

**MIDLAND SYMPHONY GUILD
BYLAWS AND STANDING RULES
Midland, Texas**

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THE MIDLAND SYMPHONY GUILD BYLAWS
Midland, Texas

ARTICLE I. NAME

The name of this organization shall be THE MIDLAND SYMPHONY GUILD (the "Guild").

ARTICLE II. PURPOSE

The purpose of this Symphony Guild is exclusively educational and charitable, and is to provide a broad base of public support for the Midland-Odessa Symphony & Chorale, Inc. ("MOSC").

ARTICLE III. MEMBERSHIP

Section 1. Classes of Membership

A. Member-in-Training

Members-in-Training are individuals who have been invited to Guild membership following a written recommendation by an Active or Patron member and approval of the Board of Directors and who are engaged in complying with the requirements for admission to Active membership. (See Standing Rule V. B.) Members-in-Training are not eligible to hold office or vote. There shall be no limit upon the number of Members-in-Training.

B. Active

Active members are those members who have completed all Member-in-Training requirements and have been admitted to Active membership upon approval of the Board of Directors, or who have returned to Active status from Patron membership. Active members shall comply with all requirements of good standing. (See Standing Rule IV). There shall be no limit upon the number of Active members.

C. Patron

Patron members have all the privileges of membership except that they may not hold office or vote. They shall comply with Bylaws Article IV. Section 1. A. Annual Dues and Section 3. Payment. Patron members who have previously been Active and wish to return to Active status may do so upon written request to the Membership Vice President. Those Patron

members wishing to change status who has not previously been Active must complete the requirements of a Member-in-Training.

D. Honorary

Honorary membership shall be in recognition of notable service to the Guild. It may be conferred upon a member upon the signed recommendation of two members and the approval by a two-thirds vote of the Board of Directors. Honorary members shall have no obligations of membership, but shall have all the privileges of membership except that they may not hold office or vote.

Section 2. Change in Membership Status

A request for a change in membership status shall be submitted in writing to the Membership Vice President by April 1 of any year. A change in membership status from Active to Patron, or Patron to Active, shall take effect on the following June 1.

Section 3. Resignations, Reinstatements and Removals

A. Resignations

Any member who is not in arrears in dues or in performance of Guild duties may resign in good standing. A member who is not in good standing may resign but shall not have the privilege of reinstatement. Resignations require approval by the Board of Directors and must be submitted in writing to the Membership Vice President before April 1; otherwise, members shall be liable for dues for the coming year. A member who resigns in good standing may be considered for reinstatement.

B. Reinstatements

Any member who has resigned while in good standing may be reinstated into Active or Patron membership by a two-thirds vote of the Board of Directors. A former member wishing to reinstate, who has a prospective Belle, must request reinstatement by April 1 of the prospective Belle's seventh grade year.

C. Removals

A member may be removed from membership after previous notice in writing stating the cause of such action and only upon a two-thirds vote of the Board of Directors. If requested, an opportunity for a hearing before

the Executive Committee shall be given to a member who has been given notice of proposed removal. (See Standing Rule VII.)

ARTICLE IV. DUES AND GUILD OBLIGATIONS

Adoption of a proposed change to the dues or other financial obligations requires a two-thirds vote of the Active members present and voting.

Section 1. Dues

A. Annual Member Dues

Annual dues for the three classes of membership shall be as follows: Member-in-Training, \$50.00; Active, \$50.00 and Patron, \$35.00.

B. Annual Belle Dues, Fees and Assessments

1. Dues

Annual dues shall be as follows: \$50.00 per Belle.

2. Fees

a. Administrative Fee

Non-refundable annual administrative fees of \$25.00 shall be paid by each Belle, and submitted with her yearly renewal application.

b. Prepaid Gala Fee

Non-refundable annual Gala fee of \$145.00 shall be paid by each Belle, and submitted with her yearly renewal application.

1. Freshman Belle Fees

Each Guild member with a Freshman Belle will be provided with two prepaid General Admission tickets for Freshman Introduction as part of their prepaid Gala Fee.

2. Senior Belle Fees

Each Guild member with a Senior Belle will be provided with two prepaid General Admission tickets for Senior Presentation as part of their prepaid Gala fee.

3. Assessments

A member or Belle that is absent from a scheduled function, without having made prior arrangements with the Belle Chairman, shall be assessed \$10.00. Each additional unexcused absence will result in incrementally increasing assessments, i.e. one absence - \$10.00, two absences \$20.00, three absences - \$30.00. A Belle that is absent from a scheduled function for any reason shall not receive a service credit. Payment for assessments are due in full within 30 days of notification. Failure to comply may result in the member being placed in restricted status (See Standing Rule VII) and the Belle ineligible to participate in the activities normally afforded to a Belle (See Standing Rule IX.A.). Non-compliance regarding all Belle financial obligations may result in removal of the member and Belle from the program. A member and Belle removed from the program for nonpayment of financial obligations shall not have the privilege of reinstatement.

C. Special Membership Dues

At the annual discretion of the executive board, MIT (member-in-training) membership may be granted to Belles enrolled in a grade higher than 8th and lower than 11th provided the Belle and member remit all dues and financial obligations and commit to fulfill all service requirements that would have been made cumulatively if the Belle and member were first granted membership when the Belle was in 8th grade. All financial obligations are due and payable at the time of application for new membership. Alternate payment options may be made with the approval of the Financial Vice President and will be kept confidential at all times.

Section 2. Other Financial Obligations

A. MOSC Season Subscription

By September 1, all Active members and Members-in-Training must purchase an MOSC season subscription for at least one of the current Symphony concert series, or a current MOSC season subscription if invited to membership after September 1. In lieu of a MOSC season subscription, an Active Member or Member-in-Training may donate the cost of a season subscription to MOSC.

B. Additional Belle Program Costs

Information regarding approximate yearly costs incurred for the Belle program, such as uniforms, presentation dresses and photos, is distributed by the Belle Committee and is also available through the Membership Vice President.

Certified Letter Assessment

The addressee of a certified letter sent by the Guild shall be liable for an assessment of \$50.00.

C. Refunds

Refunds of \$50.00 annual dues, which does not include MOSC Season subscription purchase, will be made only to those members who move from the city before September 1. Any such request must be submitted in writing to the official address of the Guild postmarked no later than September 1.

Section 3. Payment

All members must submit annual dues, and other financial obligations, as stated in Article IV. Sections 1 and 2, except for Section 1.B.3 by April 1, or immediately upon accepting the initial invitation to membership, if after April 1 but before June 1st. A 60-day grace period for submitting dues and other financial obligations by renewing or reinstating members shall be granted subject to a \$50 fine if paid prior to May 1st and a \$100 fine if paid by June 1st. Renewing and reinstating members failing to comply with the April 1st deadline or apply within the grace period shall not be admitted into membership for the upcoming year, except at the discretion of the Executive Committee. Payment along with the appropriate forms may be given to the Financial Vice President at the January, February or March General Meetings or mailed to the official address of the Guild. Submission dates for items mailed will be the postmarked date. A member who has not met all Guild financial obligations, by April 1 may be placed in restricted status. (See Standing Rule VII.) Should a member have extenuating circumstances which prevent her from fulfilling her financial obligations on a timely basis, the Financial Vice President must be notified in writing before April 1, in order to make written arrangements for payment. All such arrangements shall be kept confidential.

Section 4. Notice Obligations and Requirements

All members are required to provide the acting Membership Vice President with current information for the member and her respective Belle(s) including their mailing address, email address, phone number and cell phone number. Any change(s) to this information should be requested in writing by submitting such request to the Membership Vice President by mail or email. It is the member and/or Belle's obligation to insure that the Membership Vice President is provided current contact information at all times. The Guild will send notices and/or mailings to the member and/or Belle at the address currently on file with the Membership Vice President and is not required to send notice to any member or Belle at an alternate address without a written request.

ARTICLE V. OFFICERS

Section 1. Personnel

The officers of the Guild shall consist of a President, President Elect, Belle Vice President, Community Vice President, Financial Vice President, Membership Vice President, Projects Vice President, Corresponding Secretary and Recording Secretary.

Section 2. Nomination

The Nominating Committee shall present a slate of one candidate for each office to be filled. The consent of each nominee must have been previously obtained. The slate of officers shall be sent to all members prior to the April General Meeting.

Section 3. Election

Officers shall be elected by ballot, show of hands, or voice vote at the April General Meeting for a term of one year. The presiding officer shall ask for nominations from the floor. The consent of each nominee must have been previously obtained. In case of a tie, a second poll of the Guild shall be made. If this also yields a tie, the election shall be decided by lot. If there shall be but one candidate for any office, a voice vote may elect the slate. Officers shall assume their duties on June 1. The Belle Vice President, Community Vice President, Membership Vice President, Corresponding Secretary and Recording Secretary shall be eligible for re-election for a second term, but no member shall be eligible for reelection to serve more than two consecutive terms in the same office.

Section 4. Duties

A. President

The President shall be the executive officer of the Guild and shall preside at all meetings of the Guild, Board of Directors, and Executive Committee. She shall serve as a member on the Board of MOSC. The President shall serve as a member ex-officio of all committees except the Nominating

Committee. She shall, with the approval of the Executive Committee, appoint all committee chairmen not otherwise provided for; and she shall sign checks in the absence of the Financial Vice President.

B. President Elect

The President Elect shall assist the President and, in the absence of the President, shall assume the duties of that office. She shall serve as an ex-officio member on the MOSC Board, and in the absence of the President shall serve as a member on the MOSC Board. She shall oversee all committees assigned to MOSC affairs. She will take care of renewal of Director's and Officer's Insurance. She shall assume the presidency the following year.

C. Belle Vice President

The Belle Vice President shall be responsible for the organization and supervision of the Symphony Belles in the training and performance of their duties. She shall oversee the house management of Belles at the Symphony concerts and the planning and implementation of the Belles' presentation and the Belle Ball. She shall also oversee the Freshman Belle Introduction, Senior Belle Presentation and other Belle credit activities.

D. Community Vice President

The Community Vice President shall oversee community affairs and all committees assigned to community affairs.

E. Financial Vice President

The Financial Vice President shall be custodian of the funds of the Guild, and shall receive all monies, collect all dues, and notify all members who may be delinquent. She shall make payments in accordance with the budget or upon order of the Board of Directors. Expenses which exceed the approved budget for the current year by \$500.00 or more per category (i.e., not per line item or sub-category) must first be approved by the Board of Directors and then approved by membership. She shall keep accurate accounts, present financial reports at meetings of the Guild and the Board of Directors, and she shall have a compilation made of the Guild books at the end of the fiscal year. The Financial Vice President shall serve as chairman of the Finance Committee. Any appointed committee treasurer shall report to the Financial Vice President with a monthly statement and their full set of books must be turned in to her by the end of

April. In June, these books will be turned over to the CPA for filing of the 990. These appointed treasurers must submit a proposed budget for their committee to the Financial Vice President by February 1 so it can be incorporated into the proposed Annual Operating Budget, at the April Board meeting and the April Annual Meeting.

F. Membership Vice President

The Membership Vice President shall oversee all membership affairs and all committees assigned to membership affairs. She shall chair the Membership Committee.

G. Projects Vice President

The Projects Vice President shall oversee the planning and the execution of all fund raising projects including the activities of the Gala Committee and Table Tops Committee. She shall also oversee the Project Research Committee.

H. Corresponding Secretary

The Corresponding Secretary shall conduct the general correspondence of the Guild. She shall notify the Board of Directors of Board Meetings, and perform the duties of the Recording Secretary in her absence.

I. Recording Secretary

The Recording Secretary shall keep the minutes of all meetings of the Guild, the Board of Directors, and the Executive Committee. She shall perform the duties of the Corresponding Secretary in her absence.

Section 5. Executive Committee

The Executive Committee shall be composed of the officers of the Guild and shall meet as needed at the discretion of the President. The Immediate Past President is an ex-officio member of the Executive Committee and serves in a non-voting capacity. The Parliamentarian attends Executive Committee meetings, in a non-voting capacity, at the request of the President. The Executive Committee shall have the powers of the Board of Directors between meetings and shall have the authority to approve expenditures over the approved budget for the current year not to exceed \$500.00 per category (i.e., not per line item or sub-category). Actions of the Executive Committee shall be submitted to the Board of Directors for ratification at its next meeting. Except as otherwise provided, chairmen of Standing Committees shall be appointed by the President with the advice and consent of the Executive Committee.

ARTICLE VI. BOARD OF DIRECTORS

Section 1. Number and Term

The Board of Directors shall consist of the officers, the chairmen of all Standing and Elected Committees, the Belle Vice President Elect, the Financial Vice President Elect, and the Projects Vice President Elect, the Membership Vice President Elect, and Community Vice President Elect.

The term of office of each shall be for one year, beginning June 1. The Financial Vice President Elect and the Projects Vice President Elect shall serve on the Board for a term of one year. The Belle Vice President Elect, Community Vice President Elect and the Membership Vice President Elect may serve two consecutive terms.

Section 2. Duties

The Board of Directors shall have general charge and control of the affairs, funds, and property of the Guild. Its decision on questions of interpretation of the Bylaws shall be final.

Section 3. Vacancies

A. Officers

A vacancy occurring in any office of the Guild shall be filled by vote of the remaining members of the Board of Directors from a slate submitted by the Nominating Committee. Persons so elected shall serve until the expiration of the original term of office.

B. Board of Directors

In case of a vacancy in an appointed position on the Board, the President, with the approval of the Executive Committee, shall appoint a successor to fill the unexpired term.

Section 4. Meetings

The Board of Directors shall hold a minimum of six meetings called annually at the discretion of the President. Special meetings may be called by the President or upon written request of five members of the Board.

Section 5. Voting

A majority vote is required at Board meetings in which a quorum is present, unless otherwise stated in the Bylaws or Standing Rules. Determination of a voting result shall

be based on Board members present and voting. An abstention will not be counted as a vote cast.

Section 6. Quorum

The majority of the voting members of the Board of Directors shall constitute a quorum.

ARTICLE VII. COMMITTEES

Section 1. Standing Committees

Standing Committees are those representing activities which support and are consistent with the program and the purpose of the Guild. (See Standing Rule VIII.)

Section 2. Elected Committees

Nominating Committee

The Nominating Committee shall be composed of five voting members who shall be elected at the April Annual Meeting, from a slate prepared by the previous Nominating Committee. There shall be a chairman who shall serve without a vote and who is appointed by the President, with the approval of the Executive Committee. The chairman must have served on a previous Guild Nominating Committee. The committee's function shall be to prepare slates of candidates for the elective positions of the Guild. The Immediate Past President shall not be a member of this committee.

Section 3. Special Committees

Special Committees shall be appointed or created by the President, with the advice and consent of the Executive Committee, designating their powers, duties and terms of appointment.

ARTICLE VIII. MEETINGS

Section 1. General Meetings

There shall be at least six General Meetings of the Guild to be held during the designated months from September through May, unless otherwise deemed necessary by the Executive Committee.

Section 2. Annual Meeting

The Annual Meeting of the Guild shall be held in April.

Section 3. Special Meetings

Special meetings of the Guild may be called at the discretion of the President or upon written request of fifteen Active members of the Guild.

Section 4. Quorum

A quorum shall consist of those Active members in good standing present and voting at any regular or special meeting of the Guild. The President or presiding chairman may in her discretion declare that there are an insufficient number of members present to adequately determine the matters then pending before such a meeting and in such circumstances she may declare that a quorum is not present and may adjourn said meeting to a later date. Notwithstanding the above provision, any member present at a meeting may call for a quorum and said quorum shall consist of $\frac{1}{4}$ of the voting members of the Guild.

ARTICLE IX. FISCAL POLICIES

Section 1. Fiscal Year

The fiscal year of this organization shall be June 1 through May 31.

Section 2. Director's and Officer's Insurance

Members of the Midland Symphony Guild Board shall be covered by Director's and Officer's Insurance to be renewed yearly.

Section 3. Annual Operating Budget

The Finance Committee shall prepare the Annual Operating Budget. The proposed budget shall be presented to the membership for approval at the April Annual Meeting. The budget must be approved by two-thirds of the Active members present and voting at the meeting.

Section 4. Dissolution

The Guild may be dissolved and the assets of the Guild shall be used and distributed as follows: Dissolution may occur at any general or special meeting of the Active Members of the Guild upon the affirmative vote of not less than three-fourths of the Active Members present and voting, provided that written notice of time, date, place, and purpose of such meeting is given to all Active Members not less than thirty days prior to the date of such meeting. If dissolution is adopted and approved, the assets of the Guild shall first be used for discharge of all debts and obligations. All remaining assets, if any, shall be paid and distributed to MOSC or its successor, provided that such

successor shall then be exempt from the payment of income taxes as provided in the I.R.S. code of 1954 as amended, presently Section 501 (c) (3). Provided there is no existing Association or successor, or if such successor does exist but shall not then be income tax exempt, such remaining assets shall be paid and distributed to such organization(s) selected by the affirmative vote of three-fourths of the members of the Board of Directors. Such organization(s) shall have purpose and objectives that are substantially the same as said Association and shall be exempt from payment of income tax. If more than one organization is selected, the assets may be distributed in either equal or disproportionate shares as the Board of Directors shall determine. All action taken by the Board of Directors shall be final, conclusive, and binding upon all interested persons. None of the officers or directors participating in the foregoing activities shall have any liability or responsibility whatsoever to any person in connection therewith.

ARTICLE X. AMENDMENTS AND RULES OF ORDER

Section 1. Amendments

The Bylaws may be amended at any General meeting of the Guild by a two-thirds vote of the Active members present and voting, provided that the proposed amendment has been presented previously to the Board of Directors and approved and a copy of the proposed amendment has been sent to the membership prior to that meeting. An abstention will not be counted as a vote cast.

Section 2. Parliamentary Authority

The most recent version of Robert's Rules of Order Newly Revised, shall be the parliamentary authority for all matters of procedure not specifically covered by the Bylaws or by specific rules of procedure adopted by the Guild.

ARTICLE XI. STANDING RULES

Standing Rules may be adopted, rescinded, or amended at a General or special meeting of the Guild by a two-thirds vote of the Active members present and voting, without previous notice, or by a majority vote with such notice. An abstention will not be counted as a vote cast.

Revised March 17, 1982
Amended May 11, 1985
Amended March 19, 1986
Revised March 17, 1988
Amended May 11, 1988
Amended May 18, 1989
Amended March 18, 1993

Amended May 14, 1998
Amended March 25, 1999
Amended March 23, 2000
Amended March 22, 2001
Amended March 21, 2002
Amended January 16, 2003
Amended March 17, 2005

Amended May 19, 1994
Amended March 20, 1996
Revised November 20, 1997
Amended January 15, 1998

Amended April 17, 2008
Revised April 12, 2012
Amended April 19, 2012
Amended October 9, 2014

STANDING RULES

I. Admission to Membership

A. Sponsor Requirements

1. Active Member

An Active member in good standing is eligible to sponsor new members. (See Standing Rule IV. Good Standing)

2. Patron Member

A Patron member is eligible to sponsor new members.

3. Member-in-Training

A Member-in-Training must obtain an eligible Active or Patron member as a Co-sponsor in order to propose an applicant for membership in the Guild.

B. New Member Requirements

1. Application Deadline

New member application forms must be completed and returned, with payment of all financial obligations, to the Membership Vice President by June 1.

2. New Member with Prospective Belle

A new member wishing to submit a prospective Belle for application to the Belle Program must comply with the Requirements listed under Standing Rule IX. Symphony Belles, A. Guild Member Requirements.

II. Finance

A. Bank Accounts

Guild bank accounts shall be opened by the Financial Vice President only and shall bear the signature of the Financial Vice President along with signature deemed appropriate by the Executive Committee. All such accounts shall be addressed to the Guild post office box.

B. Collections and Payments

1. Collections

The Financial Vice President shall collect all dues and other financial obligations as described in Article IV of the Guild Bylaws.

2. Payments

The Financial Vice President shall approve all Guild expenses for payment according to the adopted budgets. (See Article V. Section 4. E.)

C. Deposits

All Guild monies are the property of the organization and shall be deposited by the Financial Vice President or the President into the appropriate account and as per Article V, Section 4(E).

III. General Meeting Attendance

Active members and Members-in-Training are expected to attend meetings of the Guild. Attendance at three General Meetings of the Guild is required. No blanket excuses will be allowed. A member may attend one MOSC concert performance in order to fulfill the attendance requirement of one General Meeting per fiscal year. A member may attend the Board Meeting immediately preceding or following a missed General Meeting to fulfill attendance requirements. The Board Meeting must fall within the same fiscal year as the missed meeting. Attendance at General Meetings and concerts will be recorded and kept by the Membership Committee. Non-compliance may result in a member being placed in restricted status. (See Standing Rule VII.) Members with freshmen and senior Belles must satisfy two of the three General Meeting requirements prior to the Gala weekend in order to present their Belles at the Freshman Introduction or Senior Presentation.

IV. Good Standing

To be in good standing, a Guild member must comply with all of the following requirements of Active membership:

- A. Attend at least three General Meetings.
- B. Pay all Guild financial obligations by April 1 or make other arrangements with the Financial Vice President.
- C. Serve on one Standing Committee.
- D. Assist with all fundraising projects of the Guild, as requested.

V. Member-In-Training Status

A. Training Requirements

Members-in-Training shall be required to complete a training course within 12 months after their acceptance into the Guild. During the training year Members-in-Training shall:

1. Attend at least three General Meetings.
2. Pay all Guild financial obligations by April 1 or make other written arrangements with the Financial Vice President. (See Article IV. Section 3).
3. Fulfill an assigned placement on all fundraising/service projects of the Guild, as requested.
4. Attend three Member-in-Training training sessions.
5. Attend at least one MOSC concert during the training year.

Members-in-Training are expected to fulfill all training requirements by April 1, of the training year. A Member-in-Training with excessive absences may not be eligible for Active membership. Members-in-Training will be asked to sign a Guild Contract stating her responsibilities during her training year. Those members failing to meet the training requirements shall be removed from membership upon a two-thirds vote of the Board of Directors.

B. Admission to Active Membership

At the Board Meeting preceding the April General Meeting, the Membership Vice President shall present to the Board of Directors for approval those members who have completed all training requirements and are eligible for Active membership.

VI. Nominating Slating Responsibilities

A. Executive Committee

The Nominating Committee shall prepare a single slate for the offices of President Elect, Belle Vice President Elect, Community Vice President Elect, Financial Vice President Elect, Membership Vice President Elect, Projects Vice President Elect, Corresponding Secretary and Recording Secretary.

B. Nominating Committee

The Nominating Committee shall prepare a single slate of five candidates for the incoming nominating committee to be elected at the April General Meeting.

VII. Restricted Status

A Guild member, who has not fulfilled the requirements of Active membership by April 1st, may be placed in restricted status by a two-thirds vote of the Executive Committee. A member placed in restricted status will be sent a written notice by first class mail return receipt requested, or a return receipt email by the Membership Vice President. A member in restricted status may return to good standing by appearing before the Executive Committee for review of her noncompliance or by fulfilling requirements assigned by the Executive Committee. A members' restricted status will remain in effect until the Executive Committee has determined by two-thirds vote that the Member is returned to good standing. A Belle of a Guild member in restricted status may not participate in the Freshman Belle Introduction Luncheon or Senior Belle Presentation. If the member fails to return to good standing by May 31, she may be removed from Guild membership by a two-thirds vote of the Board of Directors. Members are responsible for promptly submitting address changes in writing to the Membership Vice President.

A member in Restricted Status will be unable to:

- A. Vote
- B. Serve on an elected or appointed committee
- C. Request a change in membership status
- D. Sponsor prospective members
- E. Resign in good standing with the privilege of reinstatement

VIII. Standing Committees

A. Committees

The following Standing Committees shall carry out the continuing activities of the Guild.

1. Advisory Planning and Bylaws Committee

The Advisory Planning Committee shall be primarily a fact finding and study committee. It shall make recommendations, but does not itself take any action. This committee will also recommend proposed amendments to the Bylaws set forth by the Executive Committee.

2. Community Liaison Committee

The Community Liaison Committee shall promote awareness of MOSC and the Guild.

3. Concert Hospitality Committee

There shall be three chairmen to oversee the Concert Hospitality Committee. They are Masterworks Chairman, Pops and Decorations Chairman and Ensembles Chairman. The Concert Hospitality Committee is responsible for the planning and implementation of concert arrangements including decorations, intermission refreshments, post concert receptions, and other activities requested by the MOSC management, subject to the discretion of the Guild Board of Directors.

4. Finance Committee

The Finance Committee shall be chaired by the Financial Vice President and shall prepare and present a proposed budget for approval at the April Annual Meeting. It shall collect reservation money at Guild luncheons.

5. Gala Committee

The Gala Committee shall plan and execute the Gala fundraising project of the Guild, which will be held every year. The Guild membership shall assist the Gala Committee, upon request.

6. Guild Arrangements Committee

The Guild Arrangements committee shall make Arrangements for all General and Special Meetings of the Guild in coordination with the President Elect. The committee shall be responsible for telephone communications between the Board and Guild members upon request.

7. Long Range Planning Committee

The Long Range Planning Committee shall develop long range goals and strategies for the Guild with the collaboration of the Board of Directors and the membership. It shall work together with Guild Leadership and committees to develop, implement and evaluate a future plan.

8. Mailing Committee

The Mailing Committee shall be responsible for all articles mailed by the Guild. It shall assist the MOSC, Projects, and other Guild committees when requested.

9. Member-in-Training Committee

The Member-in-Training Committee shall plan and direct the education of those members who are engaged in complying with the requirements for admission to Active membership.

10. Membership Committee

The Membership Committee shall be chaired by the Membership Vice President of the Guild. The committee shall process recommendations for membership and issue letters of invitation to membership with the approval of the Board of Directors. It shall be responsible for the placement of Active members and shall keep records of members' Guild placements and membership status.

11. Newsletter Committee

The Newsletter Committee shall be responsible for the preparation of such newsletters as are deemed necessary by the Board of Directors. She is to be supervised by the President Elect.

12. Patron Liaison Committee

The Patron Liaison Committee shall be responsible for maintaining communication between Active and Patron members. It shall welcome Patron members to Guild meetings and shall plan an event to honor Patron members.

13. Project Research Committee

The Project Research Committee shall recommend fundraising and/or educational activities to the Board of Directors and the Guild. The Project Vice President Elect and the President Elect shall serve on this committee. This committee is incorporated with the Projects Committee.

14. Publicity Committee

The Publicity Committee shall be responsible for all matters of promotion and publicity for the Guild, shall supervise the Guild's social media site(s) and the Guild website, and be responsible for all updates submitted by committees to be placed on the website. They shall help the Projects, and other Guild committees when requested.

15. Symphony Belle Committee

The Symphony Belle Committee consists of placed Belle moms and shall be responsible for organizing and supervising the Symphony Belles in the performance of their duties. It shall assist in the house management at symphony concerts and other community organizations as needed. It shall also plan and implement the Belles presentation and the Belle Ball in accordance with the Guild Bylaws and Standing Rules.

16. Symphony Office Committee

The Symphony Office Committee shall provide support to the MOSC for special and/or fundraising events as requested by the MOSC management and subject to the discretion of the Guild Board of Directors.

17. Tabletop Committee

The Tabletop Committee shall plan and execute the Tabletop fundraising project of the Guild, which will be held every year. The Guild membership shall assist the Tabletop Committee, upon request.

18. Yearbook Committee

The Yearbook Committee shall be responsible for the annual compilation and distribution of the Guild's Yearbook.

B. Committee Operations

Proposed changes in general practices, procedures and/or fees relating to Standing Committee operations shall be submitted to the Executive Committee for approval by the Standing Committee chairmen.

IX. Symphony Belles

A. Guild Member Requirements

The parent, grandparent, legal guardian, or other designated family member of a prospective Belle must join the Guild by June 1st of the Belle's seventh grade year. A Symphony Guild member who has attained Active status and is in good standing as of April 1st during the prospective Belle's eighth grade year may submit the Belle's name to the Belle Vice President for application to the Belle Program. Exception to the Belle eligibility requirement will occur if the prospective Belle and prospective adult member, parent, grandparent, legal guardian, or other designated family member, may submit an application to be considered before August 1st of the prospective Belle's Freshman or Sophomore year. If the prospective Belle and adult are accepted into the Belle program and adult Active membership program, all dues and other financial obligations must be paid at the time the membership contracts are signed. The Guild (adult) member of a Belle must remain an Active member in good standing throughout the Belle's participation in the Belle Program. All cumulative service credits, all dues, activity fees, and assessment must be completed and/or paid, as stated in the Bylaws Article IV. Section 1. Dues A. Annual Dues and B. Belle Dues, Fees and Assessments, prior to the Belle's formal presentation her senior year.

B. Belle Requirements and Recognition

1. Requirements

The Freshman, Sophomore and Junior years are the Belle's service years to the Symphony with each Belle being required to work five credits a year. These Belles shall assist with MOSC concerts, the Celebration of the Arts and other community functions as required by the Belle Committee.

2. Recognition

Each Belle shall be recognized by the year she is in school, e.g., Freshman Belle, Sophomore Belle, Junior Belle, Senior Belle.

C. Freshman Belle Introduction

Freshman Belles who have met all financial obligations according to Bylaws Article IV. Section 1. B. Belle Dues, Fees and Assessments, by April 1, of their eighth grade year, will be introduced as Freshman at the Gala Introduction Luncheon.

D. Senior Belle Presentation

To qualify for presentation at the formal Senior Belle Presentation during the Gala weekend, a Senior Belle must have completed 15 service credits during her years as a Belle and met all financial obligations as stated in the Bylaws Article IV. Section 1. B. Belle Dues, Fees and Assessments.

E. Belle Orientation and Handbook

Each Belle and a parent will be required to attend the Fall Orientation. Belle's must follow all rules regarding etiquette, attire and responsibilities outlined in the Belle Handbook.

F. Concert etiquette:

Little things that may seem trivial to the audience members can interrupt a performer's intense concentration. These are suggestions that should be followed to respect the performers and the audience members around you. Arrive before the published time for the concert to begin and allow time for parking. If you arrive late, wait at the doors until ushers indicate that the first piece has been finished and late arrivals are being seated (we seat between movements of a piece although not all orchestras do so.) Then discreetly take the nearest seat available. You should not leave or return to the auditorium while the orchestra is playing. This is very distracting and considered rude, as though you were "walking out" on the piece. Please realize that staff and ushers are following policy when they restrict entry to the auditorium while music is being played.

Talking is distracting to the performers and every person in the audience. It is rude to talk (even whispering can be heard) during a musical performance. You should avoid rustling papers and programs. Pagers, cell phones – texting and watches set to beep on the hour should be turned off.

Photographs are not allowed during performances. Along with the flash and click are distracting, many performance contracts have a clause that forbids photographs to be taken.

Following these simple guidelines and basic etiquette of respect and consideration will make both the performers and audience has a more pleasurable and meaningful concert experience.

Looking forward to seeing you at the next concert!

G. Symphony Belle attire:

Belle Dress Attire:

Belle Dress

Pearls

Closed toe shoes (black or white depending on Belle dress)

Belle shirt is to be worn with: Nice khaki pants, closed toed shoes
(no sandals, flip-flops or open-back shoes)

OR

Shorts of decent length or jeans,

Tennis shoes (no sandals or flip-flops)

H. Belle's Responsibilities When Serving at MOSC Concerts

1. Be on time. Be certain of the location. Keep a calendar. Sign in with a Belle Mom. Belle Moms will be wearing nametags.
2. The Event Chairman will "place" you. They will tell you where you need to be and what to do. You may pass out programs, take tickets, and help people find their seats.
3. Be polite and smile. Be courteous to other Belles, Belle Moms and especially the PUBLIC!
4. No Gum or Cell Phones are allowed. NO BOYFRIENDS.

5. The doors to the concert hall are closed once the concert begins. Late comers are seated between songs so as not to disturb the musicians.
6. The MOSC personnel will tell the Belle Moms when you may leave. It is usually about 15 to 20 minutes after the concert has started and everyone has been seated
7. The Belle Moms will sign you out. Please make sure that you have arranged to be picked up. The Belle Moms will stay until everyone has left, but out of consideration for the Belle Moms – please make sure that your “ride” is on time. Stay inside the building until your ride comes.
8. If you are “attending” a concert, make sure that you sign in on that sheet and send your Class Mom the concert certification form found in the Belle Handbook.
9. If you are unable to attend your assigned time to work, you must find a replacement and notify your Class Mom prior to the concert.

Your benefits from participating in this program will include learning to volunteer exposure to the symphony and the art community, public relations and many friendships.

I. Credits

To be presented as a Senior Belle, each Belle is required to have completed 15 credits from placement assignments and other required duties by the end of the Junior year. Juniors that have completed their 15 credits may work additional Concerts, Concert Hospitality, Decorations, etc. for the Texas Scholar or Legacy Hours but not until their 15 credits have been completed.

J. Policies for the Belle Ball:

The Guild has developed our Belle Ball as a gift to their daughters. It was created as a “Thank You” for our Belle’s service to the MOSC and their philanthropic commitment to the community

- Before the Belle Ball, the Belle, the Belle’s parent, the Belle’s escort, if any, and the escort’s parent will sign contracts regarding appropriate behavior and conduct becoming of the Guild and as defined by the Board.

- Each Belle will be allowed one escort.
- Belle's may invite a student guest, subject to the advance approval of the Gala Committee Chair and the Projects Vice President. If a guest(s) is allowed, the guest and their parents must also sign any contracts regarding appropriate behavior and conduct required by the Board.
- Belles attending the Belle Ball must have completed TWO of their five placement credits as assigned.
- Belle Ball is a drug/alcohol free event and as such, if a Belle or her escort is found to be under the influence or their behavior is inappropriate at the Ball, the Belle and her escort will be asked to leave. Parents will be called to come escort the Belle and her escort home.
- Those Belles and/or escorts found in poor behavior will be asked to leave the Ball and their parents will be notified; any Belle and/or escort found to be under the influence of drugs or alcohol will be reported to the police and/or appropriate authority. Inappropriate behavior could result in the Belle being removed from the Guild Belle Program.
- The Midland Law Enforcement will be monitoring and providing security for Belle Ball.

X. TASO (Texas Association of Symphony Orchestras)

The President and President Elect shall organize and select delegates to the TASO Conference. The President shall appoint the TASO Board Representative for a minimum period of three years, with the approval of the Executive Committee. The TASO Board member shall attend the Spring, Summer, Fall and Winter Board meeting and Annual Spring conference; submit articles for the TASO Newsletter; and act as liaison between the Guild and TASO by serving on the Midland Symphony Guild Board.