



A tax-exempt non-profit corporation founded in 1962

AMERICAN HARP SOCIETY, INC.

Chapter Handbook

Approved June 2014; updated October, 2017

American Harp Society, Inc.
www.harpsociety.org

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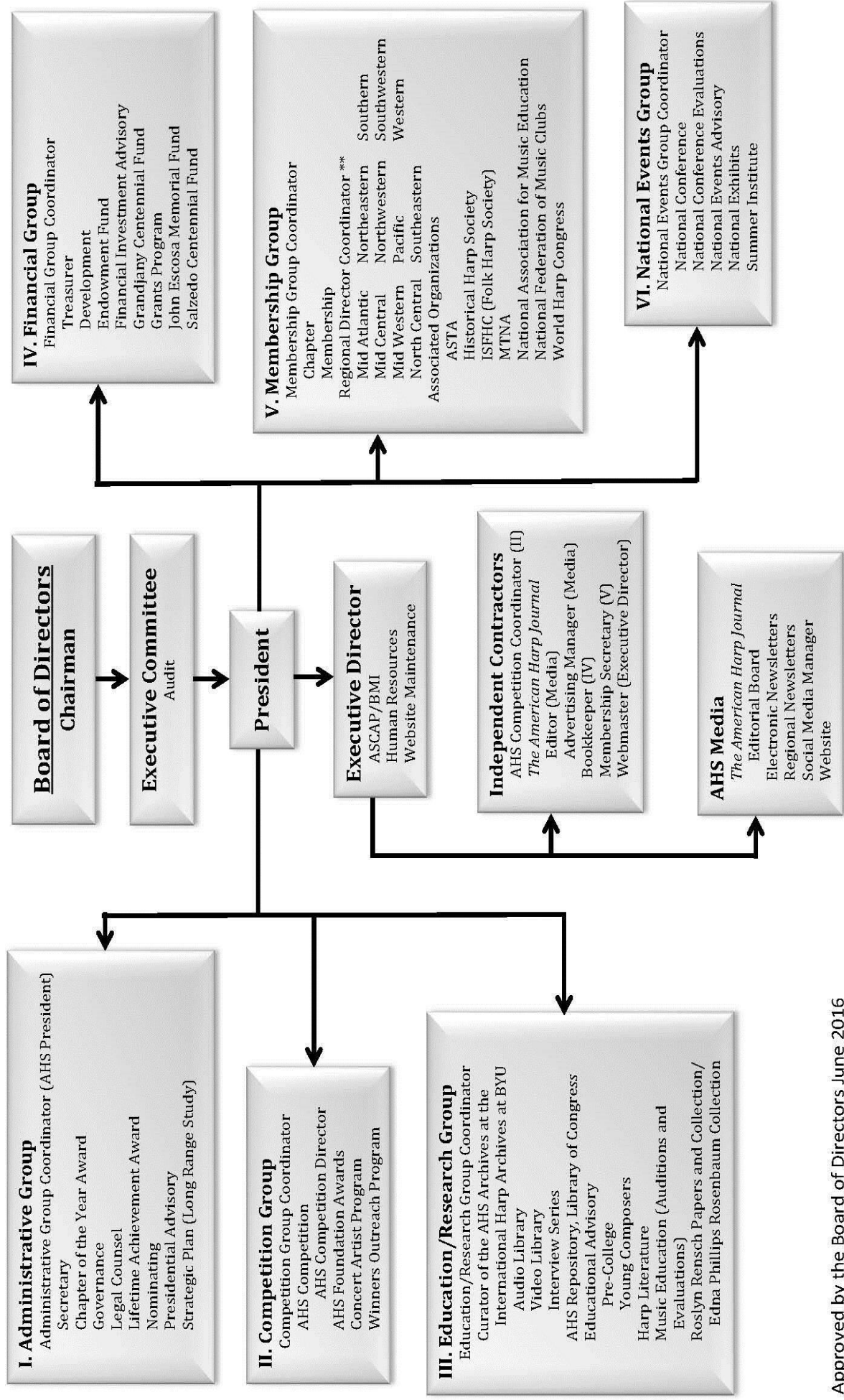
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American Harp Society, Inc.

Mission Statement

*The mission of the American Harp Society, Inc.
is to celebrate our legacy,
inspire excellence,
and empower the next generation of harpists.*

2017-2018 Organizational Chart of the American Harp Society, Inc.



Approved by the Board of Directors June 2016
 ** Regional reorganization in process 2016-2019

Last updated 10/17/17

**By-Laws of the
American Harp Society, Inc.
2016 Revision**

ARTICLE VII - CHAPTERS

The Society shall encourage the formation of chapters, for the purposes of furthering the mission of the Society

Section 1. Chartering a Chapter

- A. Six (6) Voting members of the Society may apply in writing to organize a chapter.
- B. The Application to Charter a chapter may be found in the *American Harp Society, Inc. Policies and Procedures*.
- C. Upon authorization by the Board of Directors and/or the Executive Committee, a charter will be granted and the chapter is considered active.
- D. Charters may be withdrawn by the Board of Directors in the interest of the Society.

Section 2. Governing Documents

- A. Prospective chapters by their applications shall agree to subscribe to the Bylaws of the Society.
- B. Chapters shall adopt bylaws consistent 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 3. Membership

All active members of the Society are eligible for membership in local chapters. Active membership in local chapters is contingent upon payment of such dues as are assessed by the chapters.

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, Inc. These Bylaws must show the date they are adopted by the Chapter.
2. The Bylaws must 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, Inc.
3. In order to change the name or jurisdiction of a Chapter a separate procedure must be followed.
- 4) Membership in a chapter is a benefit of membership in the AHS, Inc. All regular chapter members must belong to the AHS, Inc.
- 5) Only Students Members to age 21 and Family Members are allowed to be members of a chapter without belonging to the AHS, Inc. nationally. Student, Family and Honorary members are allowed to participate in chapter events, but do not have voting rights, and are not allowed to hold office.
- 6) The Chapter Chairman will review new and/or amended for compliance with AHS, Inc. Bylaws, and will require that the Chapter change any Chapter Bylaws which are in conflict with AHS, Inc. Bylaws.

New 2017 Chapter Bylaws Template

BYLAWS OF THE ENTER CHAPTER NAME CHAPTER OF THE AMERICAN HARP SOCIETY, INC.

FOREWORD

In compliance with its chartered rights and obligations, the Enter Chapter Name Chapter will be subject to the rules contained in the Bylaws of the American Harp Society, Inc., and in the following Chapter Bylaws adopted Enter adoption date.

ARTICLE I. ORGANIZATION

Section 1. The name will be the Enter Chapter Name Chapter of the American Harp Society, Inc. The American Harp Society, Inc. is incorporated under the laws of the State of New York as a non-profit membership corporation. The American Harp Society, Inc. will be referred to herein as the "Society;" the local Chapter will be referred to as the "Chapter."

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

Section 3. The Chapter will sustain the mission and purpose of the Society.

ARTICLE II - MISSION AND PURPOSE

The Chapter will support the mission and purpose of the American Harp Society, Inc.

Section 1.

The mission of the American Harp Society, Inc. is to celebrate our legacy, inspire excellence, and empower the next generation of harpists.

Section 2.

The Society exists to cultivate, promote, and sustain the harp and its history; to provide inspiration for and resources to programs that support the mission of the Society, and to foster an appreciation for the rich legacy of and future possibilities for the harp. The purpose of the Enter Chapter Name Chapter will be Enter purpose description.

ARTICLE III. MEMBERSHIP

Section 1. Membership in the Chapter will be open.

Section 2. Chapter memberships will be designated as voting, or *active* members, and non-voting, or *honorary*, members. Nonvoting members are entitled to all of the privileges of chapter membership, except voting and holding elected office. Voting ("active") membership will continue so long as dues are paid. Failure to pay the dues associated with the various levels of membership will result in the Voting membership being discontinued.

A. Regular Voting ("Active") Members

1. A Regular Voting Member of the chapter must be an active member of the parent organization, the American Harp Society, Inc.

2. Regular Voting Members may vote and/or hold a principal chapter office (defined in ARTICLE III Section 1, below) and have the rights and privileges of active membership in the Society.

3. Voting ("active") Members are eligible to participate in all national elections, vote at all membership meetings of the Society, all meetings of the Chapters to which they belong, and to hold elected office within the Society.

B. Student Members

1. A Student Member will be under 21 years of age.

a. A Student Member may vote if they maintain an active membership in the parent organization, the American Harp Society, Inc.

b. Student members who wish to join only the chapter are not eligible to vote.-

C. Family Members

1. A Family Member will belong to the immediate family of a Regular Member. A family member is only required to pay local chapter dues. A chapter will determine in these bylaws whether or not it wishes to make the Family Membership a voting or a non-voting membership.

D. Honorary Members

1. Upon recommendation of the Board of the Chapter, a distinguished person who is 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 will be pertinent only in the Chapter and no dues will be required.

3. Honorary Members will neither vote nor hold office in the Chapter.

ARTICLE IV. GOVERNANCE

The governance of the Chapter is entrusted to the elected representatives. The elected representation is responsible for discharging the mission and purpose of the Chapter to the benefit of the membership by promoting programming that benefits the membership; responsible stewardship of Chapter funds and property; and for determining Chapter policy.

Section 1. Officers

A. The principal officers of the Chapter will be a President, a Vice President(s), a Secretary, and a Treasurer (or Secretary-Treasurer.)

B. Officers will be elected from among the Regular Voting members (defined in ARTICLE III, Section 2.A.1 and A.2, above).

C. Officers will be elected to serve a two-year term or until their successors are elected.

D. Additional officers may be elected as desired by the Chapter.

E. Officers may be reelected without limitation except for the President, who may serve a maximum of two (2) consecutive terms.

Section 2. Officers' duties will be as follows:

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

B. The Vice-President will act in the absence of the President, will counsel the President, will be in charge of arranging programs, and will 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 will succeed to the office of President for the remainder of the current term; such service as President will not be considered to be a term of office under the limitation of Section 2, above.

C. The Secretary will be responsible for all secretarial duties. These will 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 will be read by the Secretary at the following meeting.

D. The Treasurer will 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. For purposes of IRS filings, the Treasurer shall, within 30 days of the end of the Chapter's fiscal year, notify the Society's Executive Director if Chapter income exceeded \$50,000 for the year.

E. Except as the succession in office of President is herein provided for, a vacancy in any office may be filled by appointment by the President from the eligible members of the Chapter. An officer so appointed will serve out the original term of office.

Section 3. Board of Directors

A. The Board of Directors of the Chapter (herein referred to as the "Board") will consist of all elected Officers and chairmen of Ongoing Committees. To serve the needs of the Chapter, the current officers may choose to invite past elected officers and/or committee chairs to serve on the Board.

B. A simple majority of the Board will constitute a quorum.

C. The Board may meet as often as required to determine policy and manage the affairs of the Chapter. The Board will have the power to make appropriations from the funds of the Chapter. The minutes of Chapter Board meetings will be made available for review by members of the Chapter.

Section 4. Committees

A. Ongoing or Ad hoc Committees may be appointed by the President from among Chapter members, subject to approval of the Board.

B. The Chapter's requirements will determine formation of the above or other committees.

C. All committees will attend to matters as may be designated by the President in a timely manner and will make reports of their findings when requested.

ARTICLE V. MEETINGS

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

ARTICLE VI. DUES AND RECEIPT OF GIFTS

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

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

Section 3. Membership in the Chapter will terminate automatically upon failure to pay annual dues.

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. The Chapter will maintain gift records and provide donor acknowledgements of such gifts as required by law.

ARTICLE VII. AMENDING THE BYLAWS

Section 1. These Bylaws may be adopted, amended, or repealed by a vote of eligible members, or by the Chapter Board of Directors. Amendments may be required to achieve compliance with the Society Bylaws.

Section 2. Amendments may be proposed by the Board of Directors or by the Executive Committee, or by a proposal signed by at least five (5) percent of the eligible voting membership of the Chapter.

Section 3. The proposed amendment will be adopted upon receipt of at least two-thirds of the votes that are cast.

ARTICLE VIII. DISSOLUTION

In the event of the dissolution of this Chapter, any property remaining after the payment or satisfaction in full of all just claims and demands against the Chapter, or the retention of monies for such purpose, will be transferred to the American Harp Society, Inc.

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, Inc., 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 \$60.00 (\$40.00 for those aged 21 and under or a full-time student in a college or university - U.S. addresses only). 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 VII of the BYLAWS of the AMERICAN HARP SOCIETY. INC. (2016 Revision) entitled CHAPTERS should be studied carefully by the Committee on Organization before determining the following four items:

- 1) Election of officers (Note: CHAPTER OFFICERS MUST BE NATIONAL MEMBERS)
- 2) Chapter name
- 3) The area to be under the jurisdiction of the chapter
- 4) 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, Inc. members, to the Chapter Committee. Upon approval by the Executive Committee, a charter will be prepared and forwarded to the President of the Chapter.

Once approved, the Chapter must apply for a federal EIN (Employer Identification Number) using instruction at <https://www.irs.gov/businesses/small-businesses-self-employed/how-to-apply-for-an-ein>. The EIN number should then be supplied to the AHS Executive Director along with the Chapter's fiscal year end date. This EIN number allows AHS to include the Chapter in its IRS Group Exemption, which makes any contributions to the Chapter tax-deductible for the donor. It is also necessary for the Executive Director to file the required annual IRS Form 990 tax return to the IRS on behalf of the Chapter. The Chapter EIN would also be used for identification on any Chapter bank accounts.

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. The Chapter President will send a letter by mail or email requesting a change to the name or jurisdiction of the Chapter to the Chapter Chairman and Regional Director.
- 2) The Chapter will hold a meeting to complete the Petition for Change of Name and/or Jurisdiction of Chapter, which may found online at:
<http://www.harpsociety.org/pdfs/chapters/ChangeNameJurisdictionChapter.pdf>. This requires a vote of not less than two-thirds of the Chapter membership. If a meeting is not possible, copies of letters or emails approving the change of name or jurisdiction of the Chapter from not less than two-thirds of the Chapter membership must accompany the Petition when it is sent to the Chapter Chairman.
3. The Chapter President will send the completed Petition for Change of Name and/or Jurisdiction of Chapter, a copy of the Chapter Bylaws and the Chapter Charter to the Chapter Chairman. Upon receipt of these materials, the Chapter Chairman will submit the Petition to the Executive Committee for consideration.
4. If the request is granted, a new Chapter Charter and Bylaws with the new name and/or jurisdiction will be prepared and forwarded to the chapter.

Active and Inactive Status of Chapters

Active chapter status requires a minimum of one announced and scheduled business meeting annually, and filing required annual reports in writing to the Executive Director.

Inactive chapter status is assigned to a chapter that does not meet the criteria for Active chapter status, as defined (above.). Chapters may request Inactive status for a period of two years. Following the probationary two year period, a chapter may resume activities as define an Active chapter or, choose to dissolve the chapter, at which point the chapter charter will be returned to the Society. The application for Inactive Status is available from the Chapter Chair, or may be found on www.harpsociety.org/chapters.

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.

Procedure for Requesting Inactive Chapter Status:

1. The Chapter President or presiding officer will contact the Chapter Chair and the Regional Director in writing, requesting inactive status, including filing the [Petition for Inactive Status](http://harp society.org/pdfs/chapters/InactivateChapter.pdf) (<http://harp society.org/pdfs/chapters/InactivateChapter.pdf>).
2. Upon receipt of the letter and Petition for Inactive Status, the Chapter Chair will complete the notification process.
3. A Chapter may remain inactive for a period of two years. At the end of that time the chapter must either reactivate or dissolve.

Procedure to Resume Active Status:

1. The Chapter President or presiding officer will complete the [Petition to Reactivate](http://harp society.org/pdfs/chapters/ReactivateChapter.pdf) an Inactive Chapter (<http://harp society.org/pdfs/chapters/ReactivateChapter.pdf>), forwarding the completed petition, along with a copy of the minutes from the meeting documenting intent to reactivate, and a dated copy of the chapter's current bylaws to the Chapter Chairman.
2. The Chapter Chair will notify the Regional Director and the Executive Director of the Chapter request.

Dissolution of a Chapter

If, after two years of inactive status, it is the judgment of the most recent Chapter President that it is impossible to secure a slate of officers to assume leadership for the coming year, the procedure for chapter dissolution is as follows:

1. Any remaining chapter members will hold a meeting to complete the Petition. This requires a vote of not less than two-thirds of the Chapter membership. If a meeting is not possible, copies of letters or emails approving the dissolution of the Chapter from not less than two-thirds of the Chapter membership, must accompany the Petition when it is sent to the Chapter Chair.
2. The most recent Chapter President or presiding officer will contact the Chapter Chair and the Regional Director to request chapter dissolution, including sending the completed [Petition To Dissolve A Chapter](http://harp society.org/pdfs/chapters/DissolveChapter.pdf) (<http://harp society.org/pdfs/chapters/DissolveChapter.pdf>) and the chapter charter.
3. The Chapter Chair will submit the Petition to Dissolve and the Chapter Charter to the Executive Committee for review.
4. Upon the recommendation of the Executive Committee, the Executive Director will file an approved request for chapter dissolution.
5. Upon dissolution, all financial assets are forwarded to the AHS, Inc. Executive Director.
6. Non-financial assets are disposed among chapter members.
7. A year after a chapter's dissolution, the Chapter Chair will invite the former members of the Chapter to re-activate the Chapter.

Secondary Procedure for Non-Voluntary Dissolution of a Chapter

A chapter may choose to pursue inactive status, following the procedures described above. In the case of a chapter that fails to file the Fall Chapter Data Report and cannot secure a slate of officers for two consecutive fiscal years, the American Harp Society, Inc. will assign inactive status. To assist chapters in the often challenging process of determining active or inactive status, members of the Chapter Committee, in coordination with the Regional Director will make every attempt to contact the Chapter to ask if they want an extension of inactive status.

1. When a Chapter fails to submit a Fall Chapter Data Report, the Regional Director, Chapter Committee, and Executive Director will attempt to contact the Chapter. If no data report is received by April 1st, then the Chapter Committee will file for inactive status with the Executive Committee on behalf of the Chapter. The Chapter Committee records the date that the inactive status is requested and the date the status is confirmed by the Executive Committee. The chapter will be unofficially inactive for one year from the confirmation date.
2. The Regional Director will follow up with the inactive Chapter in the Fall.
3. If a Chapter fails to submit a Fall Chapter Data report for a second consecutive year, the Regional Director, Chapter Committee, and Executive Director will again attempt to contact the Chapter. If no data report is received by April 1st, then the Chapter Committee will send a recommendation for official inactive status to the Executive Committee on behalf of the Chapter. The Chapter Committee records the date that the inactive status is requested and the date the status is confirmed by the Executive Committee. The chapter will be officially inactive for one year from the confirmation date.
4. After a chapter has been officially inactive for one year, the Regional Director and Chapter Chair will attempt to contact the chapter. Four Chapter members may petition to have official Inactive status extended for an additional year. If no extension is requested, the Chapter Chair will send a recommendation for dissolution of the Chapter to the Executive Committee.
5. The Chapter Chair and Regional Director will contact remaining Chapter members to have all financial assets are forwarded to the AHS, Inc.-
6. Non-financial assets are disposed among chapter members.

Procedures and Communications of the Chapters with the AHS, Inc.

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 AHS, Inc. Regional Director, Media Group Coordinator, Chapter Chairman and Executive Director on the chapter newsletter email or mailing list.

The contact information for these people may be found in the front part of the AHS, Inc. Directory, or by logging on to www.harpsociety.org and clicking on "Member Links" and accessing the AHS folder. The AHS, Inc. Executive Director and Regional Directors are also listed on the contacts page of the website.

3. Contact Information for Members within a Region

Contact the AHS, Inc. Membership Secretary to obtain a Current List of Members in the AHS, Inc. by Region.

4. Chapter Data Report and Chapter Activities Report

In the fall Regional Directors will send out a link to the online Chapter Data Report Form to the President of each Chapter in their Region to update the chapter's information. The Regional Director will compile all of the completed Chapter Data Report Forms from the Chapter Presidents in their region and forward them to the Executive Director, Chapter Committee Chairman and Website Liaison.

In the spring the Regional Directors will send a link to the online Chapter Activities Report Form to the President of each Chapter in their Region. This document must be completed by the Chapter President, and should contain the report of at least one business meeting and include a list of all activities and projected activities for the past year up to the date of the National Conference or Summer Institute. The Regional Director will forward the completed forms from the Chapter Presidents to the Executive Director, Chairman of the Board, Chapter Committee Chairman, and Regional Directors Coordinator.

Both forms are available directly at <http://harpsociety.org/Chapters/ChapterPresidentsInfo.asp>.

5. Chapter election of officers

The Chapter Secretary shall notify the Executive Director, Regional Director and Website Liaison of election results after each Chapter election is held.

6. 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, Inc. and its chapters. Chapters should include the Regional Director on their email and/or mailing list and send the Regional Director information concerning their activities. Regional Directors are a valuable resource to Chapter leadership. If Chapter officers would like to meet via video conference with their RD to discuss anything, you may contact them to arrange a time convenient to all.

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 one regional newsletter per year.
4. May organize regional conferences.
5. Assist the Chapter Committee 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, Inc. Membership Dues

Annual AHS, Inc. memberships are valid for twelve or twenty-four months from the date of purchase. Due to production deadlines, members joining/renewing after mailing cutoff dates (January 1 and July 1) will not receive the upcoming *American Harp Journal* issue being mailed the following month. However, they will still receive the two subsequent issues. Missed publications may be purchased as a back issue with the appropriate charge by contacting the Circulation Manager at AHJCirc@gmail.com.

2. Membership Requirements

All regular members of the chapter must be members of the parent organization, as required by the Bylaws of the American Harp Society, Inc. Revised 2016, Article VII, Section 3. 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 Chapter. 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, Inc. Membership

When you send out your dues requests, include a national membership form or link to the online form at <http://www.harpsociety.org/Membership/JoinRenew.asp> so that your members may maintain their national affiliation. Also, please email change of address notices to the Membership Secretary to help reduce the cost of Journal mailings and notify members that they may update their personal information at any time in the online directory by logging in as a member at <https://harpsociety.member365.com>.

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 list is also useful to publicize a special event.

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

The American Harp Society, Inc. 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 cultivate, promote, foster, sponsor and develop among our 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; to serve as an educational resource about the harp; and to improve the quality of performance by harpists.

What membership does for you...

- A subscription to *The American Harp Journal* and online index of past issues
- Participation in AHS National Conferences and Summer Institutes
- Access to the AHS Membership Directory, in print and searchable online
- Eligibility for the Harp Insurance Discount Program offered by Anderson Insurance Group

If you have Anderson Group International Harp Insurance through AHS, please read this note from Anderson Group: *"Active, continuous membership in the American Harp Society, Inc. is required throughout your policy term. Please make sure that your AHS membership remains in force and good standing. Lapsed or even a break in membership could prejudice not only your policy coverage but your premium cost too."*

- New AHS Member Portal with robust access to your personal profile, membership directory listing, and numerous AHS resources such as news items, event registration opportunities, links for AHS documents, member-to-member inbox messaging, workspaces for interest groups, job boards and more.
- Local AHS Chapters – find a fellow friend of the harp nearby!
- Eligibility for Awards, Competitions, Grants, and Scholarships
- AHS Monthly e-Newsletter Updates and Regional Newsletters
Please add "ExecDirector@harpociety.org" to your contact list and "opt in" for e-mails from the AHS.
- Resources for Chapter activities, including the Music Education Auditions and Evaluations, Concert Artist and Winners Outreach Programs, and more
- AHS International Harp Archives, Audio and Video Lending Libraries, Radio Interviews and much more
- Special Programs
- Dues above \$50 are tax-deductible to the extent permitted by law
- AHS Board of Directors Meeting Minutes and Organizational Data

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



Membership Form

Name: _____ Email Address: _____

Address: _____

City: _____ State/Province: _____

Zip/Postal Code: _____ Country: _____

Web Address (if applicable): _____

Home Phone: _____ Work Phone: _____

Cell Phone: _____ Alternate Phone: _____

Please indicate your preferred method of communication:

☐ Email * ☐ Postal Mail ☐ Both ☐ No Preference

* Note: Some communications and newsletters are sent only by email; e-newsletters *are* archived online at www.harpsociety.org.

Please select the appropriate Membership Category. Memberships expire on the anniversary of your join date.

<u>Regular Membership</u>	<u>1 Year</u>	<u>2 Years</u>	<u>VIP Membership</u>	<u>1 Year</u>	<u>2 Years</u>
<input type="checkbox"/> Student Member** (DOB: _____)	\$40	\$ 75	<input type="checkbox"/> Contributing Member	\$90	\$170
<input type="checkbox"/> Adult Student Member	\$60	\$110	<input type="checkbox"/> Sustaining Member	\$120	\$230
<input type="checkbox"/> Regular Member	\$60	\$110	<input type="checkbox"/> Sponsor	\$175	\$340
<input type="checkbox"/> International (outside US, including Canada)			<input type="checkbox"/> Patron	\$250	\$490
Student & Regular Members	\$75	\$140	<input type="checkbox"/> Life Member	\$1,250	
			<input type="checkbox"/> Benefactor (includes a Life Membership)	\$2,500 or more	

** Student Members are US-based individuals who are age 21 or younger, or currently full-time student in a college or university. Please enclose proof college enrollment if over age 21. International students should register at the International Member rate.

☐ Add Teachers Directory listing: 12 months online listing and in two issues of the *American Harp Journal*: **\$40**

Any membership amount paid over AHS's good faith estimate of the value of goods and services received, which is \$50, is tax-deductible to the extent allowed by law. I understand that memberships only partially fund the American Harp Society, Inc. and would like to make an additional tax-deductible contribution of \$ _____ in support of its programs.

Total Amount Paid: \$ _____ (USD)

Please indicate your Membership Directory Preferences.

Include all info below? ☐ Yes ☐ No

Mail me a printed directory ☐ Yes ☐ No

Include your name? ☐ Yes ☐ No

I am a (check all that apply) ...

Include phone number? ☐ Yes ☐ No

Professional ☐

Adult Student ☐

Include mailing address? ☐ Yes ☐ No

Teacher ☐

Composer ☐

Include email address? ☐ Yes ☐ No

Student ☐

Friend of the Harp ☐

Watch your email for a welcome to the **AHS Member Portal**, where you may update your contact information, password and additional preferences, check your membership status, register for events, find useful resources, shop in the AHS Store, and more.

Please select your method of payment (Membership fees are non-refundable):

☐ A check in US dollars drawn on a US bank is enclosed

☐ Please charge my credit card for the total amount due*

Please PRINT clearly:

☐ Enroll my credit card to **automatically pay** future dues renewals*

Card Owner's Name: _____ Date: _____

Card number: _____ Card Type: _____ Expiration Date: _____

Card Security Code (3 digits on signature strip for Visa/MasterCard or 4 digits on front for American Express): _____

Signature Authorizing Payment: _____

Return this form with payment to:

American Harp Society, Inc.
PO Box 260
Bellingham, MA 02019-0260

By email: membership@harpsociety.org

By secure fax: (508)-803-8383

Or join online: www.harpsociety.org/Membership

*You may also call the AHS, Inc. with your credit card details at 805-410-HARP (4277).

AHS, Inc. Donation Policy

The Society is pleased to receive donations. Funding received by the American Harp Society, Inc. 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, Inc. 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, it becomes difficult 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, Inc. 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, Inc. Executive Director). 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, Inc.

The American Harp Society, Inc. holds a Commercial General Liability Insurance for official meetings and events of any chapter of the Society. Request for Certificates of Insurance for chapter events can be emailed to the AHS Executive Director. Please include the name and address of the venue requesting the certificate, name of a venue contact and a chapter contact, number of anticipated attendees, and the date and time the event is being held. Please indicate if the certificate holder wants to be named as an additional insured.

Harp Insurance

Harp insurance at a discounted AHS member rate may be purchased through:

Anderson Group
Anderson Musical Instrument Insurance Solutions, LLC
<https://www.anderson-group.com/ahs-harp-insurance/>

Email:

[Anderson Musical Instrument Insurance Solutions](mailto:service@anderson-group.com) (service@anderson-group.com)
[Anderson Group Musical Instrument Economy Insurance Program](mailto:economy@anderson-group.com) (economy@anderson-group.com)

Address:

Anderson Musical Instrument Insurance Solutions, LLC
1570 Lakeview Drive, Suite 2A,
Sebring, FL (USA) 33870-7959

Office Hours Monday – Friday 8:30 a.m. to 5:00 p.m. US/Eastern.

Telephone Numbers

Anderson Customer Service +1 (781) 834-1700
Customer Service Fax +1 (781) 519-7550

The AHS, Inc. Endowment Fund

The AHS, Inc. Endowment Fund was established in the 1980s to serve as a source 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, Inc. National Competition, National Conferences and Summer Institutes, Auditions and Evaluations, Audiotape and Videotape Libraries, and the AHS, Inc. Repository. Contact the AHS, Inc. Executive Director or Bookkeeper for information about how to donate to the AHS, Inc. 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, Inc. The Foundation operates exclusively for the benefit of the AHS, Inc. 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, Inc., operating exclusively for the benefit, function, and purposes of the Society. It is responsive to the needs of the AHS, Inc. and has a close working relationship with its officers. The Foundation, as a support organization, is protected from litigation against the AHS, Inc., 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, Inc. 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, or to make a contribution or establish a named fund, contact Carrie Kourkouvelis. at manystings6@verizon.net or

Carrie Kourkouvelis, President
28 Cargill St
Melrose, MA 02176
781-665-3835

Publicity

One of the primary reasons for publicity is to promote our mission.

Guidelines for Media Outreach

1. Press Releases

- Announce major events
- Concise announcement with main points of the event
- Often sent electronically
- Sent to media outlets (e.g., radio, television)

2. Public Service Announcements (PSAs)

PSAs are free and radio stations are required to donate time for free PSAs.

- PSA cannot be a commercial in nature
- Duration is short (e.g., 15-20 seconds in length)

3. News sources

Social media and print newspapers often print free cultural announcements in a weekly calendar of events supplement.

- Create a standard release template
- Find news sources by zip code through search servers (e.g., radiolocator.com [radio stations], USNPL.com [television stations])
- Send regular updates to media sources (e.g. weekly, monthly)

4. Personal Contacts

- Network with local media contacts
- Invite contacts to events
- Consider the media's presence and photo opportunities at the event

5. Internet and Social Media

- Submit an "Upcoming Events" announcement to the American Harp Society, Inc. website (harp society.org)
- Notify the AHS, Inc. Social Media manager (SocialMediaManager@harp society.org)
- Post announcements on local AHS, Inc. chapter and regional websites, Facebook, and Twitter
- Do an internet keyword search for "event", "blog", "event calendar" to find other online event listing possibilities

For example, on Facebook you can:

- Create a page for your chapter if one does not exist
- Create a listing announcement ("Event") for upcoming events on Facebook and other Social networks (e.g., LinkedIn, MeetUp, Patch.com, Yelp!)
- Invite AHS members, friends, and other parties to the event

Each chapter has an individual page on the AHS, Inc. website, which may be accessed from <http://www.harp society.org/Chapters/>. It lists officers, websites, Facebook pages & Twitter accounts. To have information updated on a Chapter webpage, contact the AHS, Inc. Website Liaison (WebEditor@harp society.org)

6. Email

- Maintain an email list for your AHS chapter
- Collect emails from those attending AHS events to contact for future AHS events only
- Use free email marketing services such as MailChimp and Vertical Response to send out AHS event information.

7. Other

There are many other ways of publicizing our AHS activities. Local chapters could share their ideas through their Regional Directors.

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 in a timely manner. Prepare a short, boiler plate page about the AHS, Inc., 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 in this work) do not reinvent the wheel. This notebook should be easy to keep up (ideally the information should be kept in a database), with phone numbers, faxes, e-mail addresses. Date your entries so that 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 "W's" - Who, what, where, why, and when. Answer these questions succinctly and clearly before sending out a release or speaking with a reporter. Press coverage will focus most likely on the first item of information shared.

Sample Public Service Announcement (PSA)

TO: WABC FM Radio Station

FROM: (Name), President, American Harp Society, Inc.- (Chapter Name)

RE: Public Service Announcement

DATE: January 1, 2017

FOR IMMEDIATE RELEASE

The (Chapter Name) of the American Harp Society, Inc. will be featuring an ensemble program by seven harp students from the greater (City/Town) area on Sunday, January 5, at 2:30 at the (event location). For more information, please call (Contact name) at: (123) 456-7891 or visit (website).

Sample Background "Boiler Plate" Information on AHS, Inc. and AHS, Inc. Local Chapter

The American Harp Society, Inc. (AHS, Inc.) is the professional organization which represents over 3000 harpists and friends of the harp throughout the United States and Canada. The Portland Chapter of the AHS, Inc. 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 celebrate our legacy, inspire excellence, and empower the next generation of harpists.

For more information on the Portland Chapter, please contact the Chapter President, (Name), at _____.

Sample Press Release

TO: (Name)
Portland Gazette
FROM: American Harp Society, Inc., Portland Chapter
CONTACT: (Name), President
Phone: (000) 123-4567
DATE: November 5, 1997
FOR IMMEDIATE RELEASE

LOCAL HARP SOCIETY HOSTS REGIONAL CONFERENCE

The Portland Chapter of the American Harp Society, Inc. (AHS, Inc.) will host a one-day regional conference at the Sunnyside Conference Center on (month/day/year/time), 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 (Name) performing an all Debussy program. (Name) 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 (Contact name) 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, Inc. Auditions and Evaluations
- Arranging Master Classes and student recitals
- Holding workshops on harp care and maintenance, repertoire and performance, stage presence and more
- 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 were three small students playing the "Dancing Lambs." The Chapter made more than \$2,000.00 with 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 fundraising event and usually clears between \$300.00 and \$400.00.

5. Boston Editions Music Sale. This fundraiser opened with a recital given by students in the chapter. Following the recital, refreshments were served and there was 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 fundraising 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.

About *The American Harp Journal*

The American Harp Journal is 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 at AHJEditor@harp society.org; for advertisements contact the Advertising Manager at HarpAds@gmail.com. Back issues may be requested from the Circulation Manager at AHJCirc@gmail.com. Members may also be listed in the print and online Directory of Teachers by logging into the Member Portal and scrolling to the bottom of the "Explore Memberships" area.



Regional Newsletters

Once a year members receive Regional Newsletters with the news, events, projects and achievements of harpists and chapters in their region, as well as classified listings including harps for sale or rent. All of the Regional Newsletters are available at www.harp society.org.

Regional Directors will collect news each September for these annual Regional Newsletters. Please send your news of activities planned for the year, pictures and reports of past events, and any items you would like to share with the Region by September 30. If you're not sure who your RD is, just check the regions map here: <https://harp society.org/Chapters/> Note: Please submit your news in a **Word document**, named for your chapter, and send each photo as an **individual .jpg, .gif or .bmp file**, named clearly. Please include photo captions in the text. This is very important for easily creating your newsletter in Constant Contact for emailing (by AHS, Inc.) to all members in your region.

AHS, Inc. Website

www.harpsociety.org

The American Harp Society, Inc. 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 Liaison 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, Inc. Internet Release Form

I _____ (your name) allow the AHS, Inc. 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, Inc.:

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 the AHS, Inc. Website Liaison at WebEditor@harpsociety.org.

AHS, Inc. Conferences and Summer Institutes

Every summer the American Harp Society, Inc. hosts national gatherings.

The National Conference, held in even-numbered years, features the harp in fine solo, chamber and concerto concerts by brilliant artists from around the world, workshops on wide-ranging topics, master classes with world-class teachers, and scholarly lectures to feed your intellectual soul, as well as an exhibit hall with a dizzying array of harps and related items.

The Summer Institute, held in odd-numbered years, focuses on the student harpist with workshops, master classes, and concerts by the best performers and pedagogues in the world. The Summer Institute is held in conjunction with AHS, Inc. National Competition, where young harpists compete for awards and scholarships.

Information and registration for all events can be access through www.harpsociety.org, and on the individual event sites, AHSConference.org and AHSSummerInstitute.org.

National Competitions

National competitions are held every odd year (2015, 2017, etc.) in conjunction with the Summer Institute, over \$23,000 in prize money is given. There are six winners in each of the five divisions:

- Junior (12 & under)
- Intermediate I (15 & under)
- Intermediate II (18 & under)
- Advanced (21 & under)
- *Young Professional Divisions (30 & under)

* The 1st Prize Winner of the Young Professional Division serves as the AHS, Inc. Concert Artist until the next competition.

Complete application and repertoire details are published on www.HarpSociety.org/CompetitionsAwards/.

Anne Adams Awards/Foundation Awards

The Anne Adams Awards are held on even years preceding the AHS, Inc. National Conference, with winners performing at the Conference. Established in 1990 by Burton Adams honoring his wife, Anne Adams, the Anne Adams Fund makes it possible to present three awards of \$2,000 each for full time study of harp at a college or university.

The awards are enhanced by a \$500 Lyon & Healy gift certificate and a specially designed award. A permanent plaque in the Lyon & Healy showroom is engraved with the winners' names.

Award information is available at <http://www.harpfoundationahs.org/competitions.html>

Chapter of the Year

Any active Chapter of the American Harp Society, Inc. 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, Inc., preferably at the Annual 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 saved in a PDF file and submitted to the President of the AHS, Inc. by May 15th.

Criteria for selection of the Chapter of the Year:

1. The Chapter must be in good standing and in compliance with AHS, Inc. policies, (i.e. bylaws on file, annual reports submitted to the Executive Director.)
2. The activities of the Chapter will be evaluated in terms of fulfillment of the Mission Statement of the American Harp Society, Inc.: To celebrate our legacy, inspire excellence, and empower the next generation of harpists.

Our aim is 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; to serve as an educational resource about 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, Inc. 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. "Serve as an educational resource about the harp"

- Offer workshops about the harp
- Include information about the harp on chapter website and publicity notices

E. "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 Auditions and Evaluations and master classes or workshops with outstanding harpists.

For further information contact the President of the AHS, Inc. at President@harpociety.org.

Auditions and Evaluations

An Overview

Auditions and Evaluations is an educational program for harp students sponsored by the American Harp Society, Inc. Participants come specifically to be heard and to hear one another. Because this is a unique two-part program, there is special focus on the improvement that can be made by participating on both days.

The word “audition” comes from the Latin [audio] which means “to hear.” We must not confuse our Harp Society “Auditions” with the more common usage of the word audition; for this is not a competition. On the first day, participants play pieces of their own choosing for an advisor and for one another. The advisor gives each student feedback on their performance. A performer’s worksheet or traditional theory test is given. On the second day of the program, about a month later, participants show their improvement by playing the same pieces again. Because this is not a competition, no prizes are given, however everyone who participates both days receives a Certificate of Participation from the Music Education Committee of the American Harp Society.

Participants

Students of any level or age may participate in A&E. Music of any genre is encouraged including but not limited to classical, folk, jazz, and sacred. Chapters will choose either a time limit or a set number of pieces for each participant to play. Students should keep in mind this event is intended to be a learning experience; it is a good opportunity to set a goal, practice performing, hear others play, receive feedback from a professional other than your usual teacher, and then return to perform the same music again after feedback.

Chapters will choose either a performer’s worksheet or traditional theory test to complete on first day of the event. A short ear training test is also available. This is a nice way to encourage well-rounded music understanding. Students can challenge themselves to see how much theory they know (in the theory test) or they can reflect on the pieces they have performed and how their performance went (performer’s worksheet).

Participants should be members of their local chapter.

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, Inc. 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, a step-by-step guide for planning your event, forms and other resources are available from the AHS, Inc. Music Education Committee Chairman, or online at www.harpsociety.org/About/Programs/MusicEdAuditions.asp.

AHS, Inc. Archives

The Archives of the American Harp Society, along with the archives of the World Harp Congress and personal collections from many additional harpists, are housed in the International Harp Archives located in the Harold B. Lee Library at Brigham Young University. The archives consist of items ranging from scores, manuscripts and recordings, to photographs, correspondence, programs and other documents. 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.

The IHA includes a collection of approximately 10,000 scores that feature the harp. Many music scores in the International Harp Archives which are in the public domain have been scanned, and may be accessed by going to <http://www.archive.org/> and entering the tag (byuinternationalharparchive), including the parentheses, in the search box. Published scores that are still covered by copyright restrictions cannot be copied, but can be requested through interlibrary loan.

For further information concerning the International Harp Archives, visit <http://sites.lib.byu.edu/harp/> or contact:

David Day, Curator
International Harp Archives
Brigham Young University
Harold B. Lee Library
Provo, Utah 84602
david_day@byu.edu

Audio and Video Tape Library/ Interview Series

Through the AHS Lending Library, located in the Harold B. Lee Library, AHS, Inc. chapters and members may borrow archive-quality recordings (both audio and audio-visual) of performances, concerts, workshops, master classes and other events made at annual AHS, Inc. Conferences. The Interview Series 2000, a video archive, records and celebrates the lives and careers of prominent harpists and members of the harp community. A catalog is available of all recordings on file.

For a complete listing of available recordings, visit <http://www.harpsociety.org/Resources/TapeLibraries.asp>.

Visit the AHS Lending Library website at <http://sites.lib.byu.edu/harp/ahs-lending-library/> for specific help about requests for borrowing or viewing the recordings on site. Some videos are also posted in a Video Library located in the AHS Member Portal dashboard.

AHS, Inc. Repository

The AHS Repository is the forerunner of the AHS Archives which are housed at BYU. The Repository is housed at the Library of Congress in Washington, DC and, as described on their website, is a collection of manuscript and printed music, photographs, programs, correspondence, periodicals and scrapbooks documenting the careers of prominent twentieth century harpists. It was established by Lucile Jennings, whose vision was to house in one accessible location a collection of primary materials on every aspect of the harp to promote research. The AHS, Inc. and Library of Congress agreed that the material housed there would become the property of the Library of Congress and could not be copied or circulated outside of the library. The material was indexed and processed before being sent to the Library of Congress. Since the creation of the AHS Archives, no new materials are being added to the AHS Repository.

Concert Artist

The winner of the American Harp Society, Inc. Competition Young Professional Division also serves as the AHS, Inc. Concert Artist. Local chapters are encouraged to invite the Concert Artist to perform, and the AHS, Inc. will pay transportation costs for the Artist. To request a Concert Artist performance, Chapters should contact the Chairman of the Concert Artist committee. The current Chairman of the Concert Artist Program is Karen Lindquist, who can be reached at speyquist@earthlink.net.

Winners Outreach

The Winners Outreach Program is designed to help with giving performance experience to American Harp Society, Inc. National Competition prize winners other than the Concert Artist. Chapters may request financial support of up to \$300 for assistance in presenting the current competition prize winner(s) residing within that chapter's region.

For additional information, visit <https://www.harpsociety.org/About/Programs/WinnersOutreach.asp> or contact:

Lucy Scandrett
lucy@blondeharpist.com
(412) 491-6555

Grant Program

Over 120 projects have been funded by the American Harp Society, Inc. Grant Program since the fall of 2010, with the goal of awarding \$20,000 each fiscal year. Grant recipients are individuals or other non-profit organizations that have affiliations and common goals with the society.

The American Harp Society, Inc. welcomes grant applications for projects that will further the mission statement of the Society. Visit <https://www.harpsociety.org/About/Programs/GrantsProgram.asp> to review the grant guidelines and submit your application for consideration. Deadlines to apply are October 15 and April 15 annually.

Other AHS, Inc. Activities

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

Important note: All Chapter data reports should now be submitted online with forms available from <http://harp society.org/Chapters/ChapterPresidentsInfo>. The forms on these two pages should be used for reference only, or submitted by mail only if online forms are inaccessible.

American Harp Society, Inc.
Chapter Data Report – Fall
Report date: _____

Official Chapter Name:

AHS Region:

Chapter website and/or Facebook page:

Number of members currently in chapter:

Annual Chapter Dues amount:

Membership categories (Adult, Student, etc.):

Current Officers:

President

Vice-President

Secretary

Treasurer

Other(s)

Officer elections were held on:

President's (or alternate contact's) name, phone number and email:

Does this person give their permission to have their contact information listed in the directory and on the Chapters page on www.harp society.org? **Yes or No**

In Directory: email: _____ phone: _____

On www.harp society.org Chapters page: email: _____ phone: _____

American Harp Society, Inc.
Chapter Data Report – Spring
Report date: _____

Official Chapter Name:

AHS Region:

When did your chapter hold meeting(s) this year?

Officer elections were held on:

The next officer elections will be held:

Please list any corrections needed for chapter page, linked from
<http://harp society.org/Chapters/Chapters-By-State.asp>.

List all Chapter activities and/or events presented this year?

What are the goals for your chapter in the future?

In what way might the AHS be able to assist your Chapter?