

# Friends of Heidelberg Music

## Bylaws

Adopted October 3, 2010

### Article I – Name

The name of this organization shall be Friends of Heidelberg Music (FOHM).

### Article II – Purpose

The purpose of the Friends of Heidelberg Music shall be:

- Section 1 To support, promote and help maintain the high level of music education at Heidelberg University.
- Section 2 To assist the Department of Music and the University with continuing improvements to the Department of Music equipment, furnishings, technology and facilities with the support of the Office of Institutional Advancement and University Relations.

### Article III – Members

- Section 1 Eligibility  
Anyone interested in promoting the purposes of the Friends of Heidelberg Music is eligible to join the organization.
- Section 2 Dues  
Annual dues in the amount approved by the Advisory Committee shall be payable annually by July 1.
- Section 3 Benefits to members  
Members are invited to participate in a variety of activities such as, but not limited to:
  - a. Notification of upcoming events
  - b. Patron listing in designated music programs
  - c. Invitations to guest lectures and master classes
  - d. Post performance receptions
  - e. Opportunities to work behind the scenes

### Article IV – General Membership Meetings

- Section 1 There shall be at least one meeting of the members each year. Other meetings may be called by the Advisory Committee or at the call of at least six (6) members.
- Section 2 Annual Meeting – There shall be an annual meeting to be held in the fall for the purpose of receiving reports and electing officers and Members-at-Large of the Advisory Committee.
- Section 3 Quorum – Ten percent of the members shall constitute a quorum at all business meetings of the membership.

### Article V – Officers

Officers shall be nominated and elected as outlined in Article VI, and Article VII, Section 3. Duties of the officers are detailed in Section 1,2,3,4 of this article.

- Section 1 – Chair The Chair shall preside at all meetings of the membership and the Advisory Committee; shall be an ex-officio member of all committees except the nominating committee; shall have such powers of supervision and management as may pertain to the office of the chair and perform such other duties as may be designated by the Advisory Committee.

- Section 2 – Vice-Chair      The Vice-Chair shall, in the absence of the Chair, possess all powers and perform all the duties of that office. The Vice-Chair shall perform such other duties as the president and the Advisory Committee may designate.
- Section 3 – Secretary      The Secretary shall keep minutes of all meetings of the Advisory Committee and the membership; shall notify members of meetings; and shall perform other duties as directed by the Advisory Committee.
- Section 4 – Treasurer      The Treasurer shall work with the University Office of Institutional Advancement and University Relations as noted in Article VIII, Financial Administration; track all monies received for the organization; present statements to the Advisory Committee at its regular meetings and present a report to the members at the annual meeting.

### **Article VI – Nominations and Elections**

- Section 1 – Duties      The Nominating Committee shall prepare a single slate of officers and Members-at-Large for presentation at the Annual Meeting as outlined in Article VII, Section 3.
- Section 2 – Selection      The Nominating Committee shall consist of five (5) members, at least one of whom shall be a member of the Advisory Committee. The Chair shall appoint the committee.
- Section 3 – Report of the Committee      The report of the Nominating Committee shall be presented at the Annual Meeting. Nominations may be made from the floor by any member provided the consent of the nominee shall have been secured.
- Section 4 – Election      The election shall be by ballot. When there is but one nominee for each office, the Secretary may be instructed to cast the ballot for every nominee. A majority vote of those present and voting shall constitute an election.

### **Article VII – Advisory Committee**

- Section 1 – Authority      The Advisory Committee shall have the general supervision of the organization with powers and authority to manage and conduct business subject to the instructions of the general membership. The committee shall also:
  - a. Provide a liaison between the general membership and the Heidelberg Music Department.
  - b. Establish dues for members.
  - c. Establish committees to address needs or tasks of the organization and the Music Department.
  - d. Call special meetings of the membership.
- Section 2 – Composition      The Advisory Committee shall consist of seven (7) members:
  - a. The Chair, Vice-Chair, Secretary, Treasurer of the organization and three (3) Members-at-Large.
  - b. Representatives from Heidelberg University shall be ex-officio members of the Advisory Committee and shall include the Chair of the Music Department, a representative from Institutional Advancement and University Relations; and may include an additional member of the Music Department.
- Section 3 – Manner of selection and terms of office
  - a. Officers and Members-at-Large shall be elected at the Annual Meeting. Terms shall be for two (2) years. Members may be re-elected, but may not serve more than two (2) consecutive terms.
  - b. The Chair, Secretary and two Members-at-Large shall be elected in even numbered years. The Vice-Chair, Treasurer and one member-at-large shall be elected in odd numbered years.
- Section 4 – Advisory Committee meetings and quorum
  - a. There shall be at least four (4) meetings of the Advisory Committee each year.
  - b. The quorum will be a simple majority of the elected members.

- Section 5 – Vacancies
  - a. If a member of the Advisory Committee is unable to complete his/her term of office, the vacancy will be filled by the Advisory Committee.
- Section 6 – Removal
  - a. If a member has two consecutive unexcused absences, he/she will be contacted to determine his/her intent.
  - b. A member shall be removed after three consecutive unexcused absences by a vote of two-thirds (2/3) of the members.

### **Article VIII – Financial Administration**

- Section 1 – Fiscal Year    The fiscal year of Friends of Heidelberg Music shall be July 1 through June 30.
- Section 2 – Receipt and Disbursement of Funds  
 Monies received from membership dues and any other fundraising shall be deposited with Heidelberg University through the Office of Institutional Advancement and University Relations. The University will provide the financial information to the Treasurer for the purpose of reporting to the Advisory Committee and the membership.

### **Article IX – Standing Committees**

- Section 1 –    The following standing committees shall be established and shall function each year:
  - a. Nominating Committee – shall prepare a slate of officers and Members-at-Large for presentation at the Annual Meeting.
  - b. Membership Committee – shall recruit members for Friends of Heidelberg Music and prepare membership materials for the recruitment and retention of members.
  - c. Public Relations – shall educate, advocate, inform and promote the programs and activities of the Heidelberg University Music Department in conjunction with the Office of Institutional Advancement and University Relations using all available media and technology.
- Section 2 –    Other standing or ad hoc committees may be established by the Advisory Committee to further the work of the organization.

### **Article X – Parliamentary Authority**

- Section 1 –    The rules contained in the current edition of “Robert’s Rules of Order Newly Revised” shall govern the organization in all cases to which they are applicable and which they are not inconsistent with these Bylaws.

### **Article XI – Amendments and Reviews**

- Section 1 –    These Bylaws may be amended by a two-thirds (2/3) vote of the members present and voting at the Annual Meeting, provided the amendments were submitted to the membership in writing at least three (3) weeks in advance of the meeting.
- Section 2 –    These Bylaws shall be reviewed every three (3) years.