

PENNSYLVANIA FEDERATION OF MUSIC CLUBS, INC.

STANDING RULES

Adopted September 8, 2012

STANDING RULES: (ByLaw VII. Sec. 3D) "The Board of Directors shall have the power to establish standing rules and repeal the same by a two-thirds vote of those present and voting. They may adopt rules of procedure as are needed to direct the affairs of the Federation."

I. DEPARTMENTS

The departments of the PFMC shall be the same as those of the National Federation of Music Clubs (NFMC) and will change only if they are changed by NFMC.

II. MEETINGS

A. STATE CONVENTION - SUGGESTED ORDER OF BUSINESS: *to be a guide for the printed agenda*

1. Call to order and formal opening, with agenda given to Vice President, Recording Secretary, and Parliamentarian.
2. Report of Convention Chairman (Presentation of Convention)
3. Appointment of Reading Committee
 - a. Shall consist of the Parliamentarian and two other board members appointed by the President.
 - b. Shall receive a copy of the agenda as well as the procedure to follow. (See section VII for procedure)
4. Report of Recording Secretary
5. Report of Treasurer
6. Report of Investment Chairman
7. Report of Corresponding Secretary
8. Introduction of Honored Guests
9. Report of Finance Committee
10. Report of Convention Committees
11. Reports of National Board Members
12. Report of State President
13. Roll Call of Clubs – The Chairman of the Presidents Council shall present the District Chairmen who shall call on senior club presidents, or their appointees, to read a written report of the clubs' activities for the current year, keeping within the allotted time of 3-5 minutes for each report.
14. Report of the Nominating Committee
15. Election and Installation of Officers and remarks of newly installed president.
16. Reports of standing and special committees.
17. Unfinished Business
18. New Business
 - a. Invitation for next convention
 - b. Registration Report
 - c. Other new business
19. Announcements
20. "Pennsylvania" sung by convention attendees
21. Adjournment

B. CALLED MEETINGS

1. Meeting of newly elected officers and board – A business meeting of the new Board of Directors may be scheduled in the convention program after the election and installation of officers. The new president shall preside. The purpose of this meeting shall be to enable the new president to secure approval for committee appointments and to take care of any urgent business.
2. Meeting of representatives from clubs present to voice concerns, problems and/or solutions (possibly submitted in writing prior to called meetings.)

C. BOARD OF DIRECTORS' MEETING - SUGGESTED ORDER OF BUSINESS

1. Call to Order and Formal Opening – Agenda should be given to the Vice President, Recording Secretary and Parliamentarian.
2. Appointment of Reading Committee
 - a. Shall consist of the Parliamentarian and two other board members appointed by the President.
 - b. Shall receive a copy of the agenda as well as the procedure to follow. (See Standing Rule VII.)
3. Report of Recording Secretary
4. Announcement of resignations and appointments since the previous Board meeting.
5. Approval of new appointments
6. Report of Executive Committee
7. Report of Finance Committee
8. Report of Convention Committee
9. Reports of Elected and Appointed Officers
 - a. Vice President
 - b. Corresponding Secretary
 - c. Treasurer
 - d. Investment Chairman
 - e. District Chairmen
 - f. Audit Committee if needed
 - g. Parliamentarian
 - h. Historian
10. Reports of Appointed Board Members
 - a. Chairman of the Presidents Council
 - b. Chairman of the Past Presidents' Assembly
 - c. Chairman of each Department in Senior Division
 - d. Chairmen of each Department in Student/Collegiate Division
 - e. Chairmen of each Department in Junior Division
 - f. News Sheet Editor
 - g. Circulation Manager
 - h. Chairmen of Special Committees
 - i. Any other Board Members
11. Unfinished Business
12. Other New Business
13. "Pennsylvania" sung by Board members
14. Adjournment

D. DISTRICT CONFERENCE MEETINGS

1. The state is divided into four (4) districts: Northeast, Northwest, Philadelphia, and Pittsburgh.
2. Each Senior Club is urged to have as large a representative group as is possible in attendance at its annual District Conference.
3. The president of each club, or an appointee, shall read a written 3-5 minute

report of the club's activities.

4. Dates for conferences should be cleared with the State President to avoid conflicts.

III. STANDING COMMITTEES

A. MEMBERS OF THE EXECUTIVE COMMITTEE SHALL BE:

1. President
2. Vice President
3. District Chairmen
4. Recording Secretary
5. Corresponding Secretary
6. Treasurer
7. Chair of Finance Committee
8. Investments Chairman
9. Student/Collegiate Advisor
10. Junior Counselor
11. Past State Presidents
12. National Board members of current biennium
13. Chairman of Presidents' Council
14. State Festivals Chairman
15. Festival Cups Chairman/Chairmen

B. MEMBERS OF THE CONVENTION COMMITTEE

1. Convention Coordinator
2. Publicity Chairman
3. Local Arrangements Chairman
4. State President

C. MEMBERS OF THE FINANCE COMMITTEE

1. Finance Chairman
2. Treasurer
3. Assistant Treasurer
4. Investments Chairman
5. News Sheet Circulation Manager
6. Individual Membership Chairman
7. Convention Coordinator

IV. FINANCE COMMITTEE

- A. ALLOTMENTS: ALL PFMC APPROVED ALLOTMENTS ARE ATTACHED TO THE STANDING RULES AS ADDENDUM "A", which is to be updated as necessary.
- B. No allotments may be changed without authorization by the Board of Directors.
- C. When there is a change in the office of Treasurer, the active account of PFMC shall be transferred to a bank in the community where the Treasurer lives. The securities shall be placed in a safe deposit box in the community where the Investment Chairman lives. The relocation of other accounts may be made in Consultation with the President and the Finance Chair.
- D. Any person purchasing budgeted items for PFMC shall submit a PFMC Voucher with invoices attached to the State Treasurer for payment.
- E. Any person purchasing non-budgeted items for PFMC, in any amount, must submit to the president or vice-president, a voucher with all invoices and bills attached. The PFMC President, as stated on each voucher, must approve any expenditure over \$150.00. The Vice-President may approve expenditures under \$150.00. All requests must be submitted on the official PFMC voucher within 30 days. All approved vouchers will be sent to the Treasurer for payment.
- F. There will be neither refunds nor credits under \$1.00 from the Treasurer.
- G. When a Certificate of Deposit is purchased, rolled over, or cashed in, the Investment Chairman will notify the Finance Chair.
- H. PFMC will pay the "current IRS business allowance per mile" for artists traveling by car to

perform for state conventions.

- I. All tuition monies expended from the PFMC General Fund for Music Camps must be approved by the Finance Committee.
- J. Festival Cup Program
 - 1. PFMC will pay shipping charges for one Festival Cup order per year per Junior Club.
 - 2. The teacher/ counselor must pay shipping charges for any additional orders.
- K. Any person purchasing budgeted or non-budgeted items for the sole purpose of PFMC operation must claim tax exempt status on all invoices submitted for payment. Tax exemption forms are available from the Treasurer.
- L. The Treasurer may, with the prior approval of the President, invest funds up to \$3,000.00 from the checking account and place them in a savings account or short term CD.
- M. The Treasurer will total all monies dispersed for awards, scholarships, contributions and related expenses during the current fiscal year and request that amount from the Investment Chairman to replenish the General Fund.
- N. The Treasurer, with the approval of the President, may request additional funds for the General Fund from the Investment Chairman to cover expenses.
- O. The Investment Chairman's report of "Summary of CDs and Securities" will list the value given at the end of the month prior to each Board meeting as well as the total value given in the previous report for comparison.
- P. Any income exceeding expenses will be transferred to the PFMC General Fund.
- Q. The Treasurer may conduct a 50/50 raffle at convened meetings or conventions. proceeds will be placed in the General Fund.
- R. All checks over \$5,000 must be co-signed by the President.
- S. In the Presidential Election year the last quarter allotment will be divided between the outgoing President and the incoming President, as decided by the Executive Committee.
- T. Registration Refund for PFMC members attending an out of state NFMC Board Meeting or Convention is available upon request when accompanied by a receipt or registration form with check number and date within 60 days. A receipt is required.

V. GENERAL

- A. Senior club presidents who are also Junior Counselors are not required to purchase a second subscription to the News Sheet.
- B. Each State President, upon assuming office, shall appoint a committee to review the Standing Rules as necessary.
- C. PFMC Dues and Fees will be updated by the Finance Committee for approval by the Board of Directors and are listed in the Standing Rules as Addendum "B".
 - 1. Every active and associate organization in the Senior and Student/Collegiate Divisions may subscribe to Music Club Magazine in the name of the organization.
 - 2. Every organization or studio shall be required to subscribe to News Sheet in the name of the organization.
 - 3. Dues include membership to the National Federation of Music Clubs as well as the Pennsylvania Federation of Music Clubs.
- D. Presidential citations to individuals or organization are awarded by, and at the discretion of, the PFMC President and are signed by that officer only.
- E. At each Board of Directors' meeting the NFMC and PFMC Awards and Scholarships Chairs shall submit a list of all winners to the President, Recording Secretary, News Sheet Editor, and Historian. A list of those winners receiving financial awards shall be submitted to the Treasurer. Each chairperson should keep a copy of the list.

F. Following is a schedule for the rotation of host Districts for the Hospitality Room or refreshments at any PFMC state meeting or convention beginning with 2012:

- 2012 Convention – Philadelphia
- 2012 Fall Board Meeting _ Pittsburgh
- 2013 Fall Board Meeting - Northeast
- 2014 Convention - Northwest
- 2014 Fall Board Meeting - Philadelphia
- 2015 Fall Board Meeting - Northwest (and continue this rotation)

VI. ROTATIONS OF STATE CONVENTIONS

A. This rotation begins with Philadelphia District in 2012 and continues biennially thereafter on even numbered years with the following schedule:

- 1. Philadelphia 2012
- 2. Pittsburgh 2014
- 3. Northeast 2016
- 4. Northeast 2018, etc.

VII. PROCEDURE FOR READING COMMITTEE

- A. The Reading Committee is appointed by the president at the beginning of board meetings and state conventions and is given an agenda and a copy of this procedure.
- B. Each member of the committee should refer to the agenda and take notes as to actions taken and motions made to confirm, amend or correct the minutes submitted by the Recording Secretary.
- C. Upon receipt of the minutes, check them carefully, make all necessary corrections (in red ink) and sign the last page with black ink.
- D. Two (2) weeks after convened meetings, the Recording Secretary will mail the minutes to the Reading Committee. Those individuals have two (2) weeks to review and return the minutes to the Recording Secretary. The Recording Secretary will then send the final copies to Board members within thirty (30) days.

VIII. MEMORIALS AND LIFE & CRADLE ROLL MEMBERSHIPS

- A. A memorial contribution for a current Board member is \$20.00. A memorial for a past state president is \$25. This money from the General Fund is placed in the Edith Kirk Knerr Fund.
- B. The state portion of all Life and Cradle Roll memberships is placed in the Edith Kirk Knerr Fund.
- C. Contributions in honor of, or in memory of individuals, clubs, members or patrons may be made to PFMC's *Keystone Tribute Fund* . Minimum contribution is \$25. See form on website.

IX. AWARDS

- A. Senior, Student/Collegiate, and Junior Awards are listed in the President's Manual and updated yearly.
- B. Senior Club presidents, Junior Counselors and all other interested individuals should refer to the President's or Junior Counselor's Manual for a complete list of available contests and competitions.
- C. NFMC and PFMC Contests and Competitions, along with awards and scholarships, are also available on the NFMC website at www.nfmc-music.org as well as www.pfmc-music.org.
- D. If there is a Young Artist Semi-Finalist from Pennsylvania, the PFMC Young Artist Chairman, Finance Chair, President and Treasurer will decide the amount to be given to the contestant to help with expenses. This money comes from the Young Artist Travel Fund and PPA/YA Awards fund.

- E. To standardize award certificates, the following is recommended for all PFMC certificates except the Harvey Gaul Award.
1. First Place (Aikens-Cadman, Music in Poetry, etc) – PFMC seal & 1 blue and 2 gold Ribbons on cream/yellow paper
 2. Second Place - PFMC seal & 1 blue and 1 gold ribbon on blue/blue marbled paper
 3. Third Place - PFMC seal and 1 blue ribbon on gray/gray marbled paper
 4. Honorable Mention - PFMC seal on green paper
 5. Aikens-Cadman, Musical Theme Art Work, etc. Participants - PFMC seal on white paper

X. FESTIVALS AND FESTIVAL CUP PROGRAMS

- A. PFMC Junior Division active dues must be received before November 1st for members to be eligible to participate in that year's festival. A LATE FEE of **\$15.00** set by the Board of Directors will be assessed each Junior Club that does not send dues to the Treasurer by that date.
- B. Each Festivals Chairman will total all application fees for his/her Festivals and submit all fees with one check to the PFMC Treasurer immediately following the Festival.
- C. Each Festivals Chairman shall submit a Financial Report as well as a list of participating teachers at the site, the Senior Club they belong to (or that they are a Senior **Individual** Member) to the State Festivals Chairman following the Festival.
- D. The State Festivals_ Chairman will submit a report to the State Treasurer by June 1st.
- E. All Junior Club counselors are encouraged to have full participation of Festivals entrants in the Festival Cup Program. Cups are awarded on a point system that is based on Festival ratings. The first Festival Cup is awarded when the student achieves a total of 15 points. **NO points are awarded retroactively.**

XI. ROSTER AND DIRECTORY

- A. Everyone listed in the Roster and Directory, except Cradle Roll members and Keystone Salutes recipients shall receive a copy of the Roster and Directory and the Fall issue of News Sheet unless they have withdrawn membership or are deceased.
- B. Individual subscribers are eligible to receive three (3) issues of News Sheet and the Roster and Directory from the time of the processing of their payment; no previous issues will be provided.
- C. The cost of printing and mailing the Roster and Directory will be paid from the General Fund.