

VFMC Bylaws

Article I - Name

The name of this organization shall be the VIRGINIA 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 in the State of Virginia, directly or indirectly, associated with musical activity for the purpose of developing and maintaining high musical standards; 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 in the Virginia Federation of Music Clubs (VFMC) 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.

SECTION 2 - DIVISIONS

The membership shall be three divisions: Senior, Student, and Junior.

SECTION 3 - SENIOR DIVISION

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

A. The Active Membership of the Senior Division shall be either organization or individual.

1. Organizations formed for the purpose of promoting the study or performance of music, such as adult music clubs, choral societies, choirs, festivals, orchestral organizations, music teachers' associations, dance groups, family and other music groups shall be eligible for active membership.

2. Individual Membership shall be classified as Individual or Life.

a. Senior Individual Membership: Any individual interested in the advancement of music may become a Senior Individual Member upon payment of annual dues as provided in Article IX, Section 4.

b. Life Membership: Shall be conferred upon an individual on the payment of Life Membership Fee to be determined by the National Federation of Music Clubs (NFMC). A Life Member shall have all the privileges of active membership and shall be exempt from the payment of state and national annual dues. An individual who establishes residence in another state remains a Life Member of the State Federation in which the original Life Membership fee was paid. Should the individual wish active participation in the affairs of the state of current residency, dues for membership shall be paid in that state.

c. A Life Member may change to a higher membership status by paying the difference in fees.

B. Associate Membership

1. Organizations formed for the purpose of promoting a specific musical project such as choral societies, orchestra/orchestra associations, opera companies/opera guilds, music teachers' organizations, local alumni chapters of music fraternities or sororities, church choirs, church orchestras, church bands, etc. and groups dedicated to the promotion of a concert series in their own community, may become Associate Members. Such associate organizations may send representatives to the meetings of the State/National Federation of Music Clubs, but shall not be entitled to make motions, to vote, or to hold office.

2. Local musical organizations holding regular meetings for the transaction of business and the presentation of programs shall not be eligible for Associate Membership, except those groups organized specifically to promote a musical project.

C. Honorary Membership may be conferred upon an individual who has achieved distinction in music or has rendered outstanding service to the Federation, by unanimous vote of the eligible voters present and voting at the Annual Convention and/or VFMC Board Meeting, upon recommendation of the Board of Directors. An Honorary Membership may be revoked in the same manner.

1. Honorary Members shall not be entitled to make motions, to vote or to hold office. They shall be exempt from the payment of dues.

2. The title of Honorary Membership shall not preclude active membership for those who desire active membership with its accompanying obligations of dues and service.

SECTION 4 – STUDENT DIVISION

The membership of the Student Division shall be limited to young people between the ages of 19 and 26 and shall be classified as organization or individual.

A. The Active Membership in the Student Division may be either organization or individual.

1. Organizations: Musical organizations whose members are within the 19-26 year age bracket are eligible for active membership.

2. An Individual Student may become a Student/Collegiate Individual Member upon the payment of dues as provided in Article IX. Section 4.

B. Associate Membership: College groups, music schools and departments choirs, bands, orchestras, and similar organizations in the 19 – 26 year age bracket who do not wish active participation in the business affairs of the Federation may become Associate Members.

SECTION 5 – JUNIOR DIVISION

The membership of the Junior Division shall be limited to individuals and organizations whose members are not over 18 years of age, and shall be classified as Active, Associate or Cradle Roll.

A. The Active Membership in the Junior Division may be either organization or individual.

1. Organization: All Junior Music Clubs, bands, orchestras, choirs, choruses and similar organizations whose members are not more than 18 years of age may become active members of the Junior Division.

2. An Individual in the Junior Division may become a Junior Individual Member upon the payment of dues as provided in Article IX, Section 4.

B. Associate Membership: Junior Clubs and organizations such as bands, orchestras, choirs and choruses, who do not wish active participation in the business affairs of the Federation may become Associate Members.

C. The Cradle Roll: Children from birth to five years of age shall be eligible for membership in the Cradle Roll upon payment of the Cradle Roll fee as provided in Article IX, Section 4.

SECTION 6 – APPLICATIONS

All applications for membership, accompanied by the first year's dues, shall be made to the VFMC Treasurer who shall notify the appropriate Extension Chair and Individual Membership Chair.

SECTION 7 – TERMINATION OF MEMBERSHIP

A. Resignation: Any organization in good standing may resign by sending written resignation to the VFMC President and Corresponding Secretary who in turn shall notify the State Treasurer. No resignation shall be accepted from a group whose current dues have not been paid.

B. Reinstatement: Any organization, which resigns in good standing, may be reinstated on application. A membership forfeited for nonpayment of dues shall require the payment of a reinstatement fee as provided in Article IX Section 3.

Article IV - Meetings

SECTION 1

The Virginia Federation of Music Clubs' (VFMC) Convention and/or Board Meeting shall occur annually as outlined in Standing Rules #1 and #2.

SECTION 2

At the Board Meeting in even numbered years, one person other than the President shall be elected to serve as Representative from Virginia on the National Board and Nominee(s) for Member-at-Large. Term of office for above elected persons: two (2) consecutive years (one term), but no more than two (2) consecutive terms. In the event that the newly elected NFMC President is a State Representative to the NFMC Board of Directors, that state shall select a new Representative to the Board.

SECTION 3

Special meetings of the VFMC Board of Directors may be called by the President, or upon the written request of fifteen (15) members. Two weeks' notice shall be given in writing stating the purpose of the meeting, and no other business shall be transacted.

SECTION 4

There shall be an annual meeting of each District of this Federation to be held prior to November 1. At least the District Directors shall give six weeks' notice of this meeting in writing to all their clubs and the State President. No two districts shall meet on the same date. District Directors shall work together during the summer months to work out the dates of their meetings. The dates shall be submitted to the State President for approval to provide sufficient time for scheduling the State President's visits to the District Meetings.

Article V - Officers, Board of Directors, and Executive Committee

SECTION 1

The officers of the Virginia Federation of Music Clubs (VFMC) shall be elected and appointed.

A. The elected officers shall be President, First Vice President in charge of the Senior Division, Second Vice President in charge of the Student Division, Third Vice President in charge of the Junior Division, Recording Secretary, Corresponding Secretary, Treasurer and Assistant Treasurer.

B. The appointed officers shall be: Chaplain, VFMC Editor, Finance Chair, Parliamentarian, and Past Presidents' Assembly Chair.

SECTION 2

A. The term for elected and appointed State officers shall be two (2) consecutive years. They shall assume their duties at the close of the Annual Convention at which they are elected or appointed. The Treasurer and Appointed officers shall be eligible to serve in the same office for more than two (2) consecutive terms. Elected Officers shall also be eligible to serve in the same office for more than two (2) consecutive TERMS with a majority vote of the Board of Directors AND a majority vote of enrolled delegates at the Annual Convention.

B. The elected Virginia Representative to the National Board, and the Member-at-Large Nominee (if elected by National), shall take office immediately following the installation of officers at the NFMC Convention in odd-numbered years in accordance with Article XII, Section 4.

SECTION 3

No one shall be elected to office that has not served as a member of the Board of Directors for at least two years. The Treasurer and Assistant Treasurer shall be exempt from this requirement.

SECTION 4

- A.** The Board of Directors shall consist of the Elected and Appointed Officers, District Directors, Senior Club Presidents, Chairs of Departments and Standing Committees, all Past Presidents of the Virginia Federation of Music Clubs (VFMC), the National Federation of Music Clubs (NFMC) Board Members, Life Members, and Senior Individual Members and members of active Senior organizations whose dues are currently paid in full for the current year.
- B.** The Board of Directors shall make up the voting body of the Virginia Federation of Music Clubs (VFMC) at the Annual Convention and/or the VFMC Fall Board Meeting.
- C.** Fifteen (15) voting members, exclusive of Past Presidents, shall constitute a quorum.

SECTION 5

- A.** The Executive Committee shall consist of the Elected Officers, all Past Presidents of the VFMC, the District Directors, and the National Board representative.
- B.** A majority of members, exclusive of Past Presidents, shall constitute a quorum.
- C.** The Executive Committee shall carry on necessary business of the VFMC between meetings of the Board of Directors, and any business referred to it by the Board. A report of its work shall be given at the next meeting of the Board.
- D.** Business needing immediate attention, which in the opinion of the President does not warrant calling a meeting of the Executive Committee, may be transacted by mail or email. A majority vote shall be necessary to consider the result the opinion of the Executive Committee.
- E.** The Recording Secretary shall immediately report the result of the vote to each member of the Committee and shall give a complete report of the ballots at the next meeting of the Board of Directors.

SECTION 6

There shall be no salaried officers. Necessary expenses incurred by officers or persons in the special services of the Federation may be paid from the general treasury only by order of the President with the approval of the Board of Directors.

Article VI - Duties of Officers & Board of Directors

SECTION 1 – PRESIDENT

- A.** The President shall preside at all meetings of the Virginia Federation of Music Clubs (VFMC), the Board of Directors, and the Executive Committee.
- B.** The President shall name all appointed officers, all committees, and their chairs, except the Nominating Committee. The District Director of the District in which the next Convention is scheduled shall become the Convention Chair with whom the President shall select the convention site.
- C.** The President shall fill vacancies; shall supervise plans for extending, unifying and rendering efficient the work of the Federation; shall sign such leases and contracts as have been approved by the Board of Directors; shall be a member ex-officio of all committees except the Nominating Committee; shall make complete written reports at conventions; shall enforce these Bylaws and parliamentary law, and in even numbered years, in compliance with NFMC's due date, send names of the elected Virginia representative, the elected nominee-at-large, together with statements of qualifications and assurance of willingness to serve, to the Chair of the National Federation's Nominating Committee.
- D.** The Incoming State President, with previous consultation with the outgoing State President, shall be eligible to vote for NFMC Officers at the NFMC Convention.
- E.** The Incoming State President shall meet with the retiring NFMC Board for the first Board meeting of the Convention when the NFMC Nominating Committee for Officers will present their slate of nominees. Following this, a Board member or the current State President may only make floor nominations for elective officers. Following this, the State President will be excused.
- F.** At the NFMC Convention, Incoming State Presidents shall meet with the newly elected Board immediately following the election of Members-at-Large to elect NFMC Officers. Following the election, the State Presidents will be excused.
- G.** Prior to the NFMC Convention, each state shall declare and submit to the Council of State Presidents the name of the individual who will represent their state at the National Federation of Music Clubs Banquet honoring State Presidents.

SECTION 2 – VICE PRESIDENTS

A. FIRST VICE PRESIDENT: At the request, or in the absence of the President, the First Vice President shall perform the duties of that office; shall be in charge of Senior Clubs' extension; shall keep a record of any new clubs and notify the State President and respective District Directors; and shall encourage and promote the federating of all musical organizations in the state.

In the event of the President's inability to serve, the First Vice President shall succeed at once to that office until the next regular election of officers; in the event the First Vice President is unable to serve, the Second or Third Vice President shall succeed to the Presidency in the order of their respective offices.

B. SECOND VICE PRESIDENT: The Second Vice President shall be in charge of the Student Division, serving as Student Advisor; shall be in charge of extension; and shall be responsible for the Student Division Program at the Annual Convention in conjunction with the President.

C. THIRD VICE PRESIDENT: The Third Vice President shall be in charge of the Junior Division; shall be in charge of extension of Juniors and Junior Clubs as Junior Counselor; shall outline the goals of the Junior Division; shall supervise and shall be responsible for the Junior Division Programs.

D. Each Vice President shall make a complete written report at the Annual Convention.

SECTION 3 – SECRETARIES

A. RECORDING SECRETARY: The Recording Secretary shall keep minutes of all meetings of the VFMC Board of Directors, the Finance Committee and Executive Committee; shall maintain electronic copies of Minutes and within 6 weeks following meeting, send copies of Minutes to VFMC Web Site for publication, and mail copies to members without computers; be custodian of all records and reports of the Federation; shall call the Roll at all meetings of the Board of Directors; and shall send all Recording Secretary files and property of the VFMC to the succeeding Recording Secretary within thirty (30) days following the election. Minutes of the Finance Committee Meeting shall be submitted to Finance Committee members only, within 6 weeks following meeting.

B. CORRESPONDING SECRETARY: The Corresponding Secretary shall conduct all general correspondence of the Federation, as designated by the President; issue

notice of meetings; record each absence at the Board of Directors meetings; and read the names of members who submitted notification of absence.

SECTION 4 – TREASURER

The Treasurer shall have supervision of all funds of the VFMC and, together with the Assistant Treasurer, deposit it in the name of the VFMC in financial institutions approved by the VFMC Board of Directors.

A. Be bonded in an amount to be determined by the Board of Directors, the amount of fee to be paid by the Federation.

B. Collect dues and monies and disburse such collections under the direction of the Board of Directors.

C. Send notice of dues on or before October 1.

D. Transmit to the National Treasurer the portion of dues collected from state organizations to which NFMC is entitled, by date required by NFMC.

E. Keep a correct enrollment of all clubs, organizations, and members subject to dues.

F. Send statement to the President and the Chair of Finance.

G. Submit a financial statement at every business session of the VFMC and the Board of Directors.

H. Present a complete financial report at the Annual Convention and file a supplemental report at the end of the fiscal year.

I. Cause the Treasurer's accounts to be audited biennially by a Certified Public Accountant unless otherwise ordered by the Board of Directors.

J. Supply a list of clubs in good standing to the President, Corresponding Secretary, and to each Vice President and District Director advising them when new clubs become members or when clubs resign.

K. Shall advise the Nominating Committee of Clubs qualified to have members nominated for office.

L. Shall serve as Convention Credentials Chair.

M. Shall, at the beginning of each fiscal year, advance to the President, the Recording Secretary, and the Corresponding Secretary the approved expense allotment for the coming year; shall pay to the NFMC Board member, NFMC Members-at-Large (if Applicable), and the NFMC Committee Chairs, the amount approved by the Board of Directors, following their attendance at the NFMC meeting during the fiscal year.

N. In election year, shall deliver, IF NECESSARY, to the succeeding Treasurer, within sixty (60) days following the close of the Annual Convention, all funds and documents pertaining to the office, with a complete financial report of every department certified by an accredited auditor (CPA) biennially.

SECTION 5 – ASSISTANT TREASURER

A. The Assistant Treasurer shall have charge of Dues of Junior Club Counselors and Senior Individual members shall collect and deposit it in the name of VFMC in financial institutions approved by the VFMC Board of Directors.

B. The Assistant Treasurer shall be bonded in an amount to be determined by the Board of Directors, the amount of fee to be paid by the Federation.

C. The Assistant Treasurer shall file all NFMC Junior Club Counselor and Senior Individual Member reports by the date required by NFMC.

D. The Assistant Treasurer shall answer to the VFMC Board of Directors, and the VFMC Treasurer.

SECTION 6 – PARLIAMENTARIAN

The Parliamentarian shall attend all meetings of the Board of Directors and all sessions of the annual Convention to interpret the Bylaws, to advise the presiding officer on points of parliamentary law, and to render an opinion to the Federation and Board of Directors whenever requested. The Parliamentarian is denied the privilege of voting, except when the voting is by ballot.

SECTION 7 – FINANCE CHAIR

A. The Finance Chair shall chair the Finance Committee and is a member of the Board of Directors.

B. The Finance Committee shall consist of the Treasurer, all Past Presidents of VFMC, Chairs of Founders Day, Insignia, Memorial and Recognition, Past Presidents Assembly, three members appointed by the President from the Board of Directors and (ex officio) the President, First Vice President, Parliamentarian, and Recording Secretary.

C. The Committee shall meet twice annually, once prior to the Annual Convention and again, at the Call of the President, prior to December 1.

D. The Committee shall have general supervision of all monies and investments of the VFMC; shall recommend monetary allotments for honorariums, i.e. guest fees; and shall recommend dues, fees, and submit an Annual Budget at the Annual Convention for approval by the Board of Directors. Five (5) members of the Finance Committee, exclusive of Past Presidents, shall constitute a quorum.

SECTION 8 – BOARD OF DIRECTORS

A. The Board of Directors shall manage the affairs and funds of the VFMC subject to the terms of these bylaws. The Board of Directors must approve the request for expenditure of any funds.

B. The Board of Directors shall have the power to establish standing rules and repeal same by two thirds vote of those present and voting or suspend same by majority vote.

C. Members of the Board unable to attend a Board of Directors meeting must notify the Corresponding Secretary of their impending absence and include their report with the notification.

D. All Department and Standing Committees shall operate under the direction of the Board of Directors.

SECTION 9 – REPORTS AND FILES

All officers, District Directors, Chairs of Departments, Standing and Special Committees shall turn over their files to their successors within one month following elections.

Article VII - Nominations and Elections

SECTION 1

At the fall meeting of the Virginia Federation of Music Clubs (VFMC) Board of Directors in the even-numbered years, the Board of Directors shall elect a Chair of the Nominating Committee and one other member from the Board. These two members plus one member elected by each District shall constitute the Nominating committee.

SECTION 2

The Nominating Committee shall prepare a slate proposing one name for each elective office and report to the President at least two months prior to the Annual Convention. The report of the Nominating Committee shall be mailed/emailed to the voting membership six weeks prior to the Annual Convention.

SECTION 3

The Chair of the Nominating Committee shall present the slate of proposed officers to the voting body at the Annual Convention of the VFMC, after which the presiding officer shall call for nominations from the floor. Prior consent must have been obtained from floor nominees.

SECTION 4

Elections shall be by ballot. If there is only one candidate for each office, election may be by acclamation. A majority vote of eligible voters present shall constitute an election.

SECTION 5

The Executive Committee shall fill vacancies in office until such time as elections are held, except in the case of the President, in which case the First Vice President shall succeed at once to the Presidency and serve until the next regular election.

SECTION 6

The duties of officers shall begin with the adjournment of the Annual Convention at which they are elected and installed.

Article VIII - Departments and Committees

SECTION 1

The work of the Virginia Federation of Music Clubs (VFMC) shall be divided into departments as created by the National Federation of Music Clubs.

SECTION 2

The work of the Federation shall be carried on through the medium of committees. These committees shall be grouped according to the work included under each department.

SECTION 3

There shall be a Chair appointed by the President for each Department and each Committee within one month after the Annual Convention. The Chair shall conduct the work of their respective departments and committees and shall make a written report at each session of the Board of Directors and at the Convention.

SECTION 4

Department and Committee Chairs shall be eligible to serve in the same capacity for more than two (2) consecutive terms.

Article IX - Dues and Finance

SECTION 1

The finances of Virginia Federation of Music Clubs (VFMC) shall be derived from membership dues, fees, and gifts; and from other sources as may from time to time be approved by the Board of Directors.

SECTION 2

The Fiscal Year shall be from July 1 of one year through June 30 of the succeeding year.

SECTION 3 – REINSTATEMENT FEE

A member (organization or individual) who has forfeited membership for nonpayment of dues may be reinstated upon payment of the current year's dues plus a reinstatement fee to be determined by the Board of Directors and to be equally divided between the NFMC and VFMC.

SECTION 4 – DUES

A. There shall be three divisions of membership: Senior, Student and Junior. Each division shall include Active and Associate Members. Dues for each division shall be recommended by the Finance Committee and approved by the Board of Directors. Dues shall include the amount determined by the NFMC, and the amount approved by the VFMC Board of Directors.

B. All Senior Clubs shall make an annual contribution toward the State President's expenses for attendance at VFMC Conventions and meetings, and NFMC Conventions/Conferences.

C. Cradle Roll Fee: The fee for Cradle Roll Membership shall be determined by the NFMC, which shall cover the entire period of Cradle Roll Membership. One-half of this fee shall be retained in the State Treasury.

Article X - Districts

SECTION 1

The Virginia Federation of Music Clubs (VFMC) shall be divided into Districts, the number to be determined by the Board. There shall be an annual District Meeting, which shall be held prior to November 1st. At least six weeks' notice shall be given in writing to all District Officers, Chairs, and District Clubs. Each District shall compile standing rules applicable to their needs, which must be consistent with the State Bylaws. Each Senior Club shall pay District dues prior to November 1st. (Meeting scheduled in accordance with Article IV, Section 4.)

SECTION 2

A. A Director, Vice Director, Secretary and Treasurer shall be elected at the respective District Meetings in the fall of the year just prior to the State election. The

term of office for all District officers shall begin in accordance with Article VII, Section 6, governing the duties of State officers and shall be for a period of two (2) years. Officers shall be eligible to serve in the same office for as many consecutive terms as shall be deemed appropriate by the voting majority. District officers shall assume duties at the close of the Annual Convention of the VFMC following their election and installation.

B. A member from each District shall be elected to serve on the State Nominating Committee in the fall of the odd-numbered years.

SECTION 3

The Director shall have full responsibility of the entire District program.

SECTION 4

Each District Director shall require and collect an annual report from the clubs in the district at the District Annual Meeting.

SECTION 5

The Vice Director shall succeed the Director in case of a vacancy.

Article XI - Past Presidents Assembly

SECTION 1

There shall be a Past Presidents Assembly (PPA), which shall be under the direction and control of the NFMC and shall operate under its laws. The main objective of the PPA shall be to provide funds for awards for the Young Artist Auditions.

SECTION 2 – MEMBERSHIP AND DUES

A. To be eligible for membership in the PPA, a person must be a Past President of the NFMC, a State Federation, a National Associate organization, a District Director or any Senior, Student or Junior Organization holding membership in both the State and National Federations.

B. Dues for membership in the PPA shall be as determined by the NFMC and the State Board of Directors and shall be paid to the State Treasurer.

SECTION 3

The Chair of the PPA shall serve on the Finance Committee and be a member of the Board of Directors.

SECTION 4

Chapters of the PPA may be organized in a state, a district, or a local club. Ten or more members in good standing shall be required for the organization of a state chapter of the PPA; five or more for a district chapter; and three or more for a local chapter. A charter shall be issued by the Chair of the PPA when a group meets these requirements and agrees to make annual contributions to the National Young Artist Award Fund in addition to the dues as provided above and pays the chapter fee as designated by NFMC and the State Board of Directors.

Article XII - Representation

SECTION 1

The Virginia Federation of Music Clubs (VFMC) shall be represented at meetings of the NFMC by the President or by the First Vice President in the absence of the President.

SECTION 2

Representation on the NFMC Board of Directors from the VFMC shall be as provided in Article IV, Section 2.

SECTION 3

No person shall serve as President of the VFMC and as a member of the NFMC Board of Directors at one and the same time.

SECTION 4

Before December 1, in the even-numbered year, the State President shall send the names of the elected Virginia Representative, the elected Nominee(s) for Member-at-Large, together with statements of qualifications and assurance of willingness to serve, to the Chair of the NFMC Nominating Committee.

Article XIII - Dissolution

Upon dissolution of the organization, the Board of Directors shall, after paying or making provision for the payment of all liabilities of the organization, dispose of all the assets of the organization exclusively for the purpose of the organization in such a manner or to such organizations organized and operated exclusively for charitable, educational, religious or scientific purposes as shall at the time qualify as an exempt organization under SECTION 501(c)3 of the Internal Revenue Code of 1954 (or corresponding provision of any future United States Internal Revenue Law) as the Board of Directors shall determine. Any assets not so disposed of shall be disposed of by the Circuit Court of the City or County in which the principal office of the organization is then located, exclusively for such purposes or to such organizations as said Court shall determine which are organized and operated exclusively for such purposes.

Article XIV - Parliamentary Authority

The rules contained in ROBERT'S RULES OF ORDER, Newly Revised, shall govern the Virginia Federation of Music Clubs (VFMC) in all cases to which they are applicable and in which they are not inconsistent with the Bylaws of this Federation.

SECTION 1

These Bylaws may be amended by a two-thirds vote of the qualified voters present and voting at the Annual Convention and/or VFMC Fall Board Meeting, provided that notice of such amendments has been submitted in writing to each of the federated organizations classified as active, and to other active members six weeks 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 a different effective date is included in the revision.

RESOLUTION

That the parliamentarian be authorized to correct article and section designations, punctuation, and cross-references and to make such other technical and conforming changes as may be necessary to reflect the intent of the VFMC.

Virginia Federation of Music Clubs

Standing Rules & Procedures

1. The Virginia Federation of Music Clubs (VFMC) shall hold its Annual Convention in a location to be determined by the hosting District, with the approval of the President. (August 2019)
2. The Board of Directors shall meet annually at the VFMC Convention and/or at the Call of the President. (August 2019)
3. The VFMC Mary Smart Final Competition, Junior Division, shall be held annually. At the discretion of the President, the Third Vice President (Junior Counselor), and the Chair of the Competition, it may be held in conjunction with the Annual State Convention, or at a time, date and location determined by the President, the Third Vice President, and the Competition Chairman. (April 2002)
4. Senior Club dues are due no later than a postmark deadline of October 20th. A \$25.00 late fee will be assessed after October 20th. If dues are not paid by November 14th, the club shall not be entitled to vote at the Annual Convention. If dues are not paid by the end of the fiscal year (Article IX, Section 2), clubs shall forfeit membership and be dropped from the roll. Any club joining VFMC after March 1st shall pay dues at that time which will be credited for the following year. (August 2016)
5. Senior Individual Member dues are due no later than a postmark deadline of October 20th. A \$25.00 late fee will be assessed after October 20th. If dues are not paid by the postmark deadline of November 14th, participating clubs/counselors are INELIGIBLE to participate in Festival. (April 2018)
6. Junior Club Counselor dues are due no later than the postmark deadline of October 20th. A \$25.00 late fee will be assessed after October 20th. If dues are not paid by the postmark deadline of November 14th, participating clubs/counselors are INELIGIBLE to participate in Festival. (April 2018)
7. Student Individual Member dues must be paid by the postmark deadline of November 14th in order to participate in Student Auditions. (August 2016)
8. Membership dues/fees shall be paid to the State Treasurer, who shall forward National dues/fees to the National Treasurer. All deadlines/fines shall be recommended by the State Finance Committee and approved by the Board of

Directors. All state fees, fines and deadlines shall be set in compliance with National guidelines and administered by the VFMC Treasurer. (June 2005)

9. Dues classifications/fees for Senior Division, Student Division and Junior Division shall be determined in accordance with National and State guidelines and administered by the VFMC Treasurer. (June 2005)
10. Finance Committee recommends that honorarium amounts for the Virginia Representative to the National Board, and to the National Board Member(s)-at-Large, be approved on an annual basis. (August 2016)
11. The Recording Secretary shall send a draft of the complete minutes to each member of the Reading Committee for approval before the final draft is prepared for distribution and/or publication on the VFMC website. Following receipt, the reading committee shall then have a one-week timeframe in which to read and return them via email with any recommended corrections. (August 2019)
12. Standing Rules may be adopted/rescinded/amended by a majority vote at any business meeting without previous notice. (August 2019)
13. A minimum of two entries are required for any VFMC Award Competitions. (June 2021)
14. Any expenditure exceeding budgeted amount must be approved by the President, Treasurer, and Finance Chairman. (June 2021)
15. Maintain financial and secretarial files for seven years to comply with IRS requirements. (Sept. 2021)