

IFMC STANDING RULES

BOUNDARIES/DUES/AWARDS & FEES SCHEDULE/ STATE CONVENTION/NOMINATING PROCEDURES/FESTIVAL MANAGEMENT INFORMATION

Revised April 24, 2021

To be revised annually by the Executive Board and approved by the Board of Directors.

- I. REGIONAL BOUNDARIES:** The State of Iowa is divided into three regions as follows:
- A. Western Region** is comprised of the following counties: Adair, Adams, Audubon, Buena Vista, Calhoun, Carroll, Cass, Cherokee, Clay, Crawford, Dickinson, Emmet, Fremont, Guthrie, Harrison, Ida, Lyon, Mills, Monona, Montgomery, O'Brien, Osceola, Page, Palo Alto, Plymouth, Pocahontas, Pottawattamie, Ringgold, Sac, Shelby, Sioux, Taylor, Union, Woodbury.
- B. Central Region** is comprised of the following counties: Appanoose, Black Hawk, Boone, Butler, Cerro Gordo, Clarke, Dallas, Decatur, Floyd, Franklin, Greene, Grundy, Hamilton, Hancock, Hardin, Humboldt, Jasper, Kossuth, Lucas, Madison, Marion, Marshall, Mitchell, Monroe, Polk, Story, Tama, Warren, Wayne, Webster, Winnebago, Worth, Wright.
- C. Eastern Region** is comprised of the following counties: Allamakee, Benton, Bremer, Buchanan, Cedar, Chickasaw, Clayton, Clinton, Davis, Delaware, Des Moines, Dubuque, Fayette, Henry, Howard, Iowa, Jackson, Jefferson, Johnson, Jones, Keokuk, Lee, Linn, Louisa, Mahaska, Muscatine, Poweshiek, Scott, Van Buren, Wapello, Washington, Winneshiek.

II. DUES

A. Dues Chart (based on National Federation of Music Clubs Chart)

Type of Club	Type of Membership	National Amount	State Amount	Total
<i>Senior Active Organization</i>	10 members or fewer—minimum per club	\$ 60.00	\$ 60.00	\$ 120.00
	Each add'l. member	\$ 6.00	\$ 6.00	\$ 12.00
<i>Student Active Organizations (clubs)</i>	12 members or fewer—minimum per club	\$ 19.00	\$ 10.00	\$ 29.00
	Each add'l. member	\$ 1.00	\$ 1.00	\$ 2.00
<i>Junior Active (clubs)</i>	16 members or fewer—Minimum per club	\$ 22.00	\$ 16.00	\$ 38.00
	Over 16 members (per club)—each member	\$ 1.00	\$ 1.00	\$ 2.00
<i>Jr. Associate Organizations – Mass Enrollment</i>	H.S. mass enrollment choir or band	\$ 20.00	\$ 10.00	\$ 30.00

Type of Club	Type of Membership	National Amount	State Amount	Total
<i>Individual</i>	Senior (Adult) Individual	\$ 28.50	\$ 21.50	\$ 50.00
	Collegiate Student Individual	\$ 11.50	\$ 4.50	\$ 16.00
	Junior Individual	\$ 9.50	\$ 3.50	\$ 13.00
	Life Member (magazine included in 1 st year) MCM Subscription (annually)	\$ 125.00	\$ 75.00 \$6.00	\$ 200.00
	Subscriber Member	\$ 500.00	\$ 500.00	\$ 1,000.00
	Donor	\$ 1,000.00	\$ 1,000.00	\$ 2,000.00
	Patron	\$ 5,000.00	\$ 5,000.00	\$10,000.00
	Cradle Roll (5-yr. Fee)	\$ 12.50	\$ 12.50	\$ 25.00
<i>Student Mass Enrollment (Schools of Music)</i>	1-50 Students	\$ 45.00	\$ 30.00	\$ 75.00
	More than 50 members	\$ 75.00	\$ 45.00	\$ 120.00
<i>Student/Collegiate Association</i>	Single group	\$ 20.00	\$ 10.00	\$ 30.00

B. Magazine Subscriptions

One subscription to *Junior Keynotes Magazine* is included in dues for each active organization and individual membership. One subscription to the *Music Clubs Magazine* is provided by NFMC free of charge to each active Adult member.

C. Late fees

A late fee of \$20.00 will be assessed in addition to these dues for renewals of Senior Club Dues that are received after the deadline of SEPTEMBER 30 and for renewals of Junior Club Dues that are received after OCTOBER 31.

D. Deadlines

All DUES must be paid by NOVEMBER 1.

E. Founder's Day

Suggested dues of \$1.00 per year for each senior (adult) club member;
all monies from this fund to be used for NFMC Young Artist Awards.

III. AWARDS AND FEES FOR STATE CONTESTS

A. Judges' Fees

All IFMC events

Each judge for all other IFMC events will receive a minimum of \$20.00 per hour, plus the current IRS mileage allowance for non-profit organizations to and from the event.

B. Adult Division

Senior Club/Individual Award

1. Award: \$300
2. Funded by interest earned in the Sr. Adult CD; if a shortfall occurs, money from general fund may be used to supplement the amount.
3. Applicants must have been a member for 12 months.

This award can be used for continuing education, attendance at a workshop, for a musician coming to a community or any other idea that a club or individual may have.

Federation Involvement Award

(formerly known as the Membership Development Award)

1. Award: \$300
2. Funded by interest earned in the Federation Involvement CD; if a shortfall occurs, money from general fund may be used to supplement the amount.
3. Applicants must have been a member for 12 months.

C. Collegiate Student Division (Ages 19 – 26)

Collegiate Student Audition winners performing at IFMC State Convention

Receive mileage and honorarium in the following amounts:

- a. Iowa National Winner receives \$75.00 plus current mileage to/from IFMC Convention
- b. Iowa National Finalist receives \$35.00 plus current mileage to/from IFMC Convention
- c. Iowa State Winner receives current mileage to/from IFMC Convention

D. NFMC Young Artist Division (Ages 19-29, instrumental; Ages 23-34 vocal)

An NFMC Young Artist winner from the state of Iowa may be given up to \$1,000.00 to help cover their travel and hotel expenses to National Convention. This is funded by interest earned in the Dorothy Lowell Music Builders' Fund CD.

E. Junior Division (Pre-College)

Junior Composer Contest

1. Entry fee is \$15.00 (Includes \$5.00 to NFMC)
2. Festival Cup fee is \$4.00
3. Awards
 - a. Classes 1 & 2
 - i. First place winners will receive \$35 each
 - ii. Second place winners will receive \$30 each
 - b. Classes 3 & 4
 - i. First place winners will receive \$45 each
 - ii. Second place winners will receive \$40 each
4. Funded by the interest of the Susan B. Eddy Fund CD.

Sonata/Sonatina Festival

1. Entrant must be a junior member of IFMC
2. Entry fee is \$5.00
3. Awards
 - a. 1st Place Award in Divisions I – IV is \$25.00
 - b. 2nd Place Award in Divisions I – IV is \$15.00
4. Funded by the interest of the Susan B. Eddy Fund CD.

Essay Contest

1. No Entry fee
2. Awards:
 - a. 1st Place is \$25
 - b. 2nd Place is \$15
 - c. 3rd Place is \$10
3. Must be a Junior member of IFMC in Grades 3rd – 6th.
4. Deadline is concurrent with National Contest – February 1.

Summer Campships

1. Two Awards of \$250. Money is sent to the camp of winner's choice
2. Must be a Junior member of IFMC
3. Entry fee is through participation in Festivals
4. Winner(s) cannot compete in following year
5. Students submit a recording of their performance to the State Junior Advisor via email or dropbox.

Composition Campship

1. One Award of \$500. Money is sent directly to JCSP.
2. Must be a Junior member of IFMC
3. Students submit their composition and performance to the State Composition Chair via electronic means.

F. National/State Benevolence

1. NFMC Memorial and Recognitions Fund:
IFMC will contribute \$10.00 for a deceased Past State President.
2. State Treasurer: IFMC will award an annual honorarium of \$500.00
3. Festival Chair: IFMC will award an annual honorarium of \$200.00
4. Webmaster: IFMC will award an annual honorarium of \$200.00

G. National Convention Travel Expenses

1. National Board Representative: Reimbursed upon submission of receipts. When there is an incoming-outgoing National Board Rep to NFMC Biennial convention each representative may receive only 50% of their expenses.
2. State President: Reimbursed for travel to NFMC Biennial convention and conference upon submission of receipts.

H. State Festival Fees

\$4.00 per entry (per person, per event)

I. State Festival Cup Fees

\$4.00 per entry (per person, per event)

J. JCSP Composition Award

If there is no Iowa participant in JCSP, the composition award will be sent directly to JCSP scholarship fund.

IV. STATE CONVENTION

A. Preparations

1. The Board of Directors shall set the convention site for the biennial state convention one year in advance to be held in odd number years.
2. The Board of Directors shall set a minimum registration fee one year in advance. This minimum fee does allow for adjustments as needed.
3. The acting President shall set a meeting agenda and time one year in advance for committee meeting times and officers' reports.
4. The President, with the help of the Board of Directors, shall be responsible for inviting a National Guest.
5. The President, with the help of the Convention committee, is responsible for selecting a current Young Artist winner as the guest artist for Convention. It is strongly encouraged that the selection of a young artist be in close proximity to the convention site in order to keep expenses as low as possible for travel, lodging, and food. If this is deemed prohibitive by the President and Convention Committee, then they may select a quality performer and member of the NFMC as the guest artist for the convention.
6. A preliminary budget and convention plan shall be provided to the Board of Directors at the fall meeting prior to the convention year and/or as requested by the President.
7. All contracts for workshop presenters, hotel, banquet facilities/prices, and guest performing artists will be submitted to the President for signature prior to an official call and agenda.

B. Convention Committee and Host Club Responsibilities for State Conventions

1. The Convention Committee
 - a. The Convention Committee shall consist of the 1st Vice President as chair, State President as ex-officio, IFMC Treasurer, and a local chair appointed by the President with Board of Directors' approval.
2. National Guest Hosting
 - a. The National Guest is to be selected by the State President. A minimum of \$100 is the recommended honorarium for representing NFMC at Conventions and other meetings.
 - b. A copy of all acceptance letters to be a National Guest must be sent to the National President.
 - c. The IFMC along with the Convention Committee is responsible for hosting the National Guest. These responsibilities include:
 - i. Greeting the guest and providing a host to and from the airport and/or hotel.
 - ii. Any transportation costs not covered by NFMC.
 - iii. Convention hotel room reservations for the guest.
 - iv. Convention meals for the guest.
3. Financial Responsibilities
 - a. Should the spouse of the National Guest be invited, the host state shall be responsible for his/her meals, registration, and lodging but not transportation. If a specific invitation was not given, the spouse shall be responsible for all of his/her expenses.
 - b. Hotel, transportation and meal costs will be the responsibility of the state federation and paid through the state treasury convention fund.
 - c. Any additional costs incurred by the hosting parties are to be the club's or individual responsibility until the National Guest leaves.
4. Convention Guest Artist
 - a. The convention committee shall cooperate with the NFMC Young Artist Presentations Chairman in arranging for a Young Artist winner performance. Sponsoring a Young Artist should be a priority for the IFMC and the Convention Committee as a major component of the IFMC State Convention.
 - b. Any guest artists shall be contracted by the Convention Committee in accordance with the guidelines. Housing, transportation, and recital/workshop fees should be paid by the IFMC Convention Fund.
 - c. Tickets for the artist's performance will be included in the convention registration to members. Additional ticket sales will be opened to the public, the proceeds of which will be placed in the state treasury to offset the cost of the convention.

C. Voting Body – Credentials

1. The Credential Committee shall consist of the Treasurer as chairman and the Recording Secretary.
2. Credential Cards must be completed, signed by the local club president or secretary and mailed/mailed to the state treasurer one (1) week before the convention.

V. NOMINATING PROCEDURES

A. For National Board Representative

1. At the spring meeting in the even numbered years, the President will inform the members that a nominee for National Board member will be elected at the Fall Board of Directors meeting.
2. The nominating committee chairman will secure nominations and resumes of qualified individuals to be included in the Official Call to the Fall Board of Directors.
3. At the fall meeting in the even numbered years, the Board of Directors shall elect a nominee to represent the state at the National Board of Directors.
4. The state president shall send to the National Federation the name of the nominee for National Board of Directors, together with qualifications and assurance of willingness to serve by required date.
5. No person may serve as President of the State Federation and as a member of the National Board of Directors at one and the same time as outlined in NFMC Bylaws.

B. Nominating Committee

1. A nominating committee, chaired by the immediate past state president, will be elected at the fall board meeting in odd-numbered years.
2. Two names will be elected representing different areas of the state.
3. The president may not appoint nor serve on the nominating committee.
4. The task of the nominating committee is to provide at least one well-qualified candidate for each available position and to secure the advance approval of each candidate to be nominated.

VI. FESTIVAL MANAGEMENT

A. State Festivals

1. All Area Festival Centers are established by the State Board of Directors upon written request. Individual teachers may not establish a Festival Center.
2. The State Festivals Chair shall be appointed by the President with the approval of the Board of Directors.
3. The State shall have on file a list of all Festival Centers and Area Festival Chairs. The State Festival Chair will provide this list to the board. (p.16 from NFMC Procedures Manual)
4. All Festivals must operate on the basis of, and follow the NFMC Procedures Manual on conducting Federation Festivals (2018). IFMC festivals are under the auspices of the National Federation of Music Clubs and must follow their mandates.
5. Each teacher entering students in NFMC/IFMC Festival MUST purchase and use a current NFMC Festivals Bulletin. (p.15) Each Local Festival Chair needs to enforce that requirement. The bulletin is a copyrighted material and cannot be duplicated. (See VI. C. 5 of these Standing Rules.)
6. Each teacher must keep up to date on ALL Festival information by reading the Festival section found in each *Junior Keynotes Magazine* and by checking the NFMC website for any Bulletin corrections (General Rules, NFMC Bulletin 2017, p. 7)
7. Only current forms are acceptable, including Theory tests and answer keys. Theory tests of former years may not be used, but only those with dates designated for the current year. Only the State Festivals Chair can order Theory tests and answers keys. Area Festival Chairs are not allowed to order theory tests and answer keys. Theory tests are sent to local chairs 2 weeks before a festival is held, as required by National.

8. Festivals must be completed by March 31. The JR 3-3 and 3-4 must be submitted to the state chair along with the Festival Center's Financial Report no later than two weeks post-festival or April 15. Upon approval by the state chair, the appropriate entry fees must be sent to the state treasurer. All fees must be paid by April 30.
9. Proper procedures must be followed with appropriate protocol for any issues that may arise. This can be found in the NFMC Festival Bulletin. The order of protocol is local chair, state chair, NCR chair, then NFMC chair.
10. All monies held in area festival centers are collected and held as auxiliaries of IFMC/NFMC.
11. Festivals held live must show proof of liability insurance to the State Festival Chair. Insurance may be purchased from NFMC by contacting the State Liability Insurance Chair.

B. Online Festival Management

1. ALL festival centers need to be proactive to begin registering their festival entries through the NFMC Vivace online festival management system.
2. Area chairs should contact the state online festival administrator to request an online presence for the area festival. The state administrator will provide the necessary directions and application procedures.
3. The state has provided physical and financial help for initial database entry of student histories to all centers wishing to take advantage of the online management system.

C. Responsibilities of Teachers:

1. Teachers are responsible for complying with all directives from the National Chair, the Regional Chair, the State Chair, and the Area Chair (General Rules, 2017 Bulletin, pg. 7).
2. Teachers are responsible for correctly selecting classifications and music (General Rules, 2017 NFMC Bulletin, pg. 7).
3. The teacher is responsible for meeting all deadlines (General Rules, 2017 NFMC Bulletin, pg. 7).
4. In the case of an error made by the teacher that results in the disqualification of a student, the teacher is to cover the expenses and assist the area Chair in making the arrangements for the performance with qualifying repertoire (General Rules, 2017 NFMC Bulletin, pg. 7).
5. The Bulletin is under copyright protection and cannot be reproduced by any means, stored in a retrieval system, or transmitted in any form or by any means (electronic, mechanical, photocopying, recording or otherwise) without written permission of the National Federation of Music Clubs (Title page, 2017 Bulletin)

D. Forfeiture:

1. If dues are not received or guidelines are not followed, members shall be considered in non-compliance of procedures and may be denied membership and eligibility to enter students into festival by the BOD until compliance is received.
2. Officers found in violation of guidelines or procedures may be removed from their position by the State Board of Directors.
3. Reinstatement may be made on application and acceptance by State Board of Directors.