

BYLAWS

AS PROPOSED – November 15, 2016

BALLOT DATE – February 15, 2017

APPROVED – MARCH 15, 2017

AMENDED – September 17, 2018

THE FELLOWSHIP OF UNITED METHODISTS IN MUSIC AND WORSHIP ARTS

ARTICLE I

Name

The name of this nonprofit corporation shall be The Fellowship of United Methodists in Music and Worship Arts. The corporation shall hereinafter in these Bylaws be referred to as "The Fellowship."

ARTICLE II

Objectives

Section 1. The objective of The Fellowship shall be to promote the importance and centrality of worship in the life of The United Methodist Church; to foster the values of music and worship arts that lead to spirituality and faith formation; to create relationships that lead to hospitality, fellowship, and nurture; and to serve all persons regardless of race, ethnicity, national origin, religious affiliation, gender identity or expression, sexual orientation, age or condition of ableness.

Section 2. Nothing in these Bylaws shall be read, and none of The Fellowship's activities pursuant to these Bylaws shall be undertaken or executed, in a manner inconsistent with this objective.

ARTICLE III

Membership

Section 1. Membership shall be open to all who are interested in enriching local church worship. Applicants are considered members when they have paid the prescribed annual dues.

Section 2. Membership categories, length of membership, including the beginning and end date, and all rights and benefits shall be determined by the Executive Board in consultation with the Fellowship Board. Any change in membership categories, length of membership, or the rights and benefits of membership categories shall be communicated to members at least 90 days prior to any change.

Section 3. Dues and/or fees shall be assessed and voting privileges for each membership category shall be determined by the Executive Board in consultation with the Membership Coordinator.

ARTICLE IV
Officers and Board Members

Section 1. The Executive Board of The Fellowship shall consist of the following:

- A. Elected Officers (with voting privileges)
 - 1. President
 - 2. President-Elect
 - 3. Immediate Past-President
 - 4. Vice-President of Administration
 - 5. Vice-President of Community
 - 6. Vice-President of Content
- B. Appointed Members (with voice but no vote)
 - 1. Executive Director of Fellowship
 - 2. Recording Secretary

Section 2. The Fellowship Board shall consist of members of the Executive Board and the following:

- A. Appointed Members (with voting privileges)
 - 1. Financial/Personnel Coordinator
 - 2. Development Coordinator
 - 3. Chapter Coordinator
 - 4. Membership Coordinator
 - 5. Events Coordinator
 - 6. Publications and Media Coordinator
- B. Other committee leaders or at-large members may be appointed to the Fellowship Board as needed, by the Executive Board. Their voting rights should be determined by the Executive Board at the time of appointment.

ARTICLE V
Elections and Appointments

Section 1. Qualifications for members of the Executive Board and Fellowship Board shall be:

- A. A member of The Fellowship for two consecutive years prior to nomination.
- B. A member of The United Methodist Church, or if not a member of The United Methodist Church, he/she shall have been employed in a United Methodist church for at least four consecutive years at the time of nomination.
(Amended 9/17/18) The Executive Board, in consultation with the Nominating Committee, may on occasion suspend any portion of these qualifications for reasons that further the mission and goals of The Fellowship.

Section 2. Elections of the Executive Board.

- A. Nominees for the Executive Board shall be proposed by the Nominations Committee, affirmed by the Executive Board, and presented to the full membership no later than January 15 of odd-numbered years for voting as prescribed in the Standing Rules.
- B. Additional nominations may be made by any member of The Fellowship prior to February 15 of the odd-numbered year by communicating to the Recording Secretary the name(s) of the nominee(s) accompanied by the ratifying written communications (printed or digital copy) from twenty-five members.
- C. Elections shall be held by ballot for a period of not less than 30 days between March 1 and May 30 of the odd-numbered years. A plurality of votes cast shall constitute election.

Section 3. Appointments of the Fellowship Board

- A. Additional appointed members of the Fellowship Board shall be appointed by the Executive Board, in consultation with the Nominations Committee.
- B. Additional nominations are not accepted from the membership for these appointments.

Section 4. Terms of Appointment

- A. A term shall begin at the installation of Board members at the Biennial Convocation and conclude at the installation of Board members at the following Biennial Convocation. If no convocation is held, then the terms will begin and end on July 15 of odd-numbered years.
- B. All Board members, with the exception of the President and President-Elect, may serve two consecutive terms in the same office.
- C. No Board member (elected or appointed) may serve more than six years in any combination of offices, with the exception of persons in paid staff positions. The Board member will be eligible for reelection or reappointment after a two-year absence from national office.
- D. The Executive Board will determine the best way to deal with vacancies. The vacancy may be filled or the duties of vacant office assigned to remaining members of the Executive Board.

ARTICLE VI

Executive Board

Section 1. Executive Board meetings will be held at the discretion of the President at a minimum of once per month. Each meeting may be either an actual or a virtual meeting, using whatever technology is deemed appropriate.

Section 2. The Executive Board shall have the legal authority of the organization.

ARTICLE VII

Fellowship Board and Working Groups

Section 1. The Fellowship Board meetings will be held at the discretion of the President at a minimum of annually. Each meeting may be either an actual or a virtual meeting, using whatever technology is deemed appropriate.

Section 2. The work of the Fellowship Board will be accomplished by three Working Groups.

- A. Administration Working Group
 - 1. Members:
 - a. Vice-President of Administration
 - b. Financial/Personnel Coordinator
 - c. Development Coordinator
 - d. Other committee leaders or at-large members assigned specific tasks or areas, which may be appointed by the Executive Board, at the request of either that body or the Working Group

- B. Community Working Group
 - 1. Members:
 - a. Vice-President of Community
 - b. Chapter Coordinator
 - c. Membership Coordinator
 - d. Other committee leaders or at-large members assigned specific tasks or areas which may be appointed by the Executive Board, at the request of either that body or the Working Group

- C. Content Working Group
 - 1. Members:
 - a. Vice-President of Content
 - b. Events Coordinator
 - c. Publications and Media Coordinator
 - d. Other committee leaders or at-large members assigned specific tasks or areas, which may be appointed by the Executive Board, at the request of either that body or the Working Group

Section 3. Each Working Group shall report its projects, achievements, ideas, and actions to the Executive Board through its Vice-President.

Section 4. Each Working Group shall normally meet monthly using available technology, and in person when practical.

ARTICLE VIII

Meetings

Section 1. The Biennial Business Meeting of The Fellowship will normally be held during the Biennial Convocation.

Section 2. The date and time of the Biennial Business Meeting shall be set by the President, in consultation with the Convocation Design Team.

Section 3. The Biennial Business Meeting should include, but not be limited to, the following items of business:

- A. A brief report by the President detailing the major accomplishments of the Executive Board and Fellowship Board in the previous biennium.
- B. Naming of new officers of the Fellowship Board, both elected and appointed. Installation of new officers may occur at the meeting or at another time.
- C. Recognition of out-going members of the Executive Board and Fellowship Board.
- D. Announcement of the members of the upcoming Nominations Committee.
- E. New Business as requested by the members present at the meeting, including, but not limited to, proposed changes to the Bylaws or Standing Rules.
- F. Other reports, as necessary.

Section 4. If necessary, other meetings of the membership may be called by the President, giving no less than 60 days notice of the time, place, and agenda of the meeting.

Section 5. No action may be taken at any meeting that is inconsistent with the Bylaws or Standing Rules, or that, as determined by the Executive Board, needs approval by the full membership.

ARTICLE IX

Chapters

Section 1. Chapters are most often organized in an Annual Conference, but may be organized along any definable geographical boundaries, including United Methodist jurisdictions.

Section 2. If the boundaries of a chapter overlap with that of another, the members in both areas will be given the opportunity to decide with which they desire to be affiliated.

Section 3. All Chapter Officers must be members of the national organization.

Section 4. Chapters shall adopt the National Bylaws with addendums to accommodate unique circumstances peculiar to their Chapter/situation.

ARTICLE X Dissolution

Section 1: If warranted, a decision to dissolve may be made by a unanimous vote of the Executive Board, ratified by a two-thirds vote of the Fellowship Board, and communicated to the membership.

Section 2. In the event of dissolution, the assets and property of The Fellowship remaining after payment of expenses and the satisfaction of all liabilities shall be distributed as determined by the Executive Board in consultation with appropriate staff members of Discipleship Ministries or its successor organization.

ARTICLE XI Amendments

Section 1. These Bylaws shall be subject to alteration or repeal, or new Bylaws may be adopted by the affirmative vote of two-thirds of the Executive Board or the Fellowship Board. However, any Bylaw regulating the method of electing the Executive Board (Section V, Section 2 (amended 9/17/18) must be approved by a two-thirds vote of all members of The Fellowship, following a period of 60 days for all members to review the proposed changes. Any change to the Bylaws should be communicated to the members.

Section 2. The Standing Rules shall be subject to alteration or repeal, or new Standing Rules may be adopted, by the affirmative vote of two-thirds of those present and voting at any meeting of the Executive Board or Fellowship Board.

ARTICLE XII Parliamentary Authority

Section 1. The rules contained in the current edition of *Robert's Rules of Order Newly Revised, 11th Edition* shall govern The Fellowship in all cases to which they are applicable and in which they are not inconsistent with these bylaws and any special rules of order The Fellowship may adopt.

STANDING RULES

AS PROPOSED – November 15, 2016

BALLOT DATE – February 15, 2017

APPROVED – March 15, 2017

THE FELLOWSHIP OF UNITED METHODISTS IN MUSIC AND WORSHIP ARTS

I. EXECUTIVE BOARD

A. Attendance

1. All members of the Executive Board shall be expected to attend meetings of the Executive Board and Fellowship Board as established by the President.
2. All members of the Executive Board shall be expected to attend at least one national event of The Fellowship each year, unless excused by the President.

B. Members with voting privileges

1. President shall:

- a) Guide The Fellowship and its leaders to remain focused on the objectives, mission, and values of the organization.
- b) Be the representative of The Fellowship to The United Methodist Church.
- c) Establish the date, time, and meeting method for the Biennial Business Meeting, and all meetings of the Executive Board and the Fellowship Board.
- d) Preside at all business meetings including, but not limited to, the Biennial Business Meeting and meetings of the Executive Board and the Fellowship Board.
- e) Report quarterly to the membership, preferably via a 3-5 minute video, to address current concerns, projects, and vision related to the mission of The Fellowship.
- f) Be in regular communication with the Executive Director, preferably weekly by telephone or other electronic conferencing method.
- g) Work with the Executive Director to make arrangements for Biennial Business Meetings, Fellowship Board, and Executive Board Meetings.
- h) Be the legal agent of and sign all contracts for The Fellowship. Contracts with a financial obligation of more than \$5,000.00 must be co-signed by at least one other Executive Board member, usually the Vice-President of Administration.
- i) Monitor the progress of the Nominations Committee.
- j) Appoint the Election Committee in February of each odd-numbered year.
- k) When needed, serve ex-officio on any committee except the Nominations Committee.
- l) When needed, appoint a Parliamentarian to advise the President and other officers, committees, and members on matters of parliamentary procedure, particularly at the Biennial Business Meeting, and other times when requested. The Parliamentarian must maintain a position of impartiality and therefore does not make motions, participate in debate, or vote on any question.

2. President-Elect shall:

- a) Preside in the absence of the President.
- b) Upon authorization by the Executive Board, act as the legal agent of The Fellowship in the absence of the President.
- c) In consultation with the current President, appoint the Nominations Committee for the upcoming biennium, and announce the names of the Committee members at the Biennial Business Meeting at the beginning of their term.
- d) Automatically advance to the office of President upon completion of term of office as President-Elect.
- e) Inform nominees and appointees for national office of the results of an election

by phone, and confirm by letter or electronic correspondence.

3. Vice-Presidents shall:

- a) Maintain oversight over their assigned Working Group.
- b) As needed, suggest to the Executive Board additional Working Group members to accomplish all assigned responsibilities.
- c) Work with members of their Working Group to populate committees assigned to, or created by, the Working Group.
- d) Convene meetings (using appropriate networking technology) of their Working Group at least monthly.
- e) Facilitate regular communication between their Working Group and the Executive Board.
- f) Report biannually to the Executive Board with a brief narrative addressing the following:
 - (1) What is their Working Group doing to ensure the future of The Fellowship?
 - (2) What is their Working Group doing to further the objectives of The Fellowship?
 - (3) What is their Working Group doing that promotes fellowship?

4. Immediate Past President shall:

- a) Serve as the chair of the Nominations Committee, periodically reporting on the progress of the committee to the Executive Board, and submitting the final report of the committee to the Executive Board no later than October 1 in the year preceding the elections.
- b) Serve as chair of the Past Presidents Advisory Council, with responsibility for that group's reporting requirements to the Executive Board.

C. Members with voice but no vote

1. Executive Director shall:

- a) Perform all duties set forth in the job description, and as directed by the Executive Board.
- b) Manage the operations of The Fellowship and have authority to engage and supervise all other paid and/or contracted employees of The Fellowship, subject to the supervision and direction of the President and of the Executive Board.
- c) Be a non-voting member of the Executive Board, Fellowship Board, and all National Committees, with the exception of the Nominations Committee.
- d) Participate as requested in all Biennial Business, Executive Board, and Fellowship Board meetings.

2. Recording Secretary shall:

- a) Prepare and maintain a record of all Biennial Business Meetings, meetings of the Executive Board and Fellowship Board; filing all records with the National Office.
- b) Prepare and manage correspondence as directed by the President.
- c) Be responsible for the compilation and review of the organization's actions and legislations.
- d) Work with the Executive Director, Executive Board, and Fellowship Board to produce and distribute to Fellowship members an annual report summarizing the state of The Fellowship. This report should include:
 - (1) Membership Statistics and Financial Reports.
 - (2) Major actions of the Executive Board and the Fellowship Board.
- e) In consultation with the Executive Director, receive/validate nominations for national office and direct the preparation and distribution of the ballot for all national elections.
- f) Communicate the report of the Election Committee to the members via

- WorshipArts as well as other appropriate methods.
- g) Communicate the results of the national office appointments to the members via WorshipArts as well as other appropriate methods.

D. The Executive Board shall:

1. Have the legal authority of the organization.
2. Authorize all personnel contracts concerning the national organization.
3. Meet monthly, using appropriate networking technology.
4. Annually contract with the Executive Director and any additional paid, contracted, or appointed personnel.
5. Ensure that all Standing Committee positions are filled and chairpersons appointed according to the Standing Rules.
6. Receive resignations and fill vacancies as needed until the next election.
7. Set the number and amounts of scholarships awarded by the Scholarship Committee as recommended by the Administration Working Group.
8. Approve the location and design teams for the Biennial Convocation, Music & Worship Arts Week, and another other national events, as submitted by the Content Working Group, according to the planning timelines for those events.
9. Set the number and amount of any event scholarships, including, but not limited to, the Older Adult Scholarships and Diversity Scholarships, in consultation with the Events Coordinator and the event design teams.
10. Receive and affirm or reject the Nominations Committee Report.
11. Approve an annual organizational operating budget, including membership dues amounts and categories, as prepared by the Administrative Working Group.
12. Approve budgets for all national events as prepared by the Administrative Working Group and the event design teams.
13. Report quarterly to The Fellowship membership in a concise listing of significant decisions made.
14. Appoint representatives to other agencies and organizations, as needed.
15. Approve the nominations for members of the following committees:
 - a) Roger Deschner Award Committee, as submitted by the Content Working Group.
 - b) Scholarship Committee, as submitted by the Community Working Group.
 - c) Lloyd Pfautsch Memorial Anthem Committee, as submitted by the Community Working Group.
 - d) WorshipArts Editorial Committee.

II. THE FELLOWSHIP BOARD

A. Attendance

1. All members of the Fellowship Board shall be expected to attend meetings of the Fellowship Board as established by the President.
2. The members of each Working Group are expected to attend that Group's meetings, as established by the Group's Vice-President.
3. All members of the Fellowship Board shall be expected to attend national events of The Fellowship, unless excused by the President.

B. Committee Support

1. Each Coordinator may, as desired by the Coordinator or requested by their Working Group, create and convene a committee or task group to complete desired tasks and/or to offer consultation on issues related to their area of concern.
 - a) Appointments to such committees shall be affirmed or rejected by the appropriate Working Group, and communicated to the Executive Board.

C. The Fellowship Board shall consist of members of the Executive Board and the following

coordinators.

1. Financial/Personnel Coordinator shall:

- a) Work with the members of the Administration Working Group to address financial and personnel concerns of The Fellowship.
- b) Work with Executive Director to provide an annual financial audit or review that is performed by a certified public accountant.
 - (1) Report on the results of the audit or review to the Administration Working Group and the Executive Board.
- c) Work with Executive Director to prepare an annual national operating budget for consideration by Administration Working Group.
 - (1) Consult with the Membership Coordinator to affirm or change membership categories and dues amounts for each.
 - (2) Consult annually with the Publications and Media Coordinator, Executive Director, and *WorshipArts* Editorial Committee to propose advertising rates to the Administration Working Group.
- d) Work with Executive Director and event design teams to prepare event budgets for consideration by the Administration Working Group.
- e) Coordinate an annual evaluation process for all employees.
- f) Annually evaluate and make recommendations to the Administration Working Group for contracts for employed staff following the guidelines set forth in the Personnel Policies and individual Employment Agreements.
- g) Design and coordinate with the Administration Working Group the process for hiring any employed or contracted staff. The Fellowship does not discriminate on the basis of race, ethnicity, national origin, religious affiliation, gender identity or expression, sexual orientation, age, or condition of ableness.

2. Development Coordinator shall:

- a) Work with the members of the Administration Working Group to address long-range financial concerns of The Fellowship.
- b) Maintain oversight of the Annual Fund. (See Financial Accounts: Annual Fund)
 - (1) Work with the Executive Director to prepare and submit biannual reports to the Executive Board, including a list of recent contributors.
 - (2) Make recommendations for use of the Annual Fund.
- c) Research/recommend sources of non-dues based revenue, including, but not limited to, grants, affinity services, gifts, and planned giving.

3. Chapter Coordinator shall:
 - a) Work with the members of the Community Working Group to address chapter related concerns of The Fellowship.
 - b) Provide for an annual Chapter Report process as defined in the Chapter Addendum.
 - c) Review annually the status of all chapters with the Executive Director following the Chapter Report process, and reporting on the results to the Community Working Group.
 - d) Support Chapter leaders in their work and provide for communication and networking opportunities among Chapter leaders.
 - e) Work with the Executive Director and Community Working Group to monitor the Chapter Development Fund, including determining the methods and criteria for grants and loans from the fund.
 - f) Consult annually with the Executive Director to recommend what amount, if any, should be contributed from the national operating budget to chapters and/or the Chapter Development Fund. This recommendation should be Administration Working Group for inclusion in applicable budget.
 - g) Annually review the Chapter Addendum with the Executive Director and propose needed changes to the Community Working Group for approval.
 - h) Review and process any requests for the formation of new chapters, in consultation with the Executive Director.

4. Membership Coordinator shall:
 - a) Work with the members of the Administration Working Group to address membership concerns of The Fellowship.
 - b) Consult annually with the Financial/Personnel Coordinator to recommend membership categories to the Executive Board and dues amounts for each.
 - c) Make every effort to ensure diversity, particularly racial-ethnic diversity, within the membership of The Fellowship.
 - d) Develop programs to:
 - (1) Promote membership in The Fellowship.
 - (2) Evaluate/increase membership benefits.
 - (3) Address membership retention.
 - (4) Increase visibility at other forums.
 - e) Work with the National Office staff to effectively contact non-renewal members on a timely basis.

5. Events Coordinator shall:
 - a) Work with the members of the Content Working Group to address event related concerns of The Fellowship.
 - b) In consultation with the Content Working Group, determine the type, frequency, location, and planning teams of all events including, but not limited to, Biennial Convocation, Music & Worship Arts Week, regional or topical workshops, or virtual events via online, tele/video-conferencing.
 - (1) The determination of the location and event design teams for the Biennial Convocation and Music & Worship Arts Week shall be submitted from the Content Working Group to the Executive Board for final approval, according to the planning timelines for those events.
 - c) Monitor the planning processes of all national event design teams, including, but not limited to, the Biennial Convocation and Music & Worship Arts Week. The coordinator does not have to be present for every team planning meeting, but should participate often enough to affirm that the process is proceeding well.
 - d) Monitor the process of preparing and submitting budgets for all national events. This process begins with the Executive Director and the event design teams, and then their work is affirmed by the Administration Working Group. The budget shall

receive final approval by the Executive Board normally 9 months before the event.

- e) Work with event design teams to provide for diversity, particularly racial-ethnic diversity, in the leadership and attendees of all events.
 - f) Work with the Executive Director to affirm that all event financial and registration processes are handled efficiently and effectively. A treasurer and/or registrar may be appointed by the Content Working Group to address these areas.
 - g) Ensure that any event scholarships, including, but not limited to, the Older Adult Scholarships and Diversity Scholarships, are adequately publicized and awarded.
 - h) Convene, as determined by the Administration Working Group, a Financial Advisory Group (Outlined under "Committees").
 - i) Work with the Content Working Group and event design teams to:
 - (1) Develop and monitor timelines and procedures for all national events.
 - (2) Replace, in consultation with the Executive Board, committee members who are unable to complete their assigned duties in a timely manner.
 - j) Assist Chapters with event management/planning as needed or requested.
6. Publications and Media Coordinator shall:
- a) Work with the members of the Content Working Group to address communication concerns of The Fellowship.
 - b) Consult annually with the WorshipArts Editorial Committee to review and, if needed, propose changes to editorial policy to the Content Working Group.
 - c) Consult annually with the WorshipArts Editorial Committee and the Financial/Personnel Coordinator to review and, if needed, propose changes to advertising rates to the Administration Working Group.
 - d) Serve ex-officio on the WorshipArts Editorial Committee.
 - e) Consult with the WorshipArts Editorial Committee to nominate new members for proposal to the Executive Board.

III. WORKING GROUPS

A. Administration Working Group

- 1. Members of this working group include:
 - a) Vice-President of Administration
 - b) Financial/Personnel Coordinator
 - c) Development Coordinator
 - d) Other committee leaders or at-large members assigned specific tasks or areas, which may be appointed by the Executive Board, at the request of either that body or the Working Group
- 2. Working Group Duties
 - a) Address financial management, personnel, and long-range financial concerns of The Fellowship, as well as other issues as assigned by the Executive Board.
 - b) Recommend national operating budgets and event budgets to the Executive Board.
 - c) Recommend contracts for all employed and contracted staff to the Executive Board.

- d) Receive the annual financial audit or review report from the Financial/Personnel Coordinator, address any concerns raised by the report, and make needed recommendations to the Executive Board.
- e) Recommend to the Executive Board, expenditures from the Reserve Fund. (See Financial Accounts: Reserve Fund)
- f) Recommend to the Executive Board the number of scholarships to be awarded and the amount of each.
- g) Convene as needed, but no less than once during each biennial term, a Financial Advisory Group (Outlined under “Committees”).
- h) Review, no less than quarterly, reports submitted by the Executive Director of the current financial situation of The Fellowship, including the balances and status of all accounts.
- i) Approve advertising rates as proposed by the Finance/Personnel Coordinator.
- j) Work with the Executive Board to provide for leadership development opportunities, especially for younger members.
- k) May, as desired, create and convene committees or task groups to complete desired tasks and/or to offer consultation on issues related to the area of concern.

B. Community Working Group

1. Members of this working group include:
 - a) Vice-President of Community
 - b) Chapter Coordinator
 - c) Membership Coordinator
 - d) Other committee leaders or at-large members assigned specific tasks or areas, which may be appointed by the Executive Board, at the request of either that body or the Working Group
2. Working Group Duties
 - a) Address chapter, membership, and fellowship/community related concerns of The Fellowship, as well as other issues as assigned by the Executive Board.
 - b) Monitor process of awarding scholarships and Seminarian Awards.
 - c) Monitor the status of diversity, particularly racial-ethnic diversity, within the leadership and membership of The Fellowship and propose and monitor plans for addressing any areas of concern.
 - d) Carry out all its duties with an eye toward including resources and networking opportunities for worship artists involved in all the creative worship arts.
 - e) Annually approve or make changes to the Chapter Addendum in consultation with the Chapter Coordinator. Any changes with financial implications shall need approval from the Administration Working Group.
 - f) Work with the Executive Board to provide for leadership development opportunities, especially for younger members.
 - g) Nominate to the Executive Board the members of the following committees:
 - (1) Scholarship Committee (spring of odd-numbered years).
 - (2) Lloyd Pfautsch Memorial Anthem Committee (spring of odd-numbered years).
 - h) Work with the national office staff to maintain appropriate historical and archival materials related to the history of The Fellowship.
 - i) May, as desired, create and convene committees or task groups to complete desired tasks and/or to offer consultation on issues related to the area of concern.

C. Content Working Group

1. Members of this working group include:

- a) Vice-President of Content
 - b) Events Coordinator
 - c) Publications and Media Coordinator
 - d) Other committee leaders or at-large members assigned specific tasks or areas, which may be appointed by the Executive Board, at the request of either that body or the Working Group
2. Working Group Duties
- a) Address event, communication, and content related concerns of The Fellowship, as well as other issues as assigned by the Executive Board.
 - b) Monitor the status of diversity, particularly racial-ethnic diversity, within content providers and propose and monitor plans for addressing any areas of concern.
 - c) Ensure that Fellowship events and resources are inclusive of as many as possible of the full diversity of the creative worship arts.
 - d) Approve changes to editorial policy as proposed by the Publications and Media Coordinator.
 - e) Work with the Executive Board to provide for leadership development opportunities, especially for younger members.
 - f) Recommend to the Executive Board the membership of the Event Design Teams, as well as the location for the Biennial Convocation and Music & Worship Arts Week, according to the planning timelines for those events.
 - g) Nominate to the Executive Board the members of the following committees:
 - (1) Roger Deschner Award Committee (fall of even-numbered years)
 - (2) *WorshipArts* Editorial Committee
 - h) May, as desired, create and convene committees or task groups to complete desired tasks and/or to offer consultation on issues related to the area of concern.

IV. EVENT DESIGN TEAMS

- A. Shall have complete responsibility for planning, organization and operation of a national event, normally the Biennial Convocation or Music & Worship Arts Week.
- B. Shall report quarterly on its activities via the Events Coordinator to the Content Working Group.
- C. Shall work with Executive Director and Finance/Personnel Coordinator to prepare an event budget for consideration by the Administration Working Group, then approval by the Executive Board.
- D. May, in consultation with the Administration Working Group, elect/appoint a treasurer who shall be responsible for or assist with the event's finances. The treasurer shall work with the Executive Director or other appointed staff to:
 - 1. Keep appropriate records in accordance with standard accounting procedures.
 - 2. File monthly financial reports to the Biennial Convocation Chair, the President, the President-Elect and the Executive Director.
- E. Shall publicize the Older Adult Event Scholarships and Diversity Event Scholarships via various methods. Written applications for these scholarships are to be received by the event registrar and forwarded to the Executive Director.

F. Additional Criteria

1. Biennial Convocation Design Team

- a) Shall normally consist of the following positions:
 - (1) Convocation Chair
 - (2) Executive Director
 - (3) President (whose term expires at the convocation)
 - (4) Chair of the subsequent Biennial Convocation
 - (5) Event Manager
 - (6) Various coordinators, as needed, for worship, vendors, and/or other areas
 - (7) Local liaison
 - (8) Additional members as needed
- b) Nominations for these positions will come from the Content Working Group, with final approval by the Executive Board.
- c) Shall make every effort to include the recipient of the Roger Deschner Award as a convocation clinician.
- d) Shall work with the Lloyd Pfautsch Memorial Anthem Committee to provide the venue and forces for performing the commission at the convocation.

2. Music & Worship Arts Week Design Team

- a) Shall normally consist of the following positions:
 - (1) Event Chair
 - (2) Worship Coordinator
 - (3) Adult/Youth/Instrumental Coordinator
 - (4) Dance/Drama Coordinator
 - (5) Children's Coordinator
 - (6) Handbell Coordinator
 - (7) Event Manager
 - (8) Executive Director, as needed
- b) Three members rotate onto the committee each year, as noted in the event Team Rotation Schedule.
- c) Nominations for these positions will come from the Design Team to the Content Working Group via the Events Coordinator, with final approval by the Executive Board.

V. STANDING COMMITTEES

A. Election Committee shall:

- 1. Be appointed by the President in February of each odd-numbered year.
- 2. Be responsible for the counting and validation of all returned ballots, as supplied by the Executive Director.
- 3. Report the results of the election to the Executive Board.

B. Financial Advisory Group shall:

- 1. Consist of two or more persons with financial and/or legal expertise, as appointed at least once each biennial term by the Administration Working Group.
 - a) These persons do not need to be members of The Fellowship.
 - b) Are led by the Financial/Personnel Coordinator.
- 2. If necessary, submit recommendations for changes or issues to address to the Executive Board for implementation.

3. Perform duties as assigned at the time of their appointment, which include, but are not limited to:
 - a) Conducting an overview (broad, not detailed) of the financial operations of the organization, using the operating and event budget reports from recent years.
 - b) Surveying the historical performance of the investment accounts, and determining if they meet organization's stated investment goals and objectives.
 - c) Consulting, as desired, the most recent Annual Financial Review reports and/or 990 Forms.

C. Lloyd Pfautsch Memorial Anthem Committee shall:

1. Consist of three or more persons nominated by the Community Working Group and affirmed by the Executive Board, assuming that the Administration Working Group affirms that funds are available to finance a commission.
 - a) Members may serve two consecutive terms on this committee.
2. Report twice yearly to the Vice-President for Community and the Biennial Convocation Chair, with a 3-5 sentence summary of its significant work.
3. Work with the Community Working Group to determine the process for selecting a composer and text for the commission, as well as negotiating the financial and publishing details of the commission.
4. Work with the Biennial Convocation Design Team to provide the venue and forces for performing the commission at the convocation.
5. Solicit donations to the fund in consultation with the Administration Working Group.

D. Nominations Committee shall:

1. Be appointed by the President-Elect in consultation with the current President, for the upcoming biennium, with the members to be announced at the Biennial Business Meeting at the beginning of their term.
2. Consist of five members, one from each jurisdiction of The United Methodist Church, and representing the diversity of The Fellowship. The Immediate Past President shall serve as chair and be counted as one of the five members.
 - a) Members shall serve one term. A term shall begin at the installation of officers at the Biennial Convocation and conclude at the installation of officers at the following Biennial Convocation. Members are ineligible to serve two consecutive terms on this committee.
 - b) Members of the Nominations Committee may not be nominated for office.
3. Work with the Executive Board to propose the slate of national officers to be elected. In this process, the Committee shall:
 - a) Nominate two candidates apiece for the office of President-Elect and for each Vice-President.
 - b) Submit a report of proposed nominees to the Executive Board before October 1 of the year preceding the election. This report shall include a brief summary of the specific gifts, skills, and experience of each candidate as identified by the Nominations Committee. Once the Executive Board affirms the proposed slate, nominees will be notified by the Nominations Committee that they will be placed in nomination.
 - c) Report the ballot nominees, including a photograph and personal statement of each, to the members in January of the election year. The personal statement should include the particular gifts, skills, and experience the candidate would bring to the position.
 - d) Ensure that the election ballot, as set by the Executive Board, will include the four officers to be elected, as well as the names of those persons being appointed for the coming term to the Fellowship Board.
4. Work with the Executive Board to resource the process of appointing Fellowship Board members. In this process, the Committee shall:
 - a) Make every effort to include at least one person from each jurisdiction on the final

- slate of appointees.
- b) Develop a list of proposed appointees, along with a summary of the particular gifts/skills of each person on the list, for the appointed members of the Fellowship Board, as follows:
 - (1) Financial/Personnel Coordinator
 - (2) Development Coordinator
 - (3) Chapter Coordinator
 - (4) Membership Coordinator
 - (5) Events Coordinator
 - (6) Publications and Media Coordinator
 - c) Submit the list of proposed appointees to the Executive Board by October 1 of the year preceding the Biennial Convocation. Work with the Executive Board to select and invite persons to be appointed. These names should be finalized by the time the ballots for elected positions are sent out.
5. Propose a slate of candidates (both elected and appointed) for the Fellowship Board that includes at least one person from each of the five U.S. jurisdictions, and which honors diversity, including ethnic and gender diversity and the diverse interests of the members.

E. Past Presidents Advisory Council shall:

- 1. Consist of all Past Presidents of The Fellowship.
- 2. Be chaired by the Immediate Past President.
- 3. Select the V. Earle Copes Award recipient, to be presented at the Biennial Convocation.
 - a) May solicit nominees from the Fellowship Board and/or the membership of The Fellowship.
 - b) Shall devise their own process for selecting the recipient from a pool of nominations.
 - c) Shall make no presentation of the award if they feel no nominee is worthy.
 - d) Shall report the name of the recipient via the Immediate Past President to the chair of the Biennial Convocation Design Team and the Executive Director at least ten months prior to the convocation at which the award will be announced.
 - e) Shall work with the national office to invite the recipient to the presentation of the award. Normally the financial arrangements for attending are the responsibility of the recipient or their representative.
 - f) Shall select a representative to accept the award if the recipient cannot be present.
 - g) Shall, in consultation with the National Office, make arrangements for the production and/or engraving of:
 - (1) A plaque to be presented to the recipient.
 - (2) The plaque in the National Office which lists the names of the recipients.
 - h) Shall be responsible for presenting the award, typically during the Biennial Convocation.
- 4. Report twice yearly to the Executive Board, with a 3-5 sentence summary of its significant work and discussions.

5. Meet in person at the Biennial Convocation or at other times via conference call or other meeting technology as necessary.
 - a) Dates and times will be set by the Chair and communicated no less than 30 days prior to the meeting.
6. Offer opinions, share concerns, or highlight successes related to current Fellowship issues.

F. Roger Deschner Award Committee shall:

1. Consist of a chair and a committee of four others nominated by the Content Working Group, and affirmed by the Executive Board, with members allowed to serve up to two consecutive terms.
2. Solicit nominees from the Executive Board, Fellowship Board, and the Fellowship membership in the spring of the year of the Biennial Convocation (two years prior to award).
3. Determine if there are suitable candidates for the award and make a selection using the criteria listed in the Standing Rules. If there are no suitable candidates, an award will not be given.
4. Report twice yearly to the Vice-President for Content, with a 3-5 sentence summary of its significant work.
5. Report the recipient's name to the President, the Biennial Convocation Design Team Chair, and the Executive Director at least 18 months prior to the convocation at which the award will be presented.
6. Encourage the Biennial Convocation Design Team to invite the recipient to serve as a clinician at the convocation without revealing that he/she is the recipient of the award.
7. Select a representative to accept the award if the recipient cannot be present.
8. In consultation with the National Office, make arrangements for the production and/or engraving of
 - a) The plaque to be presented to the recipient.
 - b) The plaque in the National Office which lists the names of the recipients.
9. Present the award at the Biennial Convocation. The name of the recipient will not be released until the award is made.

G. Scholarship Committee shall:

1. Consist of a chair and a committee of at least four others nominated by the Community Working Group, and affirmed by the Executive Board.
2. Expect that its members will serve two consecutive terms, with members being placed in classes to ensure continuity. A term shall begin at the installation of officers at the Biennial Convocation and conclude at the installation of officers at the following Biennial Convocation.
3. Administer the scholarship process and award scholarships from the Memorial Scholarship Fund, Thom Jones Scholarship Fund, the Robert Schilling Scholarship Fund, and any other funds that may be developed in the future.
4. Publicize availability of each scholarship/award in early autumn each year and 8-10 weeks prior to the application deadline.
5. Set a schedule for each year's process, observing how church and school holidays may affect the availability of applicants or committee members. Normally, the schedule is as follows:
 - a) Accept applications through March 1 or later.
 - b) Evaluate applications based on the established parameters for scholarship qualifications, grant scholarships, and notify recipients by May 1.
6. Report to the Executive Director information concerning the successful scholarship applications.

- a) Report to include name of successful applicant, their current mailing and email addresses and the name of student's institution.
- 7. Ensure that checks are issued by the Executive Director and made payable to the student's institution, not to the student.
- 8. Report twice yearly to the Vice-President for Community and the Biennial Convocation Chair, with a 3-5 sentence summary of its significant work.
- 9. Prepare and submit annual reports to Executive Board and prepare information including pictures and recipient descriptions to appear in *WorshipArts*.

H. WorshipArts Editorial Committee shall:

- 1. Consist of a chair (normally the *WorshipArts* Editor) and a committee of at least four others. The committee shall select new members as needed in consultation with the Content Working Group and the Publications and Media Coordinator, ensuring diversity to reflect the membership of The Fellowship. The Publications and Media Coordinator will serve ex-officio on this committee.
- 2. Place its members in classes to assure continuity, with each member serving for two years.
 - a) Exceptions:
 - (1) *WorshipArts* Editor, who may be contracted for multiple years.
 - (2) Special coordinators or assistants that have specific areas of concern.
- 3. If convened by the *WorshipArts* editor, work at the direction of the editor to provide guidance for issue themes and content.
- 4. Be responsible for the publication of at least six issues annually of *WorshipArts*.
- 5. Recommend editorial policy for approval to the Executive Board.
- 6. Consult with Administration Working Group on advertising rates for *WorshipArts*.
- 7. Solicit authors and other contributors for *WorshipArts*.
- 8. Monitor the publication with an eye toward including the full spectrum of the creative worship arts annually.
- 9. Report twice yearly to the Vice-President for Content, with a 3-5 sentence summary of its significant work.

VI. CHAPTERS

A. All Chapters shall:

- 1. Ensure that all chapter members, as well as officers/contact persons, are members of the national organization.
- 2. Adopt Chapter Bylaws consistent with the National Bylaws with modifications for unique titles/circumstances peculiar to that Chapter.
- 3. Elect at least three officers to include a President, Vice-President, and Secretary or other customary or reasonable titles.
- 4. Conduct officer elections in the spring of even numbered years.
- 5. Conduct a Chapter Business Meeting at least once a year. It may be either an actual or virtual meeting, using whatever technology is deemed appropriate.
 - a) Notice of Chapter Business Meetings shall be communicated to the chapter members no less than 30 days prior to the established date.
- 6. Provide resources to the members of the chapter at least once each calendar year. This may include workshops, written resources, or informal/formal gatherings.
- 7. File an annual report to the Chapter Coordinator on or before February 15 to according to the process detailed in the Chapter Addendum.

- B. A chapter may retain its status without meeting one or more of these criteria at the discretion of the Chapter Coordinator and the Executive Director.
- C. If a chapter does not have any activity for three years, any funds remaining in a chapter treasury shall be sent to the National Office.
 - 1. These funds will be held for an additional 2 years for the possible reactivation of the chapter. If the chapter is not reactivated, these funds shall be placed in the Chapter Development Fund.

VII. AWARDS

A. Roger N. Deschner Award

- 1. This award was created to celebrate and commemorate the life and spirit of Roger N. Deschner and his contributions to the worship and music life of the Christian Church, The United Methodist Church in particular.
- 2. Nominees shall:
 - a) Have spent a lifetime involved in service to the Christian Church, The United Methodist Church in particular, in the area of worship, liturgy, and/or music.
 - b) Be nationally recognized figures, visible through the church via publications, workshops, and seminars.
 - c) Be approaching retirement age, or be retired from active service.
- 3. It is traditional that the recipient's name is not announced until the award is presented at the Biennial Convocation.
- 4. The Deschner Award Committee relates to the Events Coordinator (Content Working Group).

B. V. Earle Copes Award

- 1. The V. Earle Copes Award was created to celebrate and commemorate the life and spirit of V. Earle Copes and his contributions to the life of The Fellowship.
- 2. This award may be presented at every Biennial Convocation or as determined by the Past Presidents Advisory Council or Executive Board.
- 3. Recipients of the award shall be determined by the Past Presidents Advisory Council. One or more persons may receive the award at any one presentation.
- 4. The following criteria shall be used to determine recipients of the award:
 - a) Nominees must have given unique and/or significant service to The Fellowship over a substantial period of time, exhibiting a spirit of devotion to The Fellowship.
 - b) The award may be presented to one who is living or awarded posthumously.

C. Seminarian Award

- 1. The Community Working Group, in conjunction with the Executive Director, may make provisions for awarding Fellowship Seminarian Awards.
 - a) The following provisions may apply:
 - (1) Given at each United Methodist seminary to a graduating seminary student.
 - (2) Identified by a committee at the seminary.
 - (3) Displays outstanding leadership in music and/or worship arts including but not limited to dance, drama, fabric art, and liturgical writing.
- 2. The award may include:
 - a) A cash stipend of an amount determined by the Executive Board.
 - b) A year's membership in The Fellowship.
 - c) A certificate with the recipient's name and The Fellowship President's signature.
 - d) A piece of liturgical art.

D. Lloyd Pfautsch Memorial Anthem Commission

1. This anthem series was created to celebrate and commemorate the life and work of Lloyd Pfautsch, conductor, composer, and early member of The Fellowship.
2. The Pfautsch Anthem Committee shall:
 - a) Determine, in conjunction with the Administration Working Group, if funding is available for the commissioning of at least one anthem every two years.
 - b) Determine the process for selecting a composer and text for the commission as well as negotiating the financial and publishing details of the commission.
 - c) Work with the Events Coordinator and/or the Biennial Convocation Design Team to provide the venue and forces for premiering the commission at the convocation.
 - d) Solicit donations to the fund in consultation with the Financial/Personnel Coordinator and Administration Working Group.
 - e) Report quarterly on its activities to the President and Events Coordinator.

VIII.ACADEMIC SCHOLARSHIPS

- A. The following criteria shall be used for the awarding of all Academic Scholarships, including the Memorial Scholarship, the Thom Jones Scholarship, and the Robert Schilling Scholarship.
 1. Applicant must be a music degree candidate intending to pursue a career in sacred music, either entering as a freshman or already enrolled in an accredited university, college, or school of theology; OR be pursuing an academic education in worship or the arts related to worship.
 2. Be a member of The United Methodist Church for at least one year immediately before applying; or, if a member of another Christian denomination, be employed in a United Methodist church for at least one year immediately before applying; and give evidence of strong Christian character and participation in Christian activities of the church and/or campus.
 3. Demonstrate evidence of exceptional musical or other artistic talents, effective leadership ability, and outstanding promise of future usefulness within The United Methodist Church.
 4. Express intent of continued service in The United Methodist Church as a church professional, and financial need.
- B. The amount and number of scholarships are to be determined by the Executive Board.
- C. Additional Criteria
 1. Memorial Scholarship
 - a) Memorial Scholarships may be awarded as music scholarships through the Scholarship Committee.
 2. Thom Jones Scholarship
 - a) This scholarship is to be awarded to a recipient studying in the arts other than music.
 - b) If no such application is made or accepted by the Scholarship Committee, it may be used as a music scholarship, at the same monetary amount as the Memorial scholarships. This amount shall be taken from this fund even if it is awarded as a music scholarship.
 3. Robert Schilling Scholarship
 - a) The income will be awarded as a music scholarship through the Scholarship Committee.
 - b) Recipient must be a rising college freshman/sophomore and younger than 30 years of age at the time of application.

IX. EVENT SCHOLARSHIPS

- A. The following criteria shall be used for the awarding of all Event Scholarships:
 1. Shall will be granted by the Executive Director, in consultation with the Event Design

- Teams and the Events Coordinator.
- 2. Applications shall be considered on the basis of financial need and the value of the experience to a local church ministry.
- 3. Applicants may receive only one scholarship per event.

B. Additional Criteria

- 1. Older Adult Event Scholarship
 - a) This fund is used to provide scholarship money for those 65 and over to attend a national event.
- 2. Event Diversity Scholarship
 - a) This fund is used to provide scholarship money for ethnic minority persons to attend national events. Persons of all racial and ethnic backgrounds are eligible to apply.

X. FINANCIAL ACCOUNTS AND PROCEDURES

No new financial account may be opened without the approval of the Finance/Personnel Coordinator and/or the President.

A. Any check that is over \$5,000.00 must have the signatures of two authorized persons.

B. Operational Accounts

- 1. Shall be managed by the Executive Director or other assigned staff/volunteer.
- 2. Operating Account: Used for the daily operations of The Fellowship.
- 3. Events Account: Used for event related expenses.
- 4. Chapter Development Fund: Used for chapter related grants and loans as detailed in the Chapter Addendum.

C. Investment Accounts Guidelines

- 1. Up to four percent (4%) of the average market value may be withdrawn from the investment accounts for the following scholarships/awards:
 - a) Annual Fund
 - (1) The income from this fund becomes a part of the operating budget revenue of The Fellowship, or as recommended by the Financial/Personnel Coordinator and confirmed by Administration Working Group and the Executive Board.
 - b) Thom Jones Scholarship Fund
 - c) Memorial Scholarship Fund
 - d) Robert Schilling Scholarship

- 2. These funds are not subject to the 4% Investment Guideline and may be used until the funds are depleted:
 - a) Lloyd Pfautsch Memorial Anthem Commission Fund
 - b) Older Adult Scholarship Fund
 - c) Reserve Fund: If available, this fund may be used as recommended by the Financial/Personnel Coordinator and confirmed by Administration Working Group and the Executive Board. It may be funded by approved budget overages from operating and/or event budgets.

D. Budget Overages

- 1. Overages for any budget may be distributed as recommended by the Administration Working Group and affirmed by the Executive Board.

XI. SUSPENSION AND AMENDMENTS

- A. Standing Rules may be suspended, altered, or repealed by a 2/3 affirmative vote of a Biennial Business Meeting.
- B. Between Biennial Business Meetings, Standing Rules may be suspended, altered or

repealed by a 2/3 affirmative vote of the Executive Board or the Fellowship Board.

