

# Rio Hondo Symphony Guild Bylaws

Revised May, 2009

## ARTICLE I

### Name and Purpose

- Section 1 The name of this organization shall be the Rio Hondo Symphony Guild.
- Section 2 The purpose of this organization shall be to support the Rio Hondo Symphony Orchestra by stimulating interest in music in the community, by providing financial assistance, and by offering scholarships and judges' remuneration for the Young Artists' Competition.

## ARTICLE II

### Membership and Dues

- Section 1 Membership in the Guild shall be open to all who are interested in subscribing to the purpose of this organization.
- Section 2 There shall be the following types of members:
- Honorary Member - A person presented a membership by the Executive Board is an Honorary Member.
  - Active Member - A person paying the designated membership dues shall be considered an Active Member.
- Section 3 The membership shall coincide with the fiscal year that shall be July 1 through June 30.
- Section 4 Memberships received at the last Concert Preview Salon or later shall apply to the ensuing season.
- Section 5 Members will receive the Guild booklet and acknowledgment in the Symphony program.

## ARTICLE III

### Executive Board

- Section 1 The Executive Board shall consist of the elected and appointed officers and appointed Chairs of Standing Committees with each having one vote. The Parliamentarian will not have a vote on the Executive Board.
- Section 2 The executive power of the Guild shall be vested in the Executive Board including determining dues.

## ARTICLE IV

### Officers and Duties

- Section 1 The elected officers of the Guild shall be a President, four Vice Presidents (Programs, Hospitality, Membership, Ways and Means), Secretary, and Treasurer, and they shall:
- Be current members of the Guild.
  - Serve for a fiscal year.
  - Serve for no more than two consecutive annual terms in the same office or until their successors have been elected or appointed and qualified for office.
  - The four Vice Presidents shall appoint their committee members from the general membership.
- Section 2 The President shall:
- Be chair of the Executive Board.
  - Preside at all Executive Board meetings and Concert Preview Salons.
  - Attend all meetings of the Rio Hondo Symphony Association as a representative of the Guild, or designate a representative when unable to attend.
  - Appoint annually officers listed in Article V, Section I, chairs of all Standing Committees and chairs of other committees as needed, subject to approval of the Executive Board.
  - Select hostess for the tea table at each Concert Preview Salon.
  - Be ex-officio member of all committees except the Nominating Committee.
- Section 3 The First Vice President shall:
- Be Chair of the Program Committee for the Concert Preview Salons.
  - Attend the Executive Board meetings.
  - Perform the duties of the President in the President's absence.

- Section 4 The Second Vice President shall:
- a. Be Chair of the Hospitality Committee.
  - b. Attend the Executive Board meetings.
  - c. Be responsible for arranging the location of each Concert Preview Salon.
  - d. Be responsible for arranging for refreshments for Concert Preview Salons, the Membership Tea and Concert Rehearsals.
  - e. Coordinate for the sale of refreshments at Concerts with the 4<sup>th</sup> VP, Chair of Ways and Means Committee.
- Section 5 The Third Vice President shall:
- a. Be Chair of the Membership Committee.
  - b. Attend the Executive Board meetings.
  - c. Keep updated records of membership.
  - d. Be responsible for the Guest Book at each Concert Preview Salon.
  - e. Provide membership data to the Membership Directory Committee, and the Mailing Committee.
  - f. Plan the Membership Tea. This will include location, invitations (compose and have printed), and program. Mailing for Membership Tea to go out no less than 3 weeks prior to the event.
- Section 6 The Fourth Vice President shall:
- a. Be Chair of the Ways and Means Committee.
  - b. Attend the Executive Board meetings.
  - c. Obtain the approval of the Executive Board for all fund-raising projects.
  - d. Coordinate all fund-raising projects.
  - e. Turn over all funds raised to the Treasurer.
- Section 7 The Secretary shall:
- a. Attend the Executive Board meetings.
  - b. Keep the minutes of each meeting and distribute them to the members of the Executive Board.
  - c. Record minutes for any business conducted at a Concert Preview Salon.
  - d. Be responsible for Procedure Books.
  - e. Be responsible for correspondence pertaining to the Guild, including checking the Post Office Box.
- Section 8 The Treasurer shall:
- a. Attend the Executive board meetings and present a financial report.
  - b. Keep an itemized account of all receipts and disbursements.
  - c. Deposit all moneys.
  - d. Pay all bills.
  - e. Obtain the signatures from two of the following officers: President, Treasurer, Secretary on all checks.
  - f. Give money not needed for operating expenses to the Rio Hondo Symphony Association.
  - g. Prepare the books for audit in conjunction with the Rio Hondo Symphony Association General Manager.
  - h. Be chair of the Budget Committee.

## **ARTICLE V**

### **Appointed Officers and Standing Committees**

- Section 1 Appointed officers shall consist of the following:
- a. A Parliamentarian who shall attend all Executive board meetings and act as an advisor to the President in matters pertaining to the Bylaws or to Parliamentary procedure.
  - b. A Historian whose duty shall be to keep a scrapbook of all interesting events that may occur concerning the Guild and its members.
  - c. A Publicity chair who shall develop and make all releases to newspapers and other news agencies.
- Section 2 All Standing Committees, except the Budget Committee, shall consist of a chair appointed by the President and not less than two members appointed by the Committee Chairs.
- a. The Budget Committee shall:
    1. Consist of the Treasurer, who is Chair, and the four Vice Presidents.
    2. Draft the budget for the following year.
    3. Present the proposed budget to the incoming Executive Board at the beginning of the fiscal year.

- b. The Scholarship Committee shall:
  - 1. Bring the Scholarship Program to the attention of the Guild members.
  - 2. Raise funds for the annual Scholarship Awards, mailing to go out no less than 3 weeks prior to the Young Artist Competition.
  - 3. Deposit all funds with the Guild Treasurer.
  - 4. Write notes of appreciation for donations to the Scholarship Fund.
- c. The Young Artists Competition Committee shall work with the Chair of the Rio Hondo Symphony Association Young Artist Competition Committee to assist with the food and the auditions as needed.
- d. The Membership Directory Committee shall prepare and distribute the Membership Directory. The Directory shall include the membership roster, list of officers and committee chairs, honorary members, past presidents, a brief history of the Guild, dates of Guild activities, and the Bylaws.
- e. The Mailing committee shall:
  - 1. Prepare and mail all mailings put out by the Guild.
  - 2. Notify the Rio Hondo Symphony Association General Manager before bulk mailings.
  - 3. Keep an up-to-date procedure book on bulk mailings.
- f. The Decoration Committee shall:
  - 1. Arrange for decorations for all Guild functions.
  - 2. Arrange for a floral tribute for all orchestra soloists to be presented at the concerts.
- g. The Communications Committee shall communicate messages to Board members as instructed by the President.
- h. The Usher Committee shall:
  - 1. Determine and obtain the necessary number of ushers for each symphony concert.
  - 2. Instruct ushers in their duties.
  - 3. Notify Rio Hondo Symphony Board Publicity Manager of the identity of the ushers for program.
  - 4. Delegate a representative to present the floral tribute to the concert soloist(s).

## **ARTICLE VI**

### **Meetings – Executive Board and Concert Preview Salon**

#### Section 1 Executive Board Meetings:

- a. An Executive Board meeting may be called by the President or any three members of the Board. Notice shall be given not less than one week prior to the meeting except in the case of an emergency.
- b. An Executive Board meeting shall be held preceding each Concert Preview Salon, the membership drive, and by the end of the fiscal year. Additional meetings may be called as needed.
- c. A quorum shall consist of five members of the Executive Board, of which three members must be elected officers.

#### Section 2 Concert Preview Salons:

- a. Are meetings to provide programs that promote community interest in symphony concerts and opportunities for members to elect officers and participate in Guild business as needed.
- b. Will be held the Friday preceding each regular season concert.
- c. Are open to all Rio Hondo Symphony Guild members and guests.

## **ARTICLE VII**

### **Elections**

#### Section 1 A Nominating Committee consisting of three members shall be appointed by the President (one officer, one committee chair, one general member).

- a. At the last Concert Preview Salon of the season, the Chair of the Nominating Committee shall present the names of candidates for each elected office, each of whom shall have consented to serve if elected.
- b. If there is but one candidate for an office, the Guild may dispense with the ballot by unanimous consent of those present, and the election shall be viva voce. When there are two or more candidates for an office, the election shall be by ballot and a plurality vote shall elect.
- c. In order to be eligible for the office of President, a member must have served not less than one year on

- the Executive Board and shall have been a voting member of the Guild for not less than one year.
- d. Officers shall assume duties July 1 each year.
  - e. The President shall fill all vacancies with the approval of the Executive Board.

**ARTICLE VIII**  
**Parliamentary Authority**

Robert's Rules of Order Revised shall govern the Guild when not in conflict with these Bylaws.

**ARTICLE IX**  
**Amendments**

These Bylaws may be amended at any regular Concert Preview Salon meeting of the Guild by two-thirds vote of members in attendance using the following procedure:

- a) Proposed amendment shall be submitted by any member to the Executive Board prior to any Concert Preview Salon.
- b) All such proposed amendments together with the recommendations of the Board may be distributed at the Concert Preview Salon where they are submitted.
- c) All such proposed amendments and recommendations shall be provided by the Board to the General Membership at least 10 days prior to the day of voting at the next Concert Preview Salon.
- d) When necessary, until amendments are possible, bylaw provisions may be overruled to stay in compliance with the Rio Hondo Symphony Association bylaws.