



GREEK ORTHODOX METROPOLIS OF SAN FRANCISCO CHURCH MUSIC FEDERATION

Bylaws

Revised 08/25/18

ARTICLE I – NAME

The name of this organization shall be the Greek Orthodox Metropolis of San Francisco Church Music Federation Ministry, (herein referred to as the “Metropolis” and the “Federation Ministry,” respectively).

Note: Rationale: To create a name both indicative of the nature of the work of the organization (ministry) and the affiliation with the National Forum of Greek Orthodox Church Musicians. The name allows continuity with the past, and allows continuity with our financial records and institutions.

ARTICLE II – AUTHORITY

- A. The Federation Ministry is a non-profit organization existing under and by virtue of the authority of the Greek Orthodox Metropolis of San Francisco, and includes the states of Alaska, Arizona, California, Hawaii, Nevada, Oregon and Washington.
- B. The location of the Federation Ministry’s official business address will be determined by its president in accordance with practicality and convenience of operation.

ARTICLE III - DEFINITIONS

- A. Member Parish – A parish that meets the membership requirements delineated in Article V of these bylaws.
- B. Church Musicians are defined as Clergy, Parish Choir/Music Directors (Adult and Youth), Adult and Youth Choir members. Chanters, Organists, Accompanists, and Composers/Arrangers.
- C. Official Parish Representative – Clergy and church musicians appointed to represent their Member Parishes.

- D. Executive Officers - The President, Vice President, Secretary and Treasurer of the Federation Ministry, herein referred to as the “Officers.”
- E. Executive Board – The Officers, Regional Administrators, Membership Chair/Database Administrator, Newsletter Editor, Music Minister, Youth Music Specialist, Byzantine Chant Specialist, Past President, Federation Ministry Spiritual Advisor, are herein referred to as the “Board.”
- F. Delegate Assembly – Includes the Executive Board and Official Parish Representatives, collectively referred to as “Delegates” or the “Assembly.”

ARTICLE IV – PURPOSE

- A. To coordinate the music ministry of the Metropolis.
- B. To foster and maintain a high standard of musicianship through education and training throughout the Metropolis for Adult Choirs, Youth Music Programs, Directors, Organists/Accompanists, Chanters, Parochial Schools, Sunday Schools, Congregations and Clergy.
- C. To promote and study the sacred music of the Greek Orthodox Church, as well as secular music of Hellenic heritage.
- D. To encourage the development, performance, composition/arrangement and publication of sacred and secular music.
- E. To provide a conduit of information, encouragement and support among church musicians in order to create interest in and enthusiasm for the music ministry.
- F. To provide fellowship through music; and, to bring about a better understanding of the beliefs and worship services of the Greek Orthodox Church.
- G. To serve as the official voice of church musicians for the Metropolis, and to represent the interests of the Federation Ministry at the Archdiocesan level and with the National Forum of Greek Orthodox Church Musicians.

ARTICLE V - MEMBERSHIP

- A. The Federation Ministry’s component membership will include:
 - 1. Parishes under the authority of the Greek Orthodox Metropolis of San Francisco and Greek Orthodox Archdiocese of America.
 - 2. Parishes that have remitted the prescribed parish membership dues to the Federation Ministry, thus qualifying church musicians of those parishes to participate in the Federation Ministry.
- B. On all Federation Ministry matters requiring a vote, Member Parishes may vote as prescribed in Article VII, Section 3.

C. Official Parish Representatives meeting the requirements set forth in Article III-C and Article VII, Section 3B, have the following rights and privileges:

1. Serving as a representative to the Federation Ministry's Delegate Assembly as an Official Parish Representative.
2. Serving as an appointed member of any standing or ad hoc committee.

ARTICLE VI – MEMBERSHIP DUES & STEWARDSHIP PLEDGES

- A. Each Member Parish will pay annual membership dues of \$75 (seventy-five dollars). Voting privileges for Federation Ministry matters and elections are contingent upon meeting this requirement. Member Parishes are strongly encouraged to submit a directory of church musicians for their parish (to include name, address, telephone, E-mail, etc.).
- B. Each adult church musician will be asked to contribute an annual individual stewardship pledge at a recommended minimum stewardship level to be approved by Assembly at the Primary Business Meeting for the following fiscal year as needed to support the annual budget and Federation Ministry programs. Youth stewardship contributions are optional.

ARTICLE VII – THE DELEGATE ASSEMBLY

SECTION 1 - Authority

- A. Approval of policies, programs, and operating procedures is vested in the Assembly. Development and presentation of such for approval is the responsibility of the Executive Board
- B. Actions of the Assembly shall concur with these bylaws, and the official authority of the Metropolis or Archdiocese.

SECTION 2 –Assembly Functions

The Assembly shall:

1. Serve as the chief governing body of the Federation Ministry.
2. Adopt an annual budget.
3. Authorize the borrowing or lending of funds.
4. Adopt and amend the bylaws.

SECTION 3 – Official Parish Representatives and Voting Privileges

- A. Each parish will be allowed a total of four votes as follows: One (1) vote for each of three (3) Official Parish Representatives and one (1) vote for the Parish Priest. Official Parish Representative votes may be cast by appointed church musicians including but not limited to choir director, chanter, organist, youth director, or other designee. Only those present at a meeting of the assembly

may cast a vote. Parish Priests must cast their own vote. If a Priest is not present, the Parish shall only cast its remaining represented votes.

- B. Official Parish Representatives will be appointed by the Member Parish.
- C. Members of the Executive Board are each granted one vote, and are not counted as Official Parish Representatives.

SECTION 4 - Meetings

- A. Regular Meetings
 - 1. A minimum of two regular meetings of the Assembly are required annually, and shall be called the Primary Business Meeting and Conference the Secondary Business Meeting.
 - 2. The time and the place of these regular meetings will be set by the Board.
- B. Special Meetings
 - 1. Special meetings of the Assembly may be called by the President, a simple majority vote of the Assembly (50% +1), or petition of at least 50 % of the Member Parishes.
 - 2. The call for a special meeting shall include a statement of the general purpose of the meeting.
 - 3. The time and place of special meetings shall be set by the Board.
- C. Meeting Notices – All Parishes in the Metropolis along with Official Parish Representatives shall be notified not less than 30 days before the date fixed for a meeting. However, any irregularity in, or failure of receipt of said notice shall not invalidate any meeting action.
- D. Meeting Minutes - Meeting minutes shall be distributed to parishes in the Metropolis and to Official Parish Representatives no later than 45 days after a meeting is held.
- E. Meeting Quorum - A quorum of the Assembly at a regular meeting shall be constituted of the Executive Board and those delegates from dues paying parishes in attendance at the meeting.
- F. Meeting Votes
 - 1. At the commencement of a meeting, the Secretary shall qualify the list of eligible member parishes and the voting strength of the Assembly.
 - 2. Voting by proxy shall not be permitted at meetings of the Assembly.
 - 3. Decisions at meetings shall be by a simple majority vote of the Assembly, unless a larger percentage is required by these bylaws.
- G. Meeting Parliamentary Authority - The parliamentary authority for Assembly Meetings shall be “Robert Rules of Order, Revised.” A Parliamentarian shall be appointed for each meeting. The Parliamentarian shall be responsible for having a basic knowledge of Roberts Rules of Order and these bylaws.

ARTICLE VIII – OFFICERS & EXECUTIVE BOARD

SECTION 1 - Officers

- A. The Officers of the Federation Ministry shall be the President, Vice President, Secretary, and Treasurer.
- B. Individual officers shall not take any action that conflicts with these bylaws.

SECTION 2 – Duties and Responsibilities of Officers

- A. The President shall:
 - 1. Serve as the chief executive officer and policy leader.
 - 2. Exercise general supervision over the affairs of the Federation Ministry, except those placed under the administration and supervision of other Officers or the Board.
 - 3. Preside at meetings of the Membership, Assembly, Board and Officers.
 - 4. President or his/her designee acts as official representative of the Federation Ministry to the public and as representative at meetings with other organizations and groups.
 - 5. Appoint Regional Administrators and committee chairs.
 - 6. Appoint one of the six Regional Administrators to Chairperson of Nominations and Elections Committee.
 - 7. Serve as ex-officio member of all standing committees.
 - 8. Serve as ex-officio member of all ad hoc committees.
 - 9. May sign contract commitments, and legal documents for, and in the name of the Federation Ministry.
- B. The Vice President shall:
 - 1. Serve as an executive officer and shall be directly responsible to the President.
 - 2. Oversee Regional Administrators and provide reports to the President, including participating in Regional Administrator meetings and conference calls.
 - 3. Assume all duties and responsibilities of the President in the event of the temporary absence or temporary disability of the President.
 - 4. Oversee preparations for annual Church Music Conference.
 - 5. Perform additional duties as assigned by the President.
- C. The Secretary shall:
 - 1. Serve as an executive officer and be directly responsible to the President.
 - 2. Record meeting minutes and may prepare routine and special correspondence.
 - 3. Maintain correspondence and meeting minutes files. At the end of his/her term, the Secretary shall turn over any files, documents, and other records to the incoming Secretary.
 - 4. Oversee the preparation of notices and records of all official meetings and the distribution of the minutes of all such meetings.

5. Maintain a current voting eligibility roster in cooperation with the membership chairman.
 6. Perform additional duties as assigned by the President.
- D. The Treasurer shall:
1. Serve as an executive officer and be directly responsible to the President.
 2. Receive funds, prepare disbursements, and be responsible for their safekeeping and account. At the end of his/her term, the Treasurer shall turn over any files, documents, and other records to the incoming Treasurer.
 3. Shall ensure that deposits and other financial transactions, such as payment of bills and issuance of reimbursements are made in a timely manner.
 4. Shall maintain a current and accurate ledger of accounts.
 5. Shall be responsible for the timely transfer of signature cards (e.g., bank accounts, credit cards, etc.) upon changes in the body of officers.
 6. Prepare draft Budget and maintain records of its adoption and implementation.
 7. Prepare financial reports as required by the Assembly, Board and Metropolis.
These reports may be audited by internal/external sources to maintain a standard of accuracy in accounting practices.
 8. Prepare and issue reimbursements for authorized expenditures on behalf of the Federation Ministry.
 9. Shall obtain an additional signature for expenditures of \$2,000 or higher.
 10. Shall bring to the Executive Board for two-thirds approval, any expenditures of \$5,000 or higher.
 11. Not be personally liable for any loss of money or funds or any decrease in the surplus income or reserve of any fund or account resulting from any acts preformed in good faith in conducting the usual business of the office.
 12. Perform additional duties assigned by the President.

SECTION 3 – The Executive Board

- A. The Executive Board shall be comprised of the Officers, Regional Administrators, Membership Chair/Database Administrator, Newsletter Editor, Music Minister, Youth Music Specialist, Byzantine Chant Specialist, Past President, Federation Ministry Spiritual Advisor, and others as appointed by the President.
- B. The Executive Board shall convene as needed during the year to perform duties necessary for the implementation of the Federation Ministry's programs.
- C. The President shall appoint six Regional Administrators, one each from the following principal geographical areas: Northwest, Northern California, Eastern or Central California, Southern California Area 1, Southern California Area 2 and Southwest. Regional Administrators shall coordinate

all regional activities on behalf of the Federation Ministry and report directly to the Vice President.

- D. The Past President is defined as the outgoing President. He/she shall serve as an advisor to and member of, the Executive Board for the first term of the newly elected officers. The Past President shall also serve as an assistant to the incoming President and may be assigned duties and responsibilities including but not limited to serving on committees, planning meetings and events, and performing administrative duties. The Past President serves as advisor for the first term of the incoming officers only, and does not retain his/her position on the Executive Board after that term.

SECTION 4 – Terms of Office / Term Limits

- A. The term of office for the President, Vice President, Secretary and Treasurer shall be two (2) years, commencing on August 1 of the same year as the election, and shall continue until July 31 of the next election year. For the purpose of implementation of these bylaws term limits will commence beginning August 1, 2007.
- B. The term limits for the President, Vice President, Secretary and Treasurer shall be no more than three consecutive two-year terms.
- C. There are no term limits for the appointed members of the Executive Board, or Committee Chairs. However, these positions must be reviewed every year, i.e., these positions are reviewed and may be changed regardless of whether or not the President and/or other Officers remain in office.
- D. The position of Music Minister shall be reviewed every two years commencing with the new term of office. The Officers in consultation with the Metropolitan, shall consider and select from at least two nominees, one being the incumbent.
- E. In cases where an officer has been elected or appointed as the result of another officer vacating his/her office, term limits are not imposed. The individual may run for three consecutive two year terms even if he/she has been serving in an interim or appointed capacity.
- F. Term limits for consecutive terms apply to holding the same office. After serving three consecutive terms for a specific office, an individual is eligible to run for a different office, and serve up to three consecutive terms.
- G. The Past President may run for President again upon completion of his/her two year advisory term as Past President.

SECTION 5 – Eligibility

- A. Individuals wishing to be elected to the office of President must meet the following requirements:
 - 1. Must meet membership requirements per Articles V & VI.
 - 2. Must have served on the Executive Board or as a committee chairperson for least one established term.
- B. For other executive offices, any individual from the general membership who meets membership requirements per Articles V & VI is eligible to be elected.

ARTICLE IX - ELECTIONS

SECTION 1 - Election of Officers

- A. The Nominations and Elections Committee is comprised solely of the six Regional Administrators. The President shall appoint one of the Regional Administrators Chairperson.
- B. Executive Officers shall be elected by the Assembly, except in cases of interim offices per Articles VIII and IX.
 - 1. Nominations for executive offices shall be received by the Nominations and Elections Committee and/or from the floor of the Assembly.
 - 2. Elections will be held during the odd-year Primary Business Meeting.
 - 3. Special elections may occur at regular meetings of the Assembly or may be called, as needed, by the President or by a majority vote of the Assembly.
 - 4. No less than one month's prior notice of an impending general election must be given to the Assembly.
- C. Voting in the election of officers shall be limited to members of the Assembly that meet voting requirements in Article VII, Section 3.
 - 1. Voting shall be conducted by secret ballot and overseen by the Nominations and Elections Committee.
 - 2. If a Regional Administrator chooses to run for an office, he/she may not serve on the Nominations and Elections Committee for those elections. The remaining members will carry out the duties of the committee.
 - 3. The outcome of an election is determined by a simple majority vote of tallied votes.
 - 4. In the case of a tie, ballots will be cast until one candidate has been elected, or until remaining candidate(s) withdraw from the election.
 - 5. In cases of a single candidate seeking a particular office, the Assembly may move to elect the candidate unanimously by acclamation.
 - 6. Once the election is certified by the Nominations and Elections Committee, all ballots may be destroyed.

SECTION 2 – Vacancies, Resignations & Succession

- A. In the event the President resigns his/her office, the Vice President shall complete the remaining term of office as President, holding all rights of that office; and, along with the remaining Officers shall appoint a Vice President for the remainder of the term.
- B. In the event a Vice President cannot succeed the President upon his/her resignation the Board shall determine through internal election, per Article IX, an Interim President, who will serve out the remainder of the term, holding all rights of that office.
- C. In the event the Vice President, Secretary or Treasurer resigns his/her office, the Board shall determine through internal election per Article IX, a new officer to serve out the remainder of the term.

ARTICLE X – COMMITTEES

SECTION 1 – Committee General Authority

Execution of authorized charges received from the President and Board shall be vested in various standing and ad hoc committees.

SECTION 2 - Committee Specific Powers

- A. Committees shall restrict their activities to those outlined in the specific duty statement for that committee.
- B. All committee expenditures are subject to Board approval.
- C. Committees shall not commit the Federation Ministry through written or spoken word, to any matter without specific authority from the Executive Board.

SECTION 3 - Committee Establishment

- A. The Standing Committees of the Federation Ministry are:
 - 1. Nominations and Elections
 - 2. Awards
 - 3. Scholarships and Grants (Memorial Fund)
 - 4. Music
 - 5. Budget & Finance
 - 6. Financial Audit
- B. Standing committees may be established or abolished at the President's recommendation and a simple majority vote of the Assembly.
- C. Ad Hoc Committees may be established or abolished by the President.

SECTION 4 - Committee Composition

Individuals may either volunteer to serve, or may be appointed to a committee upon approval by the President. Individuals wishing to serve on a committee must meet membership requirements per Articles IV & V.

SECTION 5 - Committee Chair and Member Eligibility

Committee chairs are appointed by the President. Committee chairs shall meet membership requirements per Articles V and VI.

SECTION 6 - Committee Chairs and Member Appointments, Vacancies and Terms

- A. The President shall fill any committee vacancies during his/her term.
- B. Committee members shall serve terms as outlined in Article VIII, Section 4C.

SECTION 7 - Committee Reports

- A. Each Committee shall submit written progress reports to the Board by 90 days before the next scheduled meeting.
- B. Semi-annual and annual written reports of committee activity and recommendations for consideration shall be submitted to the President 14 days prior to the Secondary and Primary Business Meetings, for presentation at those meetings.

SECTION 8 - Committee Meetings

Committee meetings shall be conducted a minimum of two times per year. Committees shall report to the President as outlined in Section 7 of this Article.

ARTICLE XI – FINANCES

SECTION 1 - Fiscal Year

The fiscal year of the Federation Ministry shall begin on August 1 and end on July 31 of the next calendar year.

SECTION 2 - Budget

The Treasurer shall prepare a Proposed Two-Year Budget, showing in detail the anticipated expenditures for the next two fiscal years. The budget will then be considered and adopted by the Assembly at odd-year Primary Business Meetings.

SECTION 3 - Income

The Treasurer or his/her designee shall, within 14 days of receipt, deposit all receipts to the Federation Ministry in a depository authorized by the Board.

SECTION 4 – Expenditures

All expenditures must be carried out as prescribed in these bylaws. Expenditures paid through the Federation Ministry checking account are signed by the Treasurer or other signatory as designated on the account signature card.

SECTION 5 – Financial Audit

The financial records of the Federation Ministry shall be audited annually by qualified person(s) other than the Treasurer or any person involved in the day to day accounting activities of the Federation Ministry. The auditor(s) need not be licensed accountants but they should have a working knowledge of the principles of internal accounting controls, generally accepted auditing standards, and generally accepted accounting principles. They will be appointed by the President upon recommendation of the Financial Audit Committee. A written financial audit report will be presented to the Assembly at the next Secondary Business Meeting following the fiscal year end. The report will disclose the audit procedures employed by the auditor(s) and their conclusions regarding the Federation Ministry's system of internal accounting controls and the reasonableness of its financial statements.

SECTION 6 - Other Financial Interests

- A. The Federation Ministry shall have no financial interest in the property, assets or liabilities of another organization in which it may hold membership, or in which it may be affiliated, unless specifically agreed, in writing, by both parties and approved by the Board.
- B. In the event of Federation Ministry dissolution, all funds remaining after the payment of outstanding accounts will revert to the custodianship of the Metropolis.

ARTICLE XII – ENDORSEMENTS

The Federation Ministry shall not directly or indirectly make endorsements or recommendations for or against any political party, nominee for public office, or a commercial material or object.

ARTICLE XIII – RULES

SECTION 1 - Amendment Procedure

- A. The Assembly may amend or revoke these by-laws, or add new provisions to them by the concurring vote of not less than two-thirds of the delegates who

are present at a meeting and vote, provided that a notice stating the proposed amendment and the purpose of the amendment is sent to every member parish and to their delegates not less than 45 days prior to the date of the meeting at which the proposed amendment is to be voted on. While in session, delegates may debate and revise these proposed changes with the understanding that they must be prepared to vote on proposed amendments, changes and revisions during that same session.

- B. The two-thirds vote listed above applies except where otherwise specifically stated in Article X Section 3B on Standing Committees the Assembly.

SECTION 2 - Interpretation

These by-laws shall be subjected to the written rules and regulations of the Greek Orthodox Metropolis of San Francisco.

These bylaws were adopted on August 25, 2018 at the Summer Business Meeting at St. Spyridon in San Diego, California:

Elizabeth Levy, President

Athena Anastos, Vice President

Kay Harkins, Secretary

Costas Kurtis, Treasurer