (refer to Article VIII. Section 1), elected delegates from active federated clubs in good standing in the Senior and Student/Collegiate Divisions, Senior Individual Members, and one Counselor to represent each active organization in the Junior Division.

B. DELEGATE APPORTIONMENT.

1. Each Active Senior Organization shall be entitled to delegate representation figured as follows:  
Organizations of 25 or fewer members - 1 delegate  
Organizations of 26-50 members - 2 delegates  
For each additional 100 members above the first 50 an organization may have one additional delegate, except that no organization shall have more than seven delegates.
2. Each Active Student/ Collegiate Organization shall be entitled to one delegate.
3. Each Active Junior Organization shall be entitled to representation by one Adult Counselor who shall be a member of an Active Senior Club or shall be an Individual Member.

C. SENIOR INDIVIDUAL MEMBERS.

1. A new Senior Individual Member shall be eligible to vote at any session of the Federation only if the current dues have been received by the State Treasurer at least six months prior to the opening of the session.
2. A new Life, Subscriber, Donor, or Patron Member shall be eligible to vote at any session of the Federation if the required fee has been received by the State Treasurer.

D. VOTING LIMITATIONS. No person shall be entitled to vote in more than one capacity, and no absentee or proxy voting shall be permitted.

**SECTION 6. QUORUM.** A quorum for the Federation shall be 40 delegates with a minimum of six (6) State Officers.

**ARTICLE V. OFFICERS**

**SECTION 1. OFFICERS.** The officers of the Alabama Federation of Music Clubs shall be a President, a President-elect, four Vice Presidents, a Recording Secretary, a Corresponding Secretary, a Treasurer, an Auditor, an Historian, and a Chaplain.

**SECTION 2. TERM.**

- A. All officers may be elected for a term of two years. Officers may be re-elected, but no officer shall serve for more than two consecutive terms except the Treasurer and the Auditor.
- C. All officers shall assume their duties on June 1 at the beginning of the odd-numbered fiscal year. In the event the state convention is held after June 1, officers shall assume their duties at the end of the convention.

**SECTION 3. VACANCIES.** Vacancies in elective offices shall be filled by the Executive Committee.

**SECTION 4. DUTIES OF OFFICERS.** All officers shall present a written report in triplicate at each annual convention. For continuity, all data and material used by officers which may be helpful to successive officers must be turned over to the new administration within one month after election.

A. PRESIDENT

1. Presides at all meetings of the Alabama Federation of Music Clubs, the AFMC Board of Directors, and the AFMC Executive Committee.
2. Is a member ex-officio of all committees except the Nominating Committee.

3. Appoints the Parliamentarian and the chairmen of all divisions, departments and committees. All appointments shall be presented to the Board of Directors at the first Board Meeting following installation.
  4. Approves bills before payment is made.
  5. Abides by the Bylaws and the Standing Rules.
  6. Visits each federated club in the state.
  7. Ensures that the slate of nominees for elective offices is printed in the Convention Call.
  8. Attends all Southeastern Regional, and National meetings for which the President shall receive for expenses the amount set up by the Budget Committee.
  9. Is responsible for the content of Music News.
  10. Works with the Corresponding Secretary to ensure that appropriate members receive calls to meetings at least three weeks prior to the meeting.
  11. Serves as a signatory on the checking account with the State Treasurer so that either can write a check.
  12. Arranges for an independent audit when said audit is authorized by the Executive Committee.
  13. Performs other duties that are incidental to the office.
- B. PRESIDENT-ELECT
1. Performs the duties of the President should the President be absent, unable to preside or to act, and serves as an aide to the President.
  2. Serves on the Revisions of Bylaws and Standing Rules Committee.
  3. Serves as a member of the Budget and Finance Committee.
  4. Serves as Director of the State Chairpersons, insuring each chair is knowledgeable about and promotes interest and activity in the chairman's area of responsibility.
- C. FIRST VICE PRESIDENT serves as Co-Chair of the Membership and Education Division as the Extension Chair and performs any other duties assigned by the

- D. SECOND VICE PRESIDENT serves as Co-Chair of the Membership and Education Division as the Education Chair and performs any other duties assigned by the President.
- E. THIRD VICE PRESIDENT serves as Chair of the Student/Collegiate Division and performs any other duties assigned by the President.
- F. FOURTH VICE PRESIDENT serves as Chair of the Junior Division and performs any other duties assigned by the President.
- G. CORRESPONDING SECRETARY
1. Sends notices for the meetings of the Federation which state clearly the purpose of the meeting.
  2. Works with the President to insure the appropriate members receive calls to meetings at least three weeks prior to the meeting.
  3. Attends to official correspondence assigned by the Board of Directors or the President.
  4. Compiles, prints, and distributes the AFMC Directory.
  5. Produces and mails Music News to appropriate Federation members.
- H. RECORDING SECRETARY
1. Keeps the minutes of all meetings of the Federation, the Board of Directors and the Executive Committee.
  2. Furnishes the State President and the State Historian a copy of all minutes. The State President's copy shall be received within ten (10) days of adjournment of the meeting. (see Article IV. Section 2. B. 2)
  3. Is custodian of all official papers not properly in the custody of other officers, and at the expiration of the term of office, shall turn over to the successor all records and papers.
- I. TREASURER
1. Collects, receives, posts, deposits and pays out all money under the direction the Board of Directors or the Finance and Budget Committee, and shall pay all bills approved by the President.

2. Shall post bond which will be paid by the Alabama Federation of Music Clubs.
3. Makes inquiries concerning investments of any monies, other than endowment monies and bequests, and brings information to the Executive committee for action. (See Article XI. Section 9. B.)
4. Renders a monthly financial report to the State President.
5. Renders all necessary reports to the Internal Revenue Service.
6. Renders a financial statement at every meeting of the Board of Directors and a full financial statement, duly audited, at the first meeting (convention or board) after the close of the fiscal year.
7. Reports all delinquencies to the State President and the President of the delinquent club by November 1 each year. (See Article XI. Section 4)
8. Serves as a signatory on the checking account with the State President so that either can write a check.
9. Provides the State President with a sufficient number of blank checks to meet financial obligations in the event the Treasurer is not available.

J. AUDITOR

1. Examines and audits books and vouchers of the Treasurer.
2. Presents a written report at the first meeting ( convention or board) after the close of the fiscal year.

K. CHAPLAIN

1. Opens each meeting of the Board of Directors with prayer.
2. Plans and conducts the Memorial Service at the Annual Convention.
3. Performs any other duties assigned by the President.

L. HISTORIAN

1. The Historian and Bylaws Committee shall maintain guidelines to be followed by those submitting materials to be preserved in the State of Alabama Department of Archives and History.

2. The Historian shall be responsible to accepting, once annually, records of importance from individual AFMC clubs and presenting such records to the Alabama Department of Archives and History. The records, along with a table of contents, shall be sent to the Historian as a unit from each source by May 31.
3. The Historian shall be responsible for accepting and organizing records and materials at the state level of AFMC, after the State Convention , and presenting such records to the Alabama Department of Archives and History.

**ARTICLE VI. ADDITIONAL PERSONNEL**

PARLIAMENTARIAN

1. Is appointed by the President and confirmed by the Board of Directors.
2. Attends all meetings of the Board of Directors and of the State Federation.
3. Interprets the Bylaws.
4. Advises the presiding officer on points of parliamentary procedure.
5. Renders an opinion to the Federation, the Executive Committee, and the Board of Directors when requested.

**ARTICLE VII. NOMINATIONS AND ELECTIONS**

**SECTION 1. NOMINATIONS**

A. COMMITTEE.

1. The Executive Committee shall elect a representative from each district to serve on the AFMC Nominating Committee.
2. The chairman of this Committee shall be a Past President of the Alabama Federation of Music Clubs elected by the Executive Committee and approved by the Board at the Fall Board Meeting in the even years.



B. DUTIES.

1. Seek qualified persons willing to serve as an elected officer of the Federation.
2. Present the slate of nominated officers to the Executive Committee prior to the Winter Board meeting in odd-numbered calendar years.
3. Present the slate of nominees at the Winter Board meeting in odd-numbered calendar years.
4. Shall on the first day of a Convention held in odd-numbered calendar years present a slate of nominees for the elective offices. Nominations may then be made from the floor.

**SECTION 2. ELECTION OF OFFICERS**

- A. TIME. The elective officers of the Federation shall be elected at the Annual Convention in odd-numbered calendar years.
- B. LIMITATIONS. No person shall be elected to office who has not served on the Board of Directors for at least one year with the exception of the Corresponding Secretary.

**ARTICLE VIII. BOARD OF DIRECTORS**

**SECTION 1. MEMBERSHIP.** The Board of Directors shall consist of the Officers, State Representative to the National Board, other National Board members, Division Chairpersons, all Department Chairpersons, all Committee Chairpersons, all Past State Presidents, Life Members, Current Presidents ( or the elected delegate) of active Senior Clubs in good standing, District Junior Counselors, and Board Members-at-large. The number of Board Members-at-large shall not exceed five (5).

**SECTION 2. ATTENDANCE.** Members of the Board of Directors with the exception of Honorary Members, Life Members, Past Presidents, and Members-at-large shall attend all regular meetings. Two unexcused absences shall be considered a resignation, and a vacancy shall be declared by the Board. Such members shall be notified at once of the action taken. The names of all absentees with cause of absence shall be presented to the Board by the Corresponding Secretary at each meeting.

**SECTION 3. DUTIES.** The Board of Directors shall manage the affairs and funds of the Alabama Federation of Music Clubs.

**SECTION 4. MEETINGS.** The Board of Directors shall meet at the call of the President at least twice a year. In the years that state officers are to be elected (typically odd years), a Winter Board meeting will be held; otherwise no Winter Board meeting will be needed.

**SECTION 5. VACANCIES.** Vacancies occurring in the Board of Directors, other than elected officers, shall be filled by Presidential appointment for the unexpired term.

**SECTION 6. QUORUM.** Fifteen members shall constitute a quorum of the Board of Directors.

**ARTICLE IX. EXECUTIVE COMMITTEE**

**SECTION 1. MEMBERSHIP.** The Executive Committee shall be composed of the President, President-elect, First, Second, Third, and Fourth Vice Presidents, Recording Secretary, Treasurer, and National Board Member(s).

**SECTION 2. DUTIES.**

- A. The Executive Committee shall carry on the necessary business of the Alabama Federation of Music Clubs between meetings of the Board of Directors or any business referred to it by the Board.
- B. The Executive Committee shall instruct the President to arrange for an independent audit when deemed necessary (see Article V. Section 4.A.12).

**SECTION 3. MAIL BALLOT.** The Executive Committee shall transact any business needing immediate attention. All Committee members shall receive adequate identical information which will enable them to make a valid decision. A majority vote of the entire Committee shall be necessary to consider the result to

be the opinion of the Executive Committee. Each member of the committee shall be notified immediately of the results.

**SECTION 4. VACANCIES.** The Executive Committee shall fill vacancies occurring in elective offices according to the ruling in Article VII. Section 2. B.

#### **ARTICLE X. DIVISIONS, DEPARTMENTS AND COMMITTEES**

**SECTION 1. DUTIES.** The work of the Federation shall be carried on by divisions, departments and committees which shall, in so far as the needs of the State permit, follow the departments and committees used in the National Federation.

**SECTION 2. APPOINTMENT.** A chairperson for each division, department and committee shall be appointed by the President and/or his/her designee and approved by the Board of Directors. Chair shall assume their duties at the beginning of the fiscal year, June 1, immediately following the adjournment of the State Convention in the oddnumbered calendar years. (See Article XI. Section 2)

#### **SECTION 3. REPORTS.**

- A. Each Division Chair shall prepare a written report in triplicate for the Annual Convention (see Article IV. Section 2. B. 1)
- B. The chair of each division shall compile a report of all departments in that division and present it to the President at the Annual Convention. (See Article IV. Section 2. B. 2b)

**SECTION 4. DEFINED.** The names of all divisions, departments and committees shall be identified in the Standing Rules.

#### **ARTICLE XI. DUES AND FINANCES**

**SECTION 1. SOURCES OF INCOME.** Funds for the financing of the Federation shall be derived from dues and fees, from gifts, and from such other sources as shall be approved by the Board of Directors.

**SECTION 2. FISCAL YEAR.** The fiscal year shall be June 1 through May 31.

**SECTION 3. PAYMENT OF DUES.** All dues for the new fiscal year are payable no later than November 1 to the State Treasurer, who shall forward the National dues to the National Treasurer and shall retain the balance in the state treasury.

**SECTION 4. DELINQUENT DUES.** A member organization or individual whose dues are unpaid by November 1 shall be considered delinquent and shall be so notified. If dues are not received by the end of the membership year, membership shall be considered forfeited.

**SECTION 5. NEW SENIOR ORGANIZATIONS.** Senior Organizations joining the Federation for the first time after April 1 shall have their dues credited to the following fiscal year.

**SECTION 6. REINSTATEMENT.** A member organization or individual who has forfeited membership for nonpayment of dues, may be reinstated by payment of dues for the current year plus a \$2.00 reinstatement fee.

#### **SECTION 7. SUBSCRIPTION REQUIREMENTS.**

- A. Every active organization in the Student/ Collegiate division is required by the National Federation of Music Clubs to subscribe to the Music Clubs Magazine in the name of the organization.
- B. Every organization in the Junior Division is required to have at least one subscription to Junior Keynotes.
- C. The State President is required to subscribe to Junior Keynotes.

## SECTION 8. DUES

### A. SENIOR DIVISION

#### 1. Active Membership Dues.

##### a. Organizational Members

- (1) Active Senior Organizations shall pay annual dues of \$11.00 per capita, of which \$6.00 is sent to the National Treasurer. Minimum dues sent to the State Treasurer will be \$110.00.
- (2) Family groups and other small ensembles of three to ten members shall pay annual dues of \$4.00 per capita with a minimum of \$26.00, \$20.00 of which shall be sent to the National Treasurer.

##### b. Individual Membership Dues

A Senior Individual member shall pay annual dues of \$50.00, from which \$7.00 will be payment of a Music Clubs Magazine subscription, with the balance of \$43.00 divided equally between AFMC and NFMC.

##### c. Individual Membership Fees

- (1) The life Membership fee shall be \$200.00, of which \$125.00 is sent to the National Treasurer.
- (2) The Subscriber Membership fee shall be \$1,000.00, of which \$500.00 is sent to the National Treasurer.
- (3) The Donor Membership fee shall be \$2,000.00, of which \$1,000.00 shall be sent to the National Treasurer.
- (4) The Patron Membership fee shall be \$10,000.00, of which \$5,000.00 shall be sent to the National Treasurer.

2. Associate Membership. An Associate Organization in the Senior Division shall pay annual dues of \$30.00. \$10.00 is reimbursed back to the State. Individual members of Associate Groups are eligible to apply for NFMC competitions and awards, but individual members of Associate Groups are not eligible for participation in NFMC festivals.

### B. STUDENT /COLLEGIATE DIVISION

#### 1. Active Membership Dues.

##### a. Organizational Members.

Mass Student Enrollment in the Student/Collegiate Division shall pay dues as follows: 50 or fewer members, \$55.00, \$45.00 of which shall be sent to National Treasurer; more than 50 members, \$85.00, \$75.00 of which shall be sent to National Treasurer. Payment of \$7.00 for a subscription to Music Clubs Magazine is optional.

- b. Individual Members. A Student Individual Member shall pay annual dues of \$16.00 with \$7.00 to be used for a Music Clubs Magazine subscription and the remainder to be divided equally between NFMC and AFMC.
- c. Associate Membership Dues. An Associate Member Organizations in the Student/ Collegiate Division shall pay annual dues of \$30.00. \$10.00 is reimbursed back to the State. Individual members of Associate Groups are eligible to apply for NFMC competitions and awards, but individual members of Associate Groups are not eligible for participation in NFMC Festivals.

### C. JUNIOR DIVISION.

#### 1. Active Membership Dues.

- a. Organizational Members. Federated Junior organizations shall pay annual dues at the rate of \$33.00 for sixteen (16) or fewer members, plus \$1.55 per capita for all in excess of sixteen (16). This includes a one-year subscription to Junior Keynotes.
- b. Individual Members. A Junior Individual Member shall pay annual dues of \$13.00 with \$6.00 to be used for a Junior Keynotes subscription and the remainder to be divided equally between the NFMC and AFMC.

#### 2. Associate Membership Dues

- a. Junior Associate Groups shall pay annual dues of \$30.00. This age group consists of young people under age 19, and includes mass enrollment in music programs in public, private or magnet school music programs, junior-age community bands, orchestras, choirs, etc. Individual

members of Associate Groups are eligible to apply for NFMC competitions and awards, but individual members of Associate Groups are not eligible for participation in NFMC Festivals.

- b. Cradle Roll Fee. The fee for Cradle Roll membership shall be \$25.00 for the entire period of Cradle Roll membership. One-half of this fee shall be sent to the National Treasurer.

## **SECTION 9. THE ENDOWMENT FUND**

- A. The endowment Fund is set up to provide awards for the AFMC Junior and Student/Collegiate Auditions.
- B. The Competitions and Awards Committee and the Finance Committee shall be responsible for the investment of the endowment monies and bequests.
- C. The Competitions and Awards Committee shall consist of the following members: Chair of the Competitions and Awards Department; Third Vice President (Student); Fourth Vice President (Junior); Treasurer; Chair of Summer Awards; Chairpersons of Student/Collegiate and Junior Auditions; and other current awards chairpersons. The Alabama Federation of Music Clubs President shall be an ex-officio member.

## **ARTICLE XII. DISTRICTS**

**SECTION 1. DIVISIONS** Alabama shall be divided into districts composed of the following counties:

First District: Blount, Colbert, Cullman, DeKalb, Franklin,

Jackson, Lauderdale, Lawrence, Limestone, Madison, Marshall, Morgan and Winston.

Second District: Calhoun, Cherokee, Clay, Cleburne, Etowah, Jefferson, Marion, Shelby, St. Clair, Talladega, and Walker.

Third District: Bibb, Dallas, Fayette, Greene, Hale, Lamar, Lowndes, Marengo, Perry, Pickens, Tuscaloosa, and Sumter.

Fourth District: Autauga, Bullock, Chambers, Chilton, Coosa, Elmore, Lee, Macon, Montgomery, Randolph, Russell, and Tallapoosa.

Sixth District: Baldwin, Choctaw, Clarke, Escambia, Mobile, Monroe, and Washington.

## **SECTION 2. ORGANIZATION**

The formation of a district organization ( districts designated in Article XII, Section 1) is not required, but is an option if a majority of the club presidents in any given district desire to have a district organization. Guidelines for such an organization are stated in the AFMC Standing Rules under "District Organizations".

## **ARTICLE XIII. PAST PRESIDENTS ASSEMBLY**

**SECTION 1. OBJECTIVE.** The main objective of the Past Presidents Assembly is to provide funds for awards for the Young Artist Auditions.

**SECTION 2. MEMBERSHIP.** To be eligible for membership in the Assembly, a person must be a past president of the State Federation, a State District, or a Senior, Student/ Collegiate, or Junior organization holding membership in the Federation.

**SECTION 3. CHAIRPERSON.** The Chair of the Past Presidents Assembly shall be appointed by the State President subject to the approval of the Board of Directors.

## **SECTION 4. DUES AND CONTRIBUTIONS.**

- A. DUES. The dues for membership in the Past Presidents Assembly shall be \$2.00 per year and shall be paid to the Chair of the Past Presidents Assembly who in turn shall forward same to the State Treasurer. The State Treasurer shall forward one-half the amount to the National Treasurer.
- B. CONTRIBUTIONS. By the terms of agreement made at the time a PPA Charter is issued to a Chapter, the Chapter agrees to make an annual contribution to the NFMC Young Artist fund over and above the stated dues. This contribution shall be forwarded to the State Treasurer who shall forward the full amount of these contributions to the National Treasurer.

- C. PURPOSE. PPA dues and contributions shall be credited to the Young Artist Fund.

**SECTION 5. CHAPTERS.** Chapters of the Past Presidents Assembly may be organized in a State, a State District, or local club. Ten or more members in good standing shall be required for the organization of a State Chapter of the Past Presidents Assembly; five or more for a State District Chapter, and three or more for a Local Chapter.

**SECTION 6. CHARTERS.** A charter shall be issued by the Chair of the National Past President Assembly when a group meets the above requirements, pays the charter fee of one dollar and fifty cents (\$1.50), and agrees to make an annual contribution to the NFMC Young Artist Fund over and above dues as provided above.

#### **ARTICLE XIV. NATIONAL REPRESENTATION**

**SECTION 1. REPRESENTATIVE.** The Alabama Federation shall be represented at meetings of the National Federation of Music Clubs by the State Representative on the National Board of Directors and by the State President.

#### **SECTION 2. ALTERNATES.**

- A. The President-elect shall serve as alternate representative in the event of an emergency preventing the President's attendance at the NFMC Biennial and/ or Fall Session meetings.
- B. If Alabama has another Federation members in addition to the elected State Representative serving on the National Board of Directors and an emergency prevents the National Representative's attendance at the NFMC Biennial Convention or the Fall Session, the other member shall serve as alternate representative. If more than one additional member is serving on the National Board, one shall be selected as alternate representative by the Executive Committee.

- C. Any duly selected alternate representative to NFMC shall receive expenses as budgeted for the position represented.

#### **SECTION 3. STATE REPRESENTATIVE**

- A. ELECTION AND REQUIREMENTS. At the Fall Board meeting in the even-numbered calendar years, one person shall be elected to serve a two-year term as a Director on the National Board. The nominee shall be a past president of the Alabama Federation of Music Clubs.
- B. STATE'S DUTIES. The State shall send the name of the elected Representative together with qualifications and assurance of willingness to serve to the Chair of the National Nominating Committee before December 1 of the even-numbered year.
- C. TERM. The State Representative on the National Board of Directors shall serve no more than three consecutive two-year terms.

**SECTION 4. RESTRICTIONS.** No person shall serve as President of the State Federation and as the State Representative on the National Board of Directors at the same time.

#### **ARTICLE XV. PARLIAMENTARY AUTHORITY**

*Robert's Rules of Order, Newly Revised*, shall govern this organization in all cases not covered by these Bylaws or the Standing Rules.

#### **ARTICLE XVI. AMENDMENTS**

**SECTION 1.** These Bylaws may be amended by a two-thirds vote of the qualified voters present and voting at any annual meeting of the Federation or at any special meeting called for that purpose. The proposed amendment(s) must be sent to all active members, both organizational and individual, at least thirty (30) days prior to the meeting at which the changes are to be considered.

**SECTION 2.** Amendments to these Bylaws shall become effective at the close of the session at which they are adopted unless otherwise stated.

**SECTION 3.** In the event of changes made in the Bylaws of the National Federation of Music Clubs pertaining to dues and/or other regulations with which the Bylaws of the Alabama Federation of Music Clubs coincide, the Alabama Federation's Bylaws may be changed by AFMC Board approval, without prior notification, to agree with the National Federation's Bylaws, without said changes going through the amendment process as stated in Section 1 of this article. Notification of such changes should be given to local clubs within two weeks after they are passed by the AFMC Board.

**SECTION 4.** To make the bylaws readily available to all members with online access both the 2010 and the updated 2018 Bylaws will be placed on the AFMC website. Paper copies will be provided to all clubs, officers, and others in a limited amount.

#### **ARTICLE XVII. RESTRICTIONS.**

**SECTION 1. PERSONAL GAIN.** No part of the net earnings, dues, contributions, receipts, or other assets of the Federation shall be used for the personal benefit of or be distributed to its members, officers, or other private persons, except the Federation shall be authorized and empowered to pay reasonable compensation for services rendered and to make payments and distributions to further the purposes set forth in Article II.

**SECTION 2. POLITICAL INVOLVEMENT:** No substantial part of the activities of the Federation shall include involvement in partisan politics, e.g., attempting to influence partisan legislation, intervening in any political campaign, distributing campaign materials, or otherwise campaigning on the behalf of any candidate for public office.

**SECTION 3. IRS CODE.** Notwithstanding any other provision of these articles, the Federation shall not carry on any other activities not permitted to be carried on, (a) by an organization 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 State Internal Revenue Law) or, (b) by an organization, contributions to which are deductible under section 170 (2) (2) of the Internal Revenue Code of 1954 (or the corresponding provision of any future United States Internal Revenue Law).

#### **ARTICLE XVIII. DISSOLUTION**

Upon the dissolution of the Alabama Federation of Music Clubs, the Treasurer, under the direction of the Board of Directors, shall, after paying or making provision for the payment of all of the liabilities of the Federation, dispose of all of the assets of the Federation exclusively for the purposes of the Federation in such manner, or to such organization or organizations organized and operated exclusively for charitable and educational purposes as shall at the time qualify as an exempt organization of organizations under section 501 (c) (3) of the Internal Revenue Code of 1954 ( or the corresponding provision of any future United States Internal Revenue Law). Any assets not so disposed of shall be disposed of by the Circuit Court of Montgomery County, Alabama, exclusively for such purposes or to such organization or organizations, as said Court shall determine.

## STANDING RULES

**AWARDS.** Certificates will be awarded to clubs for reports and for activities in designated areas.

**CITATIONS.** Two types of citations may be awarded:

AFMC Citation:

- The recipient cannot be an AFMC member
- Recommendations for a recipient may be given to the president by any member of AFMC, or the president may choose a candidate.
- The president may make the final decision on the recommendation either on his/her own, or in consultation with one or two other AFMC officers and the AFMC Citations Chairman.
- The name of the recommended recipient shall be presented to the board for approval at the winter board meeting.
- The citation shall be presented at the annual convention at a time designated by the president.
- The recipient must be present to receive the award, unless there is an extreme situation which prevents him/her from attending (i.e. severe illness).
- No more than two (2) AFMC Citations shall be given in any one year.

Presidential Citation:

- The recipient may be either a member or a non-member of AFMC ; if given to an AFMC member, the citation must be awarded for an accomplishment for AFMC not included in the job description for any local club/AFMC assignment which the recipient currently has.
- The AFMC President shall choose the candidate. Input from AFMC members will be considered.
- At least two other current AFMC officers and the AFMC Citations Chairman shall approve the president's selection

- The citation shall be presented at the annual convention at a time designated by the president.
- The recipient must be present to receive the award, unless there is an extreme situation which prevents the recipient from attending (i.e. severe illness).
- No more than three (3) Presidential Citations shall be given in any one year.

**COURTESY CHAIR.** Prior to the State Convention the President shall appoint a person to express appreciation to those who contributed to the success of the convention. This courtesy shall be given immediately prior to the adjournment of the convention.

**CREDENTIALS.** A Credential Committee shall be appointed prior to the State Convention with the State Treasurer as Chair. This committee shall make a list of the delegates attending the annual convention and issue a badge to each.

**DATE.** The State Convention shall meet in the spring annually.

**DISTRICT ORGANIZATIONS.** If a majority of the club presidents in any district as listed in Article XII, Section 1, of the AFMC Bylaws, desire to have a district organization, the following guidelines should be followed:

- An annual meeting should be scheduled at a time and place agreeable to the presidents/club members involved. The AFMC President or another elected AFMC Officer should be present at all district meetings.
- District officers may be elected if desirable. The process should include the regulation election process of a nominating committee, nominations, and election by the district body attending. Officers recommended are Director, Recording Secretary and Treasurer. Others may be included as needed.
- Dues (not to exceed .35 per club member) may be assessed to each club in the district, for the purpose of covering

district expenses and contributing to an AFMC project as desired by the district members and approved by the AFMC President and treasurer. For the same purposes, a registration fee (not to exceed .50 per person) may be charged for each person attending the district meeting.

## **OFFICERS**

**PRESIDENT /CORRESPONDING SECRETARY.** It is preferable for the President and the Corresponding Secretary of the Alabama Federation of Music Clubs to be from the same city; however, an exception to the rule may be made if the incoming president prefers, or if there is no one in the same city available to serve.

**TREASURER/AUDITOR.** the Treasurer and the Auditor of this Federation shall be chosen from the same city; however, an exception may be made if there is no one in the same city available to serve.

**TREASURER/ASSISTANT.** The Treasurer, if it is desired, shall be given the authority to secure an assistant who shall be an experienced and knowledgeable member of the Alabama Federation of Music Clubs. The assistant shall be under the jurisdiction of the Board of Directors and the Finance and Budget Department.

**OPPORTUNITIES.** Items to be used in the convention fund raiser known as "Opportunities" may be furnished by, 1) a district, if the presidents of the clubs in the district wish to join together in this effort; 2) by a local club; 3) by an individual AFMC member. The convention host club shall appoint an Opportunities Committee whose job it is to assure the appropriateness of the items presented, to display them, and to oversee the sale of tickets for these items.

**REGISTRATION FEE.** The host club convention committee in consultation with the AFMC President and Treasurer shall determine the registration fees for each convention. No delegate shall be allowed to take part in any session unless the appropriate registration fee is paid.

**RESOLUTIONS.** Prior to the Annual Convention a Resolutions Committee shall be appointed by the President. Policy resolutions designed to highlight the work of the organization shall be presented to the convention body as set forth in the program.

**SPECIALIZED ACTIVITY.** The classification "Specialized Activity" refers to a one-time project.

**STANDING RULES, AMENDMENT OF.** Standing Rules may be amended at any regularly called meeting of the Board of Directors by a two-thirds majority of the members present.

## **STANDING RULES REGARDING STATE CHAIR.**

**STRUCTURE.** The program of the Federation shall be divided into Divisions which parallel as closely as possible those established by the National Federation. Each Division shall be under the direction of a Chair appointed by the State President and approved by the Board of Directors.

The work shall be carried on by committees grouped under Divisions according to their work.

The Chair of a Division shall have the responsibility of serving as Chair of one area within the Division.

**DUTIES.** Each State Chair shall follow the department's goals and methods as described for that chairmanship in the current NFMC Manual. AFMC committees that differ from the National designations will develop a plan of work to promote interest in their particular areas.

For continuity all data and material used by workers which may be helpful to successive chairpersons must be turned over to the new administration within one month after appointment.



## AFMC ORGANIZATIONAL LISTING

Following is a list of AFMC divisions, departments and committees grouped under division headings:

### **Administrative Division**

Division Chair (President-Elect) ByLaws  
Arts Advocacy  
Parliamentarian  
Protocol  
Sergeants-at-Arms

### **Arts Division**

Division Chair  
Chamber Music  
Choral Music  
Crusade for Strings  
Folk (Traditional) Music  
International Music Relations  
Music in Poetry  
Music in Schools and Colleges  
Music Outreach  
National Music Week and Essay Contest Opera  
Sacred Music  
Together We Sing

### **Competitions and Awards Division (NFMC Adult Awards)**

Division Chair  
Adult Awards for Veterans  
    American Music in the Armed Forces  
    Anne Gannett Award for Veterans  
    Lucile Parish Ward Veterans Award  
Adult Composition/Performance Awards  
    Emil and Ruth Beyer Composition  
    Glad Robinson Youse Adult Composer  
    NFMC Ellis Competition for Duo-Pianists  
    Thelma A Robinson Conducting  
    Ruth Morse Wilson Handbell Choir  
    Alpha Corinne Mayfield Opera Award  
Ouida Keck Award  
Young Artist Awards

### **Finance Division**

Division Chair (Treasurer)  
Budget Committee Chair  
Catherine Howard Fund  
Development  
Founders Day  
Fund Honoring Past National President  
Fund Honoring Past State President  
Insignia  
Memorial and Recognition Fund  
Past Presidents Assembly  
Rose Fay Thomas Fellows

### **Junior Division**

Division Chair (4th Vice President)  
Assistant to Division Chairman  
Club Rating, Achievement Records, Awards  
Festivals  
    Federation Cup Chair  
    Junior Composers Awards  
    Summer Music Center Awards (Brevard)  
NFMC Junior Awards  
    Composition  
        Lynn F. Olson Composition  
        Music for the Blind/Composition  
        Greer Music in Poetry  
    Performance  
        Thelma A. Robinson Ballet  
        Dance  
        Claire Ulrich Whitehurst Piano  
        Stillman-Kelley  
        Mary Alice Cox  
        Wendell Irish Viola  
        Joyce Walsh Disability  
        Music for the Blind/Performance

### AFMC Junior Competitions/ Awards

Junior Auditions  
Hospitality and Personnel  
Advisors to Junior Auditions

### **Membership and Education Division**

Division Chair - Membership (1st Vice President)  
Individual Members  
Junior Clubs  
Senior Clubs  
Student Clubs

Division Chair - Education (2nd Vice President)

Achievement Record Book  
Senior Club Reporting/Evaluation  
Senior Orientation/Leadership

**Public Relations Division**

Division Chair

Citations  
Newspaper Publicity  
Radio/Television

**Student/Collegiate Division**

Division Chair (3rd Vice President)

NFMC Student/Collegiate Awards

Performance

Student/ Collegiate Auditions  
Elizabeth Paris French Horn  
Ernest A. Bluhm Flute Award  
Oscar Valentin Violin

Handicapped

Hinda Honigman Awards for the Blind  
Music for the Blind Composition

Composition

Lynn F. Olson Composition  
M. Richter American Music Composition  
Young Composers

Music Education

Mehan/Morgan Music Education  
Lynn F. Olson Piano Pedagogy  
Gretchen R. Ran Roy Music Education  
E.G. Weigand Music of the Faiths  
Virginia Allison Collaborative

Music Therapy

Dorothy Dan Bullock Music Therapy  
Ruth Robertson Music Therapy  
Irma Carey-Wilson Scholarship

AFMC Mary Vick Student /Collegiate Awards

Policies and Procedures  
Hospitality and Personnel  
Student/Collegiate Auditions  
Advisor to Student/Collegiate Auditions



ALABAMA FEDERATION OF  
MUSIC CLUBS SEAL

Interpretation of the Alabama Insignia

The State song so dear  
to all Alabamians

The beautiful red camellia,  
our State Flower

The cotton, which for many years has  
been the leading industry in our state  
All placed on a background of blue skies,  
symbolic of our beautiful state,  
And a tribute to music  
in the Heart of Dixie

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2018 Bylaws printed at Hoover Print Company

National website for bylaw information:

[www.nfmc-music.org](http://www.nfmc-music.org)

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