

Oregon Federation of Music Clubs

BYLAWS

ARTICLE I. NAME

This organization shall be known as the Oregon Federation of Music Clubs (OFMC).

ARTICLE II. OBJECT

The object of this organization is to bring into working relations with one another, music clubs and other music organizations and individuals directly or indirectly associated with music activity for the purpose of developing and maintaining high musical standards; and aiding and encouraging musical education; the promotion of American music and American artists throughout Oregon, other states, throughout America and other countries; and to cooperate with the National Federation of Music Clubs (NFMC) in the specific plans for the advancement of music.

ARTICLE III. NONPROFIT STATUS

SECTION 1. This organization shall not carry on any activities not permitted while exempt from federal income tax under Section 501(c)(3) of the Internal Revenue Code, or while contributions received are deductible under Section 170(c)(3) of the Internal Revenue Code, or not permitted under corresponding sections of any future federal tax code. No substantial part of this organization shall involve attempting to influence legislation, or participation in, or intervention in any political campaign on behalf of or in opposition to any candidate for public office. The net earnings of this organization shall not benefit or be distributed to its members, trustees, officers, or other private persons, except as reasonable compensation for services rendered and as payments and distributions in furtherance of the purposes set forth in Article II.

SECTION 2. In the event of the dissolution of this organization, any funds remaining in the treasury after payment of any outstanding debts shall be contributed to NFMC or another 501(c)(3) organization with similar object and goals.

ARTICLE IV. MEMBERSHIP

SECTION 1. COMPOSITION. Any musical organization or individual in the state may apply to become a member of OFMC by applying to the Membership Committee, paying dues for the current year, and shall be by definition, either organizational or individual and 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 and Junior.

SECTION 3. SENIOR MEMBERSHIP.

A. **CLASSIFICATION.** Senior Membership shall be classified as active organizations and shall be eligible for membership upon the payment of dues as provided in Article XII, Sec 6(A). Senior membership shall be an organization or individual, for the purpose of entering state and national competitions through Federation programs.

1. Organizations formed for the purpose of promoting the study or performance of music, including senior music clubs or organizations and music teachers' associations shall be eligible for membership upon the payment of dues as provided in Article XII, Sec 6(A)(1)(a).

2. *Individual Membership* shall be classed as *Special/Contributing, Life, Subscriber, Donor or Patron*.

a. A Senior Special/Contributing Member. Any senior member interested in the advancement of music may become a Special or Contributing Member upon payment of annual dues as provided in Article XII, Sec 6(A)(1)(b)(i) and (ii).

b. *Life Membership* shall be conferred upon an individual on the payment of the Life Membership Fee. A Life Member shall have all the privileges of active membership and shall be exempt from the payment of state and national annual dues and shall have all the rights and privileges as prescribed and set forth in the NFMC Bylaws in this category of membership. Life Members shall be allowed to submit dues as a donation, if desired.

c. A *Subscriber, Donor or Patron* shall be defined as any individual who has given a one-time gift as listed in the NFMC Bylaws (except as provided in OFMC Bylaws, Article IV, Sec 3(A)(d)).

Such an individual shall have all the privileges of active membership and shall be exempt from the payment of state and national annual dues, but shall also be subject to local Senior Club annual dues.

d. *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.

B. **HONORARY MEMBERSHIP.** *Honorary Membership* may be conferred upon an individual who has achieved distinction in music or has rendered significant service to the Federation. Upon recommendation of the Board, an Honorary Membership may be conferred by a vote of the eligible voters present and voting at a Biennial Conference. 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 – OFMC BYLAWS

11/09/2012

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. Honorary members choosing to be active through payment of dues, shall be entitled to make motions, to vote or to hold office.

SECTION 4. STUDENT MEMBERSHIP

A. STUDENT MEMBERSHIP shall be limited to young people between the ages of 16 and 25 and shall be either *organizational* or *individual* for the purpose of entering state and national competitions through Federated programs.

1. Organizational. Organizations whose members are between the ages of 16 and 25, including college music groups, music schools and departments, choirs, bands, orchestras, and similar *music* organizations, shall be eligible for membership upon payment of dues as provided in Article XII, Sec 6(B)(1)(a).

2. Individual. An individual student may become a *Student Special Member* upon the payment of dues as provided in Article XII, Sec 6(B)(1)(b).

SECTION 5. JUNIOR MEMBERSHIP.

A. JUNIOR MEMBERSHIP shall be limited to individuals and organizations whose members are under 19 years of age and shall be either *organizational* or *individual* for the purpose of entering state and national competitions through Federation programs.

1. Organizations whose members are young people under 19 years of age, including Junior Music Clubs, music schools and departments, bands, orchestras, choirs, choruses, and similar junior music organizations, are eligible for membership upon payment of dues as provided in Article XII, Sec 6(C)(1)(a).

2. An individual in the Junior Division may become a *Junior Special Member* upon the payment of dues as provided in Article XII, Sec 6(C).

B. CRADLE ROLL. Membership of children under six (6) years of age shall be eligible for membership in the Cradle Roll, upon payment of the Cradle Roll fee as provided in Article XII, Sec 6(C)(2).

SECTION 6. ASSOCIATE GROUPS

A. ASSOCIATE ORGANIZATIONS. Organizations encompassing all age groups formed for the purpose of promoting a specific music project, such as community choral societies, orchestras/orchestra associations, opera companies/opera guilds, music teachers' organizations, local alumni chapters of music, fraternities or sororities, church choirs/orchestras/bands, hand bell choirs, school bands, orchestras and choruses, groups dedicated to the promotion of a concert series in their own community, and similar music organizations, shall be eligible for membership upon payment of dues as provided in Article XII, Sec 6(D)(1), for the purpose of entering state and national competitions through Federated programs.

1. College groups, music schools and departments, choirs, bands, orchestras and similar organizations in the 16 to 25 year age bracket may become Student Associate Group members through mass enrollment upon payment of dues as provided in Article XII, Sec 6(D)(1)(a).

B. STATE SPONSOR MEMBERS. Business firms, Foundations, and other like organizations who desire to support and encourage the objectives and program of OFMC may become State Sponsor Members upon the payment of annual dues of \$200.00, as provided in Article XII, Sec 6(D)(2). All dues from such memberships shall be placed in the Designated Fund.

C. All Associate Groups may send representatives to the Biennial Conference of OFMC but shall not be entitled to make motions nor to vote.

SECTION 7. APPLICATIONS

A. PROCEDURE. All applications for membership shall be made through the local Senior Club Membership Chairman. In any area where there is no Senior Club, application for membership shall be sent directly to the OFMC Membership Chairman. All applications shall be accompanied by the current year's dues for the class of membership for which application is being made.

B. DETERMINATION. Any question relative to membership application shall be decided by the OMFC Membership Committee and ratified by the OFMC Board.

C. DENIAL. Any application for membership may be denied for, but not limited to, the following reasons: moral turpitude, conviction of a felony, any disciplinary actions administered by a Federation entity and/or failure to follow or comply with rules, regulations, provisions and guidelines of Federated as set forth in or by NFMC Bylaws, OFMC Bylaws and NFMC or OFMC policies and procedures.

SECTION 8. TERMINATION OF MEMBERSHIP.

A. RESIGNATION. Any organization or individual member in good standing may resign from OFMC by sending written resignation to the OFMC Recording Secretary, who shall in turn notify the Treasurer and Membership Committee, who will remove that member from the membership roster.

B. FORFEITURE. If dues are not received by **November 1**, members shall be considered delinquent. Dues are delinquent sixty (60) days beyond the renewal date after which time members are not in good standing or entitled to any of the privileges of membership until dues are paid for the current membership year.

C. TERMINATION OF MEMBERSHIP. A person's membership may be revoked for cause, other than nonpayment of dues and as provided for in Article IV, Section 7(C) of these Bylaws, by a two-thirds (2/3) vote by written ballot of the Board. Upon possibility of membership revocation, the Board may ask the Membership Committee for recommendation in the matter. The vote for revocation shall occur only after the member complained against has been advised of the complaint so lodged and has been given a reasonable opportunity to present information on his or her behalf. Such member, if membership is revoked, may appeal *annually* for reconsideration of the decision by the Board. In no event will a dues refund be given. Revocation of membership for nonpayment of dues within the prescribed time period shall be automatic and not subject to any further procedure.

D. REINSTATEMENT. A member who resigned in good standing or who allowed annual dues to lapse may reactivate his or her membership by requesting such action and paying the current dues. If continuous membership is desired, the member must pay all dues accruing from the time of non-renewal through the current year. Revocation of membership for any other reason shall be governed by the guidelines as referred to in Article IV, Sec 8(C) regarding annual appeal.

SECTION 9. MEMBERSHIP YEAR. The membership year shall coincide with the fiscal year, which shall be **from July 1 of one year through June 30 of the succeeding year.**

ARTICLE V. SENIOR CLUBS

SECTION 1. ORGANIZATION. Persons of the state may federate with OFMC by organizing a Senior Club as part of OFMC, for the purpose of bringing music clubs and music organizations within the State into closer working relation, and to cooperate with OFMC and NFMC in their specific plans for the advancement of music.

SECTION 2. OFFICERS.

A. **ELECTIVE OFFICERS.** The elective officers of a Senior Club shall be the President, Vice President, Recording Secretary, Treasurer, Historian and other officers as may be needed, and shall be elected by the active membership by a majority vote, at the last business meeting of the fiscal year.

B. **EXECUTIVE COMMITTEE.** The President, Vice President, Recording Secretary, Treasurer and Immediate Past President shall constitute the Executive Committee who act in emergency matters.

C. **DUTIES.** All Officers shall perform their duties within the Senior Club as follows:

1. The President shall preside at all Senior Club meetings and shall be a member ex-officio of all committees with voice and vote except the Nominating Committee. The President shall attend the OFMC Biennial Conference in odd years, and the annual wrap up meeting of the OFMC Board in even years, and give both a written and verbal full annual report of Senior Club current members, club activities (*i.e.*, club goals, number of meetings held during the year, etc.), financial records and accounting, including a synopsis of the Senior Club Historian's annual report. No person shall serve as an OFMC Officer or be a member of the Executive Committee and serve as a Senior Club President at one and the same time. Senior Club Presidents are encouraged to attend and participate in OFMC Board meetings in each membership year. In instances of illness, death in the family or traveling difficulties, Presidents are required to report such instances to the OFMC Recording Secretary for proper listing in the OFMC Board Minutes. Senior Club Presidents may send a club board member in their place to the OFMC Board meeting when such instances of hardship arise. Copies of Senior Club annual reports shall be presented to the OFMC Recording Secretary for inclusion in the official OFMC Annual Report for auditing purposes. Failure of Senior Club Presidents to report their Senior Club activities may result in *a financial penalty, revocation of membership for the Senior Club, loss of Festival or any combination of the aforementioned.*

2. The Vice President shall perform the duties of the President in the absence of the President, shall perform such other duties as may be prescribed by the President and may act as Membership Chairman.

3. The Recording Secretary shall keep a true and accurate written record of all business of the Senior Club including, but not limited to, correspondence as necessary and an accurate and detailed written record of all business meetings as per OFMC Bylaws, Article IX, Sec 2(D)(5). The Recording Secretary shall also perform the duties of the President in the absence of both the President and Vice President as per *Robert's Rules of Order.*

4. The Treasurer shall be the custodian of all funds, collect all money, pay all bills, sign all checks, deposit all money, keep current and complete records and make final reports to OFMC and the Senior Club President. The Treasurer shall give bond in some bonding company, at the expense of the Senior Club. The Treasurer shall prepare all statements and reports to be rendered at all regular business meetings of the Senior Club. The Treasurer shall also prepare and be required to provide, upon request of OFMC, results of all regular bookkeeping procedures and/or CPA audits. Results of said requested audit report will be due to OFMC at the end of each fiscal year.

5. The Historian shall collect all printed matter pertaining to the history of the Senior Club. A historical record shall be maintained including, but not limited to, newspaper articles, recital programs and fliers and any other items deemed historical in nature having to do with the growth and progress of the Senior Club. The Historian shall present a statement of the preservation and items within his/her possession, and render a general history of the Senior Club at the last year-end Senior Club meeting of the fiscal year.

D. PARLIAMENTARIAN. The Parliamentarian shall be appointed by the Senior Club President, and shall have in his/her possession the most recently published copy of *Robert's Rules of Order*, and shall govern Parliamentary Procedure in all Senior Club meetings.

SECTION 3. REPRESENTATION.

A. AT BIENNIAL CONFERENCES. A Senior Club shall be represented at OFMC Biennial Conferences by the Senior Club President or a duly elected alternate and/or delegates as per Article VI, Section 2. Life, Subscriber, Donor or Patron members are allowed to vote at Biennial Conferences. All other levels of Senior Membership are not allowed a vote.

SECTION 4. GOVERNING RULES.

A. BYLAWS. Each Senior Club shall adopt its own Bylaws, which shall embody the provisions of these Bylaws governing OFMC, and shall be in accordance with the Charter and Bylaws of the National Federation of Music Clubs. An up-to-date copy of the Bylaws of each Senior Club shall be on file with the OFMC Recording Secretary.

B. DUES. A Senior Club shall provide in its own Bylaws for Senior Club dues to be used in its own work.

D. VOTING BODY. The voting body of a Senior Club shall be limited to the active membership only.

SECTION 5. SUSPENSION.

A. INVESTIGATION. If a Senior Club fails to forward the state portion of dues to the OFMC Treasurer, or refuses to comply with the general rules of OFMC, the President of OFMC shall make a thorough investigation of the situation either in person, or may delegate the responsibility to another member of the Board. The findings of the investigation shall be reported to the Board who may vote suspension of the Senior Club until compliance is received.

B. DUES PAYMENTS DURING SUSPENSION. In case a Senior Club shall be under suspension, each member holding individual membership in that club shall be notified of the action of the Board and instructed to pay organization and individual dues directly to OFMC until such time as the Senior Club shall be reactivated.

C. RESERVE ACCOUNT. In the event that a Senior Club's portion of dues shall be paid to OFMC in this manner, such funds shall be held in reserve for return to the Senior Club when it is reorganized or reactivated.

D. RESERVE FORFEITED. If after five years such Senior Club has not been either reactivated or reorganized, any funds being held in reserve for that club shall be diverted to the OFMC General Fund.

ARTICLE VI. OFMC BOARD MEETINGS

SECTION 1. BOARD MEETINGS. Regular meetings of the OFMC Board shall be held in the months of September, November, February, May and/or June. Board meetings may be called by the President during the Summer months for orientation and planning. The President may call additional Board meetings whenever necessary.

A. VOTING BODY. The elected Officers, Chairmen of Divisions and Presidents of Senior Clubs shall constitute the Board. (For complete list of elected Officers, *see* Article VIII, Sec 1.)

B. NOTICE OF MEETINGS. Formal notice of regular Board meetings shall be given by either fax, email, telephone or by postal service within at least thirty (30) days advance notice.

C. SPECIAL SESSIONS. A Special Session of the OFMC Board may be called by the President or shall be called by the Corresponding Secretary on the written request of five (5) members of the Board by notice of email, fax, telephone, or a combination of all methods. The purpose of the session and the names of the members requesting the session shall be stated in the call. At least ten (10) days notice shall be given of a Special Session.

D. NEW BOARD MEMBERS. The President of a new Senior Club shall be eligible to vote at any OFMC Board meeting when the conditions of membership, as per Article VI, Sec 2(D) have been met, and the Senior Club President has attended at least three (3) prior Board meetings.

E. VOTING LIMITATIONS. No person shall be entitled to vote in more than one capacity, and no absentee or proxy voting shall be permitted. The voting body shall be as set forth in Article VI, Section 1(A) of these Bylaws.

F. ATTENDANCE. At each session of the Board, the names of all absentees, with the cause of absence, shall be noted by the Recording Secretary in the Board Minutes.

G. QUORUM. For purposes of clarification in these Bylaws, a quorum shall be designated as a majority plus one (1) vote.

SECTION 2. STATE CONFERENCES. A State Conference may replace the Autumn meeting. A Biennial Conference shall be held in odd numbered years.

A. VOTING BODY. The Officers, Directors, Chairmen of Divisions, Chairmen of Standing Committees, Presidents of Senior Clubs and each Senior Club's apportioned delegates as verified by the Membership Committee records, constitutes the voting body. A majority of delegates enrolled at the Biennial Conference shall constitute a quorum. Only members in good standing shall be entitled to vote at the Biennial Conference.

B. NOTICE OF MEETINGS. Formal notice of State Conferences shall be given by written notice in the OFMC Rondo publication.

C. DELEGATE APPORTIONMENT. Each active Senior Club shall be entitled to voting representation based on its paid membership on record with the Membership Committee thirty (30) days before the opening of the Conference, figured as follows:

1. Organizations of 25 members or less – the Senior Club President or one alternate delegate (to equal one (1) total vote); or
2. Organizations of 26-50 members – the Senior Club President plus one additional delegate (to equal two (2) total votes); or
3. Any Senior Club with membership above the first 50 members may have their Senior Club President and two (2) additional delegates (to equal three (3) total votes).

D. NEW MEMBERS. A new Senior Special member or Senior Club President shall be eligible to vote at any session of OFMC only if the current dues and membership application of the new Senior Club have been received by the Membership Chairman and approved at least one year prior to the opening of the Conference. Exception to this provision shall be any Senior Club who is currently active and has been previously established with OFMC.

E. VOTING LIMITATIONS. No person shall be entitled to vote in more than one capacity, and no absentee or proxy voting shall be permitted. The voting body shall be as set forth in Article VI, Section 1(A) of these Bylaws.

F. ATTENDANCE. At the General Meeting of the Conference, the names of all absentees, with the cause of absence, shall be noted by the Recording Secretary in the Conference Minutes.

ARTICLE VII. OFMC EXECUTIVE COMMITTEE

SECTION 1. PERSONNEL. There shall be an Executive Committee composed of at least five of the elected Officers as provided for in Article VIII, Section 1(A), as well as the immediate past President, which are: the President, First Vice President, Recording Secretary and Treasurer and up to 4 Directors. Upon request or invitation of the President, the OFMC Parliamentarian may be present at Executive Committee meetings for expertise in proper Parliamentary procedures and/or meeting guidelines, but shall have no official vote.

SECTION 2. DUTIES.

A. EXECUTIVE COMMITTEE. The Executive Committee shall carry on necessary business of OFMC between regularly scheduled board meetings and any business referred to it by the Board, and has full authority to act in emergency matters.

B. SPECIFIC DUTIES. The Executive Committee shall:

1. Approve Financial Institutions for deposit of funds and securities as provided in Article IX, Sec 2(F)(2).

2. Vacancies in any official OFMC position shall be filled by the Executive Committee with the approval of the Board at any regular meeting.

3. Approval of the hiring of an independent CPA and/or Auditor outside of the OFMC organization.

SECTION 3. MEETINGS. The Executive Committee shall meet at the call of the President or upon the written request of three (3) members of the Executive Committee.

SECTION 4. QUORUM. A majority of members shall constitute a quorum.

SECTION 5. BUSINESS BY MAIL OR ELECTRONIC MEANS.

A. **FOR IMMEDIATE ATTENTION.** 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 either fax, email, telephone, postal service mail or by a combination of all methods.

B. **BALLOTS.** Identical ballots containing the information needed to make an intelligent decision shall be sent to each member of the committee.

C. **RESULTS.** A vote of the majority of the entire committee shall be necessary to consider the result as the opinion of the Executive Committee.

D. **REPORT.** 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 Committee.

ARTICLE VIII. ELECTION OF OFMC OFFICERS

SECTION 1. ELECTION OF BOARD MEMBERS.

A. **MEMBERSHIP.** The Elected Officers of the Board shall be the President, First Vice President, Second Vice President, Corresponding Secretary, < Recording Secretary, Treasurer and four (4) Directors. Officers shall be elected at the Biennial Conference in odd numbered years. (See Article VI, Sec 1(A).)

B. **TERM.** Officers shall serve for a term of two (2) years, and hold office until their successors are installed. No Officer may hold the same office for more than two (2) consecutive terms, with the following exceptions:

1. the Treasurer who may hold office for three (3) consecutive terms; and

2. any Officer appointed in the middle of a term to replace an outgoing Officer, in order to keep the business of OFMC current shall not be considered as having served an entire term. But rather, consecutive terms shall begin only upon election, not appointment of said Officer.

Exception: This two (2) term rule may be set aside if the executive committee minus the officer in question votes to approve the officer continuing in the position for another term of office.

C. **RESTRICTION FOR STATE PRESIDENT.** No person shall be eligible to serve as a Senior Club President and as State President at one and the same time. It is recommended that candidates for President shall have served on the Board in some capacity for at least two (2) years prior to running for the position of President.

9 – OFMC BYLAWS

11/09/2012

SECTION 2. NOMINATIONS.

A. SELECTION OF NOMINATING COMMITTEE.

1. The President shall appoint the Chairman of the Nominating Committee.
2. A Nominating Committee shall be elected at the Autumn Board meeting prior to the Biennial Conference.
3. Nominations for three (3) additional members of the Nominating Committee shall be made from the floor, from the members present, and the election shall be by ballot except that the election may be by acclamation where there is only one nominee for a position. A plurality vote shall elect. In the event that a member of the committee shall find it impossible to serve, the person receiving the next highest number of votes shall be called to fill the vacancy.

B. ELECTIONS OF STATE REPRESENTATIVES.

1. OFMC shall elect one person to serve as a Director from the state of Oregon to NFMC for a two-year term. Provisions for the method of election of this representative are set out in the NFMC Manual. No person shall serve as the President of a State Federation and as the state representative to NFMC on the National Board of Directors at one and the same time.
2. OFMC, for the state of Oregon, shall send the name of its elected Representative, together with qualifications and assurance of willingness to serve, to the Chairman of the Nominating Committee. Such name and qualifications must reach the Committee before **December 1** in the even year.
3. Failure of the OFMC Board to send this information before **December 1** shall be deemed a waiver of right to elect, and the power of election of said Board shall be transferred to the NFMC Nominating Committee, who shall fill such vacancy with nomination for Directors-at-Large, selected from Oregon when feasible.

C. NOMINATING COMMITTEE REPORT.

1. No later than **January 1** of the election year, the Nominating Committee shall report a complete slate of nominees to the President and the Chairman of the Membership Committee, who shall check the report to verify its conformity with the provisions of the Bylaws.
2. The Nominating Committee shall present the slate of Officers to the Board for ratification vote at the **February** Board Meeting.
2. The Nominating Committee shall present the ratified slate of Officers at the **February** Board meeting prior to the Biennial Conference.
4. A copy of the report including qualifications of nominees shall be sent with the OFMC Call to Conference to all organizations and individuals affiliated with OFMC and eligible to be in attendance at the Biennial Conference in the **Spring issue** of the official OFMC publication prior to the Biennial Conference.

SECTION 3. ADDITIONAL ELECTIONS AND APPOINTMENTS.

A. **ADDITIONAL POSITIONS.** When the election of officers has been completed, the President-elect shall announce the appointment of Standing Committee Chairmen under the nine (9) OFMC Divisions Chairmen, and the positions of Historian and Parliamentarian, subject to confirmation of the Board.

B. **VACANCY.** Vacancies in office shall be filled by the Executive Committee with the approval of the Board at any Board meeting.

ARTICLE IX. OFMC OFFICERS

SECTION 1. OFFICERS. The Officers of OFMC shall be President, First Vice President, Corresponding Secretary, Recording Secretary, Treasurer and four (4) Directors. All Officers shall be elected at the Biennial Conference in an odd numbered year as provided in Article VIII, Sec 1(A) unless appointed due to vacancy of office by provision of Article VIII, Section 3(B).

SECTION 2. DUTIES OF OFFICERS.

A. THE PRESIDENT.

1. **APPOINTMENT.** The President shall be elected by the membership of the Biennial Conference of OFMC.

2. **DUTIES.**

a. Presides at all meetings of the OFMC Board, Executive Committee and at OFMC Conferences.

b. Approves all bills before payment is made.

c. Signs, with the Recording Secretary, if required, leases and contracts approved by the Board or the Executive Committee.

d. Appoints the Division Chairmen, Standing Committee Chairmen, Custodian, Historian and Parliamentarian, and specified chairmen or members who are not elected by the Board.

e. Fills vacancies in Committees by appointment, subject to Board approval.

f. Serves with the Treasurer, Recording Secretary and one other member elected by the Board from the membership-at-large as the Ways and Means Committee.

g. Is an *ex-officio* member of all Committees except the Nominating Committee.

h. The President shall report at each session of the Board and shall make a full written report at the Biennial Conference.

i. The President shall make a verbal and full written report at all annual and/or biennial NFMC meetings.

j. Is bonded in an amount determined by the Executive Committee at the expense of OFMC

for the purpose of signing checks, and/or paying bills for OFMC.

B. THE FIRST VICE-PRESIDENT.

1. **APPOINTMENT.** The President shall be elected by the membership of the Biennial Conference of OFMC.

2. **DUTIES.**

a. Serves as an aide to the President and performs the duties of the President, should the President be absent, unable to preside or to act.

b. Performs such additional duties as may be designated by the President.

D. THE CORRESPONDING SECRETARY.

1. **APPOINTMENT.** The Corresponding Secretary shall be elected by the membership of the Biennial Conference of OFMC.

2. **DUTIES.**

a. Send out meeting notices to the membership, the Board and the Executive Committee.

b. Carry on such official correspondence as is delegated by the President or the Board.

E. THE RECORDING SECRETARY.

1. **APPOINTMENT.** The Recording Secretary shall be elected by the membership of the Biennial Conference of OFMC.

2. **DUTIES.**

a. Opens all mail from financial institutions or legal entities, makes copies for the official OFMC record and/or is custodian of all official papers and documents not properly in the custody of any other Officer.

b. and signs such leases and contracts as have been approved by the OFMC Board and/or Executive Committee.

c. Is bonded in an amount determined by the Executive Committee and at the expense of OFMC for the purpose of signing checks, and/or paying bills for OFMC.

d. Files any amendment voted to the Bylaws, with the Secretary of State of Oregon, Corporations Division and Oregon Department of Justice or any other entity as required by state law.

e. Keeps a true record in British-style full minutes (*i.e.*, with a left hand marginal index) of the business sessions of OFMC, the Board, the Executive Committee and Conferences, and submits them for approval as provided in the OFMC Bylaws.

- f. Notifies individuals of their election or appointment to office or Committees.
- g. Includes in the Minutes at each session of the Board, the names of all absentees with their reasons for absence.
- h. Notifies members of the Board or the Executive Committee of the result of any mail or email ballot taken by these groups.
- i. Records in the Minutes any actions and proceedings pertaining to Officers and Chairmen and their particular work.
- j. Sends all property of the OFMC in his/her possession to the successor in office within thirty (30) days after the close of the Biennial Conference or leaving office.
- k. Serves with the President, Treasurer and one (1) other member elected by the Board from the membership-at-large as the Ways and Means Committee.

F. THE TREASURER.

1. APPOINTMENT. The Treasurer shall be elected by the membership of the Biennial Conference of OFMC.

2. DUTIES.

a. Has custody of all the funds and securities of OFMC, including but not limited to CD's, checking accounts, savings accounts or other monetary investments and awards.

b. Shall deposit all such funds and securities in the name of the Oregon Federation of Music Clubs (OFMC) in financial institutions approved by vote of the Executive Committee.

c. Is bonded in an amount determined by the Executive Committee and at the expense of OFMC for the purpose of signing checks, and/or paying bills for OFMC.

b. Serves with the President, Recording Secretary and one (1) other member elected by the Board from the membership-at-large as the Ways and Means Committee.

e. Collects and disburses the monies, under the direction of the Board.

f. Pays bills signed by the President and/or Recording Secretary and as authorized by the President.

g. Reports and statements:

1. Submits a financial statement at every business session of OFMC.

2. Submits a detailed financial record annually for CPA review and/or audit. The results of said independent audit report will be due at the end of each fiscal year.

3. Presents a complete financial report at the Biennial Conference and files a supplemental report at the end of the fiscal year to the official OFMC record.

4. Files annually the report required by the Oregon Secretary of State's Office, Corporations Division, the Oregon Department of Revenue and the Internal Revenue Service and any other entity as required by state or federal law.
- h. Sends out dues statements to all Senior Clubs and individual members.
- i. The outgoing Treasurer shall deliver all money, securities, vouchers, books and papers in the Treasurer's custody and belonging to OFMC, together with a complete financial report certified by CPA audit in his/her possession to the successor in office within sixty (60) days after the close of the fiscal year, Biennial Conference or leaving office. Audit is to include all audited annual bills and accounts of the Treasurer. Treasurer is to report a detailed compilation at the September Board meeting.
- j. In the event of the temporary inability of the Treasurer to perform the duties of the office, the President shall appoint an OFMC member to act as Treasurer, and the name of such appointee shall be filed with the financial institutions in which the funds of the OFMC are deposited as well as the NFMC Treasurer. Such appointment shall require ratification by the Executive Committee.

ARTICLE X. ADDITIONAL OFMC PERSONNEL

SECTION 1. ADDITIONAL PERSONNEL. Additional personnel of OFMC shall be the Chairman of the Student Division, Chairman of the Junior Division, Festival Chairman, Custodian, Historian and the Parliamentarian. All additional personnel shall be appointed by the President as provided in Article XI, Section 1 and, with the exception of the Parliamentarian, which shall remain neutral, shall automatically become a member of the Board.

A. THE CHAIRMAN OF THE STUDENT DIVISION.

1. **APPOINTMENT.** The Chairman of the Student Division shall be appointed by the OFMC President.
2. **DUTIES.**
 - a. Outline the program of the Student Division and supervise its execution.
 - b. To correlate the work of the Student Division at the local, state and national levels.
 - c. Participate in the OFMC Biennial Conference by including Student Committees, Student Counselors, and Student organization representatives and student award winners.

B. THE CHAIRMAN OF THE JUNIOR DIVISION.

1. **APPOINTMENT.** The Junior Division of OFMC shall be under the direction of the Chairman of the Junior Division, who shall be appointed by the President as provided in Article XI, Sec 1, and shall automatically become a member of the Board.
2. **DUTIES.**

- a. Outline the programs of the Junior Division and supervise their execution.
- b. Participate in the OFMC Biennial Conference by including Junior Committees, the Junior Counselor, and any additional Junior organization representatives and Student Award winners.

C. THE OFMC FESTIVAL CHAIRMAN.

1. APPOINTMENT. The OFMC Festival Chairman shall be appointed by the OFMC President and shall serve in that capacity for no more than two (2) two-year consecutive terms and shall automatically become a member of the Board.

2. DUTIES.

a. The OFMC Festival Chairman is responsible for organizing, planning, working with Senior Club Festival Coordinators to facilitate Festival activities and events, securing adjudicators and venues, ordering supplies (*i.e.*, certificates, ribbons, etc.), educating/training Festival personnel and adjudicators, assisting new Senior Clubs entering Festival programs and any/all additional tasks as needed for Festival programs.

b. The Festival Chairman shall submit an annual report to the OFMC Board at the last meeting before the end of the Membership year.

c. Specifically, the Festival Chairman oversees and provides assistance to the following areas:

1. Festival

A. Students under the age of 19 on the date of the Festival event; and

B. Adult students age 19 or above as of July 1 of the Festival year.

C. Provide technical support to the Junior Composers Chairman as provided in Article X, Sec 2(C)(2)(ii)(a).

D. Provide technical support to the Festival Cup Chairman as provided in Article X, Sec 2(C)(2)(iii)(a).

2. Junior Composers Chairman.

A. The Junior Composers Chairman is appointed by the OFMC President. The Festival Chairman shall provide supplies (consisting of ribbons, certificates and/or gold cups) to the Junior Composer Chairman, as well as provide technical support to insure students receive their awards and certificates accurately and in a timely fashion.

B. The Junior Composers Chairman shall submit an annual report to the OFMC Board at the last meeting before the end of the Membership year.

3. Festival Cup Chairman.

A. The Festival Cup Chairman is appointed by the OFMC President. The Festival Chairman shall provide technical support and/or information to the Festival Cup Chairman regarding contact with the NFMC Festival Cup Chairman, gathering of

statewide Festival cup earnings, ordering of cups, distribution of cups and insuring their arrival in an accurate and timely fashion.

B. The Festival Cup Chairman shall submit an annual report to the OFMC Board at the last meeting before the end of the Membership year.

D. OFMC LOGO/INSIGNIA.

1. DESIGN. The official logo/insignia of OFMC shall be as approved by the OFMC board and shall be posted on the OFMC website.

E. THE HISTORIAN.

1. APPOINTMENT. The Historian shall be appointed by the OFMC President and shall serve in that capacity for no more than two (2) two-year consecutive terms and shall automatically become a member of the Board.

2. DUTIES.

a. Is responsible for all the historical materials or collections (*i.e.*, newspaper articles, programs/fliers, photographs, certificates, proclamations, etc.) which OFMC may possess, and shall catalogue and arrange the same as directed by the Board.

b. Shall collect and preserve all printed matter pertaining to the history of OFMC, and shall present a report of same and render a general history of OFMC at each Biennial Conference.

F. THE PARLIAMENTARIAN.

1. APPOINTMENT. The Parliamentarian for OFMC shall be a member of the Board, selected by the President for knowledge of Parliamentary Procedure and the effective usage thereof. (*See Robert's Rules of Order*). This appointment shall be subject to approval by the Executive Committee.

2. DUTIES.

a. Attend all sessions of both the OFMC Executive Committee and Board.

b. Interpret rules, the OFMC Policies and Procedures, the OFMC Bylaws and *Robert's Rules of Order*, when necessary.

c. Serve as an adviser on points of Parliamentary Procedure to the President, the Bylaws Committee, the Nominating Committee, and such others as the President may designate.

d. Render an opinion to both the OFMC Executive Committee and/or the Board when requested.

ARTICLE XI. OFMC DIVISIONS, DEPARTMENTS AND COMMITTEES

SECTION 1. DIVISIONS. The program of OFMC shall be divided into nine (9) Divisions created

by the Board and set down in the Policies and Procedures. Each Division shall be under the direction of a Chairman appointed by the President and ratified by the Board. The nine (9) designated Divisions shall be: Administration, American Music, Arts, Competitions/Awards, Finance, Junior, Membership/Education, Public Relations and Student.

A. DIVISIONS AND STANDING COMMITTEES. The following shall be the OFMC Divisions and their Standing Committees:

1. **Administration Division**

Bylaws
Conference
Policies and Procedures

2. **American Music Division**

Parade of American Music

3. **Arts Division**

Hymn of the Month
Music Outreach
National Music Week

4. **Competitions/Awards Division***

Louis & Violet Lang Opera (*OFMC Sponsored*)
Lucille Pulliam Harp Memorial (*OFMC Sponsored*)
Marjorie Trotter Memorial (*OFMC Sponsored*)
Sampley-Conn Violin (*OFMC Sponsored*)

Opera for Youth (*NFMC Sponsored*)
Young Artists (*NFMC Sponsored*)

* *See Current Manual of the National Federation of Music Clubs, Competitions and Awards Division, current Competitions and Awards Charts and OFMC Division Chairman for additional details and clarification in each of these division areas.*

5. **Finance Division**

Budget and Finance
Founders' Day
Insignia
Memorial & Recognition Fund
Past President's Assembly
Ways and Means

6. **Junior Division*** (For students under 19 years of age as of March 1 of the Festival Year)

Festival Chairman
Festival Cup Chairman
**Junior Counselor
Junior Composers Contest (*NFMC Sponsored*)
Raines Young Pianist (*OFMC Sponsored*)

*Stillman Kelley (*NFMC Sponsored*)

*Wendell Irish Viola (*NFMC Sponsored*)

* *See Current Manual of the National Federation of Music Clubs, Competitions and Awards Division, current Competitions and Awards Charts and OFMC Division Chairman for additional details and clarification in each of these division areas.*

7. **Membership/Education Division**

Club Rating & Evaluation
Membership

8. **Public Relations Division**

Advertising
Magazine and Literature Promotion
Publications
Publicity
Telephone

9. **Student Division*** (Instrumental: Ages 16-25)
(Vocal: Ages 18-25)

Schools, Colleges
Student Auditions* (*NFMC Sponsored*)

* *See Current Manual of the National Federation of Music Clubs, Competitions and Awards Division, current Competitions and Awards Charts and OFMC Division Chairman for additional details and clarification in each of these division areas.*

SECTION 2. DEPARTMENT CHAIRMEN AND COMMITTEES. The work shall be carried on by Department Chairmen and committees appointed by the President, ratified by the Board, and grouped under the Divisions according to their work.

SECTION 3. REPORTS. All Division, Department and Committee Chairmen shall present a report at the **September** Board meeting and shall give a full written report at the Conference, covering the Biennium.

SECTION 4. TERM LIMIT. A Division Standing Committee Chairman, the Chairman of the Student Division, the Chairman of the Junior Division shall not serve in the same capacity for more than two (2) consecutive terms. An exception may be made if the Executive Committee determines the position is in a specialized field or is held by a designated Chairman.

SECTION 5. RESTRICTION FOR SENIOR CLUB PRESIDENTS. No person shall serve as an OFMC Officer or be a member of the Executive Committee and as a Senior Club President at one and the same time.

ARTICLE XII. DUES AND FINANCE

SECTION 1. SOURCES OF INCOME. The finances of this organization shall be derived from membership dues and fees, interest from the award or scholarship CDs, and gifts; and from such other sources as may from time to time be approved by vote of the Board, subject to the rules of the Oregon state laws governing not-for-profit corporations, the laws of Oregon, and the provisions of these Bylaws. Designated gifts shall be accompanied by a written document which states the wishes and/or intent of the donor(s) or contributor(s) of said gift(s).

SECTION 2. THE FISCAL YEAR. The fiscal year shall be from **July 1 of one year through June 30** of the succeeding year.

SECTION 3. PAYMENT OF DUES AND FEES.

A. **MEMBERSHIP CHAIRMAN.** Both OFMC and NFMC membership applications, dues and fees shall be paid through the Senior Club Treasurer who shall immediately forward the applications, dues and fees to the OFMC Membership Chairman, who will then forward it to the appropriate additional OFMC and NFMC Officers and/or Chairmen.

SECTION 4. DUE DATE.

A. **PAYMENT DEADLINE.** All dues shall be due and payable to OFMC on or before October 15 of each membership year.

B. **DELINQUENT DUES.** If dues are not received by **November 1** of each membership year, the member is considered delinquent. If the dues are not received before the end of the membership year, membership shall be considered forfeited. To reinstate membership, late fees will be as follows:

1. Senior Club – Late fee: \$ 15.00.
2. Junior Club – Late fee: \$ 5.00 (*after **September 15** of the membership year*)
Late fee: \$ 10.00 (*after **November 1** of the membership year*)

C. **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 5. SUBSCRIPTION REQUIREMENTS.

A. **JUNIOR KEYNOTES MAGAZINE.** Every Junior organization shall have at least one subscription to the publication Junior Keynotes.

B. **REQUIRED SUBSCRIPTIONS.** The State (OFMC) President shall be required to subscribe to Junior Keynotes. Senior Club Presidents are encouraged to subscribe to the Junior Keynotes publication.

SECTION 6. DUES. Except where specifically noted, all dues quoted are for the OFMC portion only. A Senior Club's dues are set up in the Senior Club's individual Bylaws.

A. **SENIOR MEMBERSHIP (Senior Clubs)**

1. Senior Club Membership Dues

a. *Organization Members*

1. Senior Clubs activated as members, shall pay annual dues as follows:

A. NFMC annual dues as prescribed/set forth in the NFMC Bylaws in this category of membership; and

B. OFMC annual dues equal to the same rate as the stated NFMC annual dues as prescribed/set forth in the NFMC Bylaws in this category of membership.

b. *Individual Membership Dues.*

1. *Senior Special Member* shall pay annual dues as prescribed/set forth in the NFMC Bylaws in this category of membership, which shall be divided equally between the state (OFMC) and national (NFMC) Federations.

2. A *Contributing Member* shall pay OFMC annual dues as follows:

A. NFMC annual dues as prescribed/set forth in the NFMC Bylaws in this category of membership; and

B. OFMC annual dues shall be apportioned as prescribed/set forth in the NFMC Bylaws in this category of membership.

c. *Individual Membership Fees.* The Life, Subscriber, Donor and Patron Membership Fees shall be in the amounts prescribed/set forth in the NFMC Bylaws in this category of membership and apportioned to the state in the amount set out in said NFMC Bylaws.

B. STUDENT MEMBERSHIP (Ages 16-25 years)

1. Student Membership Dues.

a. *Organization Members.* Federated Student organizations shall pay annual dues as follows:

1. NFMC annual dues as prescribed/set forth in the NFMC Bylaws in this category of membership; and

2. OFMC annual dues as prescribed/set forth in the NFMC Bylaws in this category of membership.

b. A *Student Special Member* shall pay annual dues as prescribed/set forth in the NFMC Bylaws in this category of membership. The dues shall be used for a subscription to Music Clubs Magazine and the remainder shall be divided equally between NFMC and OFMC.

C. JUNIOR MEMBERSHIP

1. Junior Membership Dues (For students under 19 years of age as of March 1 of the Festival Year)

a. *Organization Members.* Federated Junior organizations members shall pay annual dues as follows:

1. NFMC annual dues as prescribed/set forth in the NFMC Bylaws in this category of membership; and

2. OFMC annual dues equal to fifty percent (50%) of the same rate as the stated NFMC annual dues as prescribed/set forth in the NFMC Bylaws in this category of membership. This shall include a one year subscription to Junior Keynotes.

b. A *Junior Special Member* shall pay annual dues as prescribed/set forth in the NFMC Bylaws in this category of membership. The dues shall be used for a one-year subscription to Junior Keynotes and the remainder shall be divided equally between NFMC and OFMC.

2. Cradle Roll Fee. The NFMC fee for *Cradle Roll Membership* (up to six (6) years of age) shall be as prescribed/set forth in the NFMC Bylaws in this category of membership. One-half (1/2) of this fee shall be retained in the OFMC General Fund.

D. ASSOCIATE GROUPS

1. Associate Groups encompassing all age groups shall pay the annual dues rate amount as set forth in the NFMC Bylaws, with the following exception:

a. Student Associate Groups: (Includes Mass Enrollment for Conservatories, Schools of Music and High Schools). Memberships shall pay the annual dues rate amount to:

1. NFMC as set forth in the NFMC Bylaws and shall be apportioned to OFMC as prescribed/set forth in the NFMC Bylaws.

2. State Sponsor Organizations shall pay annual dues of \$200.00. All dues from such memberships shall be placed in the Designated Fund.

ARTICLE XIII. DESIGNATED FUNDS

SECTION 1. THE DESIGNATED FUND.

A. REGULATIONS. The Designated Fund as created by vote of the Board shall be retained intact.

1. Each withdrawal must be approved at a regular session of the Board.

ARTICLE XIV. WAYS AND MEANS COMMITTEE

SECTION 1. MEMBERSHIP. The Ways and Means Committee shall be composed of four (4) members: The President, the Treasurer, the Recording Secretary and one (1) member elected by the Board from the membership at-large, at least one (1) of whom shall be involved in or retired from the business or financial community.

A. CHAIRMAN. The Chairman shall be appointed by the President.

SECTION 2. POWERS. The Ways and Means Committee shall have the power to invest and reinvest the assets of OFMC. The President, the Recording Secretary and the Treasurer shall have the authority, upon approval of said Committee, to sign in the name of OFMC all affidavits and papers involved in such transactions.

SECTION 3. REPORTS. At each session of the Board of Directors, the Chairman of the Ways and Means Committee shall render a written report on the status of all investments, reinvestments and actions taken by this Committee.

SECTION 4. VOTING. Any decisions of the Committee shall be ratified by the Executive Committee and binding when agreed to by a majority vote of the four (4) members of the Committee and upon vote by the Board.

ARTICLE XV. PAST PRESIDENTS ASSEMBLY

SECTION 1. OBJECTIVE. There shall be a Past Presidents Assembly which shall be under the direction and control of OFMC and shall operate under its laws. The main objective of the Past Presidents Assembly shall be to provide funds for awards for the Young Artist Auditions.

SECTION 2. MEMBERSHIP AND DUES.

A. **ELIGIBILITY.** To be eligible for membership in the Assembly, a person must be a past President of OFMC or any Senior, Student or Junior organization holding membership in either OFMC or the NFMC.

B. **DUES AND CONTRIBUTIONS.** Dues for membership in the Past Presidents Assembly shall be one dollar (\$1.00) per year per past president, and shall be paid to the OFMC Treasurer, who shall forward one-half the amount to the NFMC Treasurer. By the terms of agreement made at the issuance of the Past Presidents Assembly Charter to make an annual contribution over and above the stated dues to the NFMC Young Artist Fund, this contribution shall be forwarded to the OFMC Treasurer. The full amount of said contributions shall be forwarded to the National Treasurer. Past Presidents Assembly dues and contributions shall be credited to the Young Artist Fund.

SECTION 3. CHAIRMAN. The Chairman of the Past Presidents Assembly shall be appointed by the President. The Chairman shall render a complete report of the activities of the Assembly at both the annual year-end meeting and the Biennial Conference.

ARTICLE XVI. PUBLICATIONS

SECTION 1. OFFICIAL PUBLICATIONS. The official publications of OFMC shall be the tri-monthly Rondo newsletter and annual Membership Directory. There may be other publications authorized by the Board. All OFMC members shall receive the tri-monthly newsletter publication entitled Rondo. This publication will include notification of events, workshops, programs, Board meetings and any other items deemed pertinent to the business of OFMC and its members.

SECTION 2. POLICY. The policy maintained and the management of the affairs of the publication of both the Rondo and the Membership Directory shall be vested in the Editor of each publication. The Editor of either publication shall be appointed by the President with the approval of the Executive Committee.

ARTICLE XVII. HOLD HARMLESS PROVISION

The members of the Board, the Executive Committee, and the Ways and Means Committee serve by the authority granted in the OFMC Bylaws to oversee the financial and investment activity of the OFMC funds.

In accepting election or appointment to such positions, OFMC on the one hand, and each member of the aforementioned Boards or Committees on the other hand, respectively understand and acknowledge that each such member is (1) not serving in the capacity of a trustee and (2) shall be held harmless and shall not be personally liable, either jointly or severally, as to any action taken or not taken during his or her service to OFMC as a member of the Board, Executive Committee, or Ways and Means Committee; provided, however, that the foregoing shall not eliminate or limit:

A. the liability of any such member, if a judgment or other final adjudication adverse to such member establishes that his or her acts or omissions were in bad faith or involved intentional misconduct or a knowing violation of law, or that he or she personally gained a financial profit or other advantage to which he or she was not legally entitled; or

B. the liability of any such member for any act or omission on his or her part prior to the adoption of the foregoing policy.

ARTICLE XVIII. CORPORATE SEAL

SECTION 1. DESIGN. The Corporate Seal of OFMC shall consist of an outer circle enclosing the words “Oregon Federation of Music Clubs” and an inner circle enclosing the words “Corporate Seal, Oregon.”

SECTION 2. CUSTODY. The Corporate Seal shall be in the custody of the Recording Secretary. In the absence or disability of the Secretary, the President may affix the Corporate Seal to official documents.

ARTICLE XIX. DISSOLUTION OF THE CORPORATION

“Upon the dissolution of the corporation, the Board shall, after paying or making provision for the payment of all of the liabilities of the corporation, dispose of all of the assets of the corporation exclusively for the purposes of the corporation in such manner, or to such organization or organizations organized and operated exclusively for charitable, educational, religious, or scientific purposes as shall at the time qualify as an exempt organization or 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) as the Board of Directors shall determine.”

ARTICLE XX. PARLIAMENTARY AUTHORITY

Robert's Rules of Order, (most current and published edition), shall govern this organization in all cases not covered by these Bylaws, the Articles of Incorporation or the Policies and Procedures.

ARTICLE XXI. AMENDMENT

These Bylaws may be amended by a two-thirds (2/3) vote of the qualified voters present and voting at any Regular Session or at a Special Session called for that purpose, provided the proposed amendment has been approved by the Board and that:

A. a complimentary copy of the proposed amendment shall be provided to the Board at least thirty (30) days before the meeting at which it is to be considered.

B. a copy of the proposed amendment shall be made available from the Recording Secretary to all active members, both organization and individual and the general membership upon written request, at least twenty (20) days before the meeting at which it is to be considered.

Oregon Federation
of
Music Clubs

BYLAWS

(Revised November 9, 2012)

(Photocopying of this form is permissible)

November 2012/\$3.00 each