

# OPERATING PROCEDURES

of

## THE ASHEVILLE SYMPHONY GUILD

An adjunct organization of

## THE ASHEVILLE SYMPHONY SOCIETY, INC.

***The purpose of the Asheville Symphony Guild (also known as the Guild) is to support the Asheville Symphony Orchestra***

- ***by raising funds for the needs of the Asheville Symphony Orchestra***
- ***by promoting attendance at concerts of the Asheville Symphony.***
- ***by encouraging interest in music among Guild members and Asheville area residents***
- ***by sponsoring music education programs in area schools***

**Membership:** Any interested person may become a member of the Guild by paying annual dues and by participating in Guild activities as able. Dues are assessed annually consistent with the fiscal year of the Asheville Symphony Society, Inc. (July 1<sup>st</sup> through June 30<sup>th</sup>). The Guild's Executive Committee determines the annual fees. Members current as of July 1<sup>st</sup> will be listed in the annual edition of *Libretto*, the Guild's directory.

**Officers:** The President, President-Elect, First Vice-President, Second Vice-President, Recording Secretary, Corresponding Secretary and Treasurer are elected by the general membership and compose the Executive Committee along with the Past-President who serves as Advisor.

The President shall be elected to a one year term and may serve no more than two consecutive terms in this office. Other officers are elected to one-year terms and may serve up to four consecutive terms in the same office.

**Board of Directors:** The Board of Directors consists of the Executive Committee and Chairpersons of the committees following installation in May. The Board of Directors is responsible for the affairs, funds and property of the Guild and meets on a bi-monthly basis beginning in September. A planning retreat is held in July or August.

## **FUNCTIONS and DUTIES of GUILD OFFICERS**

**President:** The President is the executive officer of the Asheville Symphony Guild and is the responsible and endorsing authority for any document that obligates the Guild. The President presides at Guild Programs, serves as an ex-officio member of all committees and, in conjunction with the Treasurer, disburses funds and keeps the second key to the post office box.

The President may create special committees, assign their duties and appoint their members.

The President serves as a voting member of the Asheville Symphony Society Board of Directors and its Executive Board and, as such, presents periodic reports of the Guild's activities, projects and budget.

**President-Elect:** The President-Elect assists the President and, in the President's absence, assumes the duties of that office. The President-Elect ensures that the location, dates and space for General and Board meetings are available and reserved and is responsible for the annual membership reception in the fall.

**First Vice-President:** The First Vice-President, in the absence of the President and the President-Elect, will perform the duties of the President and is responsible for arranging the programs for the General Meetings.

**Second Vice-President:** The Second Vice-President, in the absence of the President, President-Elect and First Vice-President, will perform the duties of the President and is responsible for the Annual Meeting—usually a luncheon held in May—and for the meeting for the retiring and incoming boards.

**Recording Secretary:** The Recording Secretary prepares and retains minutes for all meetings of the Board of Directors and the Executive Committee. A brief record of the proceedings of each monthly Guild Program will be kept by the Recording Secretary and made available to members upon request.

**Corresponding Secretary:** The Corresponding Secretary handles all general correspondence relating to Guild members. The Corresponding Secretary is also responsible for writing notes acknowledging the contributions of donors.

**Advisor:** The immediate Past-President serves as Advisor to the President and the Board.

**Treasurer:** The Treasurer is custodian of the Guild's funds and of all monies collected and dispersed. The Treasurer disburses funds in accordance with program plans approved by the Executive Committee. In the absence of the Treasurer, the Guild's President may disburse funds. The Treasurer is responsible

for collection of all monies and, with the knowledge of the Guild President, makes payments when receiving invoices and receipts from approved expenditures.

The Treasurer submits a proposed operating budget for the coming year subject to the newly elected Executive Committee's review. A budget based on projected needs determined by the Executive Committee is given a final review for approval by the Board of Directors in July. The approved budget is presented to the General Membership in October.

## **GENERAL GUIDELINES**

**Fiscal Policy and the Disbursement of Monies:** Guild funds are used exclusively to pay the Guild's operating and educational program costs and to support the Asheville Symphony. Funds donated or earmarked for specific programs are to be disbursed only in support of those programs. Should the Guild be dissolved, assets will be used to discharge outstanding obligations; any remaining assets are subsequently to be allocated to the Asheville Symphony Society, Inc.

**Liability:** Members of the Board of Directors and volunteers are protected under the safeguards afforded to, and provided by, the Asheville Symphony Society, Inc.

**Duties:** At the meeting of retiring and incoming Boards, officers transfer detailed job descriptions along with any records and recommendations for improvement to their successors.

**General Membership Programs** are usually held the Thursday preceding the Masterworks concerts. The Program schedule may be changed with the approval of the Board. Installation of officers is held at the Annual Luncheon in May.

In the event of inclement weather, Guild and Board meetings will be canceled automatically when the Asheville city schools are closed. Should city schools have a delayed opening, Guild Programs will be held as scheduled.

**Special Meetings:** The President or any three members of the Executive Committee of the Guild may convene special meetings for the purpose of addressing specific issues requiring immediate attention.

## **STANDING COMMITTEES**

Appointment of Chairpersons is completed by the incoming President and presented to the membership at the September General Meeting.

At the close of the term of office and no later than the Incoming/Outgoing meeting, each Chairperson transfers a detailed job description and any records and recommendations for improvement for the forthcoming year to his/her successor.

The **Communication Committee** Requests for transmission of broadcast emails (eblasts) may be initiated through members of the Board with the knowledge of the President.

The **High Notes Committee** edits and compiles the Guild's newsletter published six times a year.

The **Hospitality Committee** provides refreshments for all General Programs as well as the Orchestra Breakfast in September. The Committee co-ordinates with the Second Vice-President for the Annual Luncheon in May.

The **Libretto/Directory Committee** compiles the information and provides for the printing and distribution of *Libretto* no later than October 1<sup>st</sup>. The *Libretto* includes a directory of current Guild members, Guild Board members and a calendar of events. After the initial distribution of *Libretto*, remaining copies are transferred to the Membership Committee for distribution to new members. For protection against solicitation, use of the *Libretto* is limited to the membership of the Guild.

The **Membership Committee** promotes membership, acquires new member information from the Treasurer and shares this information with the Database Committee, the *Libretto/Directory Committee*, the Volunteer Coordinator and the Musical Feast Committee. Any and all changes of address, email address, phone number and/or circumstance should be shared and corrected in a timely manner. The Membership Committee provides permanent nametags for all members of record, temporary nametags for guests and is represented at all scheduled Guild functions including the Symphony concerts. Excess copies of *Libretto* are kept on hand for distribution to new members. The Committee welcomes attendees, provides access for new memberships, plans a New Member Social and records the attendance at Guild Programs.

The **Membership Database Committee** maintains an accurate up-to-date master database to provide readily available information about the membership of the Guild. The database is prepared for the exclusive and official use of the Guild Board, associate committees and the Symphony office. All known changes to the database should be shared with the other committees and the corrections made in a timely manner.

The **Musical Feast Committee** plans and organizes a variety of luncheons, dinners and special food-related events (usually with music) as fundraisers for the Guild. This committee prepares a booklet listing all of these events to include information on the theme, hosts, location, menu and price. An appointed member of the committee (the Recorder) keeps a record of all subscriptions to the parties,

acknowledges and confirms their payments, sends timely reminders and directions to the subscribers and prepares a financial report for the Committee Chair and the Treasurer. The Chair subsequently reports to the Board and the Membership.

The **Music Education in the Schools Committee** brings to third, fourth and fifth grade students in all Buncombe County and Asheville city schools programs which introduce a variety of musical instruments and traditional symphonic pieces to the children. This Committee is responsible for fundraising such as “Pass the Hat” at an Asheville Symphony concert and for awarding summer camp scholarships for middle and high school students from the eleven counties of western North Carolina.

The **Nominating Committee** consists of the President, the President-Elect, and two additional members appointed by the President. The Committee recruits candidates for the Executive Committee and presents a slate of nominees to the general membership during the March General Meeting. Endorsement and election of candidates occurs at the April General Meeting and investiture during the Annual Luncheon in May.

The **Publicity Committee** arranges communications concerning the Guild and builds good public relations by keeping the Asheville area informed of Guild activities.

**Special Committees** carry out events and fund-raising activities of the Guild as requested. The President is authorized to appoint such other committees as may be deemed necessary and advisable.

The **Travel Committee** plans, organizes and publicizes all Guild-sponsored trips.

The **Volunteer Coordinator** works closely with the Membership Committee to review all new and current member information for the purpose of offering a choice of available non-standing or “ad hoc” committee assignments. The Chair keeps a roster of volunteers for these one-time assignments and functions as a liaison with Board officers and Committee Chairs to help fill volunteer positions as needed. The Volunteer Chair also works with the Communications Chair to ensure that Guild members who do not have email addresses receive information included in email “blasts”.

***Change(s) in the Operating Procedures may be proposed by a two-thirds vote of the Asheville Symphony Guild Board Members. The proposed amendment(s) will be presented to the General membership for approval at the annual meeting in May. The proposed change(s) will be posted on the Asheville Symphony Orchestra's web site in advance of the meeting and will be available at the Membership table at the annual meeting.***

Date Approved \_\_\_\_\_