

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

CHARTER

Established November 1977

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", and is a member of the National Forum of Greek Orthodox Church Musicians, which has been duly recognized by the Greek Orthodox Archdiocese of North and South America.

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. Any church musician of the Greek Orthodox faith may become an individual member of the Federation by paying dues.
5. 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 conduct the business of the Federation which includes: electing Board officers, approving the budget, and selecting Conference music and guest conductors. Additional meetings 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, said member may cast a vote for each position represented. Council meetings shall be open to all Church musicians unless otherwise specified.
- d) Fifty percent of the total Council membership shall constitute a quorum.
- e) Electronic conferencing shall be considered an accepted means of conducting business, provided a statement of said business be forwarded to the Secretary by the President prior to the next Council meeting and be included in the minutes of the prior meeting.

2. The Board

- a) The Board shall be comprised of the President, Vice President, Treasurer, Secretary, District Supervisors, 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 conducting business, provided a statement of said business be forwarded to the Secretary by the President prior to the next Board meeting and be included in the minutes of the prior meeting.
- f) The Board shall be compensated for expenses incurred for performance of its duties as provided in the approved budget.
- g) The President or a designee shall be compensated for expenses incurred for performance of their duties as provided in the approved budget.
- 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) 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 President shall nominate and the Board shall approve and invite one priest, subject to the Metropolitan's approval, to serve as the Federation's spiritual advisor. The Spiritual Advisor shall be included in all EFGOCM Council and Board correspondence and is encouraged to attend all Council and Board meetings.

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.
- 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 and attendance of all meetings.

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. The Treasurer shall retain all correspondence pertaining to expenditure authorizations in preparation for the biennial audit.
- 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.

**ARTICLE VI
ELECTIONS**

1. The President, Vice President, Secretary, Treasurer, and District Supervisors shall be elected for a term of two years and serve until the installation of the next elected officers.
2. Officers shall be elected by the Council. Elections shall take place biennially during the Council meeting at the Federation Conference.
3. Officers shall be elected by plurality vote.
4. A secret ballot shall be used for the election of all officers if requested by a member.
5. District Supervisors shall be elected by their respective Districts.
6. 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) 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, including the music performed at the previous conference, shall be considered and voted upon by the Council.

**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.

3. Administration Committee

- a) The Administration Committee shall act as or appoint a parliamentarian. All decisions that cannot be resolved through the Charter shall be referred to Roberts Rules of Order Newly Revised.
- b) The Administration Committee shall control all governance documents.
- c) The Administration Committee shall receive proposed amendments to the Charter.

4. Youth Committee

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

5. Continuing Education Committee

- a) The Continuing Education Committee (CEC) mission is to develop and implement a comprehensive continuing education (CE) program for the EFGOCM. Continuing Education includes approaches to building the skills, knowledge, and engagement of Church Musicians such as Church Music Institutes (CMIs), workshops, and other in-person or on-line events and materials.

ARTICLE IX AMENDMENTS

1. Proposed amendments to the Charter 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 Charter 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. 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.