



# **Fiddlers of the Genesee**

## **General Policies**

As approved by the Board of Directors  
November 10, 2002  
Revised: July 11, 2006  
Revised: February 10, 2009  
Revised: January 19, 2010

Revised 2/10/09

The following are current policies and standard practices of the Fiddlers of the Genesee, Incorporated (aka FOG). These policies have been established in accordance with Article XIV, Section 5 of the FOG bylaws, and will henceforth be known simply as the "policies" of FOG.

FOG policies are intended to supplement the bylaws with additional detail concerning operation of the organization; they may be amended at any time by a simple majority vote of the board of directors. As stipulated in the bylaws, this list of policies will be made available to members on request. The membership will be notified via the FOG newsletter or other means of any changes made in these policies.

#### **A. MEMBERSHIP**

1. FOG memberships will expire on December 31st of each year, except that memberships begun since September 1st of the preceding year will continue through the following year.
2. The February FOG newsletter will be the last newsletter mailed to a member who has not renewed for the current year.
3. FOG membership dues will be \$10 per year for an individual membership and \$15 per year for a family membership.
4. Membership is open to all interested individuals. No particular information except name and mailing address needs to be supplied in order to join FOG.

#### 5. Honorary Membership Award

The purpose of a FOG Honorary Membership is to recognize a specific long time (minimum 5 years) member of FOG, who over the years has consistently demonstrated through their actions and participation a dedication to the principles of FOG. The granting of a Honorary Membership awards the recipient a paid life-long membership in FOG which includes all rights and privileges of a full membership.

##### i. Criteria for Honorary Membership:

- a. A candidate for an Honorary Membership should have a history with FOG that clearly and consistently shows a dedication to FOG's mission (refer to FOG's mission statement) that has gone beyond a "normal" membership participation in group.

##### ii. Procedure for nominating a member of FOG for an Honorary Membership:

- a. The person submitting a nomination must be a current member of FOG.
  - b. Nominations must be submitted, in writing, to the current FOG board of directors.
  - c. The written nomination documentation should be signed by the person making the nomination and needs to include and describe the following:
    - i. Nominee's full name.
    - ii. Length of time as an active FOG member.
    - iii. Offices held in the FOG organization.
    - iv. Positive contributions made to FOG
    - v. A brief description of why the nominee should be considered for an Honorary Membership.
- iii. Submitting Nominations:
- a. Nominations must be submitted in a sealed envelope marked "CONFIDENTIAL" to the current FOG board President.
  - b. Nominations *must* be submitted *without* the knowledge of the nominee.
- iv. FOG Board Review:
- a. The current FOG Board of Directors will consider the nomination once it has been submitted in accordance with the above qualifications and procedures. The Board of Directors may request to interview the person who is submitting the nomination if additional information or clarification is needed.
  - b. If a current board member is nominated for a FOG Honorary Membership he or she should be excused from the Board's selection process and responsibilities. This action should be carried out by the current FOG Board President in strict confidentiality.

## **B. PRIVILEGES OF MEMBERSHIP**

1. Printed copies of all tunes in the current FOG repertoire will be made available to members. A contribution of 10¢ per page will be expected.
2. Any FOG member may purchase a full set of transcriptions of the tunes in the current FOG repertoire at cost (\$12)."
3. Electronic copies of computer-generated sound files (in midi format) will be made available to members for free upon request, depending on availability.
  1. Members have the opportunity of participating in FOG performances.

### **C. FOG PERFORMANCES**

1. FOG performances consist of members playing in ensemble.
2. No commitments to perform will be undertaken without approval of the FOG board of directors.
3. Only current members of FOG will be permitted to participate in FOG performances. Individuals wishing to participate in a performance must sign up in advance and attend at least one prior jam/rehearsal.
4. A set list will be established for each scheduled performance to provide structure and to assist participants in preparing for the performance. The set list will be distributed to all participants in advance of the performance. A standard FOG set list will be developed to serve as a back-up list when it is not feasible or not desired to develop a set list for a specific performance.
5. The standard fee guidelines for paid FOG performances will be \$300 for a single set, \$400 for two sets. An additional \$50 will be requested if FOG needs to provide sound for the performance. These figures may be negotiated subject to board approval.

### **D. JAMS**

1. FOG jams will be conducted in such a way as to encourage and support members in their musical development. Tunes played at jams will focus on the established FOG tune repertoire. Jams may include practice for upcoming FOG performances.
2. Jams will be held each Friday night, when feasible and when not in conflict with other scheduled FOG events. The normal scheduled time for jams will be 7 to 11 PM.
3. Jams will be held in a public location and will be open to all interested participants. The primary location for FOG jams will be the Fairport/Perinton VFW; the backup location will be the Penfield American Legion. On occasion jams may be held at other locations (e.g. at a retirement home). The location of upcoming jams will be published in advance in the newsletter, on the website, and recorded on the Fog Fiddle Fone.
4. In accordance with the established FOG purpose of promoting the tradition of old time fiddling; emphasis at jams will be on playing music with acoustic (un-amplified) instruments. It is recognized, though, that electric amplification may be necessary at times to allow rhythm accompaniment to be easily heard by the group. It is understood that acoustic instruments amplified through a sound system are still acoustic instruments.
5. It is expected that the fiddle will play a dominant role in FOG musical practice and performance, accompanied by varying combinations of guitar, mandolin, banjo and bass. Other instruments commonly used to perform traditional music, such as the flute,

## **JAMS** continued.

pennywhistle, hammered dulcimer, piano and accordion, will be welcomed at FOG events as long as they are tastefully played and do not dominate the group's sound.

6. A special "Beginners' Jam" may be held once per month during the first hour of the regularly-scheduled jam where tunes are played at a slower tempo. These special jams will be open to all individuals.
7. A voluntary collection will be taken up at each regular weekly FOG jam and the proceeds will be donated to the organization sponsoring the jam location.
8. When the collection taken up at the Fairport-Perinton VFW does not amount to \$30 or more, the difference will be made up by the club treasury. This adjustment may be made by the FOG treasurer on a quarterly basis, if convenient and agreeable to the VFW.

## **E. MEETINGS**

1. The annual meeting of the FOG membership will be held on the first Friday in December, or as soon thereafter as is feasible. Additional meetings of the membership will be held on the first practical Friday date in March, June and September.

## **F. THE FOG BOARD OF DIRECTORS**

1. The FOG Board of Directors will consist of nine members, including four officers.
2. Minutes of FOG board meetings will be made available to any FOG member on request. A summary of the minutes will, if practical, be published in the FOG newsletter.

## **G. DUTIES OF THE OFFICERS**

1. The FOG treasurer will maintain an official list of FOG assets.
2. The treasurer will be responsible for submitting all required IRS and State-related paperwork by the deadlines stipulated. (Usually May 15th of each year).
3. The treasurer will maintain FOG financial assets in a corporate checking/ money-market account under FOG's assigned tax ID number (EIN).
4. The treasurer will be responsible for paying all bills in a timely fashion, including fees for the post office box and for membership in the Arts and Cultural Council of Greater Rochester.

## **G. DUTIES OF THE OFFICERS** continued

5. The FOG president will be responsible for coordinating arrangements for facilities used by FOG (e.g. the VFW hall).
6. It will be the responsibility of the FOG secretary to maintain this record of FOG policies, incorporating any policy changes or additions decided on by the board, and to distribute updated copies to current board members.

## **H. REPERTOIRE**

1. FOG will maintain a formal repertoire of tunes consistent with the club purpose. A standard FOG arrangement will be established for each tune. An index of the current FOG repertoire will be made freely available to any interested member, and a current copy will be available on the website.
2. The FOG membership will be polled annually to validate the appropriateness of the tunes making up the current FOG repertoire.
3. FOG will establish a Music Committee for the purpose of:
  - a) Monitoring and amending the FOG repertoire, as needed
  - b) Selecting and arranging tunes for newsletter publication
  - c) Monitoring the quality of current FOG arrangements
  - d) Maintaining the availability of copies of tunes to members
  - e) Other related activities, as may be required

## **I. NEWSLETTER**

1. The main vehicle for communication among the FOG membership will be a monthly newsletter to be mailed to the membership. Distribution of the newsletter electronically will be encouraged, to save on printing and postage costs.
2. Each issue of the newsletter will contain:
  - a) A statement of the club purpose
  - b) A membership application form
  - c) A calendar of FOG events and related activities for the coming month.
3. Each issue of the newsletter will also contain a "Tune of the Month" arrangement. The tune will be consistent with FOG's purpose and suitable for playing at FOG events. When practicable, a sound file illustrating the melody of the tune of the month will be distributed along with electronic copies of the newsletter.

4. The newsletter editor may, with approval of the board, accept advertisements relating to issues of musical interest for publication in the FOG newsletter. The rate for such advertisements will be \$10.00 per page or \$8.00 per half page for each monthly appearance.

#### **I. NEWSLETTER** continued

The board may waive such charges in cases where the advertisement is deemed to be a notice that is of direct interest to the club membership.

5. A standing fund will be established to allow the FOG newsletter editor to defray production costs. This fund will be replenished by the board as needed. The editor shall be responsible for accounting to the board for the use of the funds supplied.
6. The newsletter editor may be paid a stipend for his or her services. The stipend paid to any individual will not exceed \$599 in any given tax year. (Note: Current IRS regulations require that a form 1099 be submitted to independent contractors who are paid \$600 or more in any tax year.)

#### **J. WEB SITE**

1. FOG will maintain a public web site. Links will be provided to pages sponsored by coordinate organizations (e.g. the Arts and Cultural Council of Greater Rochester).
2. Content on the web site will include:
  - a) A statement of the club purpose
  - b) A membership application form
  - c) A calendar of FOG events and related activities for the coming month.

#### **X. MISCELLANEOUS**

1. The FOG fiscal year will run from January 1 to December 31, in agreement with information registered with the IRS.
2. The FOG board will appoint an individual to serve as Membership Coordinator with responsibility to maintain FOG membership records in the form of an electronic database. The board will also appoint a second individual with responsibility to make regular backups of the membership data. The Membership Coordinator will provide information from the membership records as directed by the board
3. A list of current FOG members will be published to the FOG membership annually. Subject to the discretion of individual members, this list may contain additional information such as address, phone number and e-mail address. Members will be expected to keep the information distributed for their own use, and not to distribute or publish it further.

4. An individual will be appointed to manage FOG Community Outreach Performances (C.O.P.).
5. Every FOG board member will be supplied, on first taking office, with a copy of the official FOG bylaws and a copy of the current FOG policies.
6. FOG will rent a post office box annually to maintain a standard mailing address.
7. FOG will operate a telephone information line called the "Fiddle Fone". This line will be used to provide information about FOG to the public and to relay to members up to date information such as changes in jam location. An individual will be designated by the board to keep the information current.
8. FOG will maintain membership in the Arts and Cultural Council of Greater Rochester.
9. An annual report will be prepared by the treasurer at the end of the fiscal year. This report will reflect the assets, liabilities, revenue and expenses for that fiscal year. The report will be signed by the president and treasurer and presented to the membership at the first quarterly business meeting following the close of the fiscal year.
10. An annual audit of FOG's financial records will be performed by two members. At least one of these members will be a director other than the treasurer. This audit will be done after the close of the fiscal year and prior to presentation of the annual report to the membership.