

**BYLAWS OF THE FLORIDA CHAPTER  
OF THE FELLOWSHIP OF UNITED METHODISTS  
IN MUSIC AND WORSHIP ARTS**

**(by-laws committee recommendations approved by Council 11/1/14)  
(revisions approved June 18, 2015, by membership at Florida Chapter Annual Business Meeting)**

**ARTICLE I**

**NAME - LOCATION - RELATIONSHIP**

The name of the organization shall be The Florida Chapter of the Fellowship of United Methodists in Music and Worship Arts, hereafter known as The Florida Chapter. These bylaws shall be considered as adjunct to the Constitution of The Fellowship of United Methodists in Music and Worship Arts. The office of The Florida Chapter shall be located with its President. The Chapter shall be autonomous within the parent national organization of The Fellowship of United Methodists in Music and Worship Arts.

**ARTICLE II**

**PURPOSE**

The purpose shall be: to promote worship in the Florida Conference of the United Methodist Church and other churches; to provide training and enrichment opportunities; and, to encourage the creative use of music and arts to the glory of God.

**ARTICLE III**

**MEMBERSHIP AND VOTING PRIVILEGES**

**Section 1.** Membership in the Florida Chapter shall be open to those who are interested in enriching local church worship. Applicants are considered members when they have paid the prescribed annual dues. Membership is for one year beginning when the dues are paid and continuing until the anniversary of that date.

**Section 2.** All Florida Chapter members shall have full voting privileges and shall receive the Florida Chapter newsletter. The newsletter may be sent as e-mail or U.S. Postal Service.

**ARTICLE IV**

**OFFICERS AND DUTIES**

**Section 1.**     **a.** The elected officers of The Florida Fellowship shall be President, Workshop Chair, Workshop Chair Elect, Secretary, Membership Secretary, and Treasurer. All offices shall be elected at the annual business meeting of the Florida Fellowship and serve a 2 year term. They shall take office at the conclusion of the business meeting at which they are elected.

**b.** There shall be up to five members-at-large to serve on the council. These persons are to act as a sounding board and a liaison between the membership and the council. These persons are to be appointed by the President on an annual basis.

**Section 2.** Duties of the Officers shall be those defined by Robert's Rules of Order Newly Revised with the following additions:

**a.** The President shall appoint a Communications Coordinator. The Communications Coordinator shall be responsible for overseeing all communications regarding The Florida Fellowship. The newsletter, website and workshop brochure will be under his/her supervision.

**b.** The President shall appoint a registrar for the annual workshop.

**c.** The Workshop Chair shall appoint a Design Team, consisting of Area Chairs such as, but not limited to: Youth/Middle School Workshop Chair(s); Handbells Chair; Organ/Worship/Praise Team Chair; Dance/Drama Chair; Worship Arts Chair. This team, which reports directly to the Workshop Chair, will serve as the primary committee for planning and implementing the annual summer workshop. The Workshop Chair shall serve as Dean of the Adult Workshop.

**d.** The Workshop Chair Elect shall serve on the Workshop Design team; Assist the current Workshop Chair(s) with specific responsibilities as assigned by the current Workshop Chair(s). This may include Hospitality, Solicitation of Publishers for reading session materials or other such tasks as needed or as they arise. At the completion of their term as Workshop Chair Elect, they will become Workshop Chair (with a re-affirmation vote of the membership).

**e.** The Membership Secretary shall promote the recruitment of new members and shall follow up on those persons who have not renewed their membership.

**f.** The Treasurer shall maintain accurate financial records of The Florida Chapter and submit financial records of The Florida Chapter for audit by a qualified accountant at the end of the fiscal year which shall be the calendar year.

**g.** Duties of the Members-at-Large will be determined by the council on an as-needed basis.

**h.** In the event of the President's absence from a meeting, the Workshop Chair shall conduct the meeting.

**Section 3.** **a.** A Nominating committee composed of 3 members; one (1) to be selected by the membership at large, one (1) to be selected by the council, and one (1) to be selected by the President whose selection shall serve as chair, shall be formed at the annual business meeting the year preceding the election. The report of the committee shall be advertised to all chapter members through the newsletter or online at the website at least thirty (30) days prior to the annual business meeting of the election.

**b.** In the event that any officer or member of the council finds it necessary to resign, the President shall appoint a replacement to fill the unexpired term. In the case of the President, the resignation shall be submitted to the Executive Committee. The Workshop Chair shall replace the President for the remainder of the unexpired term.

## **ARTICLE V**

### **MEETINGS**

**Section 1.** The annual business meeting shall be held during the Adult Music Workshop.

**Section 2.** The purpose of this meeting shall be to take care of all matters concerning The Florida Chapter.

**Section 3.** The members present shall constitute a Quorum.

## **ARTICLE VI**

### **THE COUNCIL**

**Section 1.** The council shall be composed of all elected officers, the immediate Past President, and all committee chairpersons, including but not limited to, Members-at-Large, Youth/Middle School Workshop Chair(s); Grant Pulen Scholarship Chair; Rosie-Jean Scholarship Chair; Handbells Chair; Worship Chair; and Dance/Drama Chair.

**Section 2.** The Council shall have general supervision of the affairs of The Florida Chapter between its annual business meetings. The Council is subject to the membership of the Florida Chapter and is never to act in conflict with direction given at the annual meeting.

**Section 3.** Unless otherwise ordered by the Council, regular meetings of the council shall be held in the fall of each year. Special meetings of the Council can be called by the President and shall be called upon written request of three (3) members of the Council.

## **ARTICLE VII**

### **THE EXECUTIVE COMMITTEE**

**Section 1.** The Executive Committee shall be composed of the President, the Workshop Chair, the Secretary and the Treasurer.

**Section 2.** The Executive Committee shall have general supervision of the affairs of The Chapter between meetings of the Council. They may make recommendations to the Council and/or the annual business meeting. The Executive Committee shall be subject to the orders of the Council and none of its acts shall be in conflict with the action taken by the Council.

**Section 3.** The Executive Committee shall meet at the call of the President.

## **ARTICLE VIII**

### **COMMITTEES**

**Section 1.** There shall be a Grant Pulen Scholarship Committee composed of at least three (3) members appointed annually by the President. This committee will determine the recipient of the Grant Pulen Scholarship.

**Section 2.** There shall be a Rosie-Jean Scholarship Committee composed of at least two (2) members appointed annually by the President. This committee will award the Rosie Langdale/Jean Bennett first-time attendee scholarship.

**Section 3.** There shall be a Workshop Design Team appointed by the Workshop Chair. The Design Team shall consist of one or more Youth/Middle School chair(s), a Handbell Chair; an Organ/Worship/Praise Team chair; a Dance/Drama chair; and a Worship Arts chair. This design team will serve to plan and implement the Chapter's annual church music workshop.

**Section 4.** Such other committees, standing or special, shall be appointed by the president of The Florida Chapter or the Council as they shall from time to time deem necessary to carry on the work of The Florida Chapter. The responsibilities and duties of all committees shall be defined by The Council. The President shall be an ex-officio member on all committees.

## **ARTICLE IX**

### **PARLIAMENTARY AUTHORITY**

The rules contained in the current edition of Robert's Rules of Order Newly Revised shall govern the Florida Chapter in all cases to which they are applicable and in which they are not inconsistent with these Bylaws and any special rules of order The Florida Fellowship may adopt.

## **ARTICLE X**

### **AMENDMENT OF BYLAWS**

These bylaws can be amended at the annual business meeting of the Chapter by a two-thirds (2/3) vote, provided that the amendment has been submitted in writing to the annual business meeting, Council meeting, or Executive Committee meeting with at least thirty (30) days prior notice of the proposed amendment given to all Chapter members through e-mail, the newsletter, or by U.S. Postal Service, before being voted on at the annual business meeting.