

**EASTERN FEDERATION OF  
GREEK ORTHODOX CHURCH MUSICIANS  
OF THE GREEK ORTHODOX METROPOLIS OF NEW JERSEY**

**BYLAWS**

**ARTICLE I**

**NAME**

The name of this organization shall be the Eastern Federation of Greek Orthodox Church Musicians hereafter referred to in this document as the "Federation".

**ARTICLE II**

**OBJECTIVES**

1. To enlighten, strengthen, and improve the spiritual and musical background of choir personnel, clergy, chanters, and the Greek Orthodox faithful through lectures, workshops, Church Music Institutes and choral conferences.
2. To strengthen the communication and understanding among Church musicians, clergy, and Parish Councils.
3. To foster and maintain a high standard of singing and music among all church musicians of the Metropolis.
4. To promote and encourage the study, development, composition, publication and performance of Greek Orthodox sacred music and secular music.
5. To promote the continual development of leadership for the good of all church musicians.
6. To participate as an active federation of the National Forum of Greek Orthodox Church Musicians.

**ARTICLE III**

**MEMBERSHIP**

1. Each Greek Orthodox church choir and/or church musician in the Metropolis of New Jersey shall be eligible for membership in the Federation. In addition, any choir or church musician of the Greek Orthodox faith not within the boundary of the Metropolis of New Jersey may become a member upon payment of dues.
2. The fiscal year of the Federation shall commence on September 1. Member choirs and individual members shall pay the annual Federation dues by the beginning of the fiscal year.
3. Choirs who are current with their dues shall be considered active, and shall have the privilege of voting, participating in the Federation's annual conference, receiving awards, and using Federation resources.
4. Each member choir shall submit annually by the beginning of the fiscal year a mailing list of its members to its District Supervisor.
5. Any church musician of the Greek Orthodox faith may become an individual member of the Federation by paying dues.
6. An individual member shall not be eligible to vote.

**ARTICLE IV**  
**AUTHORITY**

**1. The Council**

- a) The Council shall be comprised of the Board (Article IV, Section 2a) and the choir director, or the designated representative of each member parish.
- b) The Council is the legislative body of the Federation. It shall meet annually at the Federation Conference to elect officers and to approve legislation. A meeting of the Council may be called by the President or two-thirds of the Board.
- c) Each Board Member and each parish representative shall have one vote with a majority vote being sufficient to adopt a motion. No one may hold more than one office on the Board. If a member of the Board is also the designated representative of a member choir, he or she may cast a vote for each position represented.
- d) Fifty percent of the total Council membership shall constitute a quorum.
- e) Council meetings shall be open to all Church musicians unless otherwise specified.

**2. The Board**

- a) The Board shall be comprised of the President, Vice President, Treasurer, Secretary, District Supervisors, Spiritual Advisor, Standing Committee Chairmen and the immediate Past President.
- b) The Board is the administrative body of the Federation. It is charged to execute the legislative mandates of the Council and to administer the regular operations of the Federation.
- c) The Board shall meet at least once annually, not in conjunction with the Federation Conference, and may be called for additional sessions by the Federation President or a majority of the Board.
- d) Fifty percent of the positions currently filled on the Board shall constitute a quorum.
- e) Electronic conferencing shall be considered an accepted means of transacting business, provided a signed statement of said transaction be forwarded to the Secretary prior to the next Board meeting and be included in the minutes of that meeting.
- f) The Board shall be compensated for expenses incurred for performance of its duties as provided in the approved budget. Receipts for reimbursement shall be submitted to the Treasurer.
- g) The President or a designee shall be compensated for transportation, registration, and accommodation, as provided in the approved budget, in order to attend the annual meetings of the National Forum of Greek Orthodox Church Musicians, the National Forum Council of Presidents, the Metropolis Clergy Laity, and the Federation Conference.
- h) The President shall nominate and the Board shall approve the Federation's members to the National Forum's Coordinating Committee. Expenses of the Federation's Coordinating Committee members attending the annual meeting of the National Forum shall be reimbursed as provided in the approved budget.
- i) The President shall nominate and the Board shall approve a chairman and additional members for each Standing and Special Committee.

- j) Anyone elected to a position on the Board shall be a participating member and be included in the parish's official mailing list.
- k) Board members shall be stewards of their Greek Orthodox Parish.
- l) The Board shall be able to amend the budget up to \$500 for unanticipated expenses.

### **3. Spiritual Advisor**

- a) The Metropolitan of New Jersey is the spiritual leader of the Federation. The Board shall invite one priest, subject to the Metropolitan's approval, to serve as the Federation's spiritual advisor.

## **ARTICLE V OFFICERS**

### **1. President**

- a) The President shall preside at the meetings of the Federation Council and the Board.
- b) The President with the Treasurer shall approve all bills and cosign all checks.
- c) If a vacancy occurs on the Board, a replacement shall be nominated by the President and approved by the Board.
- d) The President or a designee shall lead the delegation at the annual meeting of the National Forum.

### **2. Vice President**

- a) The Vice President shall assist the President in the execution of the President's duties.
- b) The Vice President shall preside at meetings in the absence of the President.
- c) If the office of the President should become vacant, the Vice President shall become President.

### **3. Secretary**

- a) The Secretary shall keep records of the minutes of all meetings and a record of the attendance at these meetings.
- b) The Secretary shall keep a dated list of all approved actions by the Council and the Board.
- c) The Secretary shall send out notices of all meetings, keep all records of correspondence, and distribute minutes to all members 30 days after all meetings.
- d) The Secretary shall have available at all meetings a current copy of the Bylaws, list of parishes in each District, Conference Guidelines, and the list of approved actions.

#### **4. Treasurer**

- a) The Treasurer shall be responsible for all financial matters pertaining to and of the Federation by keeping an accurate account of all books, records, and bank accounts.
- b) The Treasurer, with the President, shall approve all bills and cosign all checks.
- c) The Treasurer shall submit an annual budget to the Federation Council and present periodic reports to the Federation Council and present periodic reports to the Board.
- d) The Treasurer shall maintain a list of active members.

#### **5. District Supervisors**

- a) The Federation shall consist of Districts whose membership shall be determined by the Council.
- b) District Supervisors shall be responsible for Federation activities within their districts.
- c) District Supervisors shall upon request, assist parishes in their music ministries.
- d) District Supervisors shall be responsible for insuring that the Communications Committee has an accurate and current list of names and addresses of churches, priests and church musicians in their district and shall forward the information to the database manager.
- e) District Supervisors shall hold at least one district meeting per year.

### **ARTICLE VI ELECTIONS**

1. The President, Vice President, Secretary, Treasurer, and the District Supervisors shall be elected for a term of two years. The officers shall be elected by the Council. District Supervisors shall be elected by their respective Districts. Elections shall take place biennially during the Council meeting at the Federation Conference.
2. Officers shall be elected by plurality vote.
3. A secret ballot shall be used for the election of all officers if requested by a member.
4. The newly elected officers and District Supervisors shall be duly installed prior to the completion of the annual Federation Conference, usually during the Conference Liturgy.

**ARTICLE VII  
SPECIAL COMMITTEES**

**1. Nominating Committee**

- a) The Nominating Committee is charged to present a slate of officers at the designated Council meeting to serve for the coming term.
- b) Prior to the election meeting, nominations may be made to the Nominating Committee from a member in good standing.
- c) The Nominating Committee shall contact each nominee to ascertain their willingness to serve.
- d) Additional nominations may be made from the floor by a member parish.

**2. Auditing Committee**

- a) The Auditing Committee shall review and audit the financial records of the Federation every two years, prior to the Council meeting.
- b) The Report of the Auditing Committee shall be presented to the Board and the Council.

**3. Music Review Committee**

- a) The Music Review Committee shall consist of the current Board and shall include two Greek Orthodox musicians who hold degrees in music.
- b) The Music Review Committee shall present to the Council at a meeting two years prior to the Annual Conference recommendations and alternates of a guest conductor and music to be performed. Only the music presented by the Music Review Committee shall be considered and voted upon by the Council.
- c) The Music Review Committee shall include in its recommendation the music performed at the previous annual conference.

**ARTICLE VIII  
STANDING COMMITTEES**

**1. Scholarship Committee**

- a) The Scholarship Committee shall follow the Scholarship Guidelines.
- b) The Scholarship Committee shall raise funds, circulate scholarship information and guidelines, review applications, and choose recipients.
- c) The Scholarship Committee shall manage the finances of the Scholarship Fund and determine the number of scholarships and the amounts to be awarded.
- d) The Scholarship Fund shall be audited annually.

**2. Communications Committee**

- a) The Communications Committee shall be responsible for the information technology requirements of the Federation, which include the website and database.
- b) The Communications Committee shall be responsible for public relations.
- c) The Communications Committee shall be responsible for publishing the First Mode, the Federation newsletter.

- d) The Communications Committee shall be responsible for member recognition, which includes maintaining records of length of service that Church Musicians have served in their respective positions and recommending appropriate acknowledgment. This also includes cross-checking Federation records with those of the National Forum of Greek Orthodox Church Musicians with regard to the Archbishop Iakovos Award to choir directors for 25 years of service. In order for a Church Musician to receive an award, their parish must be a member of the Federation.

### **3. Administration Committee**

- a) The Administration Committee shall be responsible for the Federation archives.
- b) The Administration Committee shall act as or appoint a parliamentarian. All decisions that cannot be resolved through the Bylaws shall be referred to Roberts Rules of Order Newly Revised.
- c) The Administration Committee shall control documents such as the Bylaws, Conference Guidelines, Scholarship Guidelines, and the Athenagoras Award Guidelines.
- d) The Administration Committee shall receive proposed amendments to the Bylaws.

### **4. Youth Committee**

- a) The Youth Committee shall promote youth participation in Church Music.

## **ARTICLE IX AMENDMENTS**

1. Proposed amendments to the Bylaws shall be submitted in writing to the Administration Committee by any member in good standing. Prior to the next Board meeting, the Administration Committee shall review the proposed amendments and forward them with recommendations to the President, who shall include them in the agenda of said meeting.
2. The Board shall review the proposed amendments and distribute them to the membership at least thirty days prior to the next Council meeting.
3. The Bylaws of the Federation may be amended by a two-thirds vote of the Council.

## **ARTICLE X ANNUAL CONFERENCE**

1. A Conference of the Federation shall take place annually.
2. In order to bid for the Conference, the Board shall receive a written request initiated by the choir director, from the parish priest and the parish council expressing a desire to do so. The host community shall agree to adhere to the Conference Guidelines provided by the Federation.
3. In order for a member parish outside the Metropolis of New Jersey to be considered as a host for the conference, permission must first be obtained from the Metropolitan of the Metropolis of New Jersey, and then that parish's Metropolitan.
4. A designated tray shall be passed on behalf of the Federation during the Sunday Offering, the proceeds of which go entirely to the treasury of the Federation.
5. The Board shall meet with the host community in ample time to plan the annual conference.