

Thursday Morning Music Club, Inc.

BYLAWS

(Amended February 26, 1974, October 31, 1991, April 1993, May 30, 1996, March 30, October 26, 2000, March 2002, May 29, 2003, October 30, 2003, June 24, 2004, June 30, 2005, January 25, 200, March 19, 2009, November 15, 2012, March 24, 2022)

ARTICLE I - Membership

Section 1. A desire to support the Club and to further musical interests in the community shall constitute qualification for membership. All applications shall be accompanied by current dues and submitted in writing to the First Vice-President, Membership Chair. Announcement of new members shall be made at a regular meeting of the Board of Directors with distribution of member information to those listed in ARTICLE V - Duties of Officers, Section 3.

Section 2. The membership of the Club shall be divided into three classes - Active, Honorary, and Junior.

(a) Men and women living in Roanoke and vicinity shall be eligible for active membership. Active members shall have the privilege of holding office and voting.

(b) Members who have rendered outstanding service to the Club or Federation may be elected Honorary Members. The title of Honorary Member shall not preclude Active Membership for any person who desires active service in the Club. They may be elected or appointed to serve on the Board or committees. Their local and State Federation dues shall be paid by the Club, Each past president shall become an Honorary Member automatically.

(c) Young people eighteen (18) years of age or under, living in Roanoke and vicinity, who are interested in music, shall be eligible for the Junior Division. A Junior member must hold membership in the Junior Division of the Thursday Morning Music Club for two years including the current year, must have attended a minimum of three full meetings before March each of the two years prior to submitting an application for a Thursday Morning Music Club scholarship.

(d) Those students nineteen (19) years of age or older actively studying music may become Student Special Members of the Federation.

ARTICLE II - Officers

Section 1. The elected officers shall be President, First Vice-President, Second Vice-President, Third Vice-President, Recording Secretary and Treasurer.

- a. In certain circumstances duties of an office may be shared between two people with each being known as Co-Officer; i.e. Co-President, Co-Treasurer, Co-Recording Secretary, etc. In the event that there are Co-Officers, the Co-Officers shall determine the duties for which each is responsible.

Section 2. The appointed officers shall be Parliamentarian, Corresponding Secretary, Historian and Librarian.

ARTICLE III - Nomination and Election of Officers

Section 1. A Nominating Committee of three members shall be elected in November. No member shall serve on the Nominating Committee more than two years in succession. This Committee shall report nominations for Officers to the Club Membership meeting in March, when elections shall take place. Nominations for Officers may also be made from the floor. No member may be nominated whose consent to serve has not been secured. If there is more than one nominee for the same office, election shall be by ballot.

Section 2. Officers, who shall serve for a period of two years, shall be installed at the annual May meeting following their election and shall take office June 1.

Section 3. All vacancies shall be filled by the Executive Board and ratified by the Board of Governors.

ARTICLE IV - Committees

Section 1. There shall be the following Standing Committees: American Music, Bylaws, Crusade for Strings, Education (Orientation), Finance, Hospitality, Membership, Music in Hospitals, National Music Week, Newsletter, Program, Publicity, Scholarship, Yearbook, Ways and Means and such others as may be deemed necessary by the Board.

Section 2. The Chairmen of the Standing Committees shall be appointed biennially by the President who shall report same to the Board at the June meeting.

Section 3. The duties of the Standing Committees shall be as follows:

(a) The American Music Committee shall promote American Music in every way possible in Roanoke and vicinity and shall be responsible for the November Parade of American Music program meeting.

(b) The Bylaws Committee shall study conditions which make changes in the Bylaws necessary and report proposed amendments to the Board.

(c) The Crusade for Strings Committee shall promote string study and performance in every way possible in Roanoke and vicinity and shall work in close cooperation with the Third Vice-President and the Counselors of the Junior Division.

(d) The Education (Orientation) Committee shall promote the objectives as set forth by the State and National Federation.

(e) The Finance Committee shall have general supervision of all money and investments of the Club. It shall submit an annual budget for approval to the June Board Meeting and shall include in the annual budget expenses for the incoming President to attend one national meeting and the state meetings during the term of office. The Finance Committee shall consist of the Treasurer, Finance Chairman, Vice-Presidents, and other Chairmen of Committees that handle Club funds.

(f) The Hospitality Committee shall perform all social duties required by the Club.

(g) The Membership Committee is charged with the duty of securing new members, and the Chairman shall furnish a written list of new members with addresses and sponsors at the monthly Board Meeting to the President, First Vice-President, Recording Secretary, Corresponding Secretary, Treasurer, Newsletter Chairman and Education Chairman.

(h) The Outreach Committee shall be responsible for developing programs for Veterans, local hospitals, nursing homes, and other responsibilities as may be designed by the Board.

(i) The Committee for Music Week shall endeavor to promote recognition and participation of community interest in the designated National Music Week.

(j) The Newsletter Committee shall publish the Club newsletter.

(k) The Program Committee shall consist of the Hospitality Chairman, Publicity Chairman, Treasurer, Finance Committee Chairman, American Music Chairman, National Music Week Chairman, Third Vice-President and the Second Vice-President, who will be the Chairman. The Committee shall arrange the program for the regular monthly membership meetings, the printing of the monthly programs and the tuning of the piano.

(l) The Publicity Committee shall have charge of press, radio, and TV publicity. The Publicity Committee shall send copies of publicity to State Publicity Chairman.

(m) The Scholarship Committee shall encourage applicants for scholarships. Only Footnotes, Whole Notes and Harmonic-Virtuoso Club members currently studying music and dance are eligible for Club scholarships. The Committee shall select three (3) qualified impartial judges, excluding teachers or parents of any applicant, to judge auditions. Before auditions are held, the Treasurer and/or the Finance Committee shall approve the amount of money available for the current year for scholarships. The Treasurer shall be a member of the Scholarship Committee.

(n) The Yearbook Committee shall compile and distribute an annual Yearbook to the members, conforming to the cost of same as provided in the Budget.

(o) The Committee for Ways and Means is responsible for promoting ways to raise money for scholarships and/or any other project deemed appropriate by the Board of Governors.

Section 4. Special Committees shall be appointed by the President. The Chairman of these special committees shall be members of the Board of Governors.

Section 5. Chairmen shall keep files containing all material pertaining to their committees, and same shall be passed to their successors within thirty days following their appointment.

ARTICLE V - Duties of Officers

Section 1. The President shall preside at all meetings of the Club and Board of Governors, shall exercise general supervision over the affairs of the Club, shall sign all contracts, deeds, and other legal papers and shall countersign, with the Treasurer, all checks. The President shall appoint the Junior Counselors and Chairmen of all committees, report them to the Board at the June meeting and shall be ex-officio member of all committees except the Nominating Committee.

The President shall appoint a Parliamentarian, a Corresponding Secretary, an Historian, a Librarian, and shall be responsible for preparing the Club Rating Sheet and returning it to the proper place at the proper time. The Outgoing President shall be responsible for transferring Club files to the Incoming President not later than one month after installation.

Section 2. In the absence or disability of the President, the Vice-Presidents, in order, shall perform the duties and exercise the powers of the President.

Section 3. The First Vice-President shall maintain current membership files and shall be the Membership Chairman. This committee is responsible for encouraging club members to secure new members. The Chairman shall furnish a written list of the proposed new members with telephone numbers, address and sponsors at the monthly Board meeting to the President, Recording Secretary, Corresponding Secretary, Treasurer, Newsletter Chairman, Yearbook Chairman, Education Chairman and Parliamentarian.

Section 4. The Second Vice-President, in cooperation with the President and the Treasurer, shall be in charge of programs.

Section 5. The Third Vice-President shall have general supervision of the Junior Division, and in cooperation with the Counselors of each Junior Club shall promote and encourage Junior development through recitals, orchestral and choral activities, and shall be responsible for the annual Student Day Program.

Section 6. The recording secretary shall keep records of all the meetings of the Board of Governors, give notice of all meetings, notify Board Members of two consecutive absences, unless excused, render a written report of each meeting of the Board, render a written report for the year at the Annual Meeting, be the keeper of the seal, execute under the seal of the corporation such papers as may be approved by the Board and shall see that the minutes of the Board of Governors are bound and placed in safe keeping. The Recording Secretary shall co-sign checks in case either of the qualified signers is not available, shall have ballots at each Board meeting and shall write a short resume of the Club Activities for the yearbook at the end of the term of office.

Section 7. The Corresponding Secretary shall conduct the correspondence of the Club, shall render a written report at the annual meeting and shall arrange for the printing of stationery.

Section 8. The Treasurer shall receive all dues and other money belonging to the Club, deposit same in the name of the Club, shall send dues to the Federation of Music Clubs by November 1 and disburse funds by checks, under the direction of the President, who shall countersign all checks. All non-budgeted items in excess of two hundred dollars (\$200.00) shall be referred to the Finance Committee for study and recommendation to the Board. No investment funds, such as CD's, shall be used without approval of the Executive Board. The Treasurer shall keep a correct roll of the membership. The Treasurer shall serve as a member of the Finance Committee and the Program and Scholarship Committees, shall be under bond and shall submit a detailed monthly report to the Board. The books and accounts shall be audited at the end of each fiscal year, May 31, by an Audit Committee of three or more appointed by the President and approved by the Executive Board.

Section 9. The Parliamentarian shall be present at meetings of the Club and Board to advise the officers and members of the provisions of the Charter and Bylaws and of the proper parliamentary procedure in handling the business of meetings. The Parliamentarian shall be Chairman of the Bylaws Committee and shall keep a record of changes in the Bylaws and see that they are published in the Yearbook.

Section 10. The Historian shall maintain an Achievement Record Book to be compiled annually in which newspaper articles and other materials shall be preserved. This book shall be ready for display at the State Convention.

Section 11. The Librarian shall be in charge of all properties of the Club and shall order all insignia, music, achievement record books and any other items as requested by Club members.

Section 12. The retiring President shall serve as President of the Club's Past Presidents' Assembly and shall be the contact between the Club and Past Presidents' Assembly of the National and the Virginia Federation of Music Clubs.

Section 13. Each Officer shall keep a file containing all material pertaining to the office held, and said file shall be passed to the Officer elected as successor to said office within thirty days of successor's installation.

ARTICLE VI - Management

Section 1. The management of the Club shall be vested in the Board of Governors, which shall consist of the Officers, Chairmen of Committees and retiring President.

Section 2. The Board shall have general supervision of the Club, shall approve or deny all applications for membership and fill all vacancies not otherwise provided for.

Section 3. An Executive Committee composed of the President, retiring President, a Vice-President, Recording Secretary, Treasurer and Parliamentarian shall be empowered to transact any business arising in an emergency between Board meetings.

Section 4. Regular monthly meetings of the Board shall be held on the last Thursday of each month, except July, August, and December, unless otherwise ordered by the Board. Annual written reports shall be presented at the May Board meeting, in triplicate one copy to the President, one copy to the Recording Secretary, and one copy to the Director/Chairman's file to be passed on to successor.

Section 5. Special meetings of the Board may be held at the call of the President, or upon the request of five members, provided one day's notice be given to every Board member.

Section 6. Eight members shall constitute a quorum at any meeting of the Board.

ARTICLE VII - Meetings

Section 1. The annual meeting of the Club shall be held in May.

Section 2. Regular monthly meetings of the Club shall be held on the first Thursday in each month, October through May, except January. Board and or program meetings will be cancelled when the Roanoke **City and/or County** Schools are closed due to inclement weather.

Section 3. Special meetings of the Club may be held upon the call of the Board of Governors upon three day's notice, or upon written request of twelve members of the Club.

ARTICLE VIII - Finance

Section 1. The annual dues of the Active Members shall be payable at the annual meeting in May. The names of those members having paid dues by June 30 shall constitute the Club for the yearbook.

Section 2. The fiscal year of the Club shall be from the 1st of June of each year to the 31st of May of the succeeding year.

Section 3. Any person accepted into the membership at the March Board Meeting shall be placed on the membership roll for the next fiscal year and admitted to the April and May meetings of the present year.

ARTICLE IX - Parliamentary Authority

Section 1. Roberts Rules of Order, Newly Revised, shall be the authority in all questions of parliamentary law not covered by the Charter and Bylaws.

ARTICLE X - Amendments

The Bylaws may be amended at any regular meeting of the Board by a two-thirds vote of those present and voting, provided the proposed amendment has been submitted at the previous regular meeting. All suggestions for amendments must first be submitted to the Bylaws Committee in writing.

STANDING RULES

1. The President and the Corresponding Secretary shall interpret courtesy to member and families in cases of illness or death.
2. One program meeting during the year shall be designated as Federation Day at which time the President of Virginia Federation of Music Clubs and local State officers must be invited to be present.
3. The May program shall be known as Founder's Day. The outgoing and incoming officers shall be honored in odd years and the past presidents in even years.
4. Members shall notify the Treasurer of any change in address or telephone number. This information shall be passed along to the President, First Vice President and the Editor of the "Notes and Quotes" Newsletter.
5. Club members shall not receive remuneration for Club services or performances.
6. Members of TMMC Chorus shall be members of TMMC.
7. Board and program meetings will automatically be cancelled when the **Roanoke City and/or County Schools** are closed due to inclement weather.
8. Any club member who accepts the privilege of serving as an officer or committee chairman of TMMC shall attend all Board of Governor meetings. Only a legitimate excuse approved by the President will be accepted. A member having two un-excused absences shall be dropped by the Board and so notified in writing by the Recording Secretary.
9. The annual dues of the Junior Division Whole Notes and Virtuoso Clubs shall be ten dollars (\$10.00).
10. The annual dues of the Junior Division Footnotes Club shall be twenty-five (\$25.00).
11. The annual dues of Active Members shall be forty-five dollars (\$45.00).