

**Bylaws of the  
F. Melius Christiansen Endowment Fund Committee**

(Written, revised and adopted in 2009-2010)

**Article I – Name**

This Committee shall be known as the F. Melius Christiansen (FMC) Endowment Fund Committee, hereafter referred to as ‘the Committee’.

**Article II – Mission**

The Committee was established in 1996 by the American Choral Directors Association of Minnesota (ACDA-MN) to guarantee a vibrant future for choral music in the state of Minnesota. Its mission is to financially support active Minnesota choral conductors with professional development opportunities, to encourage talented young musicians to pursue choral conducting as a career, and to provide administrative support for ACDA-MN.

**Article III – Membership**

The Committee shall consist of twelve to sixteen members including the following non-voting ex-officio members: ACDA-MN Executive Director, and the ACDA-MN/FMC Committee’s Director of Development. In addition, an ACDA-MN board liaison will be appointed by the ACDA-MN Board of Directors and will serve as a voting member.

**Section A - Qualifications**

Committee members shall support choral music activities in Minnesota and actively support the mission of the Committee by demonstrating leadership, management, and personal commitment.

**Section B - Terms of Service**

Committee members shall serve a four-year term, once renewable for a total of eight years, beginning on July 1 of the year of appointment. Committee members who wish to retire or resign shall notify the Committee Chair by December 31. Retired members are eligible for Emeritus Member Sub-Committee membership.

**Section C - Committee Openings**

When a position becomes available, the Committee Chair will receive names of prospective members for nomination and consideration at the winter quarterly meeting; new members shall be subsequently approved by the current Committee at the spring quarterly meeting to begin serving their term on July 1.

**Section D - Advisory Board**

Advisory Board members are renowned and luminary individuals who are invited by the Committee Chair to serve in a non-voting capacity. These members shall actively support the mission and activities of the Committee and donate annually to the FMC Endowment Fund. Advisory Board members will receive invitations to all FMC Endowment sponsored events.

## **Article IV - Governance**

The Committee is a permanent standing committee under the auspices of (ACDA-MN). All decisions and recommendations approved by the Committee must be ratified by the ACDA-MN Board of Directors.

### **Section A - Officers, Duties and Terms of Service**

The elected officers of the Committee are: Chair, Chair-Elect, Past Chair, and Recording Secretary.

The Chair-Elect shall serve a two-year term and succeed to a three-year term as Chair, followed by a two-year term as Past Chair.

The Recording Secretary shall serve a two-year term, renewable.

### **Section B - Duties of Elected Officers**

#### **1. Chair**

- a. Shall preside at all meetings of the Committee.
- b. Shall oversee the Committee election and Sub-Committee appointment process.
- c. With the ACDA-MN Executive Director shall prepare the FMC Endowment Fund annual budget prior to the spring quarterly meeting.
- d. Shall be responsible for all official communication with Committee and Advisory Board Members.
- e. Shall acquaint the Chair-Elect with the duties of the office of Chair.

#### **2. Chair-Elect**

- a. Shall become acquainted with the duties of the Chair and the activities of the Committee.
- b. Shall attend all meetings of the Committee and perform duties of the Chair in the event of the Chair's absence or inability to serve.

#### **3. Past Chair**

- a. Shall attend all Committee meetings and assist the Chair as needed.
- b. Shall conduct a by-laws revision review in the first year of term of office or as deemed necessary.

#### **4. Recording Secretary**

- a. Shall record the proceedings of all Committee meetings and distribute minutes to Committee members within two weeks after the meeting.
- b. Shall provide an archival copy of all approved meeting minutes forwarded to the ACDA-MN Executive Director for posting on the web site and filing in the archives.

### **Section C – Election of Officers**

A slate of candidates selected by the Election Sub-Committee, shall be presented by the Chair at the winter quarterly meeting, and voted on by the Committee at the spring quarterly meeting. Newly elected officers shall assume office on July 1.

### **Section D – Vacancy in Office**

In case of a vacancy during any term of office, the Chair shall be empowered to fill the vacancy by appointment until the term expires.

### **Section E – Sub-Committee Guidelines**

1. Sub-Committee members shall be appointed by the Chair and ratified by the full Committee.
2. The length of term shall be a minimum of two years.
3. A Committee member may serve on more than one Sub-Committee.
4. Sub-Committee members shall assume their duties following the summer quarterly meeting.
5. Each Sub-Committee must select a Coordinator.
6. Each Sub-Committee shall meet a minimum of twice a year and report to the full Committee.
7. Sub-Committees may expand their membership to include outside consultants or ACDA-MN members to support specific goals and activities of the Sub-Committee.

### **Section F – Sub-Committee Structure and Duties**

- 1. Executive Sub-Committee** is comprised of the Committee Chair, Chair-Elect, and Past Chair, the ACDA-MN Executive Director, the Director of Development, and the ACDA-MN Board of Director’s liaison.
- 2. Scholarship Sub-Committee** is charged with the review and development of the scholarship application process. In addition, the Sub-Committee shall select the award recipients for Summer Dialogue, ACDA North Central Division Conference, ACDA National Conference, World Symposium on Choral Music, and Graduate Study Scholarships.
- 3. Finance and Investment Sub-Committee** shall follow the guidelines and provisions of the FMC Endowment Fund Investment Policy, and provide advice on the best practices for sound investment strategies. In addition, the Sub-Committee will monitor the performance of investments and make recommendations based on investment performance.
- 4. Development and Advancement Sub-Committee** shall assist the Director of Development in seeking individual, business and corporate financial support for the activities and programs of the Committee. This Sub-Committee shall assist the Director of Development in designing and implementing an advancement program to support the activities and programs of the Committee.

**5. Archives Sub-Committee** with the ACDA-MN Executive Director shall establish criteria and develop a plan to organize and store archival documents for the Committee, and shall maintain and add to the archives as directed by the Committee.

**6. Publicity and Marketing Sub-Committee** shall assist the Director of Development in the preparation of the Annual Report of the Committee. In addition, this Sub-Committee shall assist the Coordinator of the Star of the North Concert Series with marketing and promotion.

**7. Star of the North Concert Series and Activities Sub-Committee** shall select the Coordinator of the concert series and assist the Coordinator with the planning, promotion, and production of the event.

**8. Emeritus Member Sub-Committee** shall be composed of retired members of the Committee and shall support the mission and activities of the Committee. Members of this Sub-Committee shall be listed as ‘Emeritus Committee Members’ in Committee publications and programs. They shall receive regular meeting notices, minutes and be informed of any other pertinent action of the Committee. In addition, they shall be eligible for complimentary admission to all concert programs and events sponsored by the Committee.

**9. Election Sub-Committee** shall prepare a slate of candidates for election. The Sub-Committee Coordinator shall present the slate to the Committee Chair.

### **Section G – Meetings**

The Committee shall meet quarterly. The summer quarterly meeting shall include reception of new and emeritus members and the annual review of Committee and Sub-Committee goals and activities.

### **Article V – Approval of Bylaws**

Bylaws and revisions to the bylaws shall be approved by a majority vote of the Committee and by the ACDA-MN Board of Directors.

Note: These bylaws were written by Committee members Bruce Becker, Mary Kay Geston, Diana Leland, and Carl Lipke and submitted to the FMC Endowment Fund Committee members for approval on May 9, 2009. They were reviewed by the ACDA-MN Board of Directors on August 3, 2009, and revisions recommended by that governing body were approved by the FMC Endowment Fund Committee on September 19, 2009. The ACDA-MN Board of Directors granted final approval of these bylaws on June 12, 2010.