



NEW JERSEY FEDERATION OF MUSIC CLUBS BYLAWS

Adopted October 22, 1996
Amended June 21, 2024

ARTICLE I. NAME

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

ARTICLE II. OBJECTIVES

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.

No substantial part of the activities of the NJFMC is carrying on propaganda, or otherwise attempting to influence legislation, and the NJFMC does not participate in, or intervene in (including the publishing or distributing of statements), any political campaign on behalf of any candidate for public office.

ARTICLE III. MEMBERSHIP

Section 1. Composition: Membership shall be composed of:

- a. Music clubs and kindred organizations whose purpose is to encourage, develop and maintain high musical standards, and
- b. Individuals directly or indirectly interested in the promotion of musical activity,
- c. Teachers who want to enter students in the Junior Festivals and who meet the following criteria:
 - 1) 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.
 - 2) 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.
 - 3) 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.



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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 investments and donations; 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 forward the National dues and fees to the National Treasurer by the National deadline.

Section 4. Dues

- a. Members shall pay dues as determined by the Board of Directors.
- b. All dues and fees shall be received by the State Treasurer on or before October 1st of each year.
- c. After October 1st a late fee will be assessed, as determined by the Board.
- d. If dues are not received by November 1st, the member shall not be eligible to participate in any activities of the NJFMC. Exceptions can be approved by the Board.

ARTICLE V. OFFICERS AND ELECTIONS

Section 1. The officers of the club shall be a President, a Vice-President, a Recording Secretary, and a Treasurer. Officers shall be elected the annual General 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:

- a. Preside at all meetings of the Board.
- b. The President may write checks to pay approved expenses.
- c. Approve leases and contracts as needed.
- d. Be an ex officio member of all committees.



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

Section 3. The Recording Secretary shall:

- a. Be the custodian of all official documents not properly in the custody of any other officer.
- b. Keep full minutes of the meetings of the Board and/or general membership.
- c. Send out notices to the membership and the Board as requested.
- d. Send all property of the NJFMC in their possession to their successor in office within thirty days of leaving office.

Section 4. The Treasurer shall:

- a. Have custody of all the funds and securities of the NJFMC 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.
- b. Collect and disburse the money, under the direction of the Board.
- c. Pay all approved expenses.
- d. Submit a financial report at every business session of the Board.
- e. Present a complete financial report at the end of the fiscal year. A CPA may be employed, if so desired.
- f. The outgoing Treasurer shall deliver to her their successor within sixty days after the close of the fiscal year, all money, securities, vouchers, books and papers in their custody and belonging to the Federation. Copies of tax filing statements are also to be provided. Copies of tax filings can also be obtained through procured accountant.

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.

- a. Each Board member has one vote.
- b. In advance of a vote, absentee voting is permitted by contacting the Board in written form
- c. Quorum: A quorum (consisting of 50% of the Board members plus one) is necessary for a passing vote on any official Board business.
- d. Business may be conducted online, by mail, e-mail, or phone, as the President sees fit.



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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

Proposed Bylaw changes made by the Board must be approved through a majority vote by the general membership. A copy of the proposed amended Bylaws will be sent to the membership at least 2 weeks before the vote.

STANDING RULES OF THE NJFMC

1. Fulfilling obligations of membership: Members who do not participate as judges or help the NJFMC in any other capacity will be assessed a fee equal to the rate of hiring a judge.
2. Festival registrations are due upon the deadline set by the board.
3. Festival fees: At the discretion of the Board, students with financial hardship may receive a scholarship.
4. Festival make-up dates: All make up dates for hardship cases (legitimate emergencies) will be at the discretion of the Festival Chair.
5. 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.
6. 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.