

**EASTERN FEDERATION OF
GREEK ORTHODOX CHURCH MUSICIANS
OF THE GREEK ORTHODOX METROPOLIS OF NEW JERSEY**

PROCEDURAL GUIDE

**ARTICLE I
NAME**

The name of this organization shall be the Eastern Federation of Greek Orthodox Church Musicians, hereafter referred to in this document as the “Federation”, and is a member of the National Forum of Greek Orthodox Church Musicians, which has been duly recognized by the Greek Orthodox Archdiocese of North and South America.

**ARTICLE II
OBJECTIVES**

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**ARTICLE III
MEMBERSHIP**

1. Member choir dues shall be \$125 annually. If a choir has not been current for a year or more, they will be assessed an additional one year payment in order to become current.
2. Individual member dues shall be \$20 annually.
3. Changes to the dues shall be proposed by the Board and approved by the Council.
4. Each member choir shall submit annually by the beginning of the fiscal year a roster of its members to its District Supervisor.

**ARTICLE IV
AUTHORITY**

1. The Council

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2. The Board

- a) Receipts for reimbursement shall be submitted to the Treasurer.
- b) The President or a designee shall be compensated for registration, transportation, accommodation, and actual food expenses not to exceed the current Government Services Administration (GSA) Per Diem Rate for Meals, expenses incurred for performance of their duties as provided in the approved budget, in order to attend the annual meetings of the National Forum of Greek Orthodox Church Musicians, the National Forum Council of Presidents, the Metropolis Clergy Laity, and the Federation Conference.
- c) Anyone elected to a position on the Board shall be a participating member and be included in the parish’s official mailing list.
- d) Board members shall be stewards of their Greek Orthodox Parish.

3. Spiritual Advisor

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**ARTICLE V
OFFICERS**

1. President

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2. Vice President

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3. Secretary

- a) The Secretary shall keep a dated list of all approved actions by the Council and the Board.
- b) The Secretary shall send out notices of all meetings, keep all records of correspondence, and distribute minutes to all members 30 days after all meetings.
- c) The Secretary shall have available at all meetings a current copy of the Charter, Procedural Guide, Conference Guidelines, and minutes.

4. Treasurer

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5. District Supervisors

- a) District Supervisors shall be responsible for insuring that the Communications Committee has an accurate and current list of names and addresses of churches, priests and church musicians in their district and shall forward the information to the database manager.
- b) District Supervisors shall hold at least one district meeting per year.

**ARTICLE VI
ELECTIONS**

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**ARTICLE VII
SPECIAL COMMITTEES**

1. Nominating Committee

- a) The Nominating Committee shall contact each nominee to ascertain their willingness to serve.

2. Auditing Committee

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3. Music Review Committee

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**ARTICLE VIII
STANDING COMMITTEES**

1. Scholarship Committee

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2. Communications Committee

- a) The Communications Committee shall be responsible for member recognition, which includes maintaining records of length of service that Church Musicians have served in their respective positions and recommending appropriate acknowledgment. This also includes cross-checking Federation records with those of the National Forum of Greek Orthodox Church Musicians with regard to the Archbishop Iakovos Award to choir directors for 25 years of service. In order for a Church Musician to receive an award, their parish must be a member of the Federation.
- b) The Communications Committee shall be responsible for the Federation archives.

3. Administration Committee

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4. Youth Committee

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5. Continuing Education Committee

- a) EFGOCM CMI Plan
 - 1. The goal of the EFGOCM CMI Plan is to hold 4 CMIs during the National Forum's 2 year budget period, 2 at the annual EFGOCM Conferences and 2 at the non-Conference Districts, resulting in at least 1 per District per 2 year period.
 - 2. The NF reimbursement grant shall be equally allocated among the 4 proposed CMIs unless specifically adjusted by the Board.
 - 3. The EFGOCM President shall be the single point of contact (POC) and requestor to the NF for the reimbursement grant and will direct where the reimbursement will go.
 - 4. The CMI Plan shall be reviewed and updated at each Board Meeting.
 - 5. Potential CMI hosts shall present a proposal to the Board for approval. The Federation, Districts, and Member Choirs are encouraged to host CMIs.

**ARTICLE IX
AMENDMENTS**

- 1. This Procedural Guide may be amended by a majority vote of the Board.

**ARTICLE X
ANNUAL CONFERENCE**

- 1. In order for a member parish outside the Metropolis of New Jersey to be considered as a host for the conference, permission must first be obtained from the Metropolitan of the Metropolis of New Jersey, and then that parish's Metropolitan.
- 2. The Board shall meet with the host community in ample time to plan the annual conference.