

# TEXAS FEDERATION OF MUSIC CLUBS SEVENTH DISTRICT CONSTITUTION

## ARTICLE I - NAME AND OBJECT

SECTION 1: The name of this organization shall be Seventh District of the Texas Federation of Music Clubs.

SECTION 2: The object of this district is to bring into working relation with one another, individuals, music clubs, and other musical organizations, directly or indirectly associated with musical activity, for the purpose of aiding and encouraging musical education and developing and maintaining high musical standards throughout the district.

## ARTICLE II - MEMBERSHIP

SECTION 1: The membership of this District shall be classified as Senior, Student, and Junior clubs.

SECTION 2: Senior active clubs shall be made up of individuals and organizations formed under the guidelines of the Texas Federation of Music Clubs for the purpose of the study and demonstration of music. Such organizations shall be privileged to be represented at annual District 7 meetings by duly elected delegates or alternates, who shall be privileged to take full part in all proceedings in the District.

SECTION 3: Student clubs shall be organizations composed of members between the ages of sixteen and twenty-five (16-25) formed under the guidelines of the Texas Federation of Music Clubs for the advancement and study of music. Each student organization may be represented at annual District 7 meetings by duly elected delegates or alternates who shall be privileged to take full part in all proceedings of the Federation.

SECTION 4: Junior clubs shall be organizations formed under the guidelines of the Texas Federation of Music Clubs composed of members under the age of 18, formed for the purpose of study and demonstration of music and which, upon formation, may assume active service for the District and which shall be privileged to take part in all proceedings of the District by one adult counselor at annual District 7 meetings.

## DUES

SECTION 1: Dues of Active Senior clubs shall be determined yearly by vote of the Board of Directors at the annual spring meeting. Dues are payable May 1 and must be paid by November 1.

SECTION 2: To remain in good standing club members must have paid the coming year's dues before December 31. Members not in good standing shall forfeit their membership after notification.

## ARTICLE III - OFFICERS AND THEIR ELECTION

SECTION 1: (a) The elective officers of this District shall be President, Vice-President, Recording Secretary, Treasurer, and immediate past president who shall serve as Parliamentarian.

(b) The appointive officers shall be the Corresponding Secretary, Historian, and Auditor appointed by the President.

SECTION 2: The elective officers shall be elected at the annual District 7 meeting of the odd calendar year, their term of office to begin immediately after the adjournment of that meeting. Election shall be by ballot; a majority vote is necessary to elect.

SECTION 3: There shall be a nominating committee composed of one member elected from each active senior organization. In the election year, a meeting of such committee shall be called by the District President before the end of September. The slate of officers selected by this committee from the membership of District 7 shall be submitted to each music club 30 days before the election is to take place. All communications regarding candidates shall be referred to this committee. Additional nominations may be made from the floor at the appropriate District 7 annual meeting.

SECTION 4: No members except the Treasurer and Historian shall be allowed to serve longer than one term (two years) in the same office, except a member who is serving a part or an unexpired term at the time of election.

SECTION 5: No one shall be elected to office who has not served as a member of District Federation Board for at least two years.

#### ARTICLE IV - BOARD OF DIRECTORS

There shall be a Board of Directors composed of District Officers, Immediate Past President, and Standing Committee Chairmen.

#### ARTICLE V - EXECUTIVE COMMITTEE

There shall be an Executive Committee composed of the President, Vice-President, Recording Secretary, Treasurer, and the Immediate Past President.

#### ARTICLE VI - STANDING COMMITTEES

The work of the District shall be carried on through the medium of standing committees, appointed by the President; such committees are to be grouped according to the outline of the State Federation with duties as set out in the State Constitution.

#### ARTICLE VII - VOTING BODY

The voting body at the annual District 7 meetings shall consist of the Board of Directors, the president or an appointee, and one delegate or alternate from every active Senior or Student organization and one Adult Counselor from each active Junior Organization, who must be represented in person.

#### ARTICLE VIII - MEETINGS AND QUORUM

An annual meeting shall be held on the last fourth Saturday in April, at a time and place to be decided by the Executive Committee, but with the hostess club to be rotated each year from the north to the south part of the District. Seven members shall constitute a quorum. *Robert's Rules of Order Newly Revised* shall govern the proceedings of the District.

#### ARTICLE IX - AMENDMENTS

This constitution may be amended at any annual meeting by a two-thirds vote of those present and entitled to vote at the District annual meeting, provided the proposed amendment has been either submitted in writing to all members (clubs) at least one month prior to the annual meeting.

#### ARTICLE X – DISSOLUTION

In the event of the dissolution of the District for any reason, any funds or other assets of the District remaining after settlement of any liabilities shall be divided equally among active Senior member-clubs.

### STANDING RULES

#### ARTICLE I - DUTIES OF OFFICERS

SECTION 1: The President shall preside at all meetings of District Seven and the Board of Directors, be the general supervisor of all affairs and business of the District, be ex-officio member of all groups and committees, and perform such other duties as are usually performed by the President of a similar organization.

SECTION. 2: The First Vice-President shall assist the President and perform the duties of the President in case of the absence or disability of the President.

SECTION 3: The Recording Secretary shall keep a Record of Minutes of the transactions of the District, the Board of Directors, and the Executive Committee.

SECTION 4: The Treasurer shall receive all dues and donations, make disbursements as authorized by the Board of Directors, and prepare an annual budget.

SECTION 5: The Corresponding Secretary shall be responsible for written communications of the District, the Board of Directors, and the Executive Committee.

SECTION 6: The duties of other officers shall be those as outlined in Roberts Rules of Order (Rev.).

## ARTICLE II - DUTIES OF BOARD OF DIRECTORS

SECTION 1: The Board of Directors shall have general supervision of all interests of the District. It shall fill all vacancies not otherwise provided for in the By-Laws, and shall appoint special committees. All business other than routine matters transacted by the Board of Directors shall be reported to the membership at the following annual meeting.

SECTION 2: The Board of Directors shall meet in regular session once a year at the annual meeting at a place chosen by the Executive Committee.

SECTION 3: Special meetings may be called by the District President prior to the annual meeting, or upon written request of five members.

SECTION 4: New standing committees may be created by the Board at its discretion.

## ARTICLE III – DUTIES OF EXECUTIVE COMMITTEE

SECTION 1: The Executive Committee shall supervise the work of all Chairmen of Standing Committees, shall act for the Board of Directors in case of an emergency, and shall appoint all special committees during the intervals between meetings of the Board. All actions of this committee shall be reported to the Board for its approval.

## ARTICLE IV – DUTIES OF COMMITTEE CHAIRMEN

SECTION 1 All Committee Chairmen shall cooperate with their respective State Chairman, shall perform such duties as are outlined for them in the State Constitution, and shall send reports of their activities to both the State Chairman and to the District 7 President.

SECTION 2: All officers and committee chairmen shall submit reports at annual meetings.

SECTION 3: Retiring Chairmen shall prepare for their successors an outline of the work done, together with all files pertaining to their respective committees.

## ARTICLE V – FINANCES

SECTION 1: The finances of the District Federation shall be derived from the payment of dues and from such other sources as shall be approved by the Board of Directors.

SECTION 2: Dues shall be paid in advance for the Club year. A club in arrears for dues for more than one year shall forfeit membership. Active members of the District shall be in good standing at the time of the annual meeting in order to be represented.

SECTION 3: Senior organizations, actively federated, shall pay \$15.00 annual dues.

SECTION 4: All gifts to and funds of the District shall be the exclusive property of District 7.

## ARTICLE VI - STATE REPRESENTATION

SECTION 1: The District shall be represented at State Meetings by the District President and Vice-President.

## ARTICLE VII – SEAL

The official seal of District 7 shall be the Texas State Seal (the Lone Star surrounded by a wreath of wheat and oak leaves) with a measure of "Texas, Our Texas" (March) at the bottom. This seal shall be used on all official papers of the District.

## ARTICLE VIII - AMENDMENTS

These Standing Rules may be revised at any annual meeting by two-thirds vote of those present and entitled to vote.

## ARTICLE IX - SUSPENSION OF RULES

Any article of these Standing Rules may be suspended by three-fourths vote of those present and entitled to vote, for not more than one meeting, except this article, which cannot be suspended.

## ARTICLE X - DISTRICT 7 and STATE MEETINGS

1. A registration fee shall be paid by all attendees to be divided as follows: one-half to the District and one-half to the Hostess Club for convention costs. No delegate will be allowed to take part in any session unless such registration fee has been paid. The registration fee shall be decided by the hostess club and specified in the announcement of the meeting (call).
2. Each report (3 copies) submitted at the annual meeting must be printed and dated so that comprehensive files may be kept.
3. All data and material used by workers, helpful to newly elected Board Members, must be turned over to the new administration within one month after the election of officers. All other papers must be sent to the new District Secretary to be placed on file.
4. One month prior to the annual meeting, the Corresponding Secretary shall issue to the membership of the Federation a notice of the meeting, specifying time, place, duration of the meeting, registration fee, and any other information deemed necessary.
5. Prior to the annual meeting a Resolutions Committee shall be appointed by the president: All resolutions must be presented to this committee, who shall refer all except resolutions of thanks, to the Board of Directors for endorsement.
6. Prior to the annual meeting there shall be a needs based committee on Revision appointed by the President. Any desired revision to these Standing Rules must be presented to this committee, who shall then refer it to the Board for endorsement.
7. Any other rules of procedure, instructions for Chairmen, or other matters not set out in the District 7 Constitution or these Standing Rules shall be in accordance with those specified in the Constitution of the Texas Federation of Music Clubs.
8. Some portion of the registration fee, meals, and hotel expense of the District 7 President to State and District meetings shall be paid by the District, with other expenses being allowed if finances permit.

Revised April 28, 2007