

POLICIES AND PROCEDURES

The following notes are provided in addition to the By-laws (following the order of the By-laws but not necessarily including notes on each section) to provide more detailed assistance to various Society officers in carrying out their duties.

Revised April 2013

MEMBERS AND MEETINGS

POLICY

The members of the Symphony Society are our major asset. A member is any person who pays membership dues and supports the Symphony Society through service or financial contributions. Every member becomes a *de facto* member of the Membership Committee. It is every member's duty to market the mission of the Society and attract new members.

PROCEDURE

In order to recruit new members and maintain present members, the following will be done:

1. Through our members and the media, inform future members about the Symphony Society's mission, volunteer opportunities, and events.
2. Reinforce the importance of our members through positive feedback valuing their commitments.
3. Provide opportunities for members to meet and socialize and also to participate by providing a database/skills bank form to each member each year.
4. Our success will be measured by:
 - a. The number of new members
 - b. The number of members who attend each event
 - c. The number of members who renew membership
 - d. The number of volunteer hours our members devote to the Society.
5. Closing Project Procedure: After receipt from the Treasurer of the respective project operating results, all project chairpersons shall be given ten days to approve the results. At the end of those ten days a check will be issued to the orchestra minus a withholding of 10% of the project's net income if applicable.

DUES

POLICY

The fiscal year begins July 1 and ends June 30. Dues may be paid any time during the year and shall normally apply to the current fiscal year.

1. For a new member joining between April 1 and June 30, the dues will be applied to the next fiscal year.
2. For a member's name to appear in the Yearbook, dues must be paid no later than July 31.
3. The current Musical Director of the Southwest Florida Symphony Orchestra shall receive a complimentary/gratis Society membership.

EXECUTIVE OFFICERS

POLICY

In order to achieve the aims and purpose of the Symphony Society, which are to foster, promote, and increase the musical knowledge of the public and support the Symphony Association, the Executive Officers will govern the Society.

PROCEDURE

The elected officers of the Symphony Society constitute the Executive Committee and have specific duties detailed in the By-laws. The following serve to augment those duties listed in the By-laws:

President

Shall appoint the Board of Directors.

Understand the organization's parliamentary authority.

Have a complete understanding of the organization's By-laws, Policies and Purpose.

First Vice President

She/ He shall take on responsibilities, as stated in the By Laws.

Second Vice President

She/ He shall take on responsibilities, as stated in the By Laws.

Recording Secretary

Submit minutes of all meetings for approval to the membership at the following meeting.

(The minutes become official when approved.)

Have all By-Laws and Minutes available for reference at all meetings

Corresponding Secretary

Send Thank-You notes, Get Well and Sympathy cards as needed.

Send correspondence when advised by the President.

Pick up and deliver flowers for luncheons.

Administer the Tribute Fund.

Treasurer

She/ He shall take on responsibilities as stated in the By-Laws.

Require that any estimated expenses over \$200.00 (two hundred dollars) be submitted via pro forma invoice for approval by the Executive Committee before the transaction takes place.

Assistant Treasurer

She /He shall take on responsibilities as stated in the By-Laws.

BOARD OF DIRECTORS

MEETINGS

POLICY

In order to foster and promote the Southwest Florida Symphony, and to provide a formalized business program, the elected officers and Board will institute a Calendar of Meetings and will list a designated time and place for each.

The Symphony Society will open general membership meetings with an invocation presented by the Chaplain and the recitation of the Pledge of Allegiance led by the President. Protocol will always be “God before Country”

(invoke the deity before you salute the flag).

PROCEDURE

1. Board Meetings: monthly, unless otherwise deemed necessary.
2. Committee Meetings: Chairs will set meetings with their committee members.
3. Membership Meetings: monthly, at which time a business meeting will be conducted to keep all members informed of the status of the Society.
4. Complimentary invitations to the monthly luncheon meetings will be offered to the current Musical Director and the sponsors for fund-raisers. The sponsors will be introduced but not asked to speak.
5. Annual Membership Meeting: held at the last membership meeting of the fiscal year at which time the new Executive Committee will be installed.
6. Agenda for all meetings should follow Robert’s Rules of Order:
 - a. Call to order
 - b. Approval of minutes
 - c. Approval of Reports presented by the President, First Vice-President, Second Vice-President, Recording Secretary, Corresponding Secretary, Treasurer, and Assistant Treasurer.
 - d. Committee reports
 - e. Old/Unfinished business
 - f. New business
 - g. Adjournment

QUORUM

POLICY

A quorum is the minimum number of voting members that must be present at a properly called meeting in order to conduct business in the name of the group. In order to maintain the necessary quorum so that the meetings are official and able to conduct business, the following procedure will be used.

PROCEDURE

1. At Board Meetings: a majority of members of the Board of Directors (50% +1) shall constitute a quorum. (see By-Laws Article VI, Section 4)
2. A voting member who is a committee chair and is unable to attend a meeting may select an alternate to represent her/him. The committee chair is responsible to notify the Recording Secretary of the alternate.
3. At General Meetings: a quorum shall consist of those who attend the meeting, provided it is either a stated meeting or one that has been properly called (see Robert's Rules).
4. Each voting member will be made aware at the first meeting of the season of the Executive Committee and Board meeting schedules.
5. If there is any change to the meeting schedules, members will be notified.

CONFERENCE TRAVEL POLICY

The Executive Committee of the Southwest Florida Symphony Society shall recommend to the Board of Directors the designated representative(s) to attend the National Conference of the League of American Orchestras. (This number depends upon available funds and/or other named factors). Anyone designated to attend shall be committed to stay for the full conference.

Named delegates will be reimbursed for the following expenses. (A copy of the approved expenses shall be given to named delegates before attending any conference.)

1. Registration fee for the Conference including any meals that are part of the registration.
2. Airline ticket cost (if travel by train or private automobile, cost not to exceed comparable airfare.)
3. Hotel (room only). Double occupancy required/encouraged if more than one delegate named.
4. Cost of fare from the airport to the hotel and return.
5. Expense for meals not covered in the registration fee shall NOT exceed \$150.00. (**Receipts required**)

Expense sheets with all receipts must be submitted to the Southwest Florida Symphony Society within two (2) weeks of the end of conference for reimbursement.

Conference attendees will give a written report to the Society for inclusion in the News of Note.