MID-EASTERN FEDERATION OF GREEK ORTHODOX CHURCH MUSICIANS

GOVERNANCE MANUAL

CONSTITUTION
BY-LAWS
AND
OPERATIONAL PROCEDURES

Adopted July 1969
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FOREWORD

This manual was written and published originally as the "MEFGOX Executive Portfolio" in 1972 by the late Niki E. Kalkanis, and then Federation President, George S. Raptis.

Their purpose was to describe all aspects of Federation operations - including detailed functions of Officers and Directors - and also to provide guidelines needed by all "working church musicians" in the performance of their duties and responsibilities. Based on sound business practices, the Portfolio brought a clear understanding of the Federation's purposes and goals while specifying whose responsibility it is to accomplish these goals.

Through the years, the Executive Portfolio served Federation members well and was also used as a model by other Greek Orthodox Choir Federations to create their own procedures. In 1994, thanks to the dedicated efforts of the Federation members listed below, the Executive Portfolio was revised, reformatted, and published as the "MEFGOX Operational Procedures Manual" for Executive Officers and Directors. Co-Chairpersons were Mary Sotraides Ameredes and Mike Hadgis. The Review Committee was Christopher Calle, Vi Delaney, Peter Econ, Barbara Minton, Vicki Pappas, Peter Phillips, George S. Raptis, and Peter N. Vatsures. Editing and publishing was done by George S. Raptis.

Further revisions were authorized by the Federation Council in October, 2000 and approved on May 18, 2002. To reflect the broader scope of our Federation's reach into church music ministry, as well as our desire to be more inclusive of all those who work in church music, the Federation had changed its name from Mid-Eastern Federation of Greek Orthodox Church Choirs to Church Musicians. Likewise, the Federation converted from dues to stewardship as its financial support system. Both concepts were basic to the definition of Federation membership, and thus required a thorough review of Federation governance documents. Several charts and exhibits were added to serve as guides in our activities and to reinforce descriptions as the Federation entered the age of electronic communication.

The revised Procedures Manual incorporated all revisions from 1994 to 2002. The 2002 Revisions Team included: Barbara Minton, Vicki Pappas, George S. Raptis, Peter N. Vatsures, Chris J. Zervos (Chairperson), and the 2001-2002 Executive Board.

Starting in 2004, at the Toledo Convention meeting, the Federation Council voted to investigate a new governance structure, where the operations of the Federation would be handled by the Executive Board. This was due to several factors: declining attendance at business meetings, a desire for increased ability to outreach to choirs and provide more learning opportunities, and the advent of new technology. For the next three years, the Federation explored a different governance model, where there were fewer Federation Council meetings and the Executive Board took care of most of the business items except those to be decided at the Convention. The Board also put on two conventions as there were no parishes willing or able to bid. At the 2007 Convention, the Federation Council decided to return to the Federation’s normal organizational structure, but authorized the establishment of a Governance Study Committee to use the experience gained from the trial governance period and recommend a new governance structure for Federation Council approval. The Governance Study Committee was composed of Barbara Minton and Vicki Pappas, Co-Chairs; Dennis Stavros; Peter N. Vatsures; and Chris J. Zervos.

Over the next three years, the Committee put forward various recommendations related to the Federation’s mission, operating principles for change, the Federation’s organizational model, roles and powers of the Executive Board and the Federation Council, and roles and responsibilities of officers. Each of these was communicated to the membership for feedback and
presented for approval at Federation Council meetings. Actual revision and approval of the By-Laws began in 2010; Ted Niforos was added to the revision team.

This updated Governance Manual incorporates all the decisions made from 2007 through 2011. Revisions to the Operational procedures will complete the Governance Manual, expected to be completed and ready for approval at a Federation Council Meeting.

The Federation expresses its gratitude to all church musicians who have worked on the original documents and subsequent revisions of this Federation Governance Manual.
CONSTITUTION

Adopted July, 1969

We, the Mid-Eastern Federation of Greek Orthodox Church Musicians, establish this Constitution to state our purposes, our government, our programs, and to record the history of this organization.

[NOTE: References to By-Laws Sections and 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.]

ARTICLE I - NAME
The name of this organization is The Mid-Eastern Federation of Greek Orthodox Church Musicians, henceforth referred to as “the Federation.” The acronym “MEFGOX” is used informally.

ARTICLE II - ORGANIZATION and HISTORY
The Tri-State (Ohio, Pennsylvania, West Virginia) Federation of Greek Orthodox Church Choirs was organized under the jurisdiction of its clergy and authorized by His All Holiness, Athenagoras I, then Archbishop of the Greek Orthodox Archdiocese of North and South America. Rev. Frs. John Berris, James Boutros, John Geranios, and John Kapenekas were instrumental in organizing the first gathering of the Tri-State District Choirs held in Wheeling, West Virginia, on August 29, 1948. The original Constitution was adopted in Akron, Ohio on November 11, 1948.

A similar organization was founded in 1954 under the guidance of Rev. Fr. Theotokis N. Pappas, with the choirs of Northwest Ohio and Michigan. In response to a request from Bishop Polyefktos of Diocese VI, the two organizations merged in 1957 to form the Sixth Diocesan Federation of Greek Orthodox Choirs. Under this reorganization, Federation membership expanded to 57 choirs across the entire Diocese.

At its 14th Annual Convention in Pittsburgh (1961), following the creation of the Seventh Archdiocesan District (Detroit), the Federation expanded to encompass the Seventh Diocese and became known as the Sixth and Seventh Diocesan Federation of Greek Orthodox Church Choirs.

During the 15th Annual Convention in Cleveland (1962), the Constitution was again revised on a suggestion by His Eminence, Archbishop Iakovos. Activities of the Sixth and Seventh Diocesan Choir Federation were separated while being jointly governed by one Constitution under the leadership of an elected President. Recognizing the close cooperation, friendship, and fellowship that existed among the choirs of both Archdiocesan Districts, the new format allowed each District to develop its own musical activities while interacting with the parishes of both Archdiocesan Districts.
At its 20th Annual Convention in Canton, OH (1967), the Federation recognized that the boundaries of the Sixth and Seventh Dioceses were unsuitable and regional limit of jurisdiction of Federation Vice Presidents had become unwieldy. A petition was received and accepted from the Canadian parish in Willowdale, Ontario requesting Federation membership, as well. Other Canadian communities expressed interest in membership. In the interest of organizational continuity, and for the purposes of this Constitution, these facts resulted in the creation of the Eastern and Western Regions, and in renaming the Federation as the Mid-Eastern Federation of Greek Orthodox Church Choirs.

The Federation celebrated its Silver Anniversary at its 25th Annual Convention in Syracuse, New York (1972). An historical 30th Anniversary Convention was held in Wheeling, West Virginia (1978) where the founding fathers of the Federation were honored. An equally historical 40th Anniversary Convention was held at Oglebay Park, Wheeling, West Virginia (1987). At this Convention, the first candlelight memorial service was initiated which honored the deceased founding fathers and choir members of our Federation.

In 1996, Canada became a Metropolitan of the Ecumenical Patriarchate. Since then, our Federation is comprised of the parishes in the Dioceses of Detroit and Pittsburgh of the Greek Orthodox Archdiocese of America.

The Federation observed its 50th Anniversary (1997) at its Annual Convention in Troy, MI, hosted by Detroit area parishes. The event attracted over 350 delegates. Guest clergy included His Eminence Archbishop Spyridon and Detroit Diocese priests. A special Golden Anniversary Commemorative Album was published by George S. Raptis, Album Editor. The year-long celebration ended with the Annual Convention in Toledo, Ohio (1998).

In August 2000, in an effort to be inclusive of all Church musicians, our Federation changed its name from Mid-Eastern Federation of Greek Orthodox Church Choirs to Mid-Eastern Federation of Greek Orthodox Church Musicians. The purpose was to extend Federation membership to all church musicians who work in church music ministry, including: choir directors, choir accompanists, choir singers, chanters, church music composers, and music teachers of parish Church Schools and Greek language schools, as well as Diocesan clergy.

Beginning in 2007, the Federation Council authorized establishment of a new governance structure, where the operations of the Federation were primarily conducted by the Executive Board and there was more emphasis on providing educational workshops and outreach to the member parishes.
ARTICLE III – MISSION AND PURPOSE
A. The mission of a Greek Orthodox Church music ministry is to come before God's presence in liturgical worship, singing to the Lord with praise and thanksgiving.
B. The Mid-Eastern Federation of Greek Orthodox Church Musicians is established to provide an organized forum for all involved parties in Orthodox liturgical worship: the Metropolitans of Detroit and Pittsburgh, clergy, chanters, choir directors, choir members, youth musicians, organists, composers/arrangers, and translators.
C. The Mid-Eastern Federation carries out this mission in the following ways:
   1. Supports and helps to develop Orthodox music ministries in the local parishes.
   2. Supports Orthodox music ministry programs and activities with each of the Metropolitians.
   3. Promotes, plans, and supports educational programs for choir directors, choir members, chanters, clergy, youth musicians, and organists.
   4. Disseminates existing and new Orthodox church music resources to assist local parishes.
   5. Encourages the development and acceptance of new Orthodox music resources.
   6. Provides a means of developing fellowship through church music.
   7. Fosters a high standard of singing and chanting among all church musicians of the Federation.

ARTICLE IV - MEMBERSHIP
A. Any Greek Orthodox parish in the Metropolises of Detroit and Pittsburgh, as listed in the Annual Yearbook of the Greek Orthodox Archdiocese of America, is a member of the Mid-Eastern Federation according to its stewardship status, as provided in this [Constitution, Article V] and [By-Laws A and B], and hereafter is referred to as a “Federation Parish.”
B. The church musicians within the Federation Parish comprise the membership of the Federation. A church musician is anyone involved in the church music ministry of a Federation Parish, such as:
   1. clergy
   2. choir director
   3. choir singer
   4. choir accompanist
   5. chanter
   6. church music composer
   7. music teacher of the parish Church School or Greek language school
   8. anyone else in the parish involved in church music
C. On all Federation matters requiring a vote, the church musicians of a Federation Parish in good standing are entitled to one (1) vote cast by the designated church musician of the parish [see Operational Procedures 1.11.]
D. New Federation Parishes and their church musicians are assigned to the appropriate State Representative’s jurisdiction [see Operational Procedures 1.7.17.]

ARTICLE V - STEWARDSHIP
A. Support of the Federation is through stewardship - the donation of one's time, talent, and treasures in service to God, the Greek Orthodox faith, and the music ministry of the Federation. Financially, support of the Federation is accomplished through a stewardship program described below, in [By-Laws A and B, and in Operational Procedures, Section 8.]
1. Annually, a financial stewardship contribution must be made by the Federation Parish on behalf of its church musicians. No minimum or maximum amount is prescribed.
2. Payment of the annual stewardship contribution will establish the Federation Parish as a Federation member in good standing.
3. Failing to make an annual stewardship contribution renders that Federation Parish to the status of a Federation Parish not in good standing.

B. Patrons of Church Music
1. Individuals and organizations may make, and are encouraged to make, an annual donation to the Federation. Such individuals and organizations shall be known as Patrons of Church Music.
2. Donations made by Patrons of Church Music are considered charitable gifts made in support of the Federation's church music ministries.
3. The annual donation by a Patron of Church Music does not bestow Federation membership upon the donor, nor does it entitle the donor to Federation voting privileges.

ARTICLE VI – ORGANIZATIONAL STRUCTURE
A. The Federation Council
1. The Federation Council is the legislative body of the Federation. Its membership is composed of the Executive Board [see paragraph B, of this Article] and the representatives of church musicians from each Federation Parish in good standing. The choir director should be one of the representatives.
2. A quorum consists of those Federation Parishes in good standing in attendance at any given meeting, provided that proper notice for that meeting was given at least three (3) weeks prior to the meeting. A Federation Parish in good standing is any parish which has made a stewardship contribution in accordance with [Article V and Operational Procedures 8.2.]
3. Each Federation Parish in good standing has one vote.
4. Meetings are open to all Federation Parish musicians unless otherwise specified.
5. Annually, there shall be two meetings of the Federation Council: Spring and the Annual Convention meeting. Additional meetings may be called by the President, the Executive Board, or Federation Parishes in good standing as needed.
   a. A majority of the Executive Board may call for a special meeting.
   b. Special meetings will be called when at least ten (10) Federation Parishes in good standing make the request to the Executive Board.

B. The Executive Board
1. The Executive Board is the main administrative body of the Federation. It has responsibility for conducting the work of the Federation throughout the year and has decision-making authority in all areas except election of officers, selection of the Convention site, selection of Convention music, selection of the Guest Director, and approval of the Constitution and By-Laws, unless otherwise authorized by the Federation Council.
2. The Executive Board is composed of the elected offices of President, Vice President, Secretary, Treasurer, and the State Representatives, in addition to the appointed Metropolis Liaisons, Metropolis Youth Coordinators, and the Immediate Past President.
3. Ex-officio members of the Executive Board include the Stewardship Chairperson, the Chairperson of the Scholarship Trustees, the Byzantine Echo Editor, and the Metropolis Spiritual Advisors.

4. Elected and appointed members of the Executive Board shall be members of Federation parishes in good standing.

5. Voting members of the Executive Board include the elected and appointed officers as designated in Section B-2 and the ex-officio members designated in Section B-3 of this Article. Each has one vote, but no person has more than one vote. The President casts a vote only in the event of a tie.

6. The Convention Chairperson(s) and other Committee Chairpersons (such as the Federation Historian, the Federation Webmaster, the Federation Database Manager, etc.) are invited to participate in Executive Board meetings and give reports, but will have no vote.

7. A quorum consists of those Executive Board members present at any given meeting, provided that proper notice for that meeting was given at least three (3) weeks prior.

8. An Orientation Meeting of the Executive Board is to be held within two months of each Convention, preferably in August.

9. Regular Executive Board meetings are held in the fall and spring. Additional meetings may be called by either the President or at least five (5) members of the Executive Board.

C. Geographic Structure

1. The Federation is organized by state [see listing in Operational Procedures 1.7.17.]

2. Federation Parishes are placed in one of the State units according to the geographical location of their parish [Operational Procedures Section 1.7.17.]

3. An organization chart must be maintained in the Operational Procedures [see Operational Procedures Section ·1.7.17.]

D. Elections

1. The election of officers and State Representatives is held during the Federation Council meeting at each Annual Convention.

2. Candidates for office must be church musicians of a Federation Parish in good standing.

3. The Nominating Committee presents a slate of candidates for President, Vice-President, Secretary, and Treasurer to the Federation Council at the Annual Convention.
   a. Nominations may also be made by a member of any Federation Parish in good standing by written petition, to the Immediate Past President fifteen (15) days prior to the Annual Convention.
   b. Candidates for these four offices may also be nominated from the floor of the Federation Council meeting at the Annual Convention by any Federation Parish delegation in good standing.

4. The President, Vice President, Secretary, and Treasurer are elected for a term of one (1) year.

5. State Representatives are elected by their respective State delegations present at the Convention and serve for a term of one (1) year.

6. Elections are to be held by secret ballot if there is more than one nominee for any office.

7. The elected officers (President, Vice-President, Secretary, Treasurer, and the State Representatives) are installed at the conclusion of the Divine Liturgy at the Annual Convention.
E. Appointed Members of the Executive Board
1. The two Metropolis Liaisons are appointed by the President, with approval by the Executive Board.
2. The two Metropolis Youth Music Coordinators are appointed by the President, with approval by the Executive Board.
3. A Stewardship Chairperson is appointed annually by the President, with approval by the Executive Board.
4. A Chairperson of the Trustees of the Memorial Scholarship Fund is appointed annually by the President, with approval by the Executive Board. In addition, two other Trustees are appointed. Among the three Trustees, both Metropolises must be represented.
5. The Editor of the Byzantine Echo is appointed by the President, with approval by the Executive Board.
6. The two Spiritual Advisors are appointed by the President after consultation with their respective Metropolitans.

F. Decision Making
1. The Federation Council is the legislative body of the Federation, and specifically authorized to make the following decisions: election of officers, selection of the Convention site, selection of Convention music, selection of the Guest Director, and approval of the Constitution and By-Laws.
2. The Executive Board is responsible for conducting the business of the Federation throughout the year. It administers any decisions of the Federation Council and is also empowered to make other decisions in all areas except those listed above in [Section F-1], unless otherwise authorized by the Federation Council.
3. The Executive Board may develop administrative procedures as required to assist in the efficient operation of the Federation's activities or the duties of its officers.
4. Decisions of the Federation Council and the Executive Board are determined by majority vote, except when revising the Constitution or effecting the removal of officers, which require a two-thirds (2/3) majority vote.
5. During Federation Council meetings, the church music delegation from each Federation Parish in good standing casts one (1) unanimous vote on all business matters presented on the floor. In case of a tie, the Federation President casts a vote representing the majority vote of the Executive Board.
6. If a mail vote is necessary, the results will be considered valid if at least 50% of the Federation Parishes in good standing respond. Of the ballots returned, a majority will prevail. If 50% of the membership does not respond, the item will be referred back to the Executive Board for further action.

ARTICLE VII - OFFICERS
A. President
1. The President is the highest Federation officer, and with the aid of the Executive Board, complies with and executes the provisions of the Federation Constitution, By-Laws, and Operational Procedures.
2. The President shall hold only one office during his/her tenure as President.
3. The President is empowered to call meetings of the Executive Board or the Federation Council whenever, in the President’s opinion, the need arises.
4. The President presides at the meetings of the Executive Board and the Federation Council.
5. The President, along with the Treasurer, signs all bills and checks in accordance with the Federation budget.
6. The President, with the approval of the Executive Board, makes appointments for the positions listed in Article VI, Section E, as well as for other designated Committee Chairs. [Operational Procedures 16.]
7. The President serves as *ex officio* member of all committees.
8. The President, with the approval of the Executive Board, fills any vacancy on the Executive Board for the unexpired term.
9. The President serves on the Coordinating Committee of the National Forum of Greek Orthodox Church Musicians, and appoints four other Federation members to serve on the Coordinating Committee.
10. The President also attends, or appoints a designee, to attend the National Forum’s annual Council of Presidents meeting.
11. The President also carries out all other duties of his/her office as specified in the Operational Procedures [Section ___]

**B. Vice President**

1. The Vice President is directly responsible to the President.
2. The Vice President will assume the role of the President whenever the President is absent from meetings or if the President can no longer remain in office.
3. The Vice President makes the arrangements for each Executive Board meeting and Federation Council meeting.
4. The Vice President is the Chairperson of the Patriarch Athenagoras I Selection Committee [Operational Procedures 17.4] and implements each year’s selection process.
5. The Vice President is the Chairperson of the Federation Public Relations Committee.
6. The Vice-President is responsible for any other duties and responsibilities as designated by the President and approved by the Executive Board and also those specified in the Operational Procedures [Section ___].

**C. Immediate Past President**

1. The Immediate Past President serves as an advisor to the President and the Executive Board, and is assigned duties and responsibilities designated by the President and approved by the Executive Board.
2. The Immediate Past President serves as chair of the Nominating Committee [By Laws Section I and Operational Procedures Section 12.] 
3. The Immediate Past President shall be responsible for only those duties mutually agreed upon by him/her and the Executive Board.
4. The Immediate Past President also carries out all other duties of his/her office as specified in the Operational Procedures [Section ___]
D. Secretary

1. The Secretary records and disseminates the minutes of each Executive Board and Federation Council meeting to the membership.
2. The Secretary keeps records of the minutes of Federation meetings.
3. The Secretary records attendance at all meetings of the Executive Board and the Federation Council, and calls the roll when necessary.
4. The Secretary conducts and reports on any mail votes of the Federation.
5. The Secretary also carries out all other duties of his/her office as specified in the Operational Procedures [Section ___]

E. Treasurer

1. The Treasurer is responsible for maintaining an accurate accounting of all financial matters of income and expenses.
2. The Treasurer provides a written financial report at all Executive Board and Federation Council meetings.
3. The Treasurer, along with the President, signs all bills and checks in alignment with the Federation budget and makes timely payment of such bills.
4. The Treasurer, along with the President and the Executive Board, develops the Annual Budget for approval at the Fall Executive Board meeting.
5. The Treasurer receives and records parish Stewardship contributions, in conjunction with the Stewardship Chairperson, and maintains the listing of each parish’s official representatives in the Federation’s Administrative Database.
6. The Treasurer also carries out all other duties of his/her office as specified in the Operational Procedures [Section ___]

F. State Representatives

1. The State Representatives are responsible for communicating with the parishes within their jurisdiction, and carrying out the goals of the Federation and the objectives of the Executive Board.
2. The State Representatives serve as members of the Executive Board and participate as fully as possible in its meetings.
3. The State Representatives serve as advisors to the church musicians in their States regarding Federation and church music matters. Upon request, they assist the parishes of their States in organizing choirs and other church music ministries.
4. The State Representatives maintain and annually update a listing of the priest, choir director, chanter, and youth music coordinator of each parish in the State, and communicates this information in a timely manner to the President, the Treasurer, and the Database Manager.
5. The State Representatives assures that each parish annually submits their stewardship contributions to the Federation.
6. The State Representative publicizes Federation activities and opportunities to each parish, including Convention information, scholarship applications, Athenagoras nominations, and the like. The Representatives also serve as liaisons to the Public Relations Committee.
7. The State Representatives will hold at least one (1) annual gathering of the Federation church musicians of their respective states/areas, during which all church musicians under their jurisdiction are invited. Such gatherings may include educational workshops, area rehearsals, choir exchanges, concerts and the like, as well as updates of Federation activities. Agenda items and/or resolutions may also be proposed for presentation at Executive Board meetings.

8. The State Representatives also carry out all other duties of their office as specified in the Operational Procedures [Section ___]

G. Metropolis Liaisons
1. The Metropolis Liaisons meet personally each fall and spring with their respective Metropolitans to share the results of the Convention and/or meetings, to update the Metropolitan about Federation activities, to ask for advice and suggestions of what the Metropolitan would like to see the Federation do, among other discussion items.
2. The Metropolis Liaisons also periodically and consistently update the Metropolitan about Federation activities via letter, e-mail, phone, and/or additional personal contacts.
3. The Metropolis Liaisons serve as members of the Executive Board and participate as fully as possible in its meetings.
4. The Metropolis Liaisons report to the Executive Board the ideas, discussions, and/or requests of the Metropolitan for Federation review and possible action.
5. The Metropolis Liaisons work with the Metropolitan to implement relevant Federation programs such as suggesting sites for Church Music Institutes or Conventions, suggesting ideas for curriculum and speakers for CMI’s or other workshops, suggesting youth activities, and the like.
6. The Metropolis Liaisons coordinate the Metropolitan’s attendance and participation in the Annual Convention with the Executive Board and host city.
7. The Metropolis Liaisons see that appropriate protocols are followed during Federation events and communications (e.g., invitations, greetings, introductions, etc.).
8. The Metropolis Liaisons also carry out all other duties of their office as specified in the Operational Procedures [Section ___]

H. Metropolis Youth Music Coordinators
1. The Youth Music Coordinators gather information about and promote youth music programs and activities in their respective Metropolises.
2. The Youth Music Coordinators serve as members of the Executive Board and participate as fully as possible in its meetings.
3. The Youth Music Coordinators assist the President, the Convention Committee, and the Executive Board with activities related to involvement of youth in Federation activities and development of youth music programs and youth choirs in their Metropolis.
4. The Youth Music Coordinators are the Mid-Eastern Federation’s designees to the National Forum’s group of Metropolis Youth Music Coordinators.
5. The Youth Music Coordinators work with the National Forum to maintain an updated listing of all those involved in youth music in their Metropolis and to disseminate youth music information.
6. The Youth Music Coordinators work with the Editors of the Byzantine Echo to assure that periodic articles about youth music written are included.

7. The Youth Music Coordinators offer assistance to the parishes in their Metropolises regarding the development of youth music programs and youth choirs.

8. The Youth Music Coordinators establish relationships and share information with their Metropolis Youth Directors, and whenever possible, coordinate activities and seek possibilities for collaboration.

9. The Youth Music Coordinators also carry out all other duties of their office as specified in the Operational Procedures [Section ___]

I. **Stewardship Chairperson**

1. The Stewardship Chairperson implements the Federation's annual Stewardship Program [Operational Procedures ____].

2. The Stewardship Chairperson assists the Treasurer in maintaining a database of parish stewardship contributions.

3. The Stewardship Chairperson prepares and presents written reports on the status of the Stewardship Program to the President and at meetings of the Executive Board and Federation Council.

4. The Stewardship Chairperson serves as an ex-officio member of the Executive Board and participates as fully as possible in its meetings.

5. The Stewardship Chairperson also carries out all other duties of his/her office as specified in the Operational Procedures [Section ___]

J. **Memorial Scholarship Fund Scholarship Trustees**

1. Three Federation members serve as Trustees of the Memorial Scholarship Fund, and one of them is appointed as Chair.

2. The Chair of the Scholarship Trustees assures that all provisions of the Scholarship Program are executed as provided in [By-Law H and Operational Procedures Section 15.1.]

3. The Chair convenes all meetings of the Trustees as are necessary to fulfill the responsibilities of the Scholarship Program.

4. The Chair assures that the financial and secretarial responsibilities of the Trustees are appropriately carried out and determines who among the three Trustees is to fulfill those responsibilities.

5. The Chair publicizes the availability of scholarships and continuing education grants to the Federation Parishes in good standing.

6. The Chair presents a report at each Federation Council and Executive Board meeting on the activities of the Scholarship Trustees, including a current financial report.

7. Each year, the Chair presents information to the Executive Board prior to the Scholarship Application deadline regarding how much interest/funding is available for scholarships and continuing education grants.

8. The Chair presents the scholarship awards at the Annual Convention Banquet.

9. The Scholarship Trustees oversee and determine the distribution of continuing education grants.
10. The Chair is responsible for maintaining and preparing the historical listing of deceased Federation members for use in the Convention Album, in the Convention Memorial Service, and for other purposes.

11. The Chair of the Trustees serves as an ex-officio member of the Executive Board and participates as fully as possible in its meetings.

12. The Trustees carry out all other duties as specified in the Operational Procedures [Section ___]

K. Byzantine Echo Editor

1. The Editor of the Byzantine Echo is responsible for developing and publishing the Federation newsletter.

2. The Echo Editor confers with the President and the Public Relations Committee to determine what articles and pictures are to be included in each issue.

3. The Echo Editor prepares and/or solicits articles for each issue, submits the final draft for approval by the President, and arranges the distribution.

4. The Echo Editor prepares and presents progress reports to the Executive Board and at Federation Council meetings.

5. The Echo Editor serves as an ex-officio member of the Executive Board and participates as fully as possible in its meetings.

6. The Echo Editor also carries out all other duties of his/her office as specified in the Operational Procedures [Section ___]

L. Spiritual Advisors

1. Spiritual Advisors are notified of all Federation meetings and events, and are invited to attend when feasible.

2. The President appoints the Spiritual Advisors on a yearly basis, with the consent of the Executive Board and their respective Metropolitans.

3. The Spiritual Advisors assist the President, the Convention Committee, and the Executive Board with questions regarding protocol, spiritual questions, and ecclesiastical and liturgical questions, and provide guidance whenever needed.

4. The Spiritual Advisors serve as ex-officio members of the Executive Board and participate as fully as possible in its meetings.

5. The Spiritual Advisors also carry out any other duties as requested by the President and approved by the Executive Board and also those specified in the Operational Procedures [Section ___].

M. Additional Committees

1. The Executive Board determines the need for additional committees, and identifies the charge and timeline for each.

2. Responsibilities for these additional committees are described in the Operational Procedures [Section ______]. The Committee Chairperson is responsible for carrying out the responsibilities of the committee.

3. On a yearly basis, the President appoints/renews Committee Chairpersons for these additional committees with the consent of the Executive Board.
4. Each Committee Chairperson obtains approval from the Federation President and/or the Executive Board before implementing or disseminating the work or products of the Committee.

5. Each Committee Chairperson presents a written report for each Executive Board meeting.

6. These additional Committee Chairpersons are encouraged to participate in the meetings of the Executive Board as non-voting members.

ARTICLE VIII  RESPONSIBILITIES and PRIVILEGES OF MEMBER PARISHES

A. Federation Parishes submit their annual stewardship contribution as stipulated in the ['Operational Procedures, Section 8.]

B. Any Federation Parish failing to submit a stewardship contribution is not in good standing until a stewardship contribution is received.

C. Members of Federation Parishes not in good standing have no parliamentary privileges (e.g., to make motions, vote, nominate). In addition, they are ineligible to hold a Federation office and to receive Federation scholarships.

D. Each Federation Parish submits an up-dated listing of its church musicians to the Federation, with addresses and emails where available, by December 1st.

E. Each Federation Parish receives all regular Federation correspondence.

F. Federation Parishes may request and obtain assistance from the appropriate Federation officers in matters pertaining to organization, music, and church music ministry in general.

G. The church musicians of every Federation Parish who attend the Annual Convention are expected to learn the liturgical music to be sung at the Convention.

H. Church musicians may organize themselves within their respective parishes and have their own constitutions; however, any such constitution shall not take precedence over the Federation Constitution in any Federation matter.

ARTICLE IX - REMOVAL OF OFFICERS

Any elected officer may be removed from office by a two-thirds (2/3) vote of the Federation Council.

ARTICLE X - ANNUAL FEDERATION CONVENTION

A. The Federation shall hold an Annual Convention of all its Federation Parishes.

B. As much as possible, the site of the Annual Convention alternates between the Metropolises of the Federation.

C. The Executive Board seeks, examines, and receives bids for Conventions from potential host Federation Parishes prior to the Annual Convention.

1. Bids must be accompanied by a letter from the parish council and the parish priest of that Federation Parish authorizing the bid.

2. Information indicating dates and the Convention facilities should be included in the bid.

3. A Federation Parish may submit an early Convention bid for Federation Council consideration and acceptance more than one (1) year in advance of the Annual Convention. In such cases, Federation Parishes must be notified at least thirty (30) days in advance of the meeting at which the bid will be considered.

D. The selection of each Annual Convention site is decided at a Federation Council meeting as
prescribed in the [Operational Procedures 4. 1. 1-6.]
E. The Executive Board is responsible for overseeing and approving all Annual Convention plans.
F. Net profits/losses from the Annual Convention are divided as follows: 50% to the Federation and 50% to the host Federation Parish.
G. The only legislative matters to be considered at the Annual Convention meeting of the Federation Council are selection of the next Annual Convention site, election of Federation officers, and selection of the next year’s Guest Director. This does not preclude the reading of minutes, the rendering of executive reports, or their acceptance or approval.

**ARTICLE XI - GUEST DIRECTOR AND ACCOMPANIST**
A. A Guest Director who is a communicant of the Greek Orthodox Church and an established musician in the field of choral music is selected by the Federation Council to conduct the church musicians of the Federation in the Divine Liturgy held at the Annual Convention.
B. A Guest Director who is not a communicant of the Greek Orthodox Church may be selected, provided the person is a director of an Eastern Orthodox Church choir and an established musician in the field of choral music, as described in [Operational Procedures Section 9.]
C. The Guest Director is paid a fixed honorarium and is reimbursed for travel and housing expenses as part of Annual Convention expenses, as established by the Federation Council and as prescribed in the [Operational Procedures 9.1.3.]
D. The Guest Accompanist is paid a fixed honorarium and is reimbursed for travel and housing expenses as part of Annual Convention expenses, as established by the Federation Council and prescribed in the [Operational Procedure 9.2.3.]
E. The Guest Director or designee is reimbursed for travel and housing expenses for area rehearsals for the Annual Convention music from Convention expenses, as prescribed in the [Operational Procedure 9.1.3.2 b.]
F. The Guest Accompanist is reimbursed for travel and housing expenses for area rehearsals of the Annual Convention music from Convention expenses, as outlined in the [Operational Procedures 9.2.3.2 b.]

**ARTICLE XII – DISSOLUTION OF THE FEDERATION**
In the event that the Mid-Eastern Federation of Greek Orthodox Church Musicians ceases to exist, its operating funds shall be transferred into the corpus of the Memorial Scholarship Fund, and subsequently, the combined funds shall then be utilized according to the By-Laws and Operational Procedures governing the Memorial Scholarship Fund.

**ARTICLE XIII - AMENDMENTS**
A. This Constitution may be amended by a two-thirds (2/3) vote of the Federation Council, provided that Federation members are notified thirty (30) days in advance of the Federation Council meeting at which such action will be considered.
B. Amendments may be proposed by church musicians of Federation Parishes in good standing or by the Executive Board, in accordance with Paragraph C below.
C. Proposed amendments, together with supporting arguments, must be submitted in writing to the Executive Board.
   1. If the Executive Board considers the proposed amendments to be proper, the Secretary
will publish and distribute them to the membership for review and study. The proposed amendments will be placed on the agenda of the next Federation Council meeting.

2. If the Executive Board considers a proposed amendment to be improper, its decision may be overruled by a two-thirds (2/3) vote of the Federation Council. Such amendments shall then be published and considered by the membership in accordance with this paragraph, and placed on the agenda of the next Federation Council meeting.