



INTERNATIONAL FEDERATION FOR CHORAL MUSIC (IFCM) BYLAWS

Amended GA Seoul 2014

Amended GA Turku 2016

ARTICLE I: MEMBERSHIP

Section A: Categories

1. **International Organization:** International organizations of choirs or conductors shall be eligible for membership.
2. **National and Regional Organization:** A national organization is defined as an organization whose area of operations is limited to the borders of an autonomous nation or a culturally autonomous region of that nation as defined by that nation. A regional organization is defined as an organization whose area of operations is limited to the borders of a cultural non-autonomous region of a nation.
3. **Local Organization and Choirs:** A local organization is defined as an organization whose area of operations is limited to the borders of a local district or city.
4. **Founding Organization:** A founding organization is an organization as defined in the Statutes, Art IV, and is automatically considered a member as long as it is in good standing.
5. **Individual:** Individuals may apply for membership.
6. **Family:** Families with children under the age of 27, - may apply for collective membership.
7. **Institution:** Non-profit institutions shall be eligible for membership.
8. **Business:** Any business firm associated with music and related to the choral field shall be eligible for membership.

Section B: Membership, Application, Privileges and Rights

1. Application and Admission
Admission to the Federation shall be gained by submission of an application form.
2. Privileges and Rights
Each member shall be entitled to all privileges of the Federation, including the right to vote, to hold office and upon compliance with registration requirements, to be admitted to all events that are organized and/or sponsored by IFCM. Members in the categories International Organization, National and Regional Organization, Founding Organization, Local Organization, Institution and Business, shall appoint one official representative who shall receive the same privileges as an individual or family member on behalf of their organization according to what is stated in the statutes.

ARTICLE II: DUES

1. The Executive Committee, together with the Board, shall set the amount of possible dues for all categories of membership. Dues must be approved by the General Assembly.
2. Failure to remit annual payment during the membership renewal period will result in discontinuation of membership.
3. New members applying between January and July shall pay the full amount of annual membership dues; new members applying between August and December shall pay 50% of annual membership dues.

ARTICLE III: ADMINISTRATIVE AND FISCAL YEAR

1. The administrative and fiscal year shall be from January 1 to December 31 , or such other period as may be determined by the Executive Committee with approval from the Board.
2. **After an election of a new treasurer, the leaving treasurer is responsible for the keeping of accounts for the fiscal year at hand**

ARTICLE IV: FISCAL POLICIES AND PROCEDURES

1. A report and information about the finances shall be prepared by the Treasurer to every Executive Committee meeting and to every Board meeting.
2. The annual financial statements with balances shall be presented by the Treasurer to the Executive Committee and to the Board in time to be examined before the next General Assembly.
3. The Treasurer shall prepare a one-year working budget in the beginning of every new fiscal year, present the budget to the Executive Committee and to the Board in time to be examined and possibly revised before the next General Assembly. When it appears, based on significant reasons and it is administratively possible, a two-year working budget can be prepared by the Treasurer.
4. The Board and the ExCom can together when they find it important, elect one or two internal nonofficial auditors to make fiscal and activity audits of the organization and the continental offices. The responsibilities of these nonofficial auditors shall be:
 - a. To examine fiscal reports and information about balances of the books;
 - b. To check the legitimate use of the resources of the Federation;
 - c. To check that resources have been used in agreement with the regulations of the federation;
 - d. To give a report of such audits to the Board and the ExCom;
 - e. The Treasurer will serve with requested information from the books for such audits.
5. The official annual fiscal audit is performed by a professional, external, independent auditing company according to valid audit regulations in the country where the book-keeping is done. The report given by the auditing company shall be presented to the General Assembly by the Treasurer. The Treasurer is responsible for appointing the official

- auditor. The bookkeeping is processed in the native language of the country where the bookkeeping is handled.
6. Whenever an officer or a member of the staff causes expenses to the Federation while operating his / her office, travelling, purchasing material etc., an acceptance for the prospective expenses must be requested in advance from the Treasurer before undertaking the action.

ARTICLE V: ROLES AND RESPONSIBILITIES OF THE GENERAL ASSEMBLY SHALL BE

- a. To approve activity and financial reports;
- b. To approve programs for future activities;
- c. To approve the budget;
- d. To elect the President for a 3-year term, that can be renewed three (3) times;
- e. To note the nomination of one representative of each Founding Member as nominated by the Founding Member itself, to be seated as IFCM Board member;
- f. To elect members of the Board according to Article VII. The Board shall consist of maximum 16 elected members. (President, Founding Organizations 5, elected members 10, from each of five continents at least 1 member but no more than 2.)
- g. To confirm a decision made by either the Board or by the Executive Committee to remove an officer from his / her office according to Article VII;
- h. To confirm a decision made by the Board /the Executive Committee about refusal of a membership;
- i. To confirm a decision made by the Board /the Executive Committee about appeals regarding membership;
- j. To approve the membership dues decided and proposed by the Board /Executive Committee,
- k. To approve amendments of the statutes presented by the Board /the Executive Committee;
- l. To decide upon the dissolution of IFCM;
- m. To decide upon attributing the quality of a Founding Organization to an International or National Organization, to replace a Founding Organization that has ceased to exist, or to exert its role in IFCM. (Article IV, 1a and 1b) The new Founding Organization should cover the same geographical area as the one it replaces.

ARTICLE VI: ROLES AND RESPONSIBILITIES OF BOARD MEMBERS

The effectiveness and activity shall be according to the regulations stated in the Statutes.

The Board shall:

- a. Meet when called by the President, preferably not less than two times within eighteen months. The call for a Board meeting must be sent to the Board members at least 60 days before the meeting by email and announced on the website of the organization. In special situations a Board meeting may be held as

- a teleconference or conducted via other electronic means. The call can be sent with only 14 days notice;
- b. Organize one Board meeting in conjunction with a regular meeting of the General Assembly;
- c. Together with the ExCom approve revised bylaws and other revisions to the statutes.

The President:

- a. Shall represent IFCM on all occasions;
- b. Shall sign agreements or contracts for and on behalf of IFCM on matters of a daily or general operational nature which have been decided by the Executive Committee or by the full Board;
- c. May delegate certain functions to any other member of the Executive Committee or the Board.

Responsibilities of Board members are to:

- a. Attend Board meetings and actively participate in informed decision making;
- b. Serve in at least one Project if possible;
- c. Assist in IFCM booths and exposition areas;
- d. Serve a 3-year term as elected;
- e. Help identify and recruit prospective new choral organizations or donors;
- f. Share their area of expertise with other board members and staff;
- g. Read and respond to correspondence when requested;
- h. Monitor his/her regional choral area.

Representation and proxy:

- a. The Board representatives of the Founding Organization (Article VII) can only be permanently replaced by a simple designation by the Founding Organization's President.
- b. Each member of the Board can carry only one proxy at the General Assembly, but not from another Board member. Participation in a Board- or an ExCom meeting cannot be effected with a proxy by anyone.
- c. If, at the time appointed for the commencement of a Board meeting, a quorum is not present, the majority of the members then present may postpone the commencement of the meeting from one time to a time when a quorum is present.

ARTICLE VII: ROLES AND RESPONSIBILITY OF THE EXECUTIVE COMMITTEE

Meetings:

- a. The agenda for Executive Committee meetings shall be emailed to all Board members in advance before each Executive Committee meeting, so that Board members may contribute with possible questions and comments on specific items on the agenda.

- b. Executive Committee minutes shall be emailed to all Board members within 30 days of any such committee meeting.
- c. Members of the Board may react within 10 days from the mailing of the minutes and ask for possible specifications to certain points in the minutes, if a request of such a specification is found necessary by a Board member. Such requests to be addressed to the whole Executive Committee.
- d. In absence of objections, all actions undertaken by the Executive Committee shall be deemed accepted by the Board 10 days after the date of emailing.
- e. **Decide on projects and activities within the definitions approved by the board of Directors**

ARTICLE VIII: ROLES AND RESPONSIBILITIES OF OFFICERS

- 1. The Executive Committee shall under all circumstances be committed to work effectively for the best of the Federation, in accordance with the regulations stated in the Statutes.
- 2. The Treasurer shall be responsible for all financial affairs of the Federation. He/she shall prepare financial reports and budgets according to what is stated in the Statutes and the Bylaws.
- 3 IFCM is the legal owner of all documents, systems et cetera, that are developed in any body referred to in the Statutes of IFCM. Publication or personal use is prohibited unless there is a specific permission from the ExCom.
- 4 **Each board member and the President shall be required to sign a non-compete clause.**

ARTICLE IX: COMMITTEES

- 1. The responsibility and duties of the Executive Committee are according to what is stated in the Statutes.
- 2. The Legal Committee, appointed by the Board and the ExCom together, shall prepare election procedures and ensure that the elections are run according to the statutes and bylaws of the Federation, check suggested amendments of the statutes and make sure that all legal matters of the Federation are done according to law and to the internal rules and regulations of the Federation. The number of members in the Legal Committee together with the Chair of the Legal Committee are decided and appointed by the Board together with the ExCom.
- 3. Committees in charge of special areas of responsibilities shall be established according to the Statutes. Committees shall meet whenever necessary, in accordance with their available resources. To avoid extra costs a Committee meeting whenever possible should be linked to other IFCM meetings.
- 4. The Chairperson of a Committee shall be responsible for carrying out the program, assigned to the Committee by the Executive Committee. He / She sets up the budget for the Committee and presents it to the Treasurer. Upon approval by the Treasurer the Chair of the Committee is responsible for the control of the available resources of the Committee. The Chair shall report regularly to the Executive Committee.

5. The Chair and/or the members of a Committee or the whole Committee may be removed from office at any time by a simple majority vote of the Executive Committee. The Executive Committee shall submit these decisions to the approval of the Board by email or during the next Board meeting.

ARTICLE X: ADVISORS, HONORARY MEMBERS AND IFCM AMBASSADORS

Advisors, honorary members, and IFCM ambassadors are appointed by the Executive Committee together with the Board when it is deemed important and appropriate.

1. The Past President acts as an Advisor in the first year following his/her Presidency.

ARTICLE XI: ELECTIONS

1. Elections in the Federation are managed according to what is stated in the statutes.
2. The Legal Committee shall be responsible for organizing and supervising the election process. The **Legal Committee** Chairperson shall supervise the election procedure. A call for candidates for the Board **and the President** shall be **launched at least six months prior to the elections**. All candidates must be presented and recommended. Candidates for President should present his/her résumé or curriculum vitae along with his/her vision for IFCM. All candidates must be proposed and presented at the latest **90** days before the General Assembly.
3. The Legal Committee shall report the results of the elections to the membership present at the General Assembly, and later through the minutes of the meeting. The report shall further be presented by using information stated in the Statutes and reporting channels, or putting up an informative notice on the website of the Organization.