

BYLAWS OF THE INTERNATIONAL VIOLA SOCIETY

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IVS Bylaws originally compiled by Dwight Pounds, Henry Janzen, and Uta Lenkewitz-von Zahn

I. NAME, LOCATION, MISSION STATEMENT and PURPOSES

A. NAME and LOCATION and LANGUAGE

1. The name of the organization shall be the International Viola Society (IVS), Society for the Advancement of Viola Performance and Research. The IVS is the successor to a non-profit organization in Germany under the name, Internationale Viola-Gesellschaft, e. V., which has been dissolved.
2. The Seat of the IVS will be in the country of its duly elected president.
3. The official language of the Society is English.
4. Members of the presidency shall receive no private pecuniary gain but be paid reasonable remuneration for costs incurred. This clause may not be altered while the account is held in New Zealand.

B. MISSION STATEMENT

The International Viola Society (the "IVS" or "the Society") is the umbrella organization that governs and supports existing and future Sections of violists. The Society is a non-profit organization that promotes and supports activities that serve the common good for all friends of the viola.

C. PURPOSES

The purposes of the IVS are to:

1. Promote ever-increasing standards of excellence in viola performance through the annual congresses and associated competitions.
2. Encourage and support research in the history of the viola, its performers, teachers, makers, and composers.
3. Lobby and influence publishers to publish music and books relevant to the viola.
4. Authorize, organize and coordinate the annual International Viola Congresses. Aid and support the host Section and organizers of the annual congress.
5. Support the mission of the Primrose International Viola Archive (PIVA) and facilitate the exchange and availability of materials. Promote the periodic publication of an index of holdings such as the Zeyringer lexicon, Literatur für Viola.
6. Assist in the exchange of information and professional contact between friends of the viola through publications of news containing information regarding viola related events, such as competitions, concerts, newly-released recordings, and publications; facilitate the exchange of Section news and journals.
7. Encourage the building of new, high quality instruments and bows through the display of these at annual congresses.
8. Encourage the development of new viola repertoire through performance in recitals at congresses and competitions and promoting the publication of new music.
9. Encourage and promote viola events and activities in regions not represented by member Sections of the IVS, and thereby promote the development of new IVS member Sections.
10. Encourage viola sections in professional orchestras all over the world to organize themselves on national and international levels.

II. STRUCTURE and PERMANENT BODIES

The permanent bodies that constitute the structure of the International Viola Society are the Assembly of Delegates, the Presidency, and the Auditor(s).

A. THE ASSEMBLY OF DELEGATES

1. Composition

The Assembly of Delegates consists of representatives of Sections with IVS membership and is the highest-ranking body of the IVS.

2. Protocols

- a. The Assembly of Delegates meets annually, normally coinciding with annual viola congresses. Meetings are scheduled and an agenda published six weeks in advance by the IVS President. Section Presidents will receive personal invitations. Each section is permitted one official representative or delegate. The number of votes of each section will be determined by the section's membership: 7-49 paying members = 1 vote; 50-99 paying members = 2 votes; 100-499 paying members = 3 votes; 500+ = 4 votes.
- b. Voting may also take place during the year in between annual congresses, which will be conducted via e-mail or other digital means.
- c. A simple majority of votes cast by the authorized delegates who attend the meeting determines most decisions rendered by the Assembly of Delegates. If there is a tie, the tie

will be broken by the President, except in cases of elections of officers, in which case the tie will be broken by the IVS Board.

- d. Two decisions require a two-thirds majority of the votes of the delegates in attendance. These include:

- (1). any decision to change the BYLAWS and
 - (2). the decision to dissolve the IVS.
3. Tasks – The Assembly of Delegates has the following tasks:
- a. to elect and discharge the Presidency of the Society
 - b. to approve the minutes of the preceding Assembly meeting and Treasurer's report
 - c. to reach decisions regarding the Society's economic and working plans.
 - d. to pass bills regarding the Society's order of business and order of elections
 - e. to ratify or reject the recommendation of the Presidency regarding acceptance or rejection of an application of a Section for membership.

B. THE PRESIDENCY

1. Composition

The IVS Presidency will consist of a President, Vice-President, Past President, Secretary, Treasurer, and may include two Executive Secretaries. Three different Sections must be represented on the Presidency.

2. Terms of Office and General Guidelines

- a. Presidency elections will be held every three years. This election should be coordinated with Section elections to the extent possible or practical.
- b. Every effort should be made to have at least two highly qualified nominees on the ballot for each office. The preliminary ballot should be sent to each Section president prior to the election.
- c. Officers of the Presidency are expected to make every effort within reason to attend international viola congresses, scheduled, and called meetings. Sources of funding to attend congresses and meeting could include:
 - (1). IVS funds (travel assistance from IVS funds limited to a total maximum of 30% of the IVS annual income – may be granted to IVS officers upon request, after having exhausted all other possibilities)
 - (2). the officers' home section funds where possible
 - (3). employer or governmental contribution
 - (4). the officers' personal funds

d. In case of death, disability or resignation by a Presidency officer, the other officers will appoint a successor to complete the term of office. See B.5.b. The Vice-President and B.5.c. The Past President.

3. Eligibility and Restrictions to Election of Office

- a. The President and Vice-President may not be permanent residents of the same geographical area. These geographical areas are currently recognized as; Africa, Asia, Australia/New Zealand, Europe, North America, South America.
- b. President: Any person who has successfully served as a Section President, Vice- President or served on the IVS Presidency is eligible to run for IVS President.
- c. Vice-President, Secretary: Any person who has successfully served as an officer or executive board member of a Section or has served on the IVS presidency, or has served as an International Viola Congress host.
- d. Treasurer: Any person who has successfully served as an officer or executive board member of a Section, or has served on the IVS Presidency, or has served as an International Viola Congress host, or has a proven record of financial management skills.
- e. Executive Secretariat: The persons appointed to these positions should possess a unique blend of love of the viola, organizational ability, ability to communicate in English, and diplomacy to fulfill their duties. They will be selected not only on basis of their professional training, but also their ability to work successfully with the elected Presidency members.
- f. Officers may be elected to a second consecutive term to succeed themselves for the same office. If the President is re-elected for a second term, the Past President will also serve a second consecutive term. No elected officer may be nominated or elected for a third consecutive term for the same office, unless no other nominations for that office have been received.

4. Duties of the Presidency

The duties of the Presidency derive from the statement of Purposes that introduce these BYLAWS. The Sections have primary responsibility for their fulfillment excepting of those that are international in nature or function.

5. Duties of the Officers of the Presidency

- a. The President:
 - (1). The President shall perform all duties incidental to his/her office and such other duties as may be delegated by the Assembly of Delegates.
 - (2). Except where otherwise directed by the BYLAWS of Assembly of Delegates, shall be the Chief Executive officer of the Society.
 - (3). Shall preside at all meetings.
 - (4). Has the right—and if requested by two or more members- the duty to call a meeting of the Presidency.
 - (5). Shall be responsible for maintaining liaison between the Presidency Officers, the Section Presidents and affiliated societies.

- (6). Shall initiate new programs and oversee the well-being of the Society.
 - (7). Shall, in decisions based on a majority vote, decide a tie, except in elections of officers.
 - (8). Shall, together with the Treasurer approve amounts in writing that exceed \$200 US or the equivalent in another currency.
 - (9). If possible, shall review the reports of the Executive Secretariat before they are submitted to the Presidency, the Assembly of Delegates, the Section Presidents and editors of the Section Newsletters and Journals.
 - (10). Shall issue a call for nominations for the awards of the Society to members of the Presidency.
 - (11). Shall in case the Secretary has been nominated for the position of President, Vice-President, Secretary or Treasurer, appoint another person to serve as the Director of Elections.
- b. The Vice-President
 - (1). The Vice-President, during the absence, incapacity, or disability of the President, shall exercise all the functions of the President and, when so acting, shall have the powers of the President and shall be subject to all the duties of and restrictions upon the President.
 - (2). In the event that the Office of the President becomes vacant before the conclusion of the elected term, the Vice-President shall succeed to that office.
 - (3). The Vice-President shall also have other powers and discharge other such duties as assigned that office by the President and or Assembly of Delegates.
 - c. The Past President
 - (1). The Past President shall serve as the primary advisor to the IVS Presidency, providing insights and suggestions based upon precedent and experience within the context of the Society's organizational history, and ensuring a source of continuity from one elected board of officers to the next.
 - (2). If a Past President cannot serve in this capacity, the Presidency will first consider an officer from the previous Presidency to fill this position before appointing a successor. The person appointed will be known as the Acting Past President.
 - d. The Secretary
 - (1). The Secretary shall record the minutes of the meeting and distribute them to any Presidency members absent and national section presidents.
 - (2). Shall keep the minutes of the meeting of the Assembly of Delegates and Presidency and maintain membership records.
 - (3). Shall attend to such correspondence as may be assigned, to perform all other duties incidental to the office.
 - (4). Shall attend to the giving and serving of notices on behalf of the Society.
 - (5). Shall keep books, records, and papers of the Society.
 - (6). Shall be responsible for mailing notices of IVS Presidency elections and the official ballots in accordance to the Election Guidelines and Procedures as posted on the IVS website, approved by the Assembly of Delegates.
 - e. The Treasurer:
 - (1). The Treasurer shall have the care and custody of all the funds and securities of the Society and shall deposit funds in the name of the Society in a bank or trust company selected by the Presidency.
 - (2). Shall sign all cheques, drafts, notes, and orders for payment of money and shall pay out and dispose of funds and receipts and disbursements which shall be posted in the books of the Society.
 - (3). Shall, with the President be required to approve amounts in writing that exceed \$200 US or the equivalent in another currency.
 - (4). Shall prepare the annual budget of the Society for approval by the Presidency and Assembly of Delegates, dispose of funds as provided by the budget or as authorized by the Presidency.
 - f. The Executive Secretariat:
 - (1). The offices of Executive Secretariat can be appointed by the Society President in close consultation with the Assembly of Delegates. The Executive Secretariat shall facilitate the policies of the IVS at the international level. Their primary purpose is the founding and nurturing of new Sections.
6. Ranking of Officers
- a. The following rank of succession is established for the officers as far carrying out duties and fulfilling mandated obligations:
 - (1). President
 - (2). Vice-President
 - (3). Secretary
 - (4). Treasurer
 - (5). Past-President
 - (6). Executive Secretariat #1
 - (7). Executive Secretariat #2
 - b. Executive Secretariat rank is based on years of service to the IVS Board; the one with the most will be Executive Secretariat #1. Should there be a tie in the number of years served, then the President shall designate the ranking of the Executive Secretariats

C. THE AUDITORS

An independent audit of the IVS will be carried out at the close of each Presidency and before the onset of the new, i.e., every three years, to review the Society's books.

III. SECTIONS

A. MEMBERSHIP Only organizations can be members of the IVS, these normally being groups of violists who have organized themselves in pursuit of the aims of the Society on behalf of their membership. A single individual is a member of a Section organization, not the IVS.

1. Admission to Membership

a. The president of a newly organized or existing body of viola enthusiasts should request IVS membership by sending a letter to the IVS Secretary.

b. The Presidency will examine all requests for Society membership thoroughly before making a recommendation to the Assembly of Delegates for final approval based on the determination that potential Sections are in full compliance with the following requirements.

(1). A group of (minimum seven) viola enthusiasts who intend to work together for the good of the viola and following the principles of the IVS.

(2). A basic or provisional written constitution.

(3). A body of constitutionally elected or appointed officers to include; President, Vice-President, Secretary, and Treasurer. While this list of officers is recommended, latitude will be extended the member sections in combining office functions (i.e. Secretary-Treasurer), adding, or otherwise modifying office structure or titles in accordance with their own needs.

(4). A statement signed by the Section President acknowledging and accepting the PURPOSES of the IVS.

(5). An established dues or income structure set by the Section Officers, 7% of which is payable to the IVS annually, alternatively a minimum amount (as determined by the IVS board), whichever is greater

(6). An agreement to the Congress Fund fee which equals \$2 USD per member.

2. Termination of Membership: IVS Membership is terminated at such time as a Section:

a. Disbands or otherwise ceases to exist

b. Cancels its membership in writing three months before the end of a calendar year

c. Is excluded for important reasons, i.e. its reputation impairs the reputation of the IVS or it fails to pay membership fees without good cause for one year.

B. RIGHTS AND DUTIES OF SECTIONS

1. Rights: All Sections with IVS membership are entitled to;

a. Send representatives to the annual Assembly of Delegates where they have the right to vote according to the voting structure in paragraph IIA2a

b. To participate in the Society's decision-making processes according to the voting structure in paragraph IIA2a.

c. To full IVS support and use of its institutions, i.e. the Primrose International Viola Archive (PIVA).

2. Duties: IVS membership carries certain responsibilities on the part of its Sections.

These include:

a. Furthering the Purposes of the IVS to the best of their ability

b. Adhering closely to the Society's BYLAWS

- c. Ensuring representation at scheduled and called meetings of the Assembly of Delegates; to submit topics of concern for the agenda; to study the agenda carefully and be prepared for discussion.
- d. Implementing the decisions of the Assembly of Delegates
- e. For sections hosting a congress, please follow the current Congress guidelines
- f. Support of their own section president or representative to attend congresses and meetings if possible.

IV. THE INTERNATIONAL VIOLA SOCIETY ARCHIVE

The Primrose International Viola Archive (PIVA), housed in the Harold B. Lee Library of Brigham Young University, Provo, Utah, USA, is the official archive of the International Viola Society and repository of IVS records.

V. AWARDS

A. The Society will present four awards in its behalf, all designating outstanding contributions to the viola and/or the Society. These shall be the Silver Viola Clef, the Golden Viola Clef, Honorary Membership in the Society, and plaques or other suitable media. Nominations will be considered from any person affiliated with the IVS through one of its Sections.

1. The Silver Viola Clef/Der Siberne Viola-Schlüssel will be awarded on an annual basis, one award per year, for outstanding contribution to the viola and/or the Society. Recipients will be selected by the Presidency and require its two-thirds majority vote. The Presidency may elect not to make an award for a given election cycle. (For example, the Silver Clef was not awarded in 1993, 1995, 1998, 1999, and 2000 and those years will never be awarded. In 2004 it was awarded for 2003 and 2004.)
2. The Golden Viola Clef/Der Goldene Viola-Schlüssel may be awarded in very special circumstances to servants of the viola without peer for exceptionally distinguished and unique contributions to the viola. Recipients will be selected by the Presidency and ratified by the Assembly of Delegates, requiring a three-quarters majority vote from each body.
3. Honorary Membership/Ehrenmitgliedschaft, likewise an award of extremely high distinction, will be given to servants of the viola for careers that exponentially furthered the purposes of the Society. Recipients will be selected by the Presidency and ratified by the Assembly of Delegates, requiring a three-quarters majority vote from each body.
4. Plaques, crystal or other suitable media may be presented at the discretion of the Presidency to acknowledge distinctive achievements in viola performance, scholarship, teaching, instrument building, or service to the Society or to any of its member Sections. Recipients will be selected by the Presidency and require its two-thirds majority vote.

VI. DISSOLUTION OF THE IVS

Only an extraordinary session of the Assembly of Delegates, called especially for this purpose, can act on the dissolution of the International Viola Society. Dissolution of the Society will occur only if two thirds of the delegates present vote in its favour. The Assembly of Delegates also will determine the distribution of Society assets to appropriate non-profit organizations. This clause may not be altered while the account is held in New Zealand.