



**INDIANA  
ARTS FESTIVAL**

**Indiana Arts Festival  
BYLAWS**

Revised – August 25, 2022  
Adopted – October 23, 2022



# Indiana Arts Festival BYLAWS

Revised – August 25, 2022  
Adopted – October 23, 2022

## TABLE OF CONTENTS

(Table of Contents is accurate in a Times New Roman font size 12)

<b>ARTICLE I.</b>	<b>NAME</b>	<b>1</b>
<b>ARTICLE II.</b>	<b>OBJECT</b>	<b>1</b>
<b>ARTICLE III.</b>	<b>MEMBERSHIP</b>	<b>1</b>
<b>ARTICLE IV.</b>	<b>MEETINGS</b>	<b>2</b>
<b>ARTICLE V.</b>	<b>OFFICERS and DEPARTMENTAL CHAIRS</b>	<b>3</b>
<b>ARTICLE VI.</b>	<b>ELECTION OF OFFICERS</b>	<b>9</b>
<b>ARTICLE VII.</b>	<b>BOARD OF DIRECTORS</b>	<b>9</b>
<b>ARTICLE VIII.</b>	<b>EXECUTIVE COMMITTEE</b>	<b>10</b>
<b>ARTICLE IX.</b>	<b>DEPARTMENTS AND COMMITTEES</b>	<b>11</b>
<b>ARTICLE X.</b>	<b>DUES AND FINANCE</b>	<b>11</b>
<b>ARTICLE XI.</b>	<b>INVESTMENT FUND AND INVESTMENT COMMITTEE</b>	<b>12</b>
<b>ARTICLE XII.</b>	<b>AREA FESTIVALS</b>	<b>14</b>
<b>ARTICLE XIII.</b>	<b>HOLD HARMLESS PROVISION</b>	<b>18</b>
<b>ARTICLE XIV.</b>	<b>DISSOLUTION OF THE INDIANA FEDERATION OF MUSIC CLUBS</b>	<b>18</b>
<b>ARTICLE XV.</b>	<b>PARLIAMENTARY AUTHORITY</b>	<b>18</b>
<b>ARTICLE XVI.</b>	<b>AMENDMENTS</b>	<b>19</b>
<b>ARTICLE XVII.</b>	<b>BYLAWS, DOCUMENTS, MEMBERSHIP AND SENIOR CLUB LISTS</b>	<b>19</b>



**Indiana Arts Festival By-Laws  
Revised August 25, 2022, Adopted**

**ARTICLE I. NAME**

This organization shall be known as the Indiana Arts Festival.

**ARTICLE II. MISSION**

The mission of the Indiana Arts Festival is to promote the artistic development of youth and adults and to cultivate an appreciation and skill for the liberal arts. The organization empowers teachers to collectively present various opportunities for students to participate in festivals, recitals, juried and non-juried presentations and competitions throughout each year.

**ARTICLE III. MEMBERSHIP**

**SECTION 1. Composition.** Membership in Indiana Arts Festival shall be organizational or individual and shall be composed of:

- A. Organizations** with members of any age whose purpose is to encourage, develop and maintain high artistic standards, and who support our mission of encouraging the arts in Indiana. These organizations may be:
  - 1. Professional Arts teachers' Associations and adult Arts Clubs or kindred Organizations.** Organizations shall be eligible for membership upon the payment of dues as provided in the IAF Standing Rules and Procedures.
  - 2. Arts Groups organized for both college students and youth.** Organizations shall be eligible for membership upon the payment of dues as provided in the IAF Standing Rules and Procedures.
- B. Friends of the Arts** - Adult individuals interested in the promotion of the arts. Friends of the Arts shall be eligible for membership upon the payment of dues as provided in the IAF Standing Rules and Procedures.
- C. Festival Teachers** - Adult individuals who are teachers of youth and/or adults and who desire to participate in the IAF annual Area Festivals. Festival Teachers shall be eligible for membership upon the payment of dues as provided in the IAF Standing Rules and Procedures.

**SECTION 2. Applications**

- A. Procedure.** All applications for membership shall be made through IAF. All applications shall be accompanied by the current year's dues for each class of membership for which application is being made. Applications from Adult Organizations shall be accompanied by a copy of the organization's current membership list, which includes each member's name, address with zip code, phone number with area code, and email address.

**SECTION 3. Termination of Membership**

- A. Resignation.** Any organization in good standing may resign by sending written resignation to the secretary of the IAF, who shall in turn notify the Treasurer. No resignation shall be accepted from a group whose current dues have not been paid.
- B. Forfeiture.** If dues are not received for membership by the deadline provided in the

IAF Standing Rules and Procedures, members shall be considered delinquent. Any such organization or group whose dues are in arrears for more than a year shall be considered to have forfeited membership.

- C. **Reinstatement.** Any organization that resigns in good standing may be reinstated upon application.

#### **ARTICLE IV. MEETINGS**

**SECTION 1. Annual Convention.** An annual convention for all members shall be held each year, the exact time and place to be decided by the Board of Directors. Thirty days' notice shall be given all members.

- A. **Voting Body.** The Voting Body for the Annual Convention of IAF shall be composed of members in good standing who are Elected Officers, the Board of Directors, the Investment Committee, Appointed Officers, Committee Chairmen, Organization Presidents and delegates and Area Festival Chairs, all Friends of the Arts and Festival Teachers.

- B. **Delegate Apportionment**

1. Each Adult Organization shall be entitled to delegate representation based on its paid membership on record with the Treasurer twenty days before the opening of the convention, calculated as follows: organizations of 25 members or less – one delegate; organizations of 26-50 members – two delegates; and one additional delegate for each additional one hundred (100) members above the first 50, except that no organization shall have more than seven delegates.
2. Each Collegiate and Youth Organization shall be entitled to representation by one adult delegate.

- C. **New Individual Members. New Friends of the Arts or Festival Teacher Members** shall be eligible to vote at any session of the IAF only if the current dues have been received by the State Treasurer at least 6 months prior to the opening of the Annual Convention.

- D. No person shall be entitled to vote in more than one capacity, and no absentee or proxy votes shall be permitted.

- E. **Quorum.** Ten qualified voters shall constitute a quorum at an annual convention.

**SECTION 2. Regular Meetings of the Board of Directors.** The Board of Directors shall meet at the call of the President at least twice a year, to attend to business of the agenda but not limited to the agenda. Thirty days' notice shall be given. (See Article VII, Section 2)

- A. **Voting Body.** The Voting Body for Regular Meetings of IAF shall be composed of members in good standing who are Elected and Appointed Officers, Committee Chairs, Adult Organization Presidents, Area Festival Chairs, and Past State Presidents (including past IFMC and IAF Presidents in good standing).

- B. **Attendance.** Any member of the Board of Directors unable to attend a session must notify the President specifying the reason for absence. With permission of the IAF President, a Board Member may provide a substitute who would be an appropriate representative. At each session of the Board, the names of all those present shall be included in the minutes.

- C. **Quorum.** Seven members of the Board of Directors shall constitute a quorum for the transaction of business at any Regular Meeting. The quorum must have at

least three members from the executive committee and four other Board of Directors members.

**SECTION 3. Special Session.** A Special Session may be called by the President upon a majority vote of the Executive Committee. Thirty days' notice of a special session shall be given. The purpose of the session shall be stated in the call and no other business shall be transacted. Seven qualified voters shall constitute a quorum at a Special Session.

#### **ARTICLE V. OFFICERS AND DEPARTMENTAL CHAIRS**

**SECTION 1. Election.** The Officers of the Indiana Arts Festival shall be elective and appointive. All IAF officers, elective or appointive, must be IAF members in good standing.

- A. Elective Officers.** The Elective Officers shall be: President, Vice President, Recording Secretary and Treasurer. They shall be elected as provided in Article VI.
- B. Appointive Officers.** The Appointive Officers shall be: the Competition and Awards Chair, State Festival Chair, Parliamentarian, Historian, and Chaplain. Appointive Officers shall be selected by the IAF President, subject to confirmation by the Executive Committee.
- C. Departmental Chairs.** The Departmental Chairs shall be: Website/Social Media Chair, Newsletter/Publicity Editor, Sweeney Campership Chair, Composition Chair, Essay Chair, Arts in Poetry Chair, Standing Rules and Bylaws Chair, and the Reading Committee. They shall be appointed by the President, subject to confirmation by the Executive Committee.

#### **SECTION 2. Duties of Officers and Chairs.**

- A. The President shall:**
  - 1. Be the Chief Executive Officer of the IAF,
  - 2. Be the Official Representative of the IAF at all places and at all meetings,
  - 3. Preside at all Executive Committee and Board of Directors meetings,
  - 4. Approve bills before payment is made,
  - 5. Be a signer on the IAF account (two signatures are required for checks over a certain amount as specified in the IAF Standing Rules and Procedures),
  - 6. May not write a reimbursement check to themselves. Checks must be written and signed by someone other than the payee,
  - 7. Be bonded according to IAF assets,
  - 8. Appoint the Departmental Chairs and Standing Committees, in addition to officers listed in Section 1B of this Article. All appointments are subject to confirmation by the Executive Committee,
  - 9. Be an Ex officio Member of all committees except the Nominating Committee, having the same privileges as any other committee and/or board member including voting rights,
  - 10. Prepare a letter to the membership to be included in each issue of the IAF Newsletter.
  - 11. Supervise plans for extending, unifying and rendering efficient the work of this organization,
  - 12. Refer to IAF Standing Rules and Procedures Section B, I,

**B. The Vice President shall:**

1. In the absence of the President, perform all the duties pertaining to the President's office,
2. Chair planning and execution of State Honors Recital at the Annual Convention,
3. Oversee actions of Competitions and Awards Chair,
4. Promote Friends of the Arts and Organization membership within the IAF,
5. Serve as assigned by the President,
6. Refer to IAF Standing Rules and Procedures Section B, II,
7. Submit a report electronically to the Recording Secretary prior to the annual convention.

**C. The Recording Secretary shall:**

1. Keep full minutes of the business sessions of the IAF, the Board of Directors, and the Executive Committee,
2. Be the custodian of all official papers and documents not properly in the possession of any other officer,
3. Keep a correct roster of Organization Presidents and Area Festival Chairs by requesting an annually updated officer list from the Treasurer and State Festival Chair, respectively,
4. Keep separate email lists for members of the Executive Board, Board of Directors, Investment Committee and Friends of the Arts in order to send out IAF information from the President and invitations to meetings of the IAF (it is the responsibility of Area Festival Chairs to forward such notifications to their Festival Teacher Members),
5. Send minutes to the Reading Committee to have the minutes approved/corrected and sent out to the membership via email within three weeks after each IAF meeting,
6. Attend to such official correspondence as shall be directed by the Board or President.
7. Refer to IAF Standing Rules and Procedures Section B, III.

**D. The Treasurer shall:**

1. Have custody of all the funds and securities of the IAF, including those for the Investment Fund (see Article XI, Section 4C) and shall deposit such funds and securities in financial institutions approved by vote of the Executive Committee,
2. Pay out money from proper receipts and requisitions only on approval of the President. (Two signatures are required for checks over a certain amount as specified in the IAF Standing Rules and Procedures),
3. May not write a reimbursement check to themselves. Checks must be written and signed by someone other than the payee,
4. Keep a full account of the finances of the organization,
5. Send the President and Investment Committee Chair quarterly financial statements including itemized accounts,
6. Submit a summary to the Executive Committee at stated meetings,
7. Keep a correct list of all Organizations and Area Festivals, with their officers, and Friends of the Arts members, with addresses, phone numbers, and email



- addresses based on information sent on annual membership forms,
8. Send notice of all dues and fees to Organization presidents, Friends of the Arts and Area Festival Chairs/treasurers,
  9. Receive all dues and fees pertaining to members in all categories,
  10. Annually send an updated list of Organization Presidents and Friends of the Arts, including their email addresses, to the Recording Secretary,
  11. Manage Festival Teacher registration data and forward it to State Festival Chair and Area Festival Chairs,
  12. Keep a full account of all money received - its purpose and the sender's name, address, phone number, and email; and forward a copy monthly, when there is activity, to the President, and any Area Festival activity to both the President and the State Festival Chair,
  13. Be properly bonded according to IAF assets,
  14. File annually any written reports required by the state and federal governments,
  15. Be paid for tax preparation according to IAF Standing Rules and Procedures,
  16. Treasurer's books should be reviewed by an IAF committee of two, appointed by the Board of Directors at the end of each fiscal year, before August 1. Books must be audited by an accountant every 4 years or at the end of a Treasurer's service, whichever comes first. A report shall be made to the Board of Directors at its next meeting,
  17. Upon leaving office, give all monies, books and papers to the incoming Treasurer by August 1, the fiscal year beginning July 1 of one year and ending June 30 of the succeeding year,
  18. Be replaced temporarily if unable to perform duties of the office due to something of a temporary nature. The IAF President shall appoint a temporary treasurer with the approval of the Executive Board,
  19. Refer to IAF Standing Rules and Procedures Section B, IV,
  20. Submit a report electronically to the President prior to each Board Meeting of IAF,
  21. Submit a report electronically to the Recording Secretary prior to the annual convention.

**E. The Competitions and Awards Chair shall:**

1. Identify scholarships and awards available to IAF Collegiate and Youth members,
2. Work with chairs of individual scholarships and awards, or in the absence of any individual chairs, set application deadlines and audition requirements (dates or electronic media submission) for each scholarship or award,
3. Annually procure one audition date, location, and judge to encompass all individual competitions with entrants,
4. Advise Newsletter Editor and Website/Social Media Chair concerning Scholarship/Award opportunities for publication in the IAF newsletter, the IAF website and IAF social media page(s),
5. Act as a liaison with Indiana universities and colleges, to broaden awareness of awards and encourage membership in IAF,
6. Report results to the Board of Directors at each meeting, and report expenses and

results to the Treasurer and Investment Committee Chair at least twice annually,

7. Refer to IAF Standing Rules and Procedures Section B, VII,
8. Submit a report electronically to the Recording Secretary prior to the annual convention.

**F. The State Festival Chair shall:**

1. Oversee all Festival operations in the state,
2. Review reports of Festival Dues to validate that each festival is current on annual dues,
3. Report to the Executive Committee all findings. Work with the Executive Committee when discrepancies are found,
4. Call and preside at the annual Area Festival Chair meeting, training Area Festival Chairs and requiring compliance with IAF rules regarding Area Festival procedure,
5. Complete specific duties listed in Article XVI, Section 6 and in IAF Standing Rules and Procedures Section B, VIII,
6. Be properly bonded,
7. Submit a report electronically to the Recording Secretary prior to the annual convention.

**G. The Parliamentarian shall attend all sessions of IAF and the Board of Directors, and shall serve as an advisor on points of parliamentary law, when necessary, in accordance with *Robert's Rules of Order*, Newly Revised. Refer to IAF Standing Rules and Procedures Section B, IX.**

**H. The Historian shall:**

1. Keep a complete history of the organization,
2. Collect and preserve printed matter pertaining to the Indiana Arts Festival for processing and storage with the Indiana Historical Society in Indianapolis. All materials preserved and given to the Indiana Historical Society will allow that organization the legal title for that material,
3. Maintain a scrapbook of news articles,
4. Refer to IAF Standing Rules and Procedures Section B, X,
5. Submit a report electronically to the Recording Secretary prior to the annual convention.

**I. The Chaplain shall:**

1. Receive the names of members who have died during the year and prepare for a notice to be included in the Annual Convention booklet,
2. Send letters and cards of concern to members, and/or their families, who are ill, confined or bereaved,
3. Shall notify the President, IAF Newsletter Editor, and IAF Website/Social Media Chair of such correspondence,
4. Refer to IAF Standing Rules and Procedures Section B, XI,
5. Submit a report electronically to the Recording Secretary prior to the annual convention.

**J. The Website/Social Media Chair shall:**

1. Establish and manage the official website of the Indiana Arts Festival ([indianaartsfestival.org](http://indianaartsfestival.org)),
2. Maintain website to ensure that posted information is up-to-date and accurate,
3. Request and receive material and information for posting to website,
4. Establish and manage the official media page(s) of the Indiana Arts Festival as determined by the IAF Board,
5. Promote the purpose of the IAF social media page(s) to both garner interest in IAF and inform the public as well as members of opportunities available through IAF,
6. Maintain the media page(s) to ensure that posted information is up-to-date and accurate,
7. Request and receive material and information for posting to media page(s),
8. Refer to IAF Standing Rules and Procedures Section B, XII,
9. Submit a report electronically to the Recording Secretary prior to the annual convention.

**K. The Newsletter/Publicity Editor shall:**

1. Request and receive information, including a letter from the IAF President, for each newsletter,
2. Include a Call to the Annual Convention in the spring edition,
3. Send IAF Newsletter out via email to Board of Directors, Club presidents and Area Festival Chairs at least twice per year,
4. Create promo materials for IAF special events, distributing via email and IAF website,
5. Refer to IAF Standing Rules and Procedures Section B, XIII,
6. Submit a report electronically to the Recording Secretary prior to the annual convention.

**L. The Sweeney Campership Chair shall:**

1. Administrate the IAF Scholarship competition for Summer Music Camps in coordination with the Competition and Awards Chair and in accordance to the directions set forth in IAF Standing Rules and Procedures, Section B, XIV,
2. Submit a report electronically to the Recording Secretary prior to the annual convention.

**M. The Composition Chair shall:**

1. Administrate the IAF Composition competition in coordination with the Competition and Awards Chair and in accordance to the directions set forth in IAF Standing Rules and Procedures, Section B, XV,
2. Submit a report electronically to the Recording Secretary prior to the annual convention.

**N. The Essay Chair shall:**

1. Administrate the IAF Essay Competition in coordination with the Competition

and Awards Chair and in accordance to the directions set forth in IAF Standing Rules and Procedures, Section B, XVI,

2. Submit a report electronically to the Recording Secretary prior to the annual convention.

**O. The Arts in Poetry Chair** shall: (1/2018)

1. Administrate the IAF Arts in Poetry Competition in coordination with the Competition and Awards Chair and in accordance to the directions set forth in IAF Standing Rules and Procedures, Section B, XVII,
2. Submit a report electronically to the Recording Secretary prior to the annual convention.

**P. The Bylaws and Standing Rules Chair** shall:

1. Keep a copy of the current IAF Bylaws and Standing Rules and be prepared to help the organization remain true to these documents during meetings of the Board of Directors,
2. Update IAF Bylaws and Standing Rules after any vote to amend or change,
3. Post any revisions on the IAF website and see that members are notified via board meeting minutes and IAF Newsletters,
4. Refer to IAF Standing Rules and Procedures Section B, XVIII,
5. Submit a report electronically to the Recording Secretary prior to the annual convention.

**Q. The Reading Committee** shall:

1. Be comprised of the Vice President and one additional member appointed by the President,
2. Receive proposed minutes from the Recording Secretary and respond with correction or approval within two days,
3. Assure that approved/corrected minutes are sent out to the membership via email within three weeks after each IAF meeting,
4. Refer to IAF Standing Rules and Procedures Section B, XIX.

**SECTION 3. Records and Documents**

- A. Annual Reports.** All officers and committee chairs shall submit a report electronically to the Recording Secretary prior to the annual convention. Each of these reports shall be presented at the annual convention and will be available in the first Newsletter following the annual convention.
- B. Files.** All files, with the exception of the Treasurer's, should be transferred immediately to the successor at the close of one administration and the beginning of the next.

**SECTION 4. Expulsion of an Elected Officer.** Should it become necessary to ask an Officer to resign from an office, the Executive Committee must have a majority vote to recommend the resignation to the Board of Directors. Upon a majority vote of the Board of Directors, the Officer will be asked to resign immediately and hand over all information he/she possesses pertaining to that office or any other office of IAF. When circumstances warrant, the expulsion

procedure may be handled by mail or e-mail according to the rules defined in Article VII, Section 4.

## **ARTICLE VI. ELECTION OF OFFICERS**

### **SECTION 1. Qualifications for Elective Office**

In order to be considered for nomination as an officer (President, Vice President, Treasurer and Recording Secretary) one does not need to be a current IAF Board member but must be or become a member of the Indiana Arts Festival. All officers must be IAF members in good standing.

### **SECTION 2. Nominating Committee for Officers**

- A. The Nominating Committee** shall serve for two years and consist of three Board members from different rotating Organizations or Area Festivals.
- B. The Chairman**, appointed by the President, shall present the slate of officers decided upon by the committee to the voting body every year at the State Convention.
- C. Election** shall be by ballot, if more than one nominee is presented. The majority vote of qualified voters present shall constitute an election.

### **SECTION 3. Term of Office**

- A. The Term of Office** for all officers shall be two years.
- B. No elected officer shall hold more than one elected office** at the same time.
- C. President and Vice President** shall serve no more than two consecutive terms.
- D. All Officers** shall assume their respective duties at the close of the convention at which they are elected, with the exception of the Treasurer who shall assume office at the end of the fiscal year upon completion of the audit.
- E. Biennial Elections** for President and Vice President shall be held in the odd numbered years. The Treasurer and Recording Secretary shall be elected biennially in the even numbered years.

### **SECTION 4. Vacancy in Office**

In case of a vacancy or a resignation of an elected state officer, the vacancy shall be filled by vote of the Executive Committee until the next State Convention.

## **ARTICLE VII. BOARD OF DIRECTORS**

**SECTION 1. Composition.** All Elected and Appointed Officers, Committee Chairs, Organization Presidents, Area Festival Chairs, and Past State Presidents (of IFMC and IAF) shall constitute the board of Directors. All members of the Board of Directors must be IAF members in good standing.

### **SECTION 2. Meetings**

- A. The Board of Directors** shall meet at the call of the President at least twice a year, to attend to business on the agenda but not limited to the agenda. Thirty days' notice shall be given.
- B. A Special Session** of the Board of Directors may be called by the President or the Recording Secretary on the written request of five members of the board. The purpose of the session and the names of the members requesting the Session shall be

stated in the call.

**C. Attendance.**

1. Any member of the Executive Committee unable to attend a session must notify the President specifying the reason for absence.
2. Any member of the Board of Directors unable to attend a session must notify the President specifying the reason for the absence. With permission of the IAF President, a Board Member may provide a substitute who would be an appropriate representative.
3. At each session of the Board, the names of all those present shall be included in the minutes.

**D. Quorum.** Seven members of the Board of Directors shall constitute a quorum for the transaction of business at any regular meeting or Special Session. The quorum must have at least three members from the Executive Committee and four other Board of Directors members. At the Annual Meeting/Convention, a quorum will consist of 10 members. See Article IV, Section 1, D.

**SECTION 3. Duties**

- A. The Board of Directors shall manage the affairs and funds of the Indiana Arts Festival subject to these Bylaws and Standing Rule directives,
- B. They shall determine the date and place of the Convention,
- C. They shall approve the amount of the Convention registration fee,
- D. They shall approve the replacement of Board members,
- E. They shall adopt rules of procedure as needed to direct the affairs of IAF.

**SECTION 4. Business by Mail.**

- A. Business needing immediate attention, which in the opinion of the President does not warrant calling a meeting of the Board of Directors, and cannot wait until the next scheduled Board Meeting, may be transacted by e-mail or regular mail. Identical ballots carrying the information needed to make an intelligent decision shall be sent to each member of the Board of Directors.
- B. At least seven ballots must be returned to constitute an official vote. A vote of the majority of all the returned ballots shall be necessary to consider the results as an official opinion of the Board of Directors.
- C. The returned committee ballots will be counted by the President and at least two other Board of Directors members. Official results will be announced at the next Board Meeting.

**ARTICLE VIII. EXECUTIVE COMMITTEE**

**SECTION 1. Personnel.** The Executive Committee shall be composed of the four elected officers (President, Vice President, Treasurer, and Recording Secretary), the State Festival Chair, and Past State Presidents (of IFMC and IAF). Immediate family members may not serve together on the Executive Committee. All members of the Executive Committee must be IAF members in good standing.

**SECTION 2. Duties.** The Executive Committee shall carry on necessary business of the Indiana Arts Festival between meetings of the Board of Directors, and any business referred to it

by the Board of Directors.

**SECTION 3. Meetings.** The Executive Committee shall meet at least annually on the call of the President or upon the written request of the Recording Secretary from three members of the Committee.

**SECTION 4. QUORUM.** Four members of the Committee shall constitute a Quorum.

**SECTION 5. Business by Mail**

- A. Business needing immediate attention which in the opinion of the President does not warrant calling a meeting of the Executive Committee, and cannot wait until the next scheduled Executive Committee meeting, may be transacted by e-mail or regular mail. Identical ballots carrying the information needed to make an intelligent decision shall be sent to each member of the Executive Committee.
- B. At least four ballots must be returned to constitute an official vote. A vote of the majority of all the returned ballots shall be necessary to consider the results as an official opinion of the Executive Committee.
- C. The returned committee ballots will be counted by the President and at least two other Executive Committee members. Official results will be announced at the next Executive Committee meeting.

**ARTICLE IX. DEPARTMENTS AND COMMITTEES**

**SECTION 1. Duties**

- A. The work of IAF shall be carried on through Departmental Chairs and Standing Committees, their duties to be outlined by the IAF Administration. Chairs and committees shall be named according to the work involved, the Board of Directors having authority to alter this list when necessary or advisable.
- B. Each Chair shall present goals and plans for work at Board of Directors meetings or to their respective Executive Committee member.
- C. Each Chair shall present a complete annual written report at the State Convention.

**SECTION 2. Personnel.** Committee Chairs must be members in good standing and shall be appointed by the IAF President subject to approval of the Executive Committee. Members who have been expelled as an officer may not serve as a Committee Chair.

**ARTICLE X. DUES AND FINANCE**

**SECTION 1. Sources of Income.** The monies of this organization shall be derived from Membership dues and fees, Area Festival fees, interest from the Investment Fund, gifts, and from such other sources as may be approved from time to time by vote of the Board of Directors, subject to the Indiana State laws governing Not for Profit Corporations, the laws of Indiana and the provisions of these By-Laws.

**SECTION 2. Fiscal Year.** The fiscal year shall be from July 1 of one year through June 30 of the succeeding year.

### **SECTION 3. Payment of Dues and Fees**

- A. Membership dues and fees shall be paid to the Treasurer by the State deadline each year.
- B. If dues are not received by published deadlines, a member will be considered delinquent and will be assessed a late fee imposed by IAF and listed in the IAF Standing Rules and Procedures. If dues are not received by the end of the membership year, membership shall be forfeited. (See Article III, Section 3.) There are no exceptions.
- C. Deadlines will be posted on the website and listed in the Standing Rules and Procedures.

**SECTION 4. Dues Deadline.** All dues shall be received by the State Treasurer no later than the deadline stated in IAF Standing Rules and Procedures Section C, except for New Members, who may pay dues for the first time at any time. If dues are not received by the State Treasurer, a member shall be considered delinquent and membership shall be forfeited. (See Article III, Section 8)

**SECTION 5. DUES.** Dues outlined below will change as set forth by IAF and will be effective according to the IAF due dates. IAF Standing Rules and Procedures will establish the current dues and fees to be assessed.

#### **A. Membership Dues (Article III, Section 3)**

- 1. IAF Organizations shall pay current annual dues as provided in the Standing Rules and Procedures of IAF.
- 2. Friends of the Arts and Festival Teacher Members shall pay current annual dues provided in the Standing Rules and Procedures of IAF.

## **ARTICLE XI. INVESTMENT FUND AND INVESTMENT COMMITTEE**

**SECTION 1. Purpose.** The investments held in an Investment Fund are created by vote of the Board of Directors, and the Investment Committee is established as an agency of the Indiana Arts Festival to aid in the promotion of IAF goals. Only the revenue from the Investment Fund shall be used to:

- A. **Encourage** the composition and performance of the arts,
- B. **Aid** performing and creative artists,
- C. **Promote** arts education.

### **SECTION 2. Membership**

- A. **Composition.** The Investment Committee shall be composed of five members: the President, the Treasurer, and three members elected by the Board of Directors from the membership at large, at least one of whom shall be involved in or retired from the business or financial community. The three members at large shall be elected by the Board of Directors in this fashion: one each odd year for a six-year term, at the first IAF Board Meeting following the election or re-election of the President at the Annual Convention. Members may be elected for two consecutive terms. All members of the Investment Committee must be IAF members in good standing.



- B. Chairman.** The Chairman shall be elected by the Board of Directors from among the members of the Investment Committee.
- C. Vacancy.** In case of vacancy on the Investment Committee, the vacancy shall be filled by vote of the Executive Committee for the balance of the term.
- D. Meetings.** The Investment Committee is required to hold a meeting at least once a year. The meeting shall include all members of the Investment Committee.

### **SECTION 3. Powers and Duties**

- A. The Investment Committee** shall have the power to invest and reinvest the assets of the Indiana Arts Festival. The President, the Recording Secretary and the Treasurer shall have the authority, upon approval of the Investment Committee, to sign in the name of the Indiana Arts Festival all affidavits and papers involved in such transactions.
- B. Should the organization wish to deviate from the annual spending policy** for investments as outlined in Standing Rules and Procedures Section C.II.C, such deviation will come before the Board of Directors for approval on a case-by-case basis as needed. (6/2021)
- C. The Investment Fund** shall be in the immediate custody of the Treasurer of the Indiana Arts Festival, and the principal shall be invested by the Treasurer (or an Investment Manager selected by the Investment Committee and approved by Board of Directors), upon recommendation of the Investment Committee and approval of the Board of Directors. The Investment Fund refers to the invested assets of IAF which includes monies for established scholarships, awards, and general operating funds. Investment policies are outlined in the IAF Standing Rules and Procedures. Disbursement of the income from said investments shall be made upon recommendation of the Investment Committee and approval of the Board of Directors.
- D.** If an Investment Manager is selected, he or she and the Treasurer must be two separate persons.

### **SECTION 4. Awards**

- A.** All IAF Award Fund principals shall remain in the Investment Fund for investment.
- B.** Awards will be based on the revenue generated by principals invested.
- C.** The Investment Committee will make the decisions as to the amounts of the awards given.
- D.** Donations given to IAF for the purpose of presenting awards cannot be returned to the donor.

**SECTION 5. Reports.** At each meeting of the Board of Directors, the Chairman of the Investment Committee shall render a written report on the status of all investments, reinvestments and actions taken by this committee.

**SECTION 6. Voting.** Decisions of the Investment Committee shall be binding when concurred on by a majority vote of the five members of the Investment Committee.

## **ARTICLE XII. AREA FESTIVALS**

**SECTION 1. Area Festivals** are a component part of the Indiana Arts Festival. Indiana Arts Festival shall be divided into Area Festivals as outlined by the Board of Directors.

**SECTION 2. Object.** Area Festivals are created to promote study of the performing and visual arts and encourage participants to reach a high standard of artistic achievement. An Area Festival is not a competition, but an opportunity for students to perform or present and receive evaluation.

### **SECTION 3. Formation.**

- A. A State Festival Chair** shall be appointed by the President and approved by the Board of Directors.
- B. Each Area Festival** must meet requirements as set forth by IAF Bylaws in order to organize. Approval must be given by the State Festival Chair and the Area Festival must be approved by the Board of Directors.

### **SECTION 4. Officers.**

- A. The Officers** of each Area Festival shall be a Chair (or Co-Chairs), a Treasurer and any other officers deemed necessary to run the Area Festival according to the IAF Bylaws and Standing Rules and Procedures. These Officers may be elected by the membership or appointed by the IAF President. Failure to comply with the rules set forth in these documents will force the Executive Committee to demand the resignation of the Area Festival Chair(s).
- B. The Area Festival Chairs shall service** the areas assigned by organizing Area Festivals, helping new members, tending to the interests of IAF groups in the Festival Area, keeping in touch with current members, being knowledgeable of all aspects of IAF, checking and suggesting to the State President how to update web information; keeping names, addresses, phone and e-mail current for the newsletter.
- C. Area Festival Chairs shall serve on** and report to the Board of Directors.
- D. Each Area Festival Chair is responsible to report** their Area Festival business to the State Festival Chair.

**SECTION 5. Meetings.** There shall be an annual meeting held by each Area Festival.

### **SECTION 6. Membership**

- A. Membership** in Area Festivals may be attained by paying dues as a teacher of an arts studio or business,
- B. Membership** in Area Festivals may be terminated by discontinuing annual dues payments and disassociating students with Indiana Area Festivals.

### **SECTION 7. Eligibility**

- A. Entrants** in an Area Festival must be students of a Festival Teacher.
- B. Each Teacher** of Area Festivals' entrants must be a dues-paying member of the Indiana Arts Festival.
- C. To participate in Festival,** students studying in Preparatory Arts Schools must be

- students of dues paying IAF Festival Teachers at that school.
- D. State Festival Chair and all Area Festival Chairs, Area Festival Treasurers and Area Gold Cup Chairs **must be members of IAF**.
  - E. In choosing to participate in an IAF Area Festival, **teachers and students are implicitly agreeing to comply with all rules and procedures** as outlined in the Indiana Arts Festival Handbook and Procedures Manual as well as the IAF Bylaws and Standing Rules and Procedures Section F.

## **SECTION 8. Dues and Fees**

- A. **Festival Teacher Membership Dues** must be paid to the Indiana Arts Festival annually by the deadline provided in the IAF Standing Rules and Procedures. Dues are determined by the Indiana Arts Festival Board of Directors.
  - 1. Additional fees/surcharges may be added by an Area Festival when needed but must be used specifically for Area Festival expenses.
- B. **Late Fees** will be charged to any member whose dues are received after the deadline specified in the IAF Standing Rules and Procedures.
- C. **Festival Event Fees**
  - 1. Required Festival Event Fees must be paid to the Area Festival Treasurer by each entrant for every event entered,
  - 2. Individual Festival Teachers may not charge Event Fees larger than the fee amount set by their Area Festival,
  - 3. Ensemble Event Fees
    - a. For an ensemble of less than 5 entering in an Area Festival, each individual pays the entry fee.
    - b. For ensembles greater than 5, if individual IAF Gold Cup Points are desired, then each student must pay the entry fee. If the ensemble will receive IAF Gold Cup points as a group only, then the ensemble will pay twice the individual entry fee.

## **SECTION 9. State Festival Chair Duties**

- A. **The State Festival Chair** shall:
  - 1. Serve on the Executive Committee and Board of Directors acting as the Area Festivals Representative,
  - 2. Approve and coordinate newly established Area Festivals. Present newly approved Area Festivals to the Board of Directors for final approval,
  - 3. Keep all Area Festival Chairs apprised of IAF activities which affect Area Festivals,
  - 4. Annually send an updated list of Area Festival Chairs, including email addresses, to the Recording Secretary,
  - 5. Manage disputes within an Area Festival. Disputes which cannot be handled by the State Festival Chair must be taken to the IAF Executive Committee,
  - 6. Order and distribute to each Area Festival Chair needed Festival event applications, Theory tests, certificates, and forms,
  - 7. Oversee that all Area Festival Teacher dues are sent to the State Treasurer no later than the deadline set by IAF,
  - 8. Receive a completed Festival Summary Report from each Area Festival Chair by the deadline set in the IAF Standing Rules and Procedures,

9. Receive a completed Indiana Festival Accounting Form from each Area Festival Treasurer by the deadline set in the IAF Standing Rules and Procedures,
10. Verify that each Area Festival has sent in their event payment to the State Treasurer by the deadline set in the IAF Standing Rules and Procedures,
11. Call and preside at the annual Area Festival Chair meeting,
12. Present actions of the annual Area Festival Chair meeting in a written report to the board of Directors for approval,
13. Serve as the State IAF Gold Cup Chair as needed,
14. Fulfill duties as listed for State Festival Chair in IAF Standing Rules and Procedures, Section B, VIII.

## **SECTION 10. Area Festival Responsibilities**

- A. **Each Area that holds a Festival must have an Area Festival Chair (or Co-Chairs), a Treasurer and a Gold Cup Chair.** The Area Festival Chair and the Area Festival Treasurer must be two different persons from two different studios. One person may hold more than one position, but it is recommended that three separate individuals from three separate studios be utilized. Any exceptions must be approved by IAF Board of Directors.
- B. **The Area Festival Chair will act as sole liaison between IAF and the Area Festival,** receiving and disbursing all information/requests from IAF to their Festival Teachers, **including forwarding the invitation to the annual convention,** IAF Newsletters and other information intended for the membership at large.
- C. **Indiana Area Festival Chairs are responsible to:**
  1. **Schedule and preside** at all meetings regarding their Area Festival. At no time should others schedule meetings unless those meetings are called for a specific Chair-approved and /or appointed committee to function. Likewise, all committees are to report directly to the Area Festival Chair,
  2. **Set a date and location** for their Area Festival each year, as soon as possible but not less than six months prior to the Area Festival, considering community and school calendars, and report said information to the State Festival Chair,
  3. Considering dues deadlines, **schedule an annual organizational meeting** for members to review operations, rules, procedures, Area Festival Treasurer's report, deadlines and any applicable changes; assuring that all Festival Teachers, entrants, judges, workers, etc. follow all IAF Area Festival rules,
  4. Work out, along with the assistance of committees, Area Festival details including, but not limited to, duties as provided in the IAF Standing Rules and Procedures, Section F,
  5. Receive from Area Festival Treasurer an annually updated list of Festival Teachers with paid dues and Festival event fees to assure that all participants are members in good standing according to IAF Standing Rules and Procedures,
  6. Prepare, along with the Area Festival Treasurer and other Area Festival volunteers, an **Area Festival Operating Budget** to ensure all incurred financial obligations can be paid with monies procured from Festival event fees, dues, etc., plus any remaining balance from previous year, (9/2018)
  7. **Ensure that copyrights are protected by:**
    - a. Disallowing any photocopied music use by students or for judges, except

that permitted by current copyright laws and regulations,

- b. Ensuring that e-print or Public Domain music has a printed, legible tracer/authentication page accompanying the score at the time of the audition,
- c. Refer to IAF Standing Rules Section F, IV and Indiana Arts Festival Handbook and Procedures Manual for further detail,

- 8. **Arrange for a play-off** to select Area Festival participants for the State Honors Recital competitions at the IAF Annual Convention, see IAF Standing Rules and Procedures Section F, XV,
- 9. **Prepare and submit an Indiana Festival Summary Report** for Area Festival Treasurer. Send said report to the State Festival chair and verify that Area Festival Treasurer has sent the correct fees to State Treasurer according to IAF Standing Rules and Procedures,
- 10. **Receive a completed copy of Indiana Festival Accounting Form** from the Area Festival Treasurer. Verify that Area Festival Treasurer has sent Indiana Festival Accounting Form to the State Festival Chair according to IAF Standing Rules and Procedures,
- 11. **Area Festival Chairs are required to attend the IAF State Meeting for Area Festival Chairs during the annual convention and regular meetings of the Board of Directors**, or send a suitable substitute,
- 12. **Be a signer** on Area Festival treasury account,
- 13. **May not write a reimbursement check to themselves**. Checks must be written and signed by someone other than the payee,
- 14. **Fulfill** duties as listed for Area Festival Chair in IAF Standing Rules and Procedures, Section F, XVII.

**D. Area Festival Treasurers are responsible to:**

- 1. **Receive** (from the State Treasurer) **and distribute current Festival Teacher member application forms** to Area Festival Chair(s) and Teachers,
- 2. **Receive Festival Teacher dues** and forward to State Treasurer by the deadline provided in the IAF Standing Rules and Procedures,
- 3. **Account** for all Area Festival entry fees and other monies,
- 4. **Prepare**, along with the Area Festival Chair and other Area Festival volunteers, **an Area Festival Operating Budget** to ensure all incurred financial obligations can be paid with monies procured from Festival event fees, dues, etc., plus any remaining balance from previous year, (9/2018)
- 5. **Promptly pay** all bills incurred by the Area Festival and promptly reimburse funds to those who present receipts for Area Festival expenses,
- 6. **May not write a reimbursement check to themselves**. Checks must be written and signed by someone other than the payee,
- 7. **Send a completed Indiana Festival Summary Report** (provided by Area Festival Chair or computer assistant) and required fees to the State Treasurer in accordance with the details and the deadline provided in the IAF Standing Rules and Procedures, Section E, VII,
- 8. **Complete and submit an annual Indiana Festival Accounting Form** to the State Festival Chair in accordance to the details and the deadline provided in the IAF Standing Rules and Procedures, Section E, VII,

9. **Should reports and monies due become delinquent**, the Area Festival Chair will be notified and will have fifteen days in which to comply and rectify the problem(s),
  10. Fulfill duties as listed for Area Festival Treasurer in IAF Standing Rules and Procedures, Section F, XIX.
- E. Festival Gold Cup Chairs are responsible to** administer the gold cup program for their Area Festival according to, but not limited to, duties as provided in the IAF Standing Rules and Procedures Section F, XVIII.
- F.** Failure to comply with the above rules set forth in this document will force the Executive committee to demand the immediate resignation of the Area Festival Chair(s) and/or Area Festival Treasurer upon approval of the Board of Directors. Upon resignation, all documents and items belonging to IAF must be promptly returned to the IAF State Festival Chair or the IAF State President. With the approval of the Board of Directors, the Executive Committee will have the right to seek legal counsel should the situation arise.

### **ARTICLE XIII. HOLD HARMLESS PROVISION**

The members of the Board of Directors, the Executive Committee, and the Investment Committee serve by the authority granted in the IAF Bylaws to oversee the financial and investment activity of the IAF funds. In accepting election or appointment to such positions, the IAF on the one hand, and each member of the aforementioned Boards or Committees on the other hand, respectively understand and acknowledge that each such member is (i) not serving in the capacity of a trustee and (ii) shall be held harmless and shall not be personally liable, either jointly or severally, as to any action taken or not taken during his or her service to the IAF as a member of the Board of Directors, Executive Committee, or Investment Committee; provided, however, that the foregoing shall not eliminate or limit:

1. The liability of any such member, if a judgment or other final adjudication adverse to such member establishes that his or her acts or omissions were in bad faith or involved intentional misconduct or a knowing violation of law, or that he or she personally gained a financial profit or other advantage to which he or she was not legally entitled; or
2. The liability of any such member for any act or omission on his or her part prior to the adoption of the forgoing policy.

### **ARTICLE XIV. DISSOLUTION OF INDIANA ARTS FESTIVAL**

In the event of the dissolution of the Indiana Arts Festival, Inc. (hereafter referred to as "IAF"), the Board of Directors shall, after paying or making provision for the payment of all liabilities of the IAF, distribute the assets of the IAF in such manner or to such organization or organizations organized and operated exclusively for charitable or education purposes, as the Board of Directors shall determine. Any such assets not so disposed of shall be disposed of by the Judge of the Circuit Court of Marion County, Indiana, exclusively for such purposes or to such organizations, as said Court shall determine, which are organized and operated exclusively for such purposes." (May 2020)

### **ARTICLE XV. PARLIAMENTARY AUTHORITY**

*Robert's Rules of Order*, Newly Revised, shall govern this organization in all cases not covered by the Bylaws or the Standing Rules and Procedures.

## **ARTICLE XVI. AMENDMENTS**

These Bylaws may be amended by a 2/3 vote of the qualified voters present and voting in any Annual Convention or at a Special Meeting called for that purpose, provided the proposed amendment(s) have been sent to all members, both Organizational and Individual, at least 30 days before the meeting at which it is to be considered. The following Bylaw changes may be made by the Bylaw and Standing Rule chair, under the supervision of the State President or Recording Secretary, without the consensus of the Voting Body at an Annual Meeting or Special Session: spelling errors, grammar errors, and cosmetic changes that do not change the content.

Any notice required by the Bylaws to be sent to the members may be sent by e-mail, by posting on the IAF web site ([indianaartsfestival.org](http://indianaartsfestival.org)) or by printed notice in IAF publications, as deemed appropriate by the President of IAF.

## **ARTICLE XVII.**

### **BYLAWS, DOCUMENTS, MEMBERSHIP AND MEMBER ORGANIZATION LISTS**

**SECTION 1.** A copy of current IAF Bylaws, Standing Rules and Procedures, and Membership Lists shall be distributed, as amendments are made, to the following persons: IAF Executive Board Members, Investment Committee, Elected and Appointed Officers, Organization Presidents, Area Festival Chairs, and anyone requesting the above documents.

**SECTION 2.** Bylaws, Standing Rules and Procedures, and Member Organization lists shall be available on IAF website ([indianaartsfestival.org](http://indianaartsfestival.org)).