

# **BY-LAWS OF THE NEW JERSEY FEDERATION OF MUSIC CLUBS**

Adopted October 22, 1996

Amended July 11, 2000

## **ARTICLE I. NAME**

The name of this club shall be the New Jersey Federation of Music Clubs.

## **ARTICLE II. OBJECT**

The object of this organization is to bring into working relations with one another, music clubs and other musical organizations and individuals directly or indirectly associated with musical activity for the purpose of developing and maintaining high musical standards, and aiding and encouraging musical education; and the promotion of American music and American artists, throughout America and other countries.

## **ARTICLE III. MEMBERSHIP**

Section 1. Composition: Membership shall be composed of:

Music clubs and kindred organizations whose purpose is to encourage, develop and maintain high musical standards, and

Individuals directly or indirectly interested in the promotion of musical activity,

Teachers who want to enter students in the Junior Festivals and who meet the following criteria:

A private teacher holding a Bachelor's degree with music as a major from an accredited University or College, or who is a graduate from a recognized Conservatory, and who has had two years private studio experience as a teacher in his or her major instrument, shall be eligible for membership.

A teacher not holding a degree is required to present in audition three students who have studied with said teacher at least three full seasons.

One of these students shall have had all of his or her training with applicant.

The Board may accept other criteria for membership at their discretion.

Section 2: Application for membership shall be given to the membership chairperson. A prospective member must be able and willing to contribute something to the club musically or otherwise.

Section 3: Those teachers participating in Junior Festivals will be required to fulfill certain volunteer duties as specified by their center.

## **ARTICLE IV. DUES AND FINANCE**

Section 1. Sources of Income.

The finances of this organization shall be derived from membership dues and fees, interest from the endowment fund, and gifts; and from such other sources as may from time to time be approved by vote of the Board of Directors.

Section 2: The Fiscal Year shall be from Jan. 1 of one year through Dec. 31 of the succeeding year.

Section 3. Payment of Dues and Fees.

Membership dues and fees shall be paid to the State Treasurer who shall immediately forward the National dues and fees to the National Treasurer.

Section 4. Due Date.

All dues and fees shall be received by the State Treasurer on or before Jan. 15 of each year.

After Jan. 15 a late fee will be assessed, as determined by the Board.

If dues are not received by Feb. 1, the member shall not be eligible to participate in any activities of the NJFMC.

Section 5. Dues.

Members shall pay annual dues as determined by the Board.

## **ARTICLE V. OFFICERS AND ELECTIONS**

Section 1. The officers of the club shall be a President, a Vice-President, a Secretary, and a Treasurer. Officers shall be elected at the Gold Cup concert meeting for a term of two years, with the President and Secretary being elected in even years, and the Vice-President and Treasurer being elected in odd years.

Section 2. The length of time an officer may serve in a given office is limited to three consecutive terms. Exceptions to this may be determined by the Board.

Section 3. Vacancies in office shall be appointed by the President and approved by the Board.

## **ARTICLE VI. DUTIES OF OFFICERS**

Section 1. The President shall:

Preside at all meetings of the Board.

Approve bills before payment is made, and sign checks, with the Treasurer, above the amount of \$250.00, or as decided by the Board.

Sign leases and contracts approved by the Board.

Be an ex officio member of all committees.

Section 2. The Vice-President shall serve as an aide to the President and shall perform the duties of the President in her absence or inability to act.

Section 3. The Secretary shall:

Be the custodian of all official papers and document not properly in the custody of any other officer.

Keep full minutes of the meetings of the Board and/or general membership.

Notify individuals of their election or appointment to office or committees.

Send out notices of session to the membership and the Board.  
Send all property of the NJFMC in her possession to her successor in office within thirty days of leaving office.

Section 4. The Treasurer shall:

Have custody of all the funds and securities of the Federation, and shall deposit all such funds and securities in the name of the New Jersey Federation of Music Clubs, in financial institutions approved by vote of the Board.

Collect and disburse the moneys, under the direction of the Board.

Pay all approved expenses.

Submit a financial report at every business session of the Board.

Present a complete financial report at the end of the fiscal year. A CPA may be employed, if so desired.

The outgoing Treasurer shall deliver to her successor within sixty days after the close of the fiscal year, all money, securities, vouchers, books and papers in her custody and belonging to the Federation, together with a complete financial statement certified by CPA audit.

## **ARTICLE VII. MEETINGS**

Meetings shall be called by the President as the need arises, with a minimum of four meetings being held a year.

Section 1. Voting.

Each Board member has one vote.

Absentee voting by contacting the Secretary in advance of the vote shall be permitted.

Quorum: A quorum (consisting of 50% of the Board members plus one) is necessary for a passing vote on any official Board business.

Business may be conducted by mail, e-mail, or phone, as the President sees fit.

## **ARTICLE VIII. COMMITTEES/CHAIRMEN**

The Board shall select committee chairmen to oversee various functions of the organization.

## **ARTICLE IX. 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 X. AMENDMENT**

These Bylaws may be amended by a 2/3 vote of the Board members.

# **STANDING RULES OF THE NJFMC**

Fulfilling obligations of membership: Members who do not participate as judges or help the NJFMC in any other capacity will be assessed a penalty equal to the rate of hiring a judge.

Festival applications are due Jan. 31. NO APPLICATIONS WILL BE ACCEPTED AFTER JAN. 31.  
Amended to Jan. 15 as of 2017.

Festival fees: At the discretion of the Board, fees can be adjusted for financial hardship.

Festival make up dates: All make up dates for hardship cases (legitimate emergencies) will be at the discretion of the Board and the Center Head.

Non-solo events: If a level is missing in the syllabus, the student can repeat the lower level.

Non-piano instrumentalists are allowed to waive the memory requirement and use the music upon the teacher's request.

Duets: A teacher may not serve as a duet partner. However, a sibling, friend, or parent may, even if they are not entered in the Festival.

At the Junior Festivals, no children may be left unattended by a parent/guardian.

NOTE: The National standing rules can be found in the NFMC syllabus.