

# *The Kansas City Musical Club*



## **CONSTITUTION AND ARTICLES OF INCORPORATION and BYLAWS**

**(Bylaws approved March 5, 2018)**

[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

# BYLAWS

**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**

## ARTICLE I

### Membership

**Section 1** There shall be two classes of membership: Adult 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** 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 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 payable by the first regular meeting in October and until paid, members will not be entitled to the privileges of the Club, nor be listed in the following year's Yearbook.

**Section 2** New members pay the annual dues at the time they join the club. If joining after January, dues will be half.

**Section 3** Yearbooks will be given to all **dues-paying** members.

**Section 4** The membership year is July 1 through 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 nominative ballot becomes the elective ballot.

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

**Section 4** In case of a vacancy in any office, the Executive Board shall appoint a member to serve the unexpired term. Officers may be assigned specific duties by the President.

**Section 5** The appointed officers of this Club shall be: Editor, Historian, Parliamentarian, Scholarship Chair, and Webmaster.

## 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, shall seek out new members, contact members who have not paid their dues, 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.

**Section 3** The Second Vice-President shall act as Publicity Chair and shall contact media resources about club activities.

**Section 4** The Third Vice-President shall act as Program Chair and shall arrange for musical programs, shall provide the Publicity Chair, the Editor, and the Webmaster, material prior to the programs.

**Section 5** The Fourth Vice-President shall prepare the Yearbook for publication, printing, and distribution.

**Section 6** The Recording Secretary shall keep the minutes of the General and Executive Board meetings.

**Section 7** The Corresponding Secretary shall conduct necessary correspondence and expressions of sympathy as required.

**Section 8** The Treasurer shall act as Chair of the Financial Advisory Committee, receive and 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 close of the fiscal year. The books and accounts must be turned over to the incoming Treasurer by July 15th. Books shall be audited every two years.

**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 for 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 Scholarship Chair shall be appointed by the President to carry out the responsibilities as outlined in **Article V, Section 7**.

**Section 5** A Webmaster shall be appointed by the President to carry out the responsibilities of maintaining 1) the website: [www.kcmusicalclub.org](http://www.kcmusicalclub.org), and 2) the facebook page: Kansas City Musical Club.

## 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, the Editor, and the Webmaster, 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 by the Treasurer.

**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 Past 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, assign member duties, and make arrangements for the Benefit Concert.

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, with the exception of vocal applicants who shall not be older than 27 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 a total of two times.
5. Applicants shall list three selections from different periods and styles to be performed from memory. However, applicants playing orchestral instruments will be exempt from memorization. Original scores must be available for the judges.
6. Auditions shall be in person (no recordings).

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.

4. All participants shall be notified within 48 hours of the results of the competition. Judges' comments shall be sent within one week.

5. Winners of the Scholarship Auditions may be invited to perform on the annual Spring Benefit concert.

## 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 the 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 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 monthly meetings 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 may 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.

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.

## 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

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