

# **BY-LAWS**

## of the West Michigan Chapter of *The Fellowship of United Methodists in Music and Worship Arts*

### **Article I Name**

**Section 1.** Name: The Name of the organization shall be "The West Michigan Conference 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 West Michigan Conference of The United Methodist Church.

### **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 promote vital worship within the churches of the West Michigan Conference of the United Methodist Church.

### **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 West Michigan Conference 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 West Michigan Conference 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 The Chapter Council**

**Section 1.** Officers: The elected officers shall be: *President, Vice-President/President-Elect, Secretary, and Treasurer.* These officers, along with one or more representative(s) from each district of the West Michigan Conference, shall be considered the chapter council. In the event that a candidate is not available from a given district, a representative may be elected "*at large.*" 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 spring meeting or May 1, whichever comes first. No member shall hold more than one office at a time, and no member shall be eligible to serve more than two terms in one office on the council. Officers are ineligible to hold any office for one term after leaving the council.

**Section 3:** Duties of the officers shall be:

- a) The president shall 1) preside at chapter council meetings; 2) appoint committees and coordinate their work; 3) convene the council; 4) serve as an ex-officio member of all committees; 5) 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.
- b) The president shall remain on the council for one additional term after serving as president, with the title of Immediate Past President. He/she will serve in advisory capacity and have full voting privileges.
- c) The vice-president/president-elect shall 1) carry out the responsibilities of the president in his/her absence; 2) serve as publicity coordinator for chapter events.
- d) The secretary shall 1) keep the minutes of the council meetings; 2) communicate the chapter's plans by mail to chapter members; 3) write appropriate letters of appreciation. Upon retirement from office the secretary shall turn over all records in good order to the incoming secretary.
- e) The treasurer shall keep accurate records of all moneys received from The Fellowship, workshops, festivals, etc., and disburse all moneys through the West Michigan Conference Treasury. An annual reporting of these moneys shall be given to the council, The Fellowship, and the chapter members. Upon retirement from office the treasurer shall turn over all records in good order to the incoming treasurer.
- f) Each district representative shall act as a membership chair for his/her district by contacting new and/or lapsed Fellowship members within their district boundaries.

**Section 4.** Nominating Committee: Before October 1 of odd numbered years (or six months before the officers are elected), the president shall appoint a nominating committee of at least three persons. The committee shall consist of the president, the past president, and at least one other person. This committee shall make at least one nomination for each office and submit these names by mail to the membership prior to January 15 of even numbered years.

Each candidate shall have been contacted by the nominating committee and shall have expressed a willingness to serve. The nominating committee shall coordinate the election process. The committee's duties are accomplished with the installation of new officers.

**Section 5.** Election at spring meeting: When there is a spring meeting, the slate of nominations shall be presented. Additional names may be nominated from the floor. The member making the nomination shall have contacted the nominee prior to the meeting and the nominee shall have expressed a willingness to serve.

**Section 6.** Election by mail: If there is no spring meeting, elections may be held by mail. The January 15 notification of nominations may also serve as the election, though nominations may be made by mail as long as they are returned to the nominating committee by February 1. The member making the nomination shall have contacted the nominee and the nominee shall have expressed a willingness to serve. If nominations are received from the membership, and additional vote shall be taken by mail before February 15, with ballots due by March 1. (These two methods of election are advisable in case election at a meeting becomes impossible.)

**Section 7.** Election: 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 8.** Installation: Officers will be installed and/or take office at the spring meeting or May 1, whichever comes first.

**Section 9.** Vacancies: If any officer is unable to complete a term of office, the council may 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 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 and the district representatives.

**Section 2.** The council shall meet at least twice each year to conduct the business of the chapter. The council's primary responsibilities include planning the *spring* meeting and other meetings as the membership desires.

**Section 3.** Quorum: The quorum shall be the number of council members present at any called meeting.

#### **Article VII Committees**

**Section 1.** Committees: Committees to accomplish specific tasks may be established by the council. The members of these committees shall be appointed by the president.

#### **Article VIII Parliamentary Authority**

The rules contained in the current 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 IX Amendments**

**Section 1.** These bylaws may be amended by a two-thirds majority vote at any duly called meeting of the chapter.

**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.

Reviewed & revised: June-September, 1998

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