



## Policy and Procedure

### General

The president of The Symphony Guild of Charlotte is the official spokesperson for The Guild. All invitations and other publicity must include this statement:

**Proceeds allow The Symphony Guild to support its education projects, the Charlotte Symphony, and youth music education.**

Prior to typesetting, all printed materials must be approved by the appropriate vice president and the president. The membership list shall not be used for any purpose outside a Guild activity without Board approval. The Symphony Guild of Charlotte is financially committed to the continued growth of the Charlotte Symphony Youth Orchestras. There will be no refund of dues or monies received in payment for The Symphony Guild of Charlotte activities. Administrative expenses for Guild projects shall be covered by fundraising income. Dues shall be used to defray operating expenses.

### Board

All officers and members of the Board of Directors must be members in good standing of the organization. All officers, board members, and committee chairs are responsible for training the immediate successors to their positions. The immediate past president shall serve as a member of the Executive Committee. All board and committee chairs are expected to invite the president, president elect, and appropriate vice president to all meetings. All major decisions must be approved by the Board and be scrutinized for long-term consequences. Each committee chair is responsible for contacting all members who have expressed interest in working on the respective committee's projects. The standing committee chairs will be selected from the elected directors by the vice president elect of management and planning after consultation with the president elect.

### Nominating Committee

The Nominating Committee will consist of the immediate past president, four members at large selected by the Nominating Committee and approved by the Board, and the president-elect, who is a non-voting member of the committee. The four at large members of the Nominating Committee will have familiarity of The Guild membership, serve two-year staggered terms, and

cannot serve two consecutive terms. One of the at large members in his/her second year on the Nominating Committee will serve as chair of the Nominating Committee and be a non-voting member of the Board of Directors for that year. The committee will choose the slate of officers for the coming year, two non-voting advisors to the Board to serve staggered two-year terms and the past presidents' representative, who will be a non-voting member of the Board and serve one year. No member of the Nominating Committee may be proposed for a voting position on the slate. The Nominating Committee will review the job descriptions and necessary qualifications for the slate, seek recommendations for the slate from past and present officers, directors, and committee chairs of The Guild, and build a slate with balanced strengths in the areas of strategy, innovation, management, and finance. The Nominating Committee will present the proposed slate of officers no later than February. The president-elect should choose the major fundraising chair(s) as soon as possible, after consulting with the chair of the Nominating Committee.

### **Contracts**

All contracts pertaining to The Symphony Guild of Charlotte activities must be signed by the president or president elect.

### **Membership**

Membership in The Guild is open to anyone interested in supporting The Guild and its projects in the community. The Guild will accept new members throughout the fiscal year. After December 1, dues will be prorated until the start of the next fiscal year. New members will attend a new member orientation. A person who joins The Guild is considered a new member for a period of one year. A former member rejoining after an absence of three or more years will be considered a new member.

The Board of Directors sets specific requirements for members with respect to the purchase of tickets to a Guild event or fundraiser. Active members/active couples may be required to purchase a specific number of tickets at a set price; patrons are encouraged to purchase tickets. A bill of notice will be sent to those active members/active couples and who have not remitted fundraising project monies prior to the approved event/fundraiser. Members who have not paid the event/fundraiser ticket requirement within two months after the event/fundraiser shall have all benefits of Guild membership suspended until payment has been received by The Guild treasurer. Such benefits include receipt of *Noteables* and invitations. The president and vice president of membership shall evaluate each case and the reasons for non-payment, and they, in agreement, may decline to suspend any member whose situation includes good reasons for non-compliance with Guild membership policies.