



## **POLICY AND PROCEDURE**

### **GENERAL**

The President of The Symphony Guild of Charlotte, Inc. is the official spokesperson for The Guild.

All invitations and other publicity must include this statement:

*Proceeds allow The Symphony Guild of Charlotte, Inc. to support the Charlotte Symphony Orchestra and further music education and appreciation.*

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.

Expenses for Guild projects shall be covered by fundraising income. Member 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 should invite the President, President-Elect, and appropriate Vice President to all meetings. Notes should be kept of every meeting and distributed immediately afterward to the President, President-Elect, Office Administrator, the Vice President of the area and the Vice President's successor, if already named.

The Board shall approve all major decisions being mindful of long-term consequences.

Each committee chair is responsible for communicating with all members who have expressed interest in working on the committee's projects. The President shall select the standing committee chairs with the approval of the Board of Directors.

### **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. 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 should present the proposed slate of officers no later than February. The incoming Vice President of Fundraising should consult with the President-Elect as soon as possible to choose the major fundraiser chair(s).

## CONTRACTS

All contracts pertaining to The Symphony Guild of Charlotte, Inc. 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. The Guild will accept members throughout the fiscal year. After December 1, new member dues will be applied through the next fiscal year. New members will attend a new member orientation, if one is offered. A person who joins The Guild is considered a new member for a period of the first year of membership.

The Board of Directors sets specific financial requirements for members and may recommend suspension of the membership of anyone failing to comply. 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. There will be no refund of dues or monies received in payment for The Symphony Guild of Charlotte, Inc. activities.