

## **Article I - Name**

The name of the organization shall be the West Michigan Flute Association (WMFA). WMFA will operate as a nonprofit corporation organized under the laws of the State of Michigan.

## **Article 2 - Purpose/Mission Statement**

The purpose of WMFA is to provide a showcase and forum for the flute. WMFA will provide the opportunity for performance, and the means to share knowledge, education and resources with those playing, performing, teaching and promoting the flute.

## **Article 3 - Board of Director**

1. All the members of the Board of Directors shall be members of WMFA and shall attend all meetings of the Board of Directors.

2. The executive committee shall consist of President, Vice-President, Secretary, and Treasurer. The executive committee shall act as an advisory committee to the board of directors and may meet at the discretion of the President.

### **3. President**

Term: The President shall be elected to serve a two year term of office. After finishing his/her term of office. The President will serve on the Board of Directors for one year as Past-President.

Duties: The President's primary responsibilities will be to act as the visionary and spokesperson for WMFA. Related responsibilities shall include: establishing agendas and presiding at the Board of Directors meetings, aid in the selection of programming and rehearsal/concert dates in conjunction with Music Directors and shall appoint special committees and other personnel as needed to fulfill the vision of WMFA as deemed necessary by the Board of Directors.

### **4. Vice President**

Term: The position of Vice-President shall be an elected two year term. In the event that the current President is unable to fulfill his/her term the Vice-President will fill the position of President then a new Vice-President will be appointed by the Board of Directors.

Duties: The position of Vice-President shall oversee specific projects as determined by the president and will assume the duties of the president in the absence of the President.

### **5. Secretary**

Term: The position of Secretary shall be an elected two year term.

Duties: The secretary will be responsible for keeping and recording accurate, up to date minutes of all WMFA meetings prior to the next meeting, collecting and formatting announcements to send out, and any other written communication with the WMFA membership that is deemed necessary by the President.

### **6. Treasurer**

Term: The position of Treasurer shall be an elected two year term.

Duties: The Treasurer will be responsible for the collection and recording of all monies of WMFA. The Treasurer shall provide monthly and quarterly written financial reports and propose and submit an annual budget to the Board of Directors.

## **Article 4 - Other Board of Director Positions**

## **1. Personnel Manager**

Term: There shall be two Personnel Managers who shall each be elected to a two year term. One manager will be responsible for the adult members and the other for youth membership.

Duties: The duties of Personnel Managers shall include: maintaining membership and attendance records, rosters and mailing lists and communicating with membership and music directors. Managers shall also compile, mail, collect and record commitment forms for each concert program. The adult Personnel Manager will also be responsible for listening to new member auditions with the Music Director. Additional personnel managers for other performing groups shall be appointed by the President as needed.

## **2. Members-at-Large (3)**

Term: The position of Member-at-large shall be a two year elected position.

Duties: To serve on the Board of Directors, with special duties to be performed as deemed necessary by the President.

## **Article 5 - Elections of the Board of Directors**

1. Each position shall be a two year elected position.
2. If a Board member cannot fulfill his/her two year position, the position will be filled by appointment by the Board of Directors.
3. The President, Secretary, Youth Personnel Manager and two Members-at-large shall be elected in even years, and the Vice President, Treasurer, Adult Personnel Manager, and one Member-at-large shall be elected in odd years.
4. Elections of the Board of Directors will be held before the end of April at the annual membership meeting. The outgoing Board members will jointly meet with incoming new Board members at the May meeting. Newly elected board members begin their term on June 1.

**Article 6.** Other appointed non-board supporting positions include, but are not limited to:

Publicity Coordinator  
Corporate Liaison  
Grant Writer  
Concert Coordinator  
Recital Coordinator  
Hospitality Coordinator  
Instrument Coordinator  
e-librarians  
Newsletter coordinator  
Program Coordinator  
Webmaster  
Historian  
Fundraiser/promoter  
Nominating Coordinator

## **Article 7 - Membership**

1. Membership in WMFA is open to all who have an interest in the flute. Membership in adult performing groups of WMFA is by passed audition only.
2. The music director(s), at his/her discretion, will fill any vacancies in any flute performing group as necessary.
3. The WMFA fiscal year will be July 1 to June 30.
4. The membership categories are:  
**Full members:** pay full dues and are eligible to perform  
**Sustaining members:** pay premium dues, get listed in the program and are also eligible to perform.  
**Associate members:** non-voting, non-performing members with reduced dues, they can play on recitals and are invited to all WMFA events at member rates  
**Corporate sponsors :** non-voting, non-performing members. They receive certain perks, as decided by the board of directors.  
**Student members:** non-voting members, eligible to perform in student choirs, recitals and to attend all WMFA events at student or member rates.
5. Full active annual membership dues will be due by August 1st. All other membership categories and the dollar amount of the dues will be determined by the Board of directors.

#### **Article 8 - Membership Policy**

The WMFA admits members of any race, color, national and ethnic origin to all the rights, privileges, programs and activities generally accorded or made available to members of the organization. It does not discriminate on the basis of race, color, national and ethnic origin in administration of its performing groups, membership policies, scholarship programs, and other WMFA organized programs.

#### **Article 9 - Performing Groups**

1. **West Michigan Flute Orchestra:** Membership is by audition for people graduated from high school who wish to play with the Flute Orchestra. If they attend a college with a flute choir, they must play in their college's flute choir to be a performing member.
2. **West Michigan Chamber Flute Choir:** Membership is by a yearly audition. Members must also play with the flute orchestra.
3. **West Michigan High School Flute Ensemble:** Open to any 9th - 12th graders who play flute.
4. **West Michigan Middle School Flute Choir:** Open to 7th and 8th graders, and/or 6th graders who have already had a year of study.
5. Additional performing groups can be added as needed by the board.

## **Article 10 - Music Directors**

### **1. Music Director - Flute Orchestra**

Music Director of the WMFA Flute Orchestra will be responsible for leading all rehearsals and concerts as deemed necessary by the Board of Directors. The Music Director will be responsible for the selection of music, preparation of parts, seating charts and coordination of all aspects of programming. The music director of the flute orchestra will report directly to the Board of directors and will also be responsible for the coordination of programs and activities with any other Music Director.

### **2. Music Director - Chamber Choir**

Music Director of the West Michigan Flute Chamber Choir will be responsible for leading all rehearsals and concerts as deemed necessary by the board of directors. The Music Director will be responsible for the selection of music, preparation of parts, seating charts and coordination of all aspects of programming. The Music Director of the chamber choir will report directly to the Board of Directors and will also be responsible for the coordination of programs and activities with any other music director.

### **3. Music director - High school Flute Ensemble**

Music Director of the West Michigan High School Flute Ensemble will be responsible for leading all rehearsals and concerts as deemed necessary by the Board of Directors. The Music Director will be responsible for the selection of music, preparation of parts, seating charts and coordination of all aspects of programming. The Music Director of the High School Flute Ensemble will report directly to the Board of Directors and will also be responsible for the coordination of programs and activities with any other music director.

### **4. Music Director – Middle School Flute Choir**

Music Director of the Middle School Flute Choir will be responsible for leading all rehearsals and concerts as deemed necessary by the Board of Directors. The Music Director will be responsible for the selection of music, preparation of parts, seating charts and coordination of all aspects of programming. The Music Director of the Middle School Flute Choir will report directly to the Board of Directors and will also be responsible for the coordination of programs and activities with any other music director.

## **Article 11 - Amendments**

Amendments to the WMFA bylaws is by 2/3 majority vote at a WMFA membership meeting.