

INTERNATIONAL FEDERATION FOR CHORAL MUSIC (IFCM) STATUTES

Amended GA Seoul 2014

Amended GA Turku 2016

PREAMBLE

In order to advance the art of choral music throughout the world, the following organizations:

- Japan Choral Association
- American Choral Directors Association
- Arbeitsgemeinschaft Europäische Chorverbände
- Asociación Interamericana de Directores de Coros
- Europa Cantat, Fédération Européenne des Jeunes Chorales
- Nordiska Körkommittén-Samnam-Nordisk Korforum (NKF)
- A Coeur Joie International

joined together, as founding organizations, to invite all other members of the International Choral Community to take part in the creation of an international organization at Namur, Belgium, on 8-10 August 1982. They adopted the following statutes.

Present Founding Organizations, still existing and in good standing are:

- American Choral Directors Association
- Japan Choral Association
- A Coeur Joie International
- Nordisk Korforum
- European Choral Association - Europa Cantat

ARTICLE I: NAME

The name of the organization shall be: The International Federation for Choral Music. The official abbreviation shall be IFCM.

ARTICLE II: LOCATION AND LANGUAGE

1. IFCM is legally incorporated in Lawton, Oklahoma, U.S.A.
2. The business of IFCM shall be run from an office or offices established by the Executive Committee of the organization and approved by the Board of Directors.
3. The working language of IFCM is English.

ARTICLE III: PURPOSES

IFCM is organized as a non-profit organization to strengthen and promote choral music internationally and to carry out the mission of the organization, as it is stated in these statutes. IFCM is also entitled to arrange and / or promote economical projects to finance the activities of the organization and to fulfill the purposes of the organization.

1. The purposes and objectives for which IFCM was established are:
 - a. To give every citizen in the world the fullest possible access to choral music as an art form;
 - b. To help preserve choral traditions and cultural diversity;
 - c. To foster development in choral music worldwide;
 - d. To act as the worldwide reference organization for choral music and its development.
2. IFCM acts on the basis of democracy in decision-making and is committed to artistic and educational excellence, while respecting identity and diversity.
3. IFCM's core missions are:
 - a. To be the worldwide promoter and facilitator of the development of choral music as an art form;
 - b. To be the worldwide advocate of choral music;
 - c. To encourage the creation, development and training of choral organizations in countries and regions where none exist;
 - d. To encourage the inclusion of choral music in general education and to promote the exchange of information on pedagogy and training;
 - e. To encourage and support research activity in the field of choral music;
 - f. To foster the mentorship and development of skilled and capable choral directors, choristers, composers, pedagogues and administrators;
 - g. To be a worldwide center of expertise in the choral field, providing access to networks, human resources, knowledge and data, advice and information.

ARTICLE IV: MEMBERSHIP

Membership in IFCM shall consist of:

1. Organizations devoted wholly or partly to choral activities:
 - a. International organizations;
 - b. National organizations;
 - c. Regional organizations;
 - d. Local organizations;
 - e. choirs.
2. The Founding Organizations, listed in the Preamble above and in good standing, belong to category 1a.
3. Individuals who wish to further the objectives of IFCM:
 - a. Choral directors;
 - b. Members of choirs;
 - c. Families;
 - d. other persons.
4. Institutions whose activities are related to choral music:
 - a. Universities and schools;

- b. Libraries;
 - c. others.
5. Business firms, trade unions, etc., wishing to support and to be identified with IFCM.
 6. Members shall pay dues as determined by the General Assembly and vote as provided by the statutes in Article VI.

ARTICLE V: ORGANS

1. The organs of IFCM shall be:
 - a. The General Assembly. (GA)
 - b. The Board of Directors. (Board)
 - c. The Executive Committee. (ExCom)

ARTICLE VI: GENERAL ASSEMBLY

1. The General Assembly of IFCM is comprised of the full membership in good standing. Individual members may attend personally. Families may attend through only one person of the family. Each organizational and institutional member shall designate an official representative.
2. The General Assembly shall meet **once** within a period of three years in ordinary session, notice of which shall be sent to all members at least ninety (90) days in advance. It may meet in extraordinary session if summoned by either the Board or by the Executive Committee, or upon request to the President by no less than 50 of its members out of Article IV categories 1 and 2 in which cases notice shall be sent to all members in addition to using the IFCM website at least sixty (60) days in advance.
3. The election of the IFCM Board members will take place every three (3) years.
4. The General Assembly shall be presided over by the President, or if he / she is unable to attend, by a Vice-President decided by the ExCom.
5. All present delegates shall have the right to propose and second resolutions and to take part in discussions.
6. For the purpose of voting:
 - a. The members of the Board present at the General Assembly shall have one vote each.
 - b. The international organizations (Article IV, 1a) have one vote each.
 - c. All members of categories defined by Article IV, 1b and 1c of these Statutes shall form themselves into national groups and each national group shall appoint one delegate to vote on its behalf having one vote.

All members of categories defined in Article IV, 1d and 1e, and 3, 4 and 5 of these statutes shall form themselves into national groups and each national group shall appoint one delegate to vote on its behalf with one vote. The names of the persons to whom voting rights are delegated shall be delivered to the persons designated for that purpose before voting begins. In case of doubt as to who may cast the vote of a national group, the decision of the official supervising representative of the Legal Committee is final. No voting member of the Board or delegate may be the official representative of more than one organization in addition to him- /herself. The General Assembly shall make its decision by simple majority of the votes, unless otherwise specified in these statutes. The decisions based on votes, are supervised by the official representative of the Legal Committee.

7. At every General Assembly **two** experienced persons **are** appointed to act as the secretary of the meeting. The appointed secretaries **are** responsible for the minutes of the General Assembly. When approved by the official representative of the Legal Committee supervising the meeting and by the President, the minutes shall be published on the website of IFCM open for all members of IFCM.
8. Items for the General Assembly to decide upon:
 1. Opening of the General Assembly.
 2. Constitution of the General Assembly.
 3. Approval of activity reports.
 4. Approval of financial reports.
 5. Approval of dues and the budget.
 6. Approval of action plans.
 7. Items forwarded by the Executive Committee/Board.
 8. Items forwarded by members.
 9. Approval of revised statutes.
 10. Appointment and dismissal of President, Board members and internal auditors.
 11. Elections.
 12. Adjournment of the General Assembly.

ARTICLE VII: BOARD OF DIRECTORS

1. After every General Assembly organized every three years and in connection to the IFCM Symposium, a Board of maximum 16 elected members shall be created by the following procedures, in order to ensure a fair geographical representation according to the election effected by the General Assembly and supervised by the official representative of the Legal Committee:
 - a. The President, elected by the General Assembly for a 3-year term (renewable three (3) times if the President has not served on the Board before, so the total number of possible mandates being four (4) three-year terms, including mandates served as co-opted or as an elected Board member) shall be installed.
 - b. A representative from each of the founding organizations in good standing of the Federation shall be installed.
 - c. 10 Board members, elected by the General Assembly for a 3-year term (renewable two (2) times), shall be installed. At least one Board member shall represent each of the following five continental areas of the world: Europe, North America, South/Central America, Asia/South Pacific and Africa.
 - d. If the Board elected by the General Assembly shows an imbalance between artistic and operational competence, the President may appoint up to three (3) members to the Board from outside the Board.
 - e. From among the Board members, (founding members, elected members and members appointed from outside the Board), the President will nominate the Executive Committee:
 - Three (3) Vice Presidents with artistic experience;
 - Two (2) Vice Presidents with administrative experience;
 - One (1) Treasurer with administrative and financial experience.The nominations must be approved by the Board, by majority written ballots, name by name. The maximum number of Executive Committee members shall not exceed six (6) members plus the President.

The President, together with these six (6) members, constitutes the Executive Committee with the duty and right to run the daily operations of the Organization. The Executive Committee reports to the Board about important decisions taken. The Executive Committee is approved for a 3-year term and renewable upon decision by the President.

2. In absence of the President, or by delegation, one of the Vice Presidents shall exercise the functions of the President. The person is decided by the ExCom members and among the ExCom members.
3. The Treasurer shall be responsible to the Executive Committee and to the Board for the financial operations of IFCM according to Article VIII.
4. The members of the Board shall have one vote each. In case of a tie, the vote of the individual chairing the meeting shall be decisive.
5. The Board takes its decisions by simple majority of the votes, unless otherwise specified in these statutes.
6. The proceedings of a meeting of the Board shall be valid only when a quorum of at least half of the members of the Board then in office is present.
7. In event of death, resignation or removal of any of its elected or appointed members, the Board shall appoint a runner-up in the last election from the same region to fill in the vacancy until the next elections. Vacancies on the Board appointed by the Founding Organizations, shall be filled by their respective organizations.
8. When through force of circumstance the General Assembly is unable to meet, the Board shall remain in office until the General Assembly next meets.
9. If a Board member severely damages the organization by his / her behavior and / or actions, the Board can, based on a proposal by the Executive Committee, decide to propose to the General Assembly to remove the member.
10. Officers may be suspended from office at any time by a two-thirds (2/3) majority vote of the Board.

ARTICLE VIII: EXECUTIVE COMMITTEE

1. The Executive Committee (ExCom) shall comprise the office of the President and a maximum of six (6) officers, nominated by the President. The official abbreviation is ExCom.
2. The officers shall be:
 - a. The President;
 - b. Five (5) Vice Presidents;
 - c. One (1) Treasurer.
3. Meetings of the Executive Committee:
 - a. May be called by the President on either a regular basis or if necessary with no less than 15 days notice;
 - b. The Executive Committee shall meet as often as necessary, but not less frequently than every six months;
 - c. **Urgent matters for the IFCM may be dealt with and decided upon by means of electronic devices.**
 - d. A quorum shall consist of a majority of members of the ExCom;
 - e. The President shall notify all Board members of the meeting of the ExCom;

- f. The Executive Committee is empowered to act for the Board between Board meetings.
- 4. The function of the Executive Committee shall be to:
 - a. Carry out all the daily business and activities of the Federation according to the Statutes;
 - b. Make all financial decisions and inform about such of notable status to the Board in accordance with the statutes;
- 5. The roles and responsibilities of the Executive Committee Officers:
 - a. Creating possibilities to open regional offices in five (5) continental areas as described in Article VII, following a plan and an approved timetable by the Board.
 - b. The organization can install an office for an Executive Director or a Secretary General.
 - c. The Treasurer, beside planning the budget, is responsible for all payments on behalf of the organization as well as for all book-keeping and production of the balances on annual basis.
 - d. The Treasurer is to appoint an independent, official and professional auditor, to conduct the official annual audit upon the accounts and balances of IFCM. The result is to be presented by the Treasurer to the members of Executive Committee, to the Board and to the General Assembly, The Executive Committee and/or the Board must approve the appointment of the official auditor.
 - e. The Executive Committee shall keep the IFCM Board up-to-date about general planning, projects, activities and other actions as effectively as possible.
 - f. The every day work and responsibility among the members of the Executive Committee is agreed upon between the Executive Committee members and updated in the Executive committee when needed.

ARTICLE IX: SECRETARY GENERAL AND/OR EXECUTIVE DIRECTOR

- 1. The duties and responsibilities of an Executive Director or Secretary General shall be determined in the contract of employment.

ARTICLE X: REGIONAL OFFICES

- 1. The organization can establish regional continental offices as stated in these statutes Articles VII and VIII.
- 2.

ARTICLE XI: COMMITTEES

- 1. If the Executive Committee and the Board together find it necessary and appropriate, the organization may establish or remove Committees in charge of special areas of responsibility.
- 2. The Executive Committee shall manage Committees, including
 - a. Appointing Committee members and the chairpersons. These appointments will be approved by the Board, either by email or during the next Board meeting;
 - b. Defining the program and budget of the committees;
 - c. The Chairperson of each Committee shall report annually to the Executive Committee who will inform the Board upon receipt of the report;
 - d. The members of a Committee are appointed for a 3-year mandate, renewable one time.

ARTICLE XII: FINANCE AND ACCOUNTING

- 1. The financial resources of IFCM shall be derived from:

- a. Commissions and fees from projects and activities;
 - b. Grants by international organizations, governments or public bodies;
 - c. Legacies, contributions or grants from private bodies or persons;
 - d. Subvention and sponsoring;
 - e. Membership dues, if it is decided that dues are a necessity.
2. An official audit must be performed by one (1) external professional auditor according to Article VIII.
 3. Non-official internal activities audit can be performed by two internal auditors appointed when considered necessary by the Board/ExCom. These internal auditors shall not be current members of the Board.

ARTICLE XIII: AMENDMENTS TO THESE STATUTES, RULES OF PROCEDURE

1. These Statutes may be amended by an approving vote of two-thirds of the members present, or represented at the General Assembly.
2. Amendments to the Statutes of a purely editorial character may be decided by the Board. Such decisions shall be announced on the IFCM website open for all members of the Federation. These amendments shall be confirmed by the following General Assembly.
3. Proposed amendments must be posted on the website at least 30 days before the General Assembly.

ARTICLE XIV: DURATION, DISSOLUTION

1. No term is set to the life of IFCM.
2. The General Assembly may decide on the dissolution of IFCM by a two-thirds majority of the votes. If no decision has been reached, an extraordinary session of the General Assembly may be summoned, which may decide on dissolution by a simple majority of the votes.
3. In the event of dissolution, the assets of IFCM shall devolve in accordance with the decision of the General Assembly, to one or more international or national organizations having similar purposes.