

# *The Kansas City Musical Club*



## **CONSTITUTION AND ARTICLES OF INCORPORATION**

**and**

## **BYLAWS**

**Bylaws approved March 5, 2012**

[www.kcmusicalclub.org](http://www.kcmusicalclub.org)  
Facebook: Kansas City Musical Club

## **CONSTITUTION AND ARTICLES OF INCORPORATION**

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### **ARTICLE I**

#### **Name**

The corporate name of this corporation shall be The Kansas City Musical Club.

### **ARTICLE II**

#### **Purpose**

This corporation shall be created for the purpose of stimulating, encouraging and acquiring a broader knowledge of music, musical literature, and the allied arts; the scientific study of music and the promotion of musical enterprises; and with that end in view, the acquiring and owning of real and personal property suitable for its purposes; executing any trust in the furtherance of the purpose of the corporation, and receiving or taking by deed, or devise in its corporate capacity, any property real or personal for the uses and purposes of such trust and executing the trust so created; and for doing such other matters and things permitted or required by law for institutions of this character, possessing the power aforesaid.

### **ARTICLE III**

#### **Location**

This corporation shall be located in Kansas City, Jackson County, Missouri.

### **ARTICLE IV**

#### **Officers**

The officers of this corporation shall be a President, First Vice-President, Secretary, Treasurer, and such other officers as may be provided for in its Bylaws.

### **ARTICLE V**

#### **Duties of Officers**

The duties of said officers shall be prescribed by the Bylaws, and the corporation may make and from time to time change its Bylaws in the manner therein prescribed.

**ARTICLE VI  
Organization**

In order to organize this corporation, Mrs. Charles M. Bush has been elected President, Mrs. Paul C. Barbee has been elected First Vice-President, Mrs. S. S. Gundlach has been elected Second Vice-President, Mrs. Arthur D. Brookfield has been elected Secretary, and Mrs. C. G. Hutcheson has been elected Treasurer.

Witness our hands this 26th day of October, A.D. 1911:

Mrs. Charles M. Bush  
Mrs. Paul C. Barbee  
Mrs. S. S. Gundlach  
Mrs. Arthur D. Brookfield  
Mrs. C. G. Hutcheson  
Mrs. W. K. Corn  
Mrs. George W. Fuller  
Ida Simmons  
Luella Maas  
Cora F. Alden

**The Kansas City Musical Club is a member, in good standing, of District 1, Senior Club, of the Missouri Federation of Music Clubs and the National Federation of Music Clubs**

**BYLAWS**

**ADULT DIVISION**

**(Separate Student Division Bylaws follow immediately)**

**ARTICLE I**

**Membership**

**Section 1** There shall be three classes of membership: Adult, Student, and Honorary.

**Section 2** Adult membership shall consist of those who have paid annual dues.

Adult members shall be eligible to hold elective and appointive offices, to serve as chairpersons (hereafter, chair), and to vote at business meetings.

**Section 3** Student membership is defined in the Student Bylaws attached herewith.

**Section 4** Honorary membership may be conferred by unanimous vote of the Executive Board upon any person whom the Club so wishes to distinguish.

**ARTICLE II**

**Dues**

**Section 1** The annual dues for membership in the Adult Division shall be set by the Executive Board and voted on by the membership at the annual business meeting.

Honorary members shall be exempt from all fees and dues.

Annual dues are due and payable by the first regular meeting in October and are delinquent until paid.

Delinquent members will not be entitled to the privileges of the Club, nor be listed in the following year's Yearbook.

**Section 2** New members must pay the full annual dues at the time they join the club. If joining after the March meeting, dues will be pro rated.

**Section 3** Upon payment of dues, Yearbooks will be given to all members of the Adult and Student Divisions.

**Section 4** The fiscal year closes June 30.

### ARTICLE III

#### Officers

**Section 1** The elected officers of this Club shall be: President, First Vice-President, Second Vice-President, Third Vice-President, Fourth Vice-President, Recording Secretary, Corresponding Secretary, and Treasurer. These officers shall serve for one-year terms.

There shall also be four Board Members at Large who serve two-year terms: two shall be elected in even-numbered years and two shall be elected in odd-numbered years.

#### Section 2 Elections

- A. The election of the officers shall take place at an annual business meeting.
- B. A nominating committee of three to five members shall be selected by the Executive Board at its November meeting. This committee shall nominate at least one candidate for each elective office and shall present the slate to the Executive Board for approval at the February meeting. Following their approval, the slate shall be presented to the membership prior to the annual business meeting for their vote, at which time nominations may be made from the floor.
- C. A simple majority of those present shall be required to elect. When there is but one nominee for an office, after opportunity has been given for further nominations, the Recording Secretary may cast the elective ballot for the nominees.

**Section 3** The Executive Board of this Club shall consist of the elected and appointed officers, and of committee chairs.

**Section 4** In case of a vacancy in any office, the Executive Board shall appoint a member to serve the unexpired term.

**Section 5** The appointed officers of this Club shall be: Editor, Historian, Parliamentarian, and Chair of the Student Division.

### ARTICLE IV

#### Duties of Officers

##### Elected

**Section 1** The President shall preside at all meetings of the Club and Executive Board, shall appoint all committee chairs not otherwise provided for in the Bylaws, and shall see that the Bylaws are properly enforced.

The President shall serve as an ex-officio member of all committees, except for the Nominating Committee. The President, or President's designee, shall serve as the National and State Federation contact person.

**Section 2** The First Vice-President shall act as the Membership Chair and, in the absence, resignation, or inability of the President to serve, shall perform the duties of the office for a meeting or the unexpired part of the term. The First Vice-President may be assigned specific duties by the President.

**Section 3** The Second Vice-President shall act as Publicity Chair and shall perform the duties of the President or First Vice-President in the absence of these officers, and shall otherwise assist the President as needed.

**Section 4** The Third Vice-President shall act as Program Chair and shall arrange for musical programs, shall provide the Publicity Chair and the Editor material prior to the programs, and shall perform the duties of the President, First Vice-President, or Second Vice-President in the absence of these officers.

**Section 5** The Fourth Vice-President shall prepare the Yearbook for publication and attend to the printing of same, and shall perform the duties of the President, the First Vice-President, Second Vice-President or Third Vice-President in the absence of these officers.

**Section 6** The Recording Secretary shall keep the minutes of the General and Executive Board meetings and shall perform such other duties as may be assigned by the President or the Executive Board.

**Section 7** The Corresponding Secretary shall receive a list of paid members from the Treasurer, shall distribute yearbooks, and shall conduct all necessary correspondence and expressions of sympathy as required, and shall perform such other duties as may be assigned by the President or the Executive Board.

**Section 8** The Treasurer shall act as Chair of the Financial Advisory Committee, receive for deposit all dues and monies for the Kansas City Musical Club; shall acknowledge donations made to the Club; notify Corresponding Secretary, Yearbook Chair and Editor of all changes in

membership information. The Treasurer shall pay all bills as approved by the President and Executive Board, and shall make such reports and statements as are required, including an annual budget and required government financial reports.

All bills must be paid by June 30th. The books and accounts must be turned over to the incoming Treasurer by July 15th.

**Section 9** Board Members at Large shall serve as liaison between the membership and the Executive Board, serve on committees, and perform other duties as assigned.

## Appointed

**Section 1** The Editor shall be in charge of monthly publications, including the Musical Club Bulletin and printed programs. The Editor will compile the material, edit and proofread; oversee the printing/copying process; and arrange for the mailing of the Bulletin to reach the membership before monthly meetings. The Editor will work with the Program Chair to provide printed programs prior to each meeting and shall compile the program for the Scholarship Benefit Concert. The Editor shall work with the Treasurer to maintain a current membership list for mailings and issue the annual dues notices.

**Section 2** A Parliamentarian shall be appointed by the President to oversee parliamentary procedures at all meetings in accordance with *Robert's Rules of Order, Revised*.

**Section 3** A Historian shall be appointed by the President to collect, organize, and archive the historical records pertaining to the Kansas City Musical Club.

**Section 4** A Student Division Chair shall be appointed by the President to carry out the responsibilities as outlined in the Student Division Bylaws attached herewith.

## ARTICLE V

### Committees

Each committee shall have a Chair and such other members as needed

**Section 1** The Chair of the Program Committee is the Third Vice-President. It shall be the duty of this committee to arrange the programs of the Club. The Chair shall send material for the program to the Publicity Chair and the Editor prior to the monthly program.

**Section 2** The Chair of the Membership Committee is the First Vice-President, who shall promote membership and assist in collection of dues,

using current information provided.

**Section 3** The Chair for the Social Committee shall be responsible for refreshments at the monthly meetings.

**Section 4** The Welcoming Committee shall act as greeters at all regular meetings and special events, distribute programs, and encourage visitors to sign the guest book.

**Section 5** There shall be a Financial Advisory Committee composed of the Treasurer, as Chair, the President, the immediate Past President, the Scholarship Chair, and at least one other member. This committee shall prepare a yearly budget to be approved by the Executive Board and the membership. It shall act in an advisory capacity on any other financial matters of the Club, including a biennial audit.

**Section 6** The Bylaws Committee shall consist of the President, the Parliamentarian, and one other member, who shall review the Bylaws triennially, to be presented to the Executive Board and general membership for approval.

**Section 7** There shall be a Scholarship Committee of at least five members, consisting of the Chair, the past Chair, the Treasurer, and at least two other members.

#### A. Duties

The Committee shall meet prior to the first Executive Board meeting in the fall to review and set forth requirements for scholarship applicants, select judges, and to assign member duties.

#### B. Requirements to be included in applications:

1. Letters and application forms shall be sent to four-year colleges within a 60-mile radius of Kansas City.
2. Scholarship applicants must be enrolled in a four-year college and shall not be older than 25 years of age.
3. Scholarship applications shall be sent to the Chair at least two weeks prior to the scheduled audition. A check or money order, made payable to the Kansas City Musical Club, for the stated audition fee must accompany the application. Each application must be signed by the current teacher as well as the student. The amount of the audition fee shall be determined by the Executive Board.
4. Scholarship applicants may only be winners two times.
5. Applicants shall list three selections from different periods and styles to be performed from memory. Original scores must be available for the judges.

6. Auditions shall be in person (no recordings).
7. Winners of the Scholarship Auditions may be invited to perform on the annual Spring Benefit concert.

C. Judges

1. There shall be three judges from different performance areas, e.g., voice, piano, instrumental.
2. Each judge shall be paid an honorarium. If driving more than 50 miles round-trip, a mileage rate will be paid. Both amounts shall be determined by the Executive Board.

D. Awards

1. All scholarships need not be awarded. In the event that a scholarship is not awarded, the money not awarded shall revert to the Scholarship Fund.
2. Scholarships shall be awarded from club money as well as from money donated and earmarked for specific scholarships.
3. The final decisions in the awarding of scholarships shall rest with the judges in consultation with the Scholarship Committee at the conclusion of all auditions.

## ARTICLE VI

### Meetings of the General Membership

#### Section 1

- A. There shall be six regular meetings on the first Monday of October through April, with the exception of January, unless otherwise ordered by the Executive Board. The time and place to be decided by the Executive Board.
- B. Each meeting shall consist of a performance and transaction of any business that shall require membership action. The budget shall be presented at the October Business Meeting and the Election of Officers shall be held at the March meeting, which shall be designated as the Annual Business Meeting.

**Section 2** There shall be a special meeting in May to install officers and recognize an honoree.

**Section 3** A quorum shall consist of a majority of the members present.

**Section 4** Special meetings may be called by the Club President or by written request to the President by five Adult members. At such special

meeting, no business shall be transacted except that named in the notice. Members shall be given notice no later than five days prior to the special meeting through established modes of communication.

**Section 5** A meeting may be cancelled by the President, due to inclement weather or a National emergency, through established modes of communication.

## ARTICLE VII

### The Executive Board

**Section 1** The Executive Board shall be made up of the elected and appointed officers and all committee chairs.

**Section 2** There shall be at least one monthly meeting of the Executive Board from October through June, with the exception of January and May. The time and place to be decided by the Board.

**Section 3** The Executive Board shall have the power to outline the policies governing the projects and performances given by the Club, to call special meetings, to appoint and fix duties and powers of any officers of the Club, and to transact all other business, except such business as the Executive Board deems necessary to bring before the Club.

**Section 4** The Executive Board shall devise and execute plans for increasing Club revenue and to carry on special projects of the Club, e.g., the benefit concerts. Proceeds from individual fund-raising activities should be designated, in advance, for the general fund, for special projects, or for the scholarship funds.

**Section 5** The Executive Board shall be responsible for the Annual Spring Luncheon.

**Section 6** A majority of the Executive Board present at any Executive Board meeting shall constitute a quorum for the transaction of business.

#### Section 7

A The June Executive Board meeting shall include both outgoing and incoming officers. The outgoing president shall preside.

B. For the June Executive Board meeting, each officer and chair shall prepare, in triplicate, a written summary of their activities throughout the year and a complete list of duties for their office. One copy shall be submitted to the President, one to the Recording Secretary, and one to the incoming officer or committee chair.

## ARTICLE VIII

### Philanthropy

**Section 1** The net of all monies raised through benefits and special projects shall be identified in a philanthropic fund to be used for scholarships and other benevolences, as planned in the annual budget. The philanthropic fund may be augmented by interest dividends, by memorial contributions, donations, and bequests designated for that purpose.

**Section 2** Bequests and donations designated for scholarships shall be awarded as closely as possible to each donor's direction, with the approval of the Scholarship Committee.

**Section 3** Memorial scholarships or benevolences may be voted each year by the Executive Board in memory of members deceased during that fiscal year.

**Section 4** Special fund-raising projects for specific benevolences may be designated by the Executive Board. All related revenues, expenses, and distributions shall be identified in a separate fund.

## ARTICLE IX

### Parliamentary Rules

Deliberations of this Club shall be governed by *Robert's Rules of Order, Revised*.

## ARTICLE X

### Amendments

These Bylaws may be amended by a two-thirds vote of the members present at the Annual Spring Business Meeting of the Club, or at a special meeting called for that purpose. In the latter case, a copy of the proposed amendment(s) will be provided upon request. Notice of the meeting must be given to members at least five days before the date of such meeting.

**(These Bylaws were approved March 5, 2012)**

www.kcmusicalclub.org  
Facebook: Kansas City Musical Club

## ADDITIONAL INFORMATION

### ARCHIVES

The archives of the Kansas City Musical Club are stored in two locations:

- 1) The State Historical Society of Missouri Research Center-Kansas City (formerly the Western Missouri Historical Manuscript Collection), at the University of Missouri-Kansas City, 302 Newcomb Hall, 5100 Rockhill Road, Kansas City, MO 64110.
- 2) The Missouri Valley Room at the Kansas City Public Library, Main Branch, 14 West 10th Street, Kansas City, MO 64108

# BYLAWS

## STUDENT DIVISION

### ARTICLE I

#### Membership

**Section 1** There shall be two classes of membership, namely: Active Student and Associate Student.

**Section 2** Active Student membership shall be limited to capable students between grades nine through twelve, who will be ready to perform at least once a year and attend at least four meetings each year.

**Section 3** Associate Student membership may be conferred upon those who are interested in music, even though they do not perform on programs. Associate members may be assigned certain duties and activities for the group at the discretion of the President. They may attend all meetings and vote, but cannot perform or audition for awards and scholarships.

### ARTICLE II

#### Election to Membership

**Section 1** There shall be seven Departments for Active Student memberships: Piano, Voice, Orchestral Instruments, Organ, Dance, Speech Arts, and Composition.

**Section 2** Students desiring membership in the Student Division **must first have a Recommendation Form** filled out by their teacher or member of the Kansas City Musical Club before an audition can be scheduled. This form must be sent to the Student Division Chair in advance of the audition date.

**Section 3** Auditions will be held before any regular meeting for students desiring membership. A student rejected for Active Membership may join as an Associate Member and re-audition at the next audition date. Members desiring only Associate Membership must also fill out a Recommendation Form.

### ARTICLE III

#### Audition Requirements

Students auditioning for Active Membership must meet the following requirements:

Piano Pianists shall play from memory a Two-Part or Three-Part Invention by Bach, or any other baroque selection of equal difficulty, **and** one other selection from a later period.

Voice Vocalists shall sing from memory one Classical song, **and** one Modern song.

Organ Organ applicants shall play from memory one Prelude and Fugue by Bach (this includes the eight Little Preludes and Fugues), **and** one selection of their own choice.

Stringed Instruments A stringed instrument applicant shall play from memory a movement of a standard concerto or sonata, **and** one selection of a contrasting style.

Wind Instruments Wind instrument applicants shall play from memory one selection in Classical style, **and** one selection of their own choice.

Dance Dance applicants shall present a classical ballet or modern number.

Speech Arts Speech Arts applicants shall present by memory a monologue, a poem of literary value (not less than four stanzas), **and** a declamation containing two or more characters.

Composition Composition applicants shall be recommended in writing by a club member or a music teacher competent in the field of music composition and music analysis. The applicant shall submit three original compositions which reflect the student's ability to advance and develop in music composition.

## ARTICLE IV

### Dues

**Section 1** The annual dues for membership in the Student Division shall be set at the annual business meeting of the Senior Division. Dues for the following year shall be payable at the April or May meeting. Members paying dues after July 31 will not be listed in the Yearbook. Members will not be eligible to perform on a program or audition for any awards until dues are paid.

**Section 2** Students who audition for membership must **pay their dues within ten days** after notification of membership.

**Section 3** To encourage new members and attendance, Student Division members may bring guests to the meetings without charge.

## ARTICLE V

### Attendance

**Section 1** Student Division members must attend at least four meetings during the current school year in order to be eligible for membership the following year. Failure to do this will then require a re-audition for membership the following year.

**Section 2** Any member who is unable to attend four meetings because of required functions of the Youth Symphony or school events which occur on the same day as the Student Division meeting, must write a letter to the Student Division Chair explaining the above conflict. Such a letter will excuse the attendance requirement.

## ARTICLE VI

### Student Awards

Eligibility Requirements:

1. An Active paid member of the Student Division who has attended at least four meetings and has performed at least once during the current school year may audition in April for scholarship awards provided by the Kansas City Musical Club and the Student Department treasury.
2. A program of not less than ten minutes and not more than fifteen minutes, including repertoire from at least three periods of music, is required for audition. **All music must be memorized.**
3. First place winners, except in the case of a tie, are not eligible to participate the following year. After a one year absence, they may compete again.

## ARTICLE VII

### Elected Officers

The elected officers of the Student Division shall be:

President	Secretary-Treasurer
Vice-President	Registrar

Election of officers will be held in April of each year.

## ARTICLE VIII

### Duties of Officers

**Section 1** The President shall preside at all meetings and shall appoint all committees and see to it that the Bylaws are properly enforced. The President shall serve as Program Chair for the first meeting in October, but shall appoint a different chair each month thereafter. The President shall also serve as Chair of the Telephone Committee, which shall include the other three officers on that committee.



**Section 2** The First Vice-President shall, in the absence or inability of the President, perform the duties of the office, and in case of permanent disability or resignation of the President, succeed to that office for the unexpired part of the term. The First Vice-President shall also be in charge of the Service Project Meeting.

**Section 3** The Secretary shall keep a record of the minutes of each meeting and shall send a copy to the Student Division Chair each month. The minutes should be read at each monthly meeting.

**Section 4** The Treasurer shall collect the annual dues at the April and May meetings for the following year. A record of those paying shall be kept by the Treasurer, with all monies collected being given to the Student Division Chair, who will deposit it into the Kansas City Musical Club Student Division bank account.

**Section 5** The Registrar shall be responsible for handing out the name tags for the Active and Associate membership at each meeting. These should be available for members to wear at each monthly meeting and should be collected by the Registrar at the end of the meeting. The Registrar should make sure each member signs the attendance record at the meeting, and should keep on file the names of those students attending each meeting.

## **ARTICLE IX**

### **Committee Chairpersons**

**Section 1** The Program Chair shall be appointed by the President each month, with the exception of the first meeting in October, when the President will serve as the Chair. It shall be the duty of this person to arrange the program for the group and send a copy of the program to the Chair of the Student Division, as well as to the President.

**Section 2** The Telephone Committee Chair shall be the First Vice-President. The members of the committee shall be the President, Secretary-Treasurer, and the Registrar. The entire membership should be called about a week before each monthly meeting, telling the location and date of the meeting, reminding those who volunteered to bring cookies to the meeting to do so, and asking each member if they could perform on the program. The Telephone Committee should then contact the Program Chair with those members wishing to perform.

**Section 3** The Special Events Chair will be appointed by the President as the need arises.

**(Student Division Bylaws approved March 5, 2012)**