

AMERICAN HARP SOCIETY
Chapter Handbook
June 2000

AMERICAN
HARP
SOCIETY

The American Harp Society, Inc.
6331 Quebec Drive
Los Angeles, CA 90068-2831
[www. harpsociety. org](http://www.harpsociety.org)

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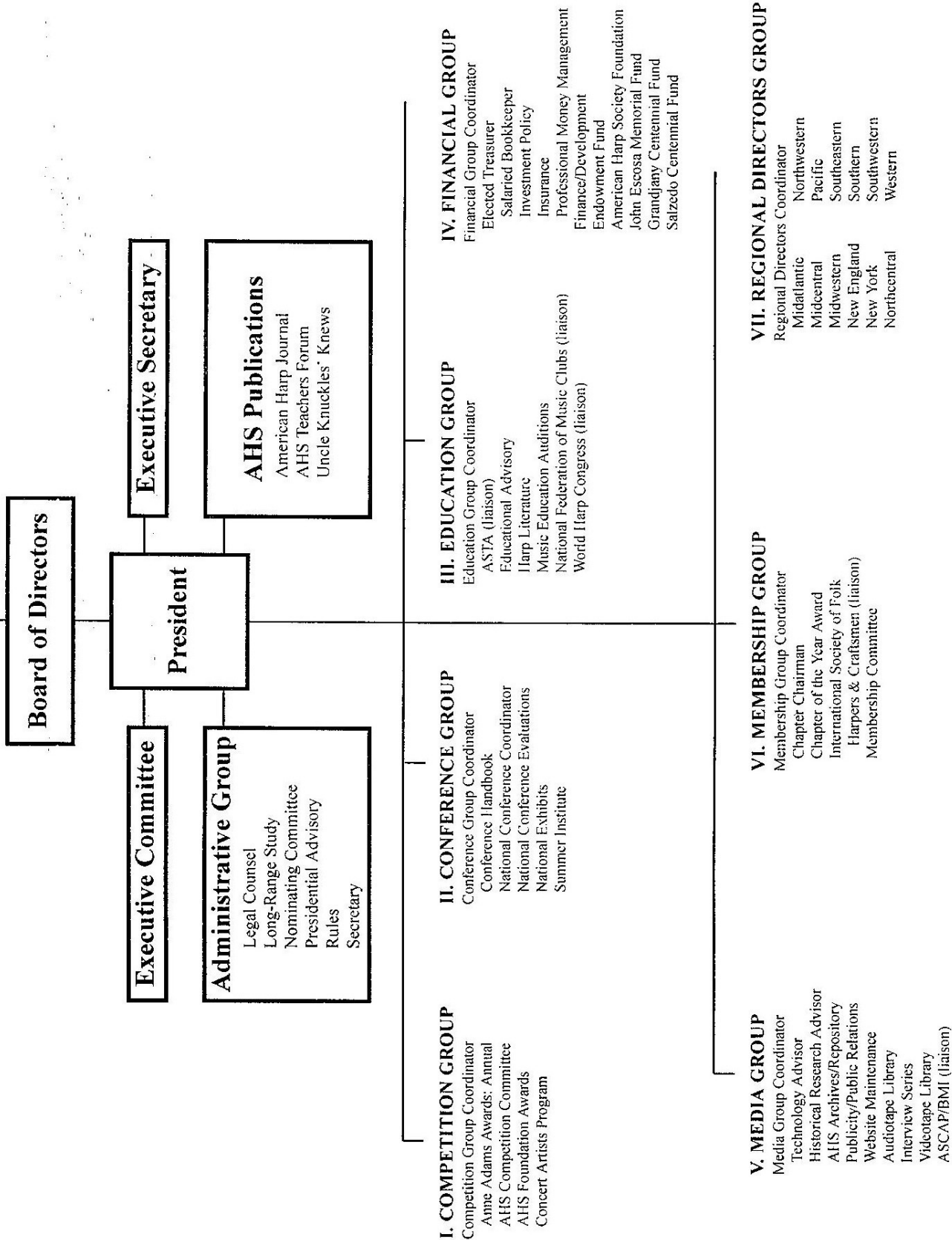
American Harp Society, Inc.

Mission Statement

The general aims and purposes of the Society shall be to cultivate, promote, foster, sponsor and develop among its members and the general public the appreciation of the harp as a musical instrument; to develop and further the quality of the instrument itself and of its related components; to encourage the composition of music for the harp; and to improve the quality of performance by harpists.

(From: Bylaws of the American Harp Society, Inc. revised 1998, Article I, Section 5.)

Organizational Chart of the American Harp Society, Inc.



**By-Laws
of the
American Harp Society, Inc.
2008 Revision**

ARTICLE XI – CHAPTERS

Section 1. A group of not less than six active members of the Society may apply in writing for authorization to organize a chapter. Upon authorization an organizational meeting, with election of officers, shall be held as soon as possible, and an appropriate report thereof made to the Society. Upon approval of the Board and/or Executive Committee, a charter may then be granted.

Section 2. Prospective chapters by their applications shall agree to subscribe to the Bylaws of the Society.

Section 3. Charters may be withdrawn by the Board of Directors in the interest of the Society.

Section 4. Chapters shall adopt bylaws not inconsistent with the Bylaws of the Society. Chapters shall elect such officers as may be necessary or desirable, but not less than a President, a Vice-President, and a Secretary-Treasurer.

Section 5. All active members of the Society are eligible for membership in local chapters as may exist in the area where they reside. Active membership in local chapters is contingent upon payment of such dues as are assessed by the chapters.

Section 6. Chapters may establish and collect annual dues not in excess of the amount of National Society dues. Chapter dues shall be expended solely on behalf of the chapter and in pursuit of the aims and purposes of the Society.

Section 7. Active membership may be transferred from chapter to chapter within the membership year without payment of additional dues.

Section 8. Chapters may apply to the Society for funds for the pursuit of the aims and purposes of the Society. If such funds are not used for the intended purposes within thirty days, they shall forthwith be returned to the Society.

Section 9. Chapters may accept financial and other gifts which shall be used at the discretion of the Chapter consistent with the aims and purposes of the Society.

Section 10. The authority and powers of each Chapter shall be limited by the Bylaws of the Society, by the acts of the Board of Directors, and by the following limitations:

A. Not less than a two-thirds vote of the membership of a chapter shall be required for dissolution of the chapter.

B. A chapter charter is not transferable, and upon dissolution of a chapter its charter must be surrendered to the Society.

C. No chapter shall have the power to contract any financial obligations on behalf of the Society.

D. Upon approval of the Board of Directors, chapters may establish special categories of chapter membership. Special chapter members shall not, however, have any of the rights and privileges of active membership in the Society.

E. If, upon dissolution of a chapter, there shall be any property remaining after the payment of or satisfaction in full of all just claims and demands against that chapter or the retention of moneys for such purpose, such property shall be distributed to an organization or organizations which qualify as "exempt organizations" under Section 501(c)(3) of the Internal Revenue Code.

Chapter Bylaws - General Considerations

In designing the Chapter Bylaws there are several items of particular importance.

1. First and foremost, have a copy of up-to-date Bylaws on file with the Chapter Chairman of the American Harp Society. These Bylaws must show the date they are adopted by the Chapter.
2. In the Bylaws be sure to address the particulars of officer elections. Many Chapters choose to elect officers at the spring meeting on odd-numbered years. Other systems will work just as well. Please note that a Chapter can operate with just three officers, but that all officers must be regular members of the Chapter and national members of the AHS.
3. In order to change the name or jurisdiction of a Chapter a separate procedure must be followed.

Sample Chapter Bylaws
BYLAWS OF THE _____ CHAPTER OF THE
AMERICAN HARP SOCIETY, INC.

FOREWORD

In compliance with its chartered rights and obligations, the _____ Chapter shall be subject to the rules contained in the Bylaws of the American Harp Society, Inc., and in the following Chapter Bylaws adopted (date).

ARTICLE I. THE ORGANIZATION

Section 1. The name shall be " _____ Chapter of the American Harp Society, Inc." which has been incorporated under the laws of the State of New York as a non-profit membership corporation. The American Harp Society shall be referred to herein as the "Society;" the local Chapter shall be referred to as the "Chapter."

Section 2. The Chapter shall be in (city or area and environs) and shall be part of the Region established by the Society to include said area.

Section 3. The Chapter shall sustain the aims and purposes of the Society.

ARTICLE II. MEMBERSHIP

Section 1. Membership in the Chapter shall be open to harpists and other interested persons.

Section 2. The Chapter shall consist of members designated as follows:

A. Regular Members

(1) A Regular Member must belong to the American Harp Society in addition to the Chapter.

(2) Only a Regular Member may vote or hold a principal Chapter office (defined in ARTICLE III Section 1, below) or have any of the rights and privileges of active membership in the Society.

B. Student Members

(1) A Student Member must be under 18 years of age, a harp student of a Regular Member of the Chapter, sponsored by said member, and shall pay only local Chapter dues.

C. Family Members

(1) A Family Member must belong to the immediate family of a Regular Member and shall pay only local Chapter dues.

D. Honorary Members

(1) Upon recommendation of the Board of the Chapter, a distinguished person not a member of the Chapter may be elected an Honorary Member by a two-thirds (2/3) vote of the members present at any Chapter meeting.

(2) Honorary membership shall be pertinent only in the Chapter and no dues shall be required.

(3) Honorary Members shall neither vote nor hold office in the Chapter.

Sample Chapter Bylaws, continued

ARTICLE III. OFFICERS

Section 1. The principal Officers shall be a President, Vice-President(s), Secretary and Treasurer (or Secretary-Treasurer) elected for a term of _____ years from among the Regular Members (defined in ARTICLE II Section 2 A (1), above). All Chapter Officers must be members of the American Harp Society. Election shall be by plurality.

Section 2. Additional Officers may be elected as desired by the Chapter.

Section 3. Officers may be reelected without limitation except for the President, who may serve _____ consecutive terms.

Section 4. Officers' duties shall be as follows:

A. The President shall preside at all meetings of the Chapter and at Board meetings. In the event of his or her absence, the meeting shall be presided over by the next in line elected officer, namely Vice- President, Secretary or Treasurer. The President shall appoint chairmen of Committees.

B. The Vice-President shall act in the absence of the President, shall counsel the President, shall be in charge of arranging programs, and shall accept such other responsibilities and assignments as the President may request. In the event of the permanent inability of the President to serve, the Vice-President shall succeed to the office of President for the remainder of the current term; such service as President shall not be considered to be a term of office under the limitation of Section 2, above.

C. The Secretary shall be responsible for all secretarial duties. These shall include sending out notices of meetings, making written records of all meetings of the Board and Chapter and maintaining official files and records of the Chapter. Minutes of each meeting shall be read by the Secretary at the following meeting.

D. The Treasurer shall receive and disburse the funds of the Chapter, maintain banking account(s), keep accurate records of all fiscal transactions and supply the Society with any information it may require.

Section 5. Except as succession in office of President is herein provided for, a vacancy in office may be filled by appointment by the President with Board approval and said officer shall serve for the remainder of the current term.

ARTICLE IV. BOARD OF DIRECTORS

Section 1. The Board of Directors of the Chapter (herein referred to as the "Board") shall consist of all present elected Officers and chairmen of Standing Committees. It may also include such past elected Officers, Committee chairmen and other members over 18 years of age as determined by the President. A quorum of not less than _____ members of the Board shall have the power to act.

Section 2. The Board shall meet as often as required to determine policy and manage the affairs of the Chapter. It shall have the power to make appropriations from the funds of the Chapter. The minutes of its meetings may be reviewed upon request by members of the Chapter.

Sample Chapter Bylaws, continued

ARTICLE V. COMMITTEES

Section 1. There may be the following Standing or Special (Temporary) Committees, set up as needed and appointed from among Chapter members by the President, subject to approval of the Board; Membership, Finance, Hospitality, Telephone, Historian, Publicity, Nominating.

Section 2. The Chapter's requirements shall determine formation of the above or other Committees.

Section 3. It shall be the duty of all Committees to attend to such matters as may be designated by the President and to make reports of their findings when requested.

ARTICLE VI. MEETINGS

Section 1. A minimum of one announced and scheduled business meeting shall be held each year. Additional meetings may be called by the President with the concurrence of the Board.

ARTICLE VII. DUES AND RECEIPT OF GIFTS

Section 1. Annual membership in the Society may be established by any interested person paying dues to the Treasurer of the Society.

Section 2. Annual local Chapter dues (for Regular, Student, and Family Members) shall not exceed the amount of national Society dues; the amount, recommended by the Board, shall be determined by majority vote of the Chapter.

Section 3. Membership in the Chapter shall terminate automatically upon failure to pay annual dues by a time established by the Board.

Section 4. The Chapter may accept financial and other gifts which may be used at the discretion of the Chapter in pursuit of the aims and purposes of the Chapter and Society.

ARTICLE VIII. AMENDMENTS

Section 1. The _____ Chapter Bylaws may be amended or revised at any time upon approval of two-thirds (2/3) of the members casting ballots. The proposed amendments or revisions shall have been mailed to the members not less than thirty (30) days before the closing date established for voting.

Section 2. Amendments may be proposed by the Board or by a proposal signed by at least five percent (5%) of the Regular Members of the Chapter.

Basic Procedure to be followed in the Formation of a Chapter of the American Harp Society, Inc.

A minimum of six national members of the American Harp Society, in good standing, must indicate their desire to form a chapter by coming together as a Committee on Organization and submitting their names, addresses, and signatures to the Chapter Committee on the appropriate form. A copy of the Chapter Bylaws must be sent with this application. Prospective charter members, not already national members of the Society, may join by paying the annual dues of \$35.00 (\$20.00 for those aged 21 and under). Such dues must accompany the application when sent to the Chapter Committee.

Charter members may include professional and amateur harpists, teachers, students, their families, and music enthusiasts in the community.

ARTICLE XI of the BYLAWS of the AMERICAN HARP SOCIETY, INC. (Amended Edition, 1998) entitled CHAPTERS should be studied carefully by the Committee on Organization before determining the following four items:

Election of officers (Note: CHAPTER OFFICERS MUST BE NATIONAL MEMBERS)

Chapter name

The area to be under the jurisdiction of the chapter

Chapter Bylaws (Please note: the committee should feel free to use the sample bylaws provided as a model, making any changes desired.)

When decisions have been made, information for Items 1-3 should then be entered under the Organization portion of the form and sent, along with chapter bylaws and dues from new national American Harp Society members, to the Chapter Committee. Upon approval by the Executive Committee, a charter will be prepared and forwarded to the President of the chapter.

Each Chapter is entirely free to operate according to the needs and interests of its membership and community, subject to the provisions of the Bylaws of the American Harp Society, Inc.

Procedure to change the name or jurisdiction of a chapter

The following procedure must be completed before a request for a change of Chapter name and/or jurisdiction will be considered by the Executive Committee:

1. A letter of request along with the Chapter charter and a copy of Chapter By-Laws must be sent by the Chapter President to the Chapter Chairman.
2. At the same time, a copy of the letter of request shall also be sent by the Chapter President to the Regional Director.
3. Upon receipt of these materials, the Chapter Chairman will send the PETITION FOR CHANGE OF NAME and/or JURISDICTION OF CHAPTER to the Chapter President.
4. When the form is completed and returned to the Chapter Chairman, the request will be submitted to the National President for a vote at the next Executive Committee meeting.
5. If the request is granted, a new charter will be prepared and forwarded to the chapter.

Active and Inactive Status of Chapters

An **Active Chapter** is one that holds a minimum of one announced and scheduled business meeting a year, and reports in writing their activities to the Executive Secretary. **Inactive** status may be granted to a chapter upon request for two years after which time the chapter resumes active status or is dissolved and returns its charter to the Society. Application for Inactive Status is available from the Chapter Chairman.

Basic Procedure for Requesting Change in Chapter Status

The following procedure(s) must be completed before a request for a change of status can be considered by the Executive Committee.

Inactive:

1. A letter from the Chapter President or presiding officer to the Chapter Chairman requesting inactive status.
2. At the same time, a copy of the letter should be sent by the Chapter President to the Regional Director.
3. Upon receipt of the letter, the Chapter Chairman will forward a Petition for Inactive Status.
4. As soon as completed, the Petition should be returned to the Chapter Chairman. The Chapter Chairman will then complete the notification process.
5. A Chapter may remain inactive for a period of two years. At the end of that time the chapter must either reactivate or dissolve.

To Reactivate:

1. A letter to the Chapter Chairman requesting reactivation accompanied by the following documentation:
 - a. A copy of the minutes of the meeting at which the intent to reactivate was voted upon. (A minimum of six AHS members in good standing is required.) The copy of the minutes and the voting membership may be certified by the chapter president or other presiding officer present at the meeting.
 - b. A dated copy of the current bylaws.
2. Upon receipt, the Chapter Chairman will notify the Executive Secretary and the Regional Director of the reactivation of the chapter.

Dissolution of a Chapter

If in the judgment of the current chapter president, it is impossible to secure a slate of officers to assume leadership for the coming year, the procedure for chapter dissolution is:

1. A letter from the Chapter President or presiding officer is sent to the Chapter Chairman requesting dissolution of the chapter.
2. At the same time, a copy of the letter should be sent by the Chapter President to the Regional Director.
3. Upon receipt of the letter, the Chapter Chairman will forward a Petition for Chapter Dissolution.
4. The Chapter will hold a meeting to complete the Petition. This requires a vote of not less than two-thirds of the chapter membership.
5. As soon as completed, the Petition and the Chapter Charter should be sent to the Chapter Chairman. Upon receipt the Chapter Chairman will submit the Petition to the Executive Committee for consideration.
6. All financial assets are forwarded to the AHS Executive Secretary, unless otherwise stipulated in the chapter bylaws.
7. Non-financial assets are disposed among chapter members.
8. A year after a chapter's dissolution, the Chapter Chairman will invite the former members of the chapter to re-activate the chapter.

Procedures and Communications of the Chapters with the AHS

1. Rules of Order

The rules contained in the current edition of Robert's Rules of Order, Newly Revised should govern the chapters in all cases to which they are applicable.

2. Newsletter mailing list

Include the Regional Director, Media Group Coordinator, Chapter Chairman and Executive Secretary on the chapter newsletter mailing list.

3. Activities Report

In the fall the Executive Secretary sends out a questionnaire to all chapters to update chapter information. In the spring a form for the Chapter Activities Report is sent. This document must be completed and returned to the Executive secretary and should contain the report of at least one business meeting and include a list of all activities and projected activities up to the date of the National Conference or Summer Institute. Send a copy of the Activities Report to the Chapter Chairman, Media Group Coordinator and to the Regional Director.

4. Chapter election of officers

The Chapter secretary shall notify the Executive Secretary and the Regional Director of election results after each chapter election is held.

5. Regional Director

Regional Directors are elected by members of their respective region to a term of three years and may serve no more than two consecutive terms.

The primary role of the Regional Director is to facilitate communication between the American Harp Society and its chapters. Chapters should include the Regional Director on their mailing list and send the Regional Director information concerning their activities.

Regional Directors are encouraged to attend a function of at least one different chapter each year. In addition, the duties of the Regional Director are as follows:

1. Attend all Board of Directors meetings.
2. Maintain contact with Chapter Presidents.
3. Publish two regional newsletters per year.
4. May organize regional conferences.
5. Assist the Chapter Chairman with formation of new chapters.
6. Encourage Chapters and offer suggestions to Chapter Presidents.
7. Make recommendations for the "Chapter of the Year Award."

Membership - General Considerations

1. AHS Membership Dues

Annual AHS memberships are valid from September 1 to August 31. Renewal memberships must be received by no later than January 1 to include the Winter issue of the American Harp Journal. Because of the cost of individual mailings of the American Harp Journal, members who renew after January 1 will not receive the winter issue of the American Harp Journal except as a back issue with the appropriate charge. Late memberships will be accepted but will expire as of August 31 and will not include any mailings made prior to receipt of the renewal check.

2. Membership Requirements

All regular members of the chapter must be members of the parent organization. The only categories of local membership exempt from this rule are students of national members, immediate family members of regular members, and honorary members as defined in the Bylaws of the American Harp Society, Revised, 1998, Article II, Section 2-D. Only regular members of the chapter may vote or hold office. The local dues may not exceed the amount of the national dues, however further contributions may be made to the chapter treasury.

3. American Harp Society Membership

Include a national membership form when you mail out your dues requests so that your members may maintain their national affiliation. Also, please mail change of address notices to the Executive Secretary to help reduce the cost of journal mailings.

4. Contact List

It is very helpful to maintain a contact list in addition to your regular membership list. This list would include anyone with a remote interest in the harp who is not a member of the chapter. In the first mailing of each season, when appealing for new members, include the entire contact list. The extra postage will pay for itself and a few new people are likely to join. The list is also useful to publicize a special event.

Membership...More than just a magazine...

The American Harp Society grew from the needs of harpists - performers, teachers and pupils. Membership in the Society is now over 3000 with chapters throughout the Americas.

Our aim is to promote, foster, sponsor, and develop the appreciation of the harp as a musical instrument, not only among our members, but in the community of music and with the general public.

Our purpose also is to develop and further the quality of the instrument itself and of its related components, to encourage the composition of music for the harp and to improve the quality of performance of harpists.

Finally, it is our aim to bring together all those who love the harp.

What membership does for you...

The American Harp Journal, an academic journal published twice a year

National Conferences

Summer Institutes

National Competition, monetary awards given in four divisions

Anne Adams Awards, for full-time study of the harp

Music Education Auditions, non-competitive learning experience for all students

Local Chapters, Regional Newsletters and Regional Conferences

Liability Insurance, for chapters and members

Grandjany Centennial Fund, makes available tapes and videos of Marcel Grandjany

Salzedo Centennial Fund, publishes music by Carlos Salzedo

Harp Literature Committee, promotes new music for the harp

Tape Libraries, audio and video tapes are available for loan to chapters and individuals

Membership Directory

Group Health and Life Insurance

Harp Insurance

All this and much more is accomplished, thanks to the support of our membership!

Membership Form

TO: AMERICAN HARP SOCIETY, INC.

PO Box 38334

Los Angeles, CA 90038-0334

I would like to join the American Harp Society!

Enclosed is my check in the amount of \$_____ for annual dues (1 Sept - 31 August)

Enclosed is my check in the amount of \$1,000 for a Life Membership.

In US currency only payable to the American Harp Society. Members living outside the United States, send an International Money Order, Postal Order, or International Bank Draft (drawn on a U.S. Bank)

Name _____

Address _____

City _____ State _____ Zip+4 _____

Phone () _____

Fax() _____

E-mail _____

WWWURL _____

I would like to join a chapter in my area.

Please check any of the following that apply to you:

- Professional Non-professional Teacher
 Student Adult Student Composer
 Friend of the Harp

CATEGORIES OF ANNUAL MEMBERSHIP

- | | |
|---|---|
| <input type="checkbox"/> Student | \$20.00 |
| (Age 21 or under, or a full-time student in a college or university.-U.S. addresses only) | |
| <input type="checkbox"/> Regular | \$35.00 |
| <input type="checkbox"/> Contributing | \$60.00 |
| <input type="checkbox"/> Sustaining | \$100.00 |
| <input type="checkbox"/> Sponsor | \$150.00 |
| <input type="checkbox"/> Patron | \$250.00 |
| <input type="checkbox"/> Benefactor | \$1,500.00 or more (includes life membership) |

AHS Donation Policy

The Society is pleased to receive donations. Funding received by the American Harp Society goes to support the general purposes and aims of the Society. The President or the Treasurer will be happy to discuss additional specific purposes for which funds would be most welcome and to provide additional information on specific funding opportunities. Gifts to the American Harp Society are tax-deductible to the full extent allowed by law.

Fiscal Conduit

Many organizations that give grants require the recipient to be a non-profit organization. Because few artists have non-profit status, this makes it hard for them to receive grants (for new compositions, music outreach programs, etc.). It is a common practice for an individual to apply to a granting organization through an existing non-profit organization. That umbrella organization would become the channel for the funds; in other words, the fiscal conduit. The American Harp Society and its Chapters are non-profit and a Chapter can choose to provide this service. Normally with this arrangement, the individual would handle all the actual grant writing. The granting organization might require a copy of the Harp Society 501(c)(3) document and a list of the Board (attainable from the AHS Executive Secretary). If the grant proposal is successful, a check will be sent to the Chapter, which would then write a check to the individual. It is common for the fiscal conduit to receive an administrative fee of 3-5% which can be budgeted into the grant proposal. All these details should be clearly spelled out if a Chapter decides to become a fiscal conduit. This could be a powerful way for Chapters to encourage exciting harp events.

Insurance for chapter events provided by AHS

The American Harp Society, Inc., holds a policy with AETNA for Commercial General Liability Insurance for official meetings of any chapter of the Society. For further information contact the President of the AHS.

Harp Insurance

Harp insurance may be purchased through:

Kemper Insurance
Chuck Spaulding, George B. Bailey Agency, Inc.
8 Tompkins St.
Cortland, NY 13045-2584
607-756-2805

Group Health and Life Insurance

Association and Society Insurance Corporation of Rockville, MD is offering life insurance to members of AHS and can provide major medical coverage through CNA (an insurance company) in select states. AHS members interested in major medical and/or life insurance may contact Fatima Lloyd at 1-800-638-2610, extension 118 during regular office ours (Eastern time zone). After hours they may call the 800 number and eave a message on the answering machine.

Association and Society Insurance Corporation
Suite 700
11400 Rockville Pike
Rockville, MD 20852
Fatima Lloyd 800-638-2610 Extension 118

The AHS Endowment Fund

The AHS Endowment Fund was established in the 1980s to serve as a ource of money for those programs which cannot survive on a purely volunteer basis. It is invested prudently to yield dependable annual earnings and serves as the principal source of steady, reliable, and growing income to fund such projects as the AHS National Competition, National Conferences and Summer Institutes, Music Education Auditions, Audiotape and Videotape Libraries, and the AHS Repository. Contact the AHS Bookkeeper for information about how to donate to the AHS Endowment Fund.

The AHS Foundation

The American Harp Society Foundation was incorporated on 15 July 1993, as a separate support organization of the American Harp Society. The Foundation operates exclusively for the benefit of the AHS, with finances from individual donations. Donors have the opportunity to contribute to a specific fund or program with the knowledge that donations will be used for this singular purpose in perpetuity. The Foundation assures that the integrity of the donor's intent will be preserved.

The Foundation is a natural extension of the AHS, operating exclusively for the benefit, function, and purposes of the Society. It is responsive to the needs of the AHS and has a close working relationship with its officers. The Foundation, as a support organization, is protected from litigation against the AHS, should any ever occur. Foundation monies remain intact.

All Foundation funds are invested and managed by retained professionals. The combining of funds increases the rate of return, while each gift has interest accounted for separately.

Chapters of the AHS as well as individuals may make contributions. Funds may be established to honor an individual and/or for specific projects. Donations in the amount of \$10,000 or more qualify for a title or name of an honoree, as requested by the donor. Donations in lesser amounts are accepted for any one of the established awards, or designated as AHS Foundation awards.

Investing in the future of the harp may be done with gifts in various amounts and forms. Outright gifts of cash, pledges, and/or securities of stocks or bonds may be given. Deferred support, while retaining income for life, may be done through gift annuities and charitable trusts. Planned giving through life insurance and bequests in wills is another form of making a commitment. Tax advantages can be realized in various forms of donations.

For further information about the AHS Foundation Awards or to make a contribution to the AHS or to establish a named fund, please contact:

Dorothy Remsen
Executive Secretary, American Harp Society,
6331 Quebec Drive,
Hollywood CA 90068-2831
or by e-mail: dremsenahs@aol.com

Publicity

One of the primary reasons for publicity is to get our message out, to articulate our mission. When our students compete, when we sponsor a regional or local master class, seminar, or institute, that wonderful work does not reach a wider audience if we do not promote it.

Guidelines for Media Outreach

1. Press Releases - This is a standard, hard copy, typed release, short in nature (approximately one page), which is sent to the major news outlets, press, radio, TV and/or cable stations announcing a major event, concert, conference, etc. Today, press releases are often faxed rather than mailed. You can create a "boiler plate" release on the computer, and easily update the specific information for the particular event.

2. Public Service Announcements (PSA's) on radio - If you are sponsoring a conference or seminar, PSAs are free and each radio station must donate so much air time to free Public Service Announcements. The PSAs cannot be a commercial. Often they are aired at odd times; but they are free and are only 15 to 20 seconds in length. Newspapers often print free cultural announcements in a weekly calendar of events supplement. If you set up a standard release on the computer, you can print it off each month for meetings and recitals.

3. Personal Contacts - If a chapter is really interested in receiving ongoing coverage, begin to "court" your local arts reporter, or the editor or publisher of the local newspaper "rag." Invite them to a recital, chapter meeting when you are featuring students, and especially to a concert or large event. Harps are guaranteed photo opportunities so once you have "educated" a reporter, s/he may really become interested in covering the AHS events/chapter on a regular basis.

4. Internet - The American Harp Society has a website at www.harpsociety.org.

5. Other - There are many other ways of publicizing our activities. Local chapters could share their ideas through their regional directors.

Publicity, continued

Nuts and bolts - the 'seven commandments' of press outreach

1. **It is not a mystery!** It takes work and follow through, much like learning a difficult piece.
2. **Articulate within the chapter what your "vision" is.** What do you want to accomplish by media coverage?
3. **Follow through** - Keep at it. It is very important. The first time you send out a release, or call a reporter, possibly nothing will happen. Keep at it; persistence is worth it.
4. **One spokesperson, please, for the contact person.** With each release or call, there must be someone to follow through and be accessible for a statement, or to answer questions. Prepare a short, boiler plate page about the AHS, its purpose, its mission, how many members, what you do. After the first flurry of press, there is often a spate of calls regarding harpists for weddings, where can we find a teacher, etc. Be prepared. If you want more actual harp work, generating publicity can do that. Be sure to provide your media contacts with enough information so that they can easily write a story. Provide press kits if you are having a really large event.
5. **Keep a notebook of contacts so that you (and those who follow you n this work) do not reinvent the wheel** - This notebook should be easy to keep up (ideally the information should be kept in a data base), with phone numbers, faxes, e-mail addresses; and date your entries so you know how old they are.
6. **Set a short term, attainable goal** (e.g. announcement in the local paper for an event) and a long term goal. And when you see yourself in print, celebrate! It is a great feeling.
7. **The "Ws" - Who, what, where, why, and when.** Answer these questions succinctly and clearly before sending out a release or speaking with a reporter.

Sample Public Service Announcement (PSA)

TO: WABC FM Radio Station
FROM: Fermata Trilling, President, American Harp Society-Harptown Chapter
RE: Public Service Announcement
DATE: January 1, 1998

FOR IMMEDIATE RELEASE

The Harptown Chapter of the American Harp Society will be featuring an ensemble program by seven harp students from the greater Harptown area on Sunday, January 5, at 2:30 at the Glissando Recital Hall. For more information, please call Fermata Trilling at: (123) 456-7891.

Sample Background "Boiler Plate" Information on AHS and AHS Local Chapter

The American Harp Society (AHS) is the professional organization which represents over 3000 harpists throughout the United States and Canada. The Portland Chapter of the AHS has over 50 members and includes area harp teachers, students, professionals, amateurs, and harp music lovers from the Greater Portland area. The mission of the Society is to foster the professional development of its members, the Society, further harp education, and promote harp music and harp education throughout the United States and the world.

For more information on the Portland Chapter, please contact the Chapter President, Heloise Harpist, at _____.

Sample Press Release

Ms. Culture Maven

TO: Portland Gazette
American Harp Society, Portland Chapter

FROM: Heloise Harpist, President

CONTACT: Phone: (000) 123-4567
November 5, 1997

DATE:

FOR IMMEDIATE RELEASE

LOCAL HARP SOCIETY HOSTS REGIONAL CONFERENCE

The Portland Chapter of the American Harp Society (AHS) will host a one-day regional conference at the Sunnyside Conference Center on December 2, 1997, highlighting well-known harpists and harp educators from the six-state area. The conference kick-off will be an evening recital on December 1, featuring Lydia Lyra performing an all Debussy program. Ms. Lyra is Professor of Harp at the New England Institute of Music and has performed throughout the United States, Canada, and Europe. The recital will be held at the Portland Recital Hall and is open to the public. Following the recital, there will be a gala reception in the foyer of the Hall.

The conference will feature four workshops on all aspects of harp music, including: ensemble playing, folk harp music, pop and jazz, and student performances. This is the first regional harp conference to be held in the Portland area and over 100 harpists, students, teachers, amateurs, and professionals are expected to attend both the conference and recital.

Tickets for the Debussy recital are \$12.00 and reservations are available by calling _____. For conference registration, please call Daphne Salvi at _____.

Suggested Chapter Activities

Chapters can bring the harp to the public by-

- Presenting harp programs of the highest quality
- Encouraging the media (TV and radio) to highlight the harp and expressing appreciation to the media when such requests are honored
- Encouraging local composers to write for the harp
- Performing for senior citizen activities and retirement communities
- Suggesting the use of the harp in worship services
- Offering presentations and demonstrations in schools

Chapters can serve the membership by....

- Encouraging attendance at regional and national conferences
- Sponsoring AHS Music Education Auditions
- Arranging Master Classes and student recitals
- Holding workshops on harp care and maintenance, repertoire and performance, stage presence, AHS library tapes
- Developing scholarship funds for talented harp students
- Publicizing chapter activities through regional newsletters
- Having members play for each other, in solos and ensembles
- Borrowing items from the video or tape libraries for chapter events

Chapters can raise money by....

- Encouraging contributions
- Sponsoring benefit events such as concerts, musicales, dinners
- Preparing items for sale at a booth at national conferences
- Applying for local arts grants to sponsor public programs

Fund Raising projects which have been successful for various chapters (chapter names removed)

1. Sponsor a Dinner-Banquet in a Church Hall, where members donate buffet platters. Chinese food was ordered to complement the donated offerings. The highlight of the evening was the background harp music played by "entertaining harpists." Tickets sold for \$15. The chapter made \$1800.00.

2. Have a "Grandjany Centennial" concert with Grandjany fans playing his works. Included as the first number was three small students playing the "Dancing Lambs." The Chapter made more than \$2000.00 in this event.

3. Use a holiday as a special harp event. St. Patrick's Day, Valentine's Day, Halloween, Cinco de Mayo, etc. can be used for money making events. A Halloween auction featured articles from national harp vendors and services from members. One chapter featured "Folk Harpists" in a St. Patrick's Day concert.

4. Sponsor an annual "Harper's Bazaar." The Bazaar opens with a student recital followed by a sale of items donated by members and friends. Donated items included books, harp tapes, records, music, works of art, games and toys. Refreshments were served and there was a drawing for a door prize. This is the chapter's main fund raising event and usually clears between \$300.00 and \$400.00.

5. Boston Editions Music Sale. This fund raiser opened with a recital given by students in the chapter. Following the recital, refreshments were served along with a sale of Boston Editions music and a drawing for a door prize. The chapter took a percentage from the sale of the music. The chapter cleared about \$300.00.

6. Sponsor fund raising events to establish or enhance a scholarship fund. This chapter has a variety of events to raise funds for scholarship awards given to deserving students to help toward continuing study. A sentimental name was chosen for the name of the fund and monies to seed the fund were persistently sought over a period of two years. Wealthy patrons of the society started things out and encouraged others that a larger goal could be met. \$10,000 was raised in the two year period.

The American Harp Journal

Mission Statement

To produce a magazine for the membership containing articles and columns designed to inform members and to leave an accurate record of the activities of the AHS and current issues in the harp world. This material may include (but is not limited to) biographies of major figures of the past and present, bibliographies, historical studies, listings of publications and recordings, articles of educational content for students and teachers, and articles concerning construction and maintenance of the harp.

The American Harp Journal is published twice a year. For submissions contact the Editor; for advertisements contact the Business Manager.

The AHS Teachers Forum

Mission Statement

To prepare a publication to address the needs of the harp teacher. Topics will include, but not be limited to discussions of literature, pedagogy, teaching materials, and the business of teaching.

The AHS Teachers Forum is published twice a year and included as an insert to *The American Harp Journal*. On the AHS website, ww.harpsociety.org, teachers can submit comments about articles in the AHS Teachers Forum.

Uncle Knuckles Knews

Uncle Knuckles Knews is a publication designed for students ages 8 to 18 and their teachers. It is published twice a year as an insert to *The American Harp Journal*.

AHS Website www.harpsociety.org

The American Harp Society maintains a website at www.harpsociety.org. The goals of the website are to be the most up-to-date resource for information about the AHS for members and to be a marketing tool for the AHS by reaching out to potential members and other people interested in the harp.

Contact the Website Representative for information concerning submissions to the Website.

Contact persons for the various committees and chapters of the AHS will be posted on the website with the consent of the individual. The following Internet Release Form is required before posting any personal information.

AHS Internet Release Form

I _____ (your name) allow the AHS to put the following information on the AHS Website www.harpsociety.org:

(Please fill in the information you would like posted on the website.)

Name _____

Address _____

Telephone _____

Fax _____

E-mail _____

I serve in the following position(s) for the American Harp Society:

Chapter President (list chapter and region) _____

Regional Director (list region) _____

Committee Chairman (list committee) _____

Journal Advertiser _____

Teachers Directory Advertiser _____

Signature _____

Date _____

Please return this form to: Barbara Weiger Lepke-Sims

14195 W. Amherst Ave.

Lakewood, CO 80228

Phone: 303-989-3520

E-mail: blepke@jeffco.k12.co.us

AHS Conferences and Summer Institutes

During the summer on even-numbered years the American Harp Society holds a national conference. This event is an opportunity for all harpists to hear fine solo, chamber and concerto concerts featuring the harp. In addition workshops and panel discussions are held and harp manufacturers, music publishers and others are featured in an exhibit hall.

On odd-numbered years the American Harp Society sponsors a Summer Institute which is an event for harp students of all ages to come together to listen to other harpists and learn from experienced teachers. Featured are musicianship classes including music theory, music history and ear training, as well as recitals, master classes and student evaluations. There are also seminars of interest to teachers.

National Solo Competitions

National solo competitions in four levels are held every two years in conjunction with the Summer Institutes of the AHS.

Anne Adams Awards

Each summer at the annual event of the AHS, the competition for the Anne Adams Awards is held. These awards are given in honor of Anne Adams by her husband, Dr. Burton Adams. Each of the three winners receives \$2000 for full-time study of the harp. Lyon & Healy enhances the awards with a \$500 gift certificate and specially designed trophy for each award winner. A permanent plaque in Lyon & Healy's showroom is engraved with the winners' names.

Chapter of the Year

Any active Chapter of the American Harp Society may apply for the Chapter of the Year award. The winning chapter will be determined by a majority vote of the Executive Committee after they have had an opportunity to evaluate the materials. The announcement will be made at the annual event of the American Harp Society, preferably at the General Membership meeting.

The application should list activities including completed and projected projects from the previous annual meeting to the upcoming annual meeting (July through June). Activities must be documented in detail with accompanying programs, clippings and photographs. All materials must be placed in a binder and submitted to the President of the AHS by May 15.

Criteria for selection of the Chapter of the Year:

1. The Chapter must be in good standing and in compliance with AHS policies, (i.e. bylaws on file, annual reports submitted to the Executive Secretary.)
2. The activities of the Chapter will be evaluated in terms of fulfillment of the Mission Statement of the American Harp Society, Inc.

The general aims and purposes of the Society shall be to cultivate, promote, foster, sponsor and develop among its members and the general public the appreciation of the harp as a musical instrument; to develop and further the quality of the instrument itself and of its related components; to encourage the composition of music for the harp: and to improve the quality of performance by harpists.

A. "cultivate, promote, foster, sponsor and develop among its members and the general public the appreciation of the harp as a musical instrument"

- An effective chapter newsletter
- Public recitals and workshops
- Sponsorship of the AHS Concert Artists
- Media coverage of harp events in the community
- Establish close working relationships with local music schools and faculties

B. "develop and further the quality of the instrument itself and of its related components"

- Harp repair clinics etc.

C. "encourage the composition of music for the harp"

- Offer assistance to composers and arrangers in understanding and effectively writing for the harp.
- Commission harp compositions and offer competitions and prizes for musical works featuring the harp.
- Program recent works for harp written by local composers.

D. "improve the quality of performance by harpists"

- Establish and promote competitions among harpists.
- Award grants and scholarships to contest winners and other worthy applicants.
- Support student harpists by conducting Music Education Auditions and master classes or workshops with outstanding harpists.

For further information contact the President of the AHS.

Music Education Auditions

The AHS Music Education Auditions, open to students of all ages who are national members, consists of two auditions ("hearings") held approximately one month apart. At the first, the participants play two pieces of their own choosing. At the second, they play these again—to show their improvement— along with a third piece they have chosen.

In addition to playing for each other and for a friendly audience of family and friends, (which in and of itself could be the program's *raison d'être*—so much is gained by playing for and listening to others,) the participants perform in front of an Advisor—NOT a judge. This program is not a competition. Comparisons are not made between participants. The Advisor's job is to provide oral and written suggestions for each participant. Usually this Advisor is a master teacher from a nearby area, or a local non-harpist music teacher known for his/her exceptional ability to work with students.

All pieces are left up to the participants. However, we do ask that the three pieces performed represent the Classic, Romantic, and Contemporary periods of music. We strongly recommend that the music be within the participant's mental and emotional capacity. The emphasis is entirely on musicianship, not on "showing off."

Written theory tests are given at the first audition. An oral or ear training test may be given at the second. The tests are simply to impress upon the students the necessity of a good grounding in the theory of music.

Every participant who completes both auditions will receive a handsome Certificate of Participation from the American Harp Society, Inc.

Upon request and with Executive Committee approval, up to \$100 is available to chapters to defray the expense of these auditions. The procedure to request funds is:

1. Submit written request to the President of the AHS with an estimate of expenses for approval.
2. Submit documentation of expenses after the event.
3. Subject to Executive Committee approval, the chapter will be reimbursed for actual expenses or \$100, whichever is less.

Further information is available from the Music Education Auditions Chairman.

Video and Audio Library Catalogs

The American Harp Society maintains a library of video and audio tapes for use by chapters and members. The newly formed Interview Series 2000, a video archive, records and celebrates the lives and careers of prominent harpists and members of the harp community. Contact the appropriate chairman for a current catalog and procedures to borrow the tapes.

AHS Archives/Repository

The archives/repository of the AHS are located at the Harold B. Lee Library, Brigham Young University in Provo, Utah. All submissions and inquiries to the collection which includes music, recordings, research materials, and professional papers should be directed to the AHS Archives/Repository Librarian. This material is available to all legitimate scholars for study and research and is intended to foster serious academic study of the harp, its history and development.

Other AHS Activities

For information about any other programs or activities of the AHS not described in this document please contact the appropriate group coordinator listed on the organizational chart.