FEDERATION BY-LAWS
Adopted July, 1969

[NOTE: References to Operational Procedures [in brackets] are not current. They will be updated once the more detailed Operational Procedures are edited and approved. Please disregard these references.]

A. Membership
1. A Federation Parish in good standing is one that makes an annual financial Stewardship contribution. Such Federation Parishes are eligible to vote on Federation matters and enjoy full membership privileges.
2. A Federation Parish not in good standing is one that fails to make an annual financial Stewardship contribution. Such Federation Parishes may not vote on Federation matters nor enjoy full membership privileges [see Operational Procedures Section 8.]
3. Any Federation Parish may become a parish in good standing by making a financial Stewardship contribution at any time. This must be done prior to July 1st in order to vote at the upcoming Convention Federation Council meeting.

B. Stewardship
1. Annually, the Federation Stewardship Chairperson shall mail a stewardship form to all Federation Parishes according to the date set in the [Operational Procedures Section ____].
2. Each Federation Parish must submit a written annual stewardship form and payment to the Federation Treasurer in order to be considered in good standing with the Federation [see Operational Procedures Section 8.]

C. Robert's Rules of Order
In all cases where rules are not covered by the articles of this Constitution, By-Laws, and Operational Procedures, Robert's Rules of Order shall govern, a copy of which shall be available at all meetings.

D. Auditing Committee
An Auditing Committee consisting of three (3) persons, none of whom may be on the Executive Board, shall be appointed by the President to audit the financial records of the outgoing administration before the Fall Executive Board meeting.

E. Reimbursements
1. All voting and ex officio members of the Executive Board and Committee Chairpersons are compensated for actual expenses incurred in the performance of their duties.
2. Appropriate receipts and completed reimbursement request forms must be submitted to the Treasurer.
3. Expenses to be reimbursed are:
   a. Correspondence expenses (mail, postage, and phone).
   b. Travel and lodging expenses [Operational Procedures Section 1.6.8.]
c. Other expenses as authorized and approved by the Executive Board.

F. The Byzantine Echo
1. The Byzantine Echo is the official publication of the Federation.
2. The Byzantine Echo is published at regular intervals during the Federation year and is distributed to the membership of all Federation Parishes, regardless of membership status.
3. The Editor is appointed by the President, with the approval of the Executive Board, and serves as an ex-officio member of the Executive Board.
4. The Editor seeks and writes material for publication, with the aid of the Executive Board and the Public Relations Committee.

H. Memorial Scholarship Program and Trustees
1. The Federation Memorial Scholarship Program is established to encourage a higher level of musical training in voice, composition, piano, organ, chanting, and conducting among its members. It enables church musicians, who might not have financial means, to develop a musical talent at an institution or training program of their choice. This program is in keeping with the ideals upon which the Federation was founded.
2. The Federation President, with Executive Board approval, appoints three (3) Trustees to administer the Federation's Scholarship Program assuring that both Metropolises are represented. Trustees shall sit for one-year terms. [Operational Procedures 15.2.]
3. The Scholarship Trustees award scholarships for one (1) year to qualified applicants. [Operational Procedures Section 15.1]

I. Nominating Committee
1. The Nominating Committee consists of the Immediate Past President and two other members, one from each Metropolis, who are appointed by the President, with approval by the Executive Board.
2. The Nominating Committee is responsible for seeking candidates for President, Vice-President, Secretary, and Treasurer.
3. Nominations and elections are executed as prescribed by the Constitution [Article VI, D and in the Operational Procedures Section 12.]

J. National Church Music Sunday and Patron Saint
1. The first Sunday in October on or after the feast day of St. Romanos (October 1st) is designated as National Church Music Sunday across the Archdiocese of America.
2. On this day we honor our patron saint, St. Romanos the Melodist. The Federation is proud to honor and celebrate the memory of St. Romanos on this day and urges its church musicians to do likewise in their local communities. An account of his life and suggested methods of observance are given in [Operational Procedures Section 6.2.]
K. The Federation Governance Manual

This Federation Governance Manual includes the Federation’s Constitution, By-Laws, and Operational Procedures. It is made available to each member of the Executive Board and each Federation Parish. It is updated and amended by each administration as required.

L. Spiritual Advisors

1. The Federation President, soon after assuming office, consults with the Hierarch of each Federation Metropolis to designate one clergyman from each Metropolis to serve as Spiritual Advisors of the Federation.
2. The Spiritual Advisors serve for one (1) year and are ex-officio members of the Executive Board.

M. National Forum Stewardship

1. The Federation shall be a steward in good standing of the Archdiocese's National Forum of Greek Orthodox Church Musicians and exercise its full rights and responsibilities in that organization.
2. As a steward in good standing, the Federation designates five Federation members to serve on the Coordinating Committee of the National Forum, according to the guidelines of the National Forum. Each of these members shall also be stewards in good standing of the National Forum.

N. Amendments to the By-Laws

These By-Laws may be amended by a two-thirds (2/3) vote of the Federation Council in accordance with the same procedures specified in [Article XII] of the Constitution.

O. Federation Year

The Federation’s year of operation coincides with the Greek Orthodox ecclesiastical year, beginning September 1st and ending August 31st.

**Foreword to the Operational Procedures**

The Operational Procedures which follow offer further explanations, specific guidelines, and practical applications of the provisions in the Constitution and By-Laws based on a spiritual approach, good business practices, and the accumulated experience of the Federation’s members. The Federation desires to maintain a productive, efficient, and transparent means of operation. While the Operational Procedures allow for some flexibility, radical departures from standard practices must be brought before the Federation Council and/or the Executive Board for consideration and/or approval.