

Extract from International Federation for Choral Music (IFCM) Bylaws:

SECTION 4: BOARD OF DIRECTORS

- **4.1 Number**

The Board of Directors (hereinafter referred to as “the Board”) will consist of not fewer than seven (7) and not more than nineteen (19) voting Directors. The Board may request the Membership increase or decrease the number of Directors, in accordance with the range specified above, and is entitled to vote thereon at any regular or special meeting of the Board.

- **4.2 Composition**

The Directors shall consist of the following:

1. Up to ten (10) individuals elected by the Membership;
2. One (1) President elected by the Membership;
3. Five (5) Representatives with one (1) Representative from each Founding Member should each Founding Member be in good standing; and,
4. Up to three (3) individuals, known as Co-Options, elected by the above Directors.

- Only one (1) member of any one (1) family related by blood or marriage or only one (1) member residing within a household may be a Director at any given point in time. Staff of the IFCM may not serve as a voting or non-voting Director. A Director must be eighteen (18) years or older to serve.

- **4.4 Nomination**

The Board will publish a request for candidates for Director and Officer positions. The Board Governance Committee shall prepare a slate of potential candidates in accordance with Sections 4.1, 4.3 and

Section 8 to present to the Members.

- **4.5 Election**

Elections shall be conducted at the General Assembly through ballot voting in accordance with Section 3.2. Additional elections as determined by the Board may take place in accordance with Section 3.2.

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Membership Policy Document:**

Article 4.3 Powers and Duties

In addition to the Powers and Duties listed in Article 4.2 of the Bylaws, responsibilities of Board members are to:

- a. Attend Board meetings and actively participate in informed decision making;
- b. Serve in at least one Project if possible;
- c. Sit on minimum one committee
- d. Assist in IFCM booths and exposition areas;
- e. Help identify and recruit prospective new choral organizations or donors;
- f. Share their area of expertise with other board members and staff;
- g. Read and respond to correspondence when requested;
- h. Monitor his/her regional choral area.

Article 6 Officers / Executive Committee

The Officers of IFCM as described in article 6 of the Bylaws shall constitute the Executive Committee (see article 7)

6.1 Officers

The Executive Committee shall be chosen from among all Board members (founding members, elected members and members appointed from outside the Board).

Of the 5 Vice-Presidents:

- three (3) shall have artistic experience

- two (2) shall have administrative experience

The Treasurer shall have administrative and financial experience.

The maximum number of Executive Committee members shall not exceed six (6) members plus the President.

6.5 President

In addition to the tasks described in article 6.5 of the Bylaws, the President:

- a. Shall represent IFCM on all occasions;
- b. Shall sign agreements or contracts for and on behalf of IFCM on matters of a daily or general operational nature which have been decided by the Executive Committee or by the full Board;
- c. May delegate certain functions to any other member of the Executive Committee or the Board.

6.6 Vice-Presidents

In the absence of a CEO, as long as IFCM does not have a CEO, one of the Vice-Presidents and/or the Secretary shall be designated to oversee all administrative and governance issues together with the Secretary (see article 6.7)

6.8 Treasurer

After the election of a new treasurer, the outgoing treasurer shall support the newly elected treasurer in preparing the Final Accounts of the year in which the new treasurer was elected”

All bookkeeping must be done in English. The treasurer shall keep the books and financial documents in an online system and archive so that they shall be accessible by the Executive Board and members of the staff and ensure transparency.

A report and information about the finances shall be prepared by the Treasurer to every Executive Committee meeting and to every Board meeting.

In the year of the General Assembly, the annual financial statements with balances shall be presented by the Treasurer to the Executive Committee and to the Board in time to be examined before the documents are sent to the membership in preparation of the next General

Assembly.

The Treasurer shall prepare a one-year working budget in the beginning of every new fiscal year, present the budget to the Executive Committee and to the Board. In the year of the General Assembly these documents shall be presented to the Board in time to be examined and possibly revised before the documents are sent to the membership in preparation of the General Assembly.

When it appears, based on significant reasons and it is administratively possible, a two-year working budget can be prepared by the Treasurer.

Article 7 Executive Committee

7.1. Creation

Even though the Bylaws foresee that the Board may create and dissolve an Executive Committee at any meeting, the Executive Committee shall normally be created after the Board elections immediately following the electing General Assembly.

The Executive Committee reports to the Board about important decisions taken. The Executive Committee is approved for a 3-year term and renewable upon decision by the President.

For details see Article 6.4 in the Bylaws