

## **CONSTITUTION**

### **ARTICLE I - Name**

The name of this organization shall be the WACO SYMPHONY COUNCIL.

### **ARTICLE II- Purpose**

The purpose of this organization shall be to support, assist and further the interests of the Waco Symphony.

### **ARTICLE III- Membership**

- A. Eligibility-Any person who supports the objectives and purposes set forth is eligible for membership. A potential new member may be invited by the President of the Council to become a member of the Council. Current members may propose potential new members to the President.
- B. Requirements - All members must serve on two committees and must pay dues.

### **ARTICLE IV - Dues**

The categories of membership and the dues for such categories shall be established by the Board of Directors.

### **ARTICLE V – Officers**

The officers of the Council shall be president, president-elect, first vice-president, second vice-president, third vice-president, fourth vice-president, fifth vice-president, recording secretary, corresponding secretary, treasurer, and immediate past-president.

### **ARTICLE VI - Elections**

Section 1. The officers of the Council shall be elected annually.

Section 2. All officers shall be eligible for re-election to a second term, but no member shall be eligible to serve more than two consecutive terms in the same office.

### **ARTICLE VII - Quorum**

Those present shall constitute a quorum. Business shall be conducted during General Meetings/Preview Parties. Action may be taken by a majority vote. A General Meeting/Preview Party can be called by the President or Executive Board with seven days notice.

**ARTICLE VIII - Amendments**

The Constitution may be amended at any General Meeting/Preview Party of the organization by a two-thirds vote of those members present and voting, provided the proposed amendment has been submitted in writing at least thirty days prior to that meeting.

**ARTICLE IX - Parliamentary Rules**

Robert's Rules of Order Revised shall be the authority in all questions of parliamentary law not covered by Bylaws.

**BYLAWS**

**ARTICLE I - Duties of Officers**

Section 1. President. Shall preside at all meetings. Shall appoint Chairmen of Standing Committees in consultation with the Executive Board and Nominating Committee. Shall be an ex-officio member of all committees except the Nominating Committee. Shall serve on the Budget Committee. Shall fill vacancies on the Board of Directors by appointment with approval of the Executive Board. Shall, with the president-elect, entertain the Belles and Brass at a reception following the presentation. Shall read Constitution, Bylaws, Policies and Standing Rules.

Section 2. President-elect. Shall assist the President and perform duties of the president in the absence of that officer. Shall become president if a vacancy occurs in that office. Shall work with the Directory Chairman and VP of Membership and shall serve on the Budget, Bylaws and Nominating Committee. Shall, with the President, entertain the Belles and Brass at a reception following the presentation.

Section 3. First Vice-President. Shall be in charge of fund raising and shall, with the president, appoint committee chairmen to carry out the projects. Shall serve as the liaison between these committees and the president.

Section 4. Second Vice-President. Shall, with the president, appoint chairmen for the following Youth Program Committees: Children's Concert, Nutcracker Concert, School Enrichment Programs, Youth Orchestra, and ZooTunes, and shall serve as the liaison between these committees and the president.

Section 5. Third Vice-President. Shall, with the president, appoint committee chairmen for the following Social Committees: Patron Party, General Meeting/Preview Party, and Sunday Sounds. Shall secure General Meeting/Preview Party locations, and shall serve as the liaison between these committees and the president.

Section 6. Fourth Vice-President. Shall, with the president, appoint committee chairmen for the following Belle and Brass Committees: Sophomore Belles, Junior Belles, Junior Brass, Reception/Invitations and Presentation, and shall serve as the liaison between these committees and the president. Shall oversee all activities associated with the Belle and Brass program including initial invitation to program. The fourth vice-president shall review the Belle and Brass Policy annually.

Section 7. Fifth Vice-President. Shall oversee membership and with the President, shall appoint committee members as necessary. Shall compile a list of prospective members, keep a list of active members' profiles, shall solicit new members and shall work with the President-elect and Directory Chairman. Shall work with Treasurer in collecting dues, shall report to the President, and shall serve as the liaison between these committees and the president.

Section 8. Recording Secretary. Shall record and keep in permanent form the minutes of all Executive Board, Board of Directors, and General Meetings/Preview Parties.

Section 9. Corresponding Secretary. Shall send notices of the Council board meetings, and other pertinent correspondence. Shall serve as the liaison to Volunteer Coordinator.

Section 10. Treasurer. Shall keep full and accurate accounts and shall present financial statements at the Board of Directors and General Meetings/Preview Parties, and shall file a monthly copy of each financial statement at the Waco Symphony Association office and with the Waco Symphony Council President. Shall be chairman of the Budget Committee. Shall work with the Fund-Raising Treasurer and/or any other appointed treasurer. The treasurer shall review the Financial Policy annually. The Fundraising Treasurer and/or any other appointed Treasurer shall not be eligible to serve more than two consecutive terms in office.

Section 11. Immediate Past President. Shall be chairman of the Nominating Committee and Bylaws. Shall serve on the Budget Committee. Shall serve as Parliamentarian.

## **ARTICLE II-Standing Committees**

Section 1. Advocacy. Shall inform the Council of issues of advocacy concerning the Symphony and the arts in general. Shall report to the president.

Section 2. Budget. Shall prepare an annual budget for the Council. Shall be chaired by the treasurer and composed of the president, president-elect, and immediate past president. The incoming treasurer, if slated, shall serve on committee.

Section 3. Bylaws. Shall review the bylaws annually and propose changes as needed. Shall be chaired by the immediate past president, and shall include the president-elect.

Section 4. Sunday Sounds. Shall work with the Association Executive Director in coordinating and providing refreshments for the concerts. Shall report to the third vice-president.

Section 5. Directory. Shall prepare and distribute the directory to the Council membership. Shall report to the president-elect.

Section 6. Fund Raising. Shall be responsible for fund raising projects for the Council. Shall report to the first vice-president.

Section 7. Historian. Shall be responsible for keeping an accurate account of the activities pertaining to the Council in a scrapbook. Shall report to the president.

Section 8. Newsletter. Shall prepare and distribute the newsletter in cooperation with the Symphony Association. Shall report to the president.

Section 9. Nominating. Shall be chaired by the immediate past president and composed of the president-elect and three members appointed by the president. Shall submit a slate of nominees at a Spring General Meeting/Preview Party at which time the election of officers is held.

Section 10. Volunteer Coordinator. Shall, in cooperation with the Symphony Association Office, recruit volunteers as needed. Shall report to the Corresponding Secretary.

Section 11. Patron Party. Shall plan and co-host a party with the Waco Symphony Association held yearly honoring Patron and higher donor categories of the Symphony and shall report to the third vice-president.

Section 12. General Meeting/Preview Party. Shall work with the president and third vice-president in planning for General Meetings/Preview Parties and shall provide refreshments and serve as hostesses. Shall report to the third vice-president.

Section 13. Public Relations. Shall plan publicity for Council events and other activities, which promote the Symphony. Shall report to the president.

Section 13. Symphony Sophomore Belles. Shall be responsible for the Symphony Belle Program for sophomore girls. Shall report to the fourth vice-president.

Section 14. Symphony Junior Belles. Shall be responsible for the Symphony Belle Program for junior girls. Shall report to the fourth vice-president.

Section 15. Symphony Brass. Shall be responsible for the Symphony Brass Program for junior boys. Shall report to the fourth vice-president.

Section 16. Symphony Belle and Brass Presentation. Shall work with the Belle and Brass Chairmen, the Waco Symphony Association and Waco Hall in arrangements for the presentation ceremony. Shall report to the fourth vice-president.

Section 17. Symphony Belle and Brass Reception/Invitations. Shall be responsible for planning and carrying out plans for the reception, including invitations, hosted by the president and president-elect. Shall report to the fourth vice-president.

Section 18. Youth Program-Children's Concert. Shall work with the Association and Music Director to plan and to oversee the concert. Shall report to the second vice-president.

Section 19. Youth Program-Nutcracker Concert. Shall obtain volunteers to assist with auditions, Kids Club and sales. Shall report to the second vice-president.

Section 20. Youth Program-School Enrichment Programs. Shall plan and execute educational youth programs to foster and to promote the understanding and appreciation of music. Shall report to the second vice-president.

Section 21. Youth Program-ZooTunes. Shall plan and execute, in coordination with the Cameron Park Zoo and the Symphony Music Director, an educational program

that fosters and promotes awareness and appreciation of instrumental music. Shall report to the second vice-president.

Section 22. Such additional Standing Committees as the president may deem necessary may be appointed.

**ARTICLE III - Executive Board**

Shall be the elected officers of the Council.

**ARTICLE IV - Board of Directors**

Shall be the elected officers of the Council and the chairmen of the Standing Committees.

**ARTICLE V - Fiscal Year**

Shall be May 1 through April 30.

**ARTICLE VI - Officer Terms**

Shall be May 1 through April 30 to coincide with Fiscal Year.

**ARTICLE VII - Amendments**

Bylaws and Standing Rules and Policies may be amended by a majority of the members present and voting at any General Meeting/Preview Party.

**STANDING RULES**

Section 1. Waco Symphony Association Patron Party. Eligible to attend are Grand Conductor's Circle, Conductor's Circle, Grand Benefactors, Benefactors, Patrons, Concerto Circle, Music Director, and Executive Director.

Section 2. Symphony Belles. Eligible for the Program are tenth and eleventh grade daughters and granddaughters of sustainer and higher donor categories in compliance with the Belle and Brass Program Policy. All shall be invited formally. The eleventh graders shall be presented at one of the concerts.

Section 3. Symphony Brass. Eleventh grade sons and grandsons of sustainer and higher donor categories are eligible in compliance with the Belle and Brass Program Policy. All shall be invited formally. Brass will be presented at one of the concerts.

Section 4. Symphony Belle and Brass Reception/Invitations. Eligible to attend are Grand Conductor's Circle, Conductor's Circle Grand Benefactors, Benefactors, Patrons, Sustainers, Classical Circle, Concerto Circle, Council Executive Board and Committee Chairmen, Waco Symphony Board, Music Director, and Executive Director. In addition, a maximum of five couples per junior Belle and Brass participant may attend.

Section 5. All fund-raising projects shall be presented to the board for approval.

#### **Symphony Belle and Brass Program Policy**

1. If a girl is living in the Central Texas Area as a sophomore and did not participate in the Belle Program as a sophomore, she **may not** participate as a junior.
2. A girl moving into the Central Texas Area as a junior **may** participate as a junior Belle by paying sophomore and junior Belle fees; by purchasing a sustainer ticket or above with the Council waiving the sophomore Belle requirement of purchase of a sustainer ticket; by the sponsor paying Waco Symphony Council dues; and by requiring attendance at both the sophomore and junior Belle seminars. A second option is for the junior choosing to do the sophomore program as a junior and the junior program as a senior fulfilling all present requirements.
3. Requirements for parent sponsors are the same, regardless of the number of children participating, except that the Belle and Brass fees are required on each child. (For example, if there are twins in the program or if a sponsor has a sophomore Belle and a junior Belle or Brass, only one sustainer membership and one Council membership are required. If parents of a Belle or Brass are the sponsor, and the grandparents are sustainer members or higher, the grandparents' name will also be printed in the Symphony program and announced at Presentation. If grandparents wish to sponsor grandchildren from more than one family, a full sustainer membership is required for each family. Sponsoring grandparents must be full sustainers

(as opposed to single sustainers) in order to have their names printed in the Symphony program and announced at the presentation.

4. In blended families, only one Belle or Brass family obligation is required, that being the sponsor. (The sponsor can be either a parent or a grandparent.) If the sponsor is a parent, he/she will determine if a nonsponsoring parent's name will be printed in the Symphony program and announced at Presentation. If the non-sponsoring parent is also a sustainer member, his/her name will automatically be printed in the Symphony program and announced at Presentation.
5. The Belle and Brass chairmen may choose designs for the t-shirts in consultation with the Executive Director regarding professional appearance.
6. The Executive Board has final authority on all decisions regarding policy.
7. All Belles and Brass must be fully registered with Belle and Brass fees paid by the Orientation meeting. Any Belle or Brass who registers after the Orientation Meeting will be assessed a late fee. Exceptions must be approved by the board. Final payments on Sustainer memberships and any other financial obligations must be made by Junior Belles and Brass prior to February 1 or Belle or Brass may not participate in the presentation.

#### **Symphony Council Financial Policy**

1. All money shall be counted by two Council members prior to the money being deposited by the treasurer. Each counter will sign the Receipt Form that should equal the deposit. All checks and money collected shall be individually recorded and shall be deposited within 72 hours of receipt by the treasurer.
2. All bank accounts shall have on file the signatures of the current President and Treasurer. If there are additional fund raising accounts or project bank accounts, the signatures of the President and Council Treasurer shall be on file along with the signature of the Treasurer in charge of that account (i.e. Fund Raising, TASO, etc.). It is recommended that the President-Elect also be on all bank accounts.



3. Bank statements shall be accessible on-line by the President and the Treasurer. The President shall receive monthly paper statements from the bank
4. All Council checks written in the amount of \$500 or over shall require two approved signatures. (i.e. Council Treasurer, Council Fundraising Treasurer, President, President-elect or any other fund-raising or project treasurer in charge of that account).
5. The Treasurer shall provide written acknowledgement of receipt for tax contribution purposes under or as required by the Tax Code.
6. The Treasurer shall file a copy of the monthly/annual Financial Report with the Association VP of Finance and with the Waco Symphony Council President.
7. The Association VP of Finance is responsible for filing any IRS forms necessary.
8. Council financial data, including support for all transactions, shall be provided annually to the Association VP of Finance, and shall be provided to that officer at other times as requested.
9. No check shall be issued without a receipt or written documentation, and approval of expense by an Executive Board member, other than the Treasurer, or by a designated committee chairman so designated by the Executive Board.
10. The Symphony Council will not reimburse for sales tax.
11. If there are additional Treasurers, i.e. Fund Raising, TASO, etc., these policies shall apply.
12. Gifts given to the Waco Symphony Council may be designated to be given either to the Waco Symphony Foundation or to the Waco Symphony Council Scholarship Fund.

13. Income from membership dues, Children's Concert ticket sales and undesignated gifts shall be used for budgeted operating expenses.
14. Income from Belle and Brass fees shall at minimum cover expenses of the Belle and Brass Program.
15. Income from fundraising profits shall go for funding the Waco Symphony Association budget for subsequent years with the exception of special needs requests of the Association. Income from large fundraisers (i.e. showhouse) should be spread over the next two subsequent years.
16. The Baylor University Waco Symphony Council Scholarship will receive \$1,000 annually from the Children's Concert net revenue as our thank you to Baylor University for the use of their facilities and orchestra for the concert. The Orchestral Studies will receive \$1,000 from the WSC fundraising account, if requested, for the WSA to present to Baylor University. The Waco Symphony Council will give \$1,500 annually to the Orchestral Studies as our thank you to the Waco Symphony Conductor.
17. Excess funds remaining in the General Account, at the end of the fiscal year (April 30) minus any start-up expenses needed for the upcoming year (i.e.: Belles & Brass, membership, etc.) will be transferred to the Fundraising account.

(Revised and Amended 2017)