

Virginia Chapter By-Laws
The Fellowship of United Methodists in Music and Worship Arts
(Revised 10/25/11)

Article I
Name

Section 1. Name: The name of the organization shall be "Virginia Chapter of The Fellowship of United Methodists in Music and Worship Arts", hereinafter designated as "the chapter."

Section 2. Relationship: The Chapter shall be a chapter of The Fellowship of United Methodists in Music and Worship Arts, hereinafter called "The Fellowship", and shall adhere to its constitution. The chapter shall be self-governing.

Section 3. Boundaries: The geographical boundaries of the chapter shall be defined as follows: the boundaries of the Virginia United Methodist Annual Conference.

Article II
Object

Section 1. Purposes and Objectives: The purposes and objectives of the chapter shall be in keeping with The Fellowship. In addition, the chapter is organized to provide resourcing, networking and fellowship for the chapter members and to sponsor the Virginia Kaleidoscope Children's Music Camp.

Article III
Membership and Dues

Section 1. Membership: Membership is open to all interested persons. All members of The Fellowship that live within the geographical boundaries of the chapter shall be considered members of the chapter, unless the member makes a request to be in another chapter. Fellowship members outside the geographical boundaries of the chapter may request to be considered a member of the chapter rather than the chapter in which they reside.

Section 2. Dues: Membership dues shall be assessed by the national Council of The Fellowship. No additional fees or dues shall be charged members without the written consent of the Council of The Fellowship

Article IV
Officers

Section 1. Officers: The elected officers shall be: Chapter Coordinator, Secretary/Treasurer, and two at-large members. These officers shall be considered the chapter council. All elected officers must be members of The Fellowship.

Section 2: Term of office:

The officers shall be elected for a two year term to begin in even numbered years at the annual meeting. No member shall hold more than one office at a time, and no member shall be eligible to serve more than two consecutive terms on the council. Officers are ineligible to hold any office for one term after leaving office.

Article IV (cont.)
Officers

Section 3. Duties of the officers shall be:

- a. The Chapter Coordinator shall preside at chapter and council meetings; appoint committees and coordinate their work; convene the council; serve as ex-officio member of all committees; file with the national Fellowship office an annual report which reflects chapter events, membership, financial status, current officers, and other pertinent data related to maintaining the chapter's active status. The Chapter Coordinator or his/her designee shall be responsible for maintaining membership records, contacting new and expired members, and encouraging non-members to join.
- b. The secretary/treasurer shall keep the minutes of the council meetings; communicate the chapter's plans by mail to chapter members; write appropriate letters of appreciation; work with the President-Elect to be sure that information on upcoming programs/meetings is communicated to members. shall keep accurate records of all moneys received from The Fellowship, workshops, festivals, etc.; and disburse all moneys. An annual reporting of these moneys shall be given to the council, The Fellowship, and the chapter members. Upon retirement from office the secretary/treasurer shall turn over all records in good order to the incoming secretary/treasurer.
- c. The at-large members shall work together with the Chapter Coordinator and the Secretary/Treasurer to ensure the work of the chapter.

Section 4. Nominating Committee:

Before Oct. 1 of odd numbered years (or six months before the officers are to be elected), the Chapter Coordinator shall appoint a nominating committee of 3 persons. This committee shall make one nomination for each office, after contacting each candidate and obtaining their willingness to serve, and submit these names by to the membership prior to January 15th of even numbered years. Preferred method of notification will be by e-mail or mail if no e-mail address is available.

Additional nominations may be made by members in writing as long as they are returned to the nominating committee by February 15th. The member making the nomination shall have contacted the nominee and the nominee shall have expressed a willingness to serve.

The committee's duties are accomplished with the installation of new officers.

Section 5. Election:

The nominating committee shall coordinate the election process.

All elections are to be held by mail and/or online. Mailed ballots and/or online voting shall be communicated to members no later than March 1st. The deadline for receipt of ballots is April 1st.

A simple majority of all votes for any office shall constitute an election. In case of a tie, the membership will vote again until there is an election. In the case of a tie an additional name for the office in question may be submitted, or a person may withdraw her/his name from consideration.

Section 6. Installation: Officers will be installed and/or take office at the chapter's summer event or August 1, whichever comes first.

Section 7. Vacancies: If any officer is unable to complete a term of office, the council may either appoint a replacement or reassign the officer's duties to other members of the council for the remainder of the term.

Article V
Meetings

Section 1. Meetings of the chapter shall be scheduled by the council. Members shall be notified of meetings by mail or email at least 6 weeks in advance. Official business of the chapter may be conducted at any meeting.

Section 2. Quorum: The quorum shall be the number of members present at any called meeting.

Article VI The Council

Section 1. Council makeup: The council shall consist of the elected officers of the chapter, the Event Coordinator for "Kaleidoscope, and any appointed members. Other at-large members may be appointed.

Section 2. The council shall meet at least twice each year to conduct the business of the chapter. The council's primary responsibility is to provide resourcing, networking and fellowship for the chapter members. This may take the form of annual meetings, music festivals or other events or resourcing as requested by the members. The council's secondary responsibility is to foster the continuance Kaleidoscope.

Section 3. A majority of the council shall be considered a quorum.

Article VII Committees

Section 1. Kaleidoscope Event Committee. This committee shall be chaired by the Event Coordinator for Kaleidoscope. Other committee members shall be appointed by the council as needed.

Section 2. Committees: Additional committees to accomplish specific tasks may be established by the council. The members of these committees shall be appointed by the Chapter Coordinator.

Article VIII Parliamentary Authority

The rules contained in the current of Robert's Rules of Order Newly Revised shall govern the 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 chapter may adopt.

Article VII Amendments

Section 1. These bylaws may be amended by a two-thirds majority of the votes received by a mail ballot, providing that the amendment(s) has(have) been submitted to the membership in writing 30 days in advance.

Section 2. The bylaws may be suspended for purposes of practicality by a two-thirds majority of the votes received, either at a meeting of the chapter membership or by mail.