

# **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 West Texas Symphony Inc. (WTS)

## **ARTICLE III. MEMBERSHIP**

### **Section 1. Classes of Membership**

Membership will be a combined total of 200 people. 50 Belles per class beginning with the 2024-2025 year.

#### **A. Member-in-Training**

Members-in-Training are individuals who have submitted applications through the online application link on the Midland Symphony Guild website with payment, who are engaged in complying with the requirements for admission to Active Membership. Members-in-Training are not eligible to hold office or vote. There shall be a limit of 50 Members-in-Training per year, beginning in the 2024-2025 year.

#### **B. Active**

Active Members are those who have completed all Member-in-Training requirements, and have been admitted to Active Membership upon approval of the Board of Directors (BOD), 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 a limit of 50 Active Members per year, beginning in the 2024-2025 year

#### **C. Patron**

Patron Members have all the privileges of membership except they may not hold office or vote. They shall comply with Bylaws Article IV. Section I . 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.

#### **D. Honorary**

Honorary Members 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 two-thirds vote of the BOD. Honorary Members shall have no obligations of membership, but shall have all the privileges of membership except 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 May 1 of any year. A change in membership status from Active to Patron, or Patron to Active, shall take effect on the following August 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 BOD and must be submitted in writing to the Membership Vice President before May 1, otherwise, members shall be liable for dues for the upcoming 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 two-thirds vote of the BOD. A former member wishing to reinstate who has a prospective Belle, must request reinstatement by May 1.

## **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 BOD. 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: \$450.00, Active: \$450.00, Patron: \$225

### **B. Annual Belle Dues, Service Credit Hours, and Assessments**

#### **1. Dues**

Annual dues shall be as follows: \$450.00 per Belle

#### **2. Service Credit Hours**

Each Belle is required to complete five service credit hours per year for a cumulative total of fifteen service credits by May 31 of their junior year. The freshman, sophomore, and junior years are the Belle's service years to the Symphony. If a Belle fails to complete the required service credits per year, the Belle and member (adult) will not be permitted to register for the following year.

#### **3. Assessments**

A member or Belle that is absent from a scheduled function, without having made prior arrangements with the Belle Mom Chairman, shall

be assessed \$50.00. A Belle that is absent from a scheduled function for any reason shall not receive a service credit. A Belle that has more than three unexcused absences will be removed from the program and not given the privilege of reinstatement. 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.

## **Section 2. Other Financial Obligations**

### **A. WTS Season Subscription**

By September 1, all Active Members and Members-in-Training must purchase a WTS season subscription for at least one of the current Symphony concert series, or a current WTS season subscription. In lieu of a WTS season subscription, an Active Member or Member-in-Training may donate \$100.00 to WTS.

### **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 Vice President, 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 annual dues, which does not include WTS season subscription purchases or donations, 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 June 1. Renewing and reinstating members failing to comply with the June 1, deadline, shall not be admitted into membership for the upcoming year, except at the discretion of the Executive Committee. A member who has not met all Guild financial obligations by June 1, may be placed in restricted status. (See Standing Rule VII.) Should a member have extenuating circumstances which prevent them from fulfilling their financial obligations on a timely basis, the Financial Vice President must be notified in writing before May 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 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 the 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, Parliamentarian, Recording Secretary, and Immediate Past President Officio. The Past President and Parliamentarian shall serve in a non-voting capacity.

## **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 presented to all members at 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 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, Projects Vice President, Parliamentarian, and Recording Secretary shall be eligible for re-election for a second term, with no more than a 2 term consecutive limit.

## **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. They shall serve as a member on the Board of WTS. The President shall serve as a member ex-officio of all committees except the Nominating Committee. The President shall, with the approval of the Executive Committee, appoint all committee chairmen not otherwise provided for; and shall sign check 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. The President Elect shall serve as an ex-officio member on the WTS Board, and in the absence of the

President shall serve as a member on the WTS Board. The President Elect shall oversee all committees assigned to WTS affairs. The President Elect 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. The Belle Vice President shall oversee the house management of Belles at the Symphony concerts.

### **D. Community Vice President**

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

### **E. Financial Vice President**

The Financial Vice President shall be custodian of the finds of the Guild, and shall receive all monies, collect all dues, and notify all members who may be delinquent. The Financial Vice President 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 membership. The Financial Vice President shall keep accurate accounts, present financial reports at meetings of the Guild, and the Board of Directors, and 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 by the end of May. Taxes will be filed in the appropriate time frame.

### **F. Membership Vice President**

The Membership Vice President shall oversee all membership affairs and all committees assigned to membership affairs. The Membership Vice President 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 the Gala Weekend.

#### **H. Parliamentarian**

The Parliamentarian shall assist the Guild in the interpretation and drafting of bylaws and rules of order, and the planning and conduct of meetings. The Parliamentarian shall serve in a non-voting capacity.

#### **I. Recording Secretary**

The Recording Secretary shall keep the minutes of a meetings of the Guild and the Board of Directors, and the Executive Committee. The Recording Secretary shall conduct the general correspondence of the Guild.

### **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 serves in a non-voting capacity. 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 shall be for one year, beginning on 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 up to 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 Committees**

The Nominating Committee shall be composed of five voting members who shall be elected at the April General 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 committees 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 up to six General Meetings of the Guild to be held during the designated months from August through May, unless otherwise deemed necessary by the Executive Committee. This is to include any virtual meetings, or meetings via email.

## **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.

## **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 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 one-fourth 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.

### **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 WTS 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 there within.

## **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. An abstention will not be counted as a vote.

## **Section 2. Parliamentary Authority**

The most recent version of Roberts Rules of Order Newly Revised, shall be the parliamentary authority for all members 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 19, 1994  
Amended March 20, 1996  
Revised November 20, 1997  
Amended January 15, 1998

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 April 17, 2008  
Revised April 12, 2012  
Amended April 19, 2012  
Amended October 9, 2014  
Amended May 11, 2017  
Revised/Amended May 9, 2019  
Revised/ Amended April 18, 2024

### **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 members as a Co-sponsor in order to apply for membership in the Guild.

## **B. New Member Requirements**

### **1. Application Deadline**

New member application forms must be completed and submitted online, with payment of all financial obligations, to the Membership Vice President by August 1. Returning member registration forms must be completed and submitted online, 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 Board Meeting prior to a General Meeting, to count as a missed meeting credit. Attendance at General Meetings and Board Meetings will be recorded and kept by the Membership Vice President and Membership Committee. Non-compliance may result in a member being placed in restricted status. (See Standing Rule VII.)

## **IV. Good Standing**

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

- A. Attend three General Meetings a year
- B. Pay all fines and fees prior to yearly registration
- C. Serve on one Standing Committee
- D. Assist with all fundraising projects of the Guild as requested
- E. Belle must be on track with credits to register yearly

## **V. Member-In-Training Status**

### **A. Training Requirements**

During the training year, Members-in-Training shall:

1. Attend three General Meetings.
2. Fulfill an assigned placement on all fundraising/service committees as requested by the Guild.

3. Attend one WTS concert during the training year.
4. Pay all financial dues.

## **B. Admission to Membership**

At the April Board Meeting, the Membership Vice President shall present to the Board of Directors for approval, those members who have satisfied 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, Parliamentarian, and Recording Secretary.

### **B. Restricted Status**

A Guild member, who has not fulfilled the requirements of Active membership by May 1, 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 return receipt email by the Membership Vice President. A member in restricted status may return to good standing upon the recommendation of the Executive Committee and two-thirds vote. A Belle of a restricted status member may not participate in Belle Ball, Senior Belle Presentation, or Gala Weekend. If the member fails to return to good standing before May 1, they may be removed from Guild membership by two-thirds vote of the Executive Committee.

A member in restricted status will be unable to:

1. Vote
2. Serve as an officer or Chair a Standing Committee
3. Request a change in membership status
4. Sponsor prospective members
5. Resign in good standing with the privilege of reinstatement



## **VIII. Standing Committee**

### **A. Committees**

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

#### **1. Advisory Planning 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

#### **3. Concert Hospitality Committee**

The Concert Hospitality Committee shall be composed of three chairmen; the Masterworks Chairman, the 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 WTS management, subject to the discretion of the Guild Board of Directors.

#### **4. Finance Committee**

The Finance Committee shall be chaired by the Finance Vice President and shall prepare and present a proposed budget for approval. The Finance Committee shall be composed of three members.

#### **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. Senior Presentation Committee**

The Senior Presentation Committee shall plan and execute the Senior Presentation of the Senior Belles, which will be held every year. They will work closely with the Gala Committee. The Guild membership shall assist the

Senior Presentation Committee upon request.

**7. Freshman Introduction Committee**

The Freshman Introduction Committee shall plan and execute the Freshman Introduction Luncheon to be held every year. The Guild membership shall assist the Freshman Introduction Committee upon request.

**8. 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.

**9. Membership Committee**

The Membership Committee shall be chaired by the Membership Vice President of the Guild. It shall be responsible for the placement of Active members and shall keep records of Guild members meeting attendance, Guild placements, and membership status.

**10. Publicity Committee**

The Publicity Committee shall oversee and be responsible for all matter of promotion and publicity for the Guild, and shall supervise the Guilds social media site(s), and the Guild website. The Publicity Committee shall be responsible for all material published on all Guild social media site(s), the Guild website, oversee all publications submitted to the Midland Reporter Telegram, and all Freshman, and Senior Bios to be published.

**11. Volunteer Hub Committee**

The Volunteer Hub Committee shall be responsible for managing and overseeing all the offered Belle Service Hours listed on the Volunteer Hub website. The Committee shall be responsible for organizing and listing volunteer service credits to be offered to the Belle membership.

**12. Belle Mom Committee**

The Belle Mom 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.

**13. 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 a liaison between the Guild and TASO by serving on the Midland Symphony Guild.

**14. Guild Relations Committee**

**15. 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.

**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 the required deadlines. If the prospective Belle and adult are accepted into the Belle program and adult Active membership or Member-in-Traing program, all dues and other financial obligations must be paid at the time the membership application is submitted. The Guild 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 assessments 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, Registrations 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 service credits per year, for a cumulative total of fifteen service credits by the end of the Belle's junior year. These Belles shall assist with WTS concerts and other community projects. Each Belle must complete the required five hours per year to register for the following year.

The Belle's service credit years are as follows:

Freshman year:	5 service credits due by May 31
Sophomore year:	10 service credits due by May 31
Junior year:	15 service credits due by May 31

### **2. Registrations**

Any member and Belle, registering after their Freshman year, will be required to complete the fifteen service credits to be presented as a senior Belle.

The Belles service credit requirements if registering their sophomore year are as follows:

Sophomore year:	8 service credits due by May 31
Junior year:	7 service credits due by May 31

The Belles service credit requirements if registering their junior year as as follows:

Junior year:	15 service credits due by May 31
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If the Belle fails to complete the required service credits per year, the Belle and member will not be permitted to register for the following year.

### **3. 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, Service Credit Hours, and Assessments by January 31 of their freshman year, will be introduced as Freshman Belles at the Freshman Belle Introduction Luncheon during Gala weekend.

#### **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 by May 31 of her junior year, and met all financial obligations as stated in the Bylaws Article IV. Section 1. B. Belle Dues, Service Credit Hours, and Assessments.

#### **E. Belle Orientation and January Meeting**

Each Belle and a parent, or legal guardian, will be required to attend the Fall Orientation Meeting and the January Belle Ball Meeting every year. Belle's must follow all rules regarding etiquette, attire, responsibilities and the rules and regulations of Belle Ball. Each Belle and their parent or legal guardian will be expected to sign and return the Belle Ball contract at the January Meeting as well as the Belles escort and parent or legal guardian before being allowed to attend Belle Ball.

#### **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. Cell phones should be silenced- texting and

watches set to beep on the hour should be silenced. Photographs are not allowed during performances. No flash photography is allowed, and many performance contracts have a strict clause forbidding any photographs to be taken. Following these guidelines and basic etiquette of respect and consideration will make both the performers and audience have a more pleasurable and meaningful concert experience.

## **G. Symphony Belle Attire**

They Belles are required to purchase the assigned black dress, and pick up a provided blue Belle t-shirt. They have the choice to order from the provided link or can purchase very gently worn second hand dresses from The Party Trunk. Belles are required to wear the black dress to all service credit hours unless otherwise specified.

The Belles Service Credit attire is as follows:

Black Dress  
Pearls  
Black, closed toe shoes

-or-

Blue Belle Shirt  
Jeans (no rips or tears), or leggings  
Tennis shoes or any closed toe shoes

## **H. Belle Responsibilities When Serving at WTS Concerts**

1. Be on time. Be certain of the location, and check in with the Belle Mom upon arrival, and hand her your cell phone.
2. Make sure to be in the photograph taken by the Belle Mom. If you are not pictured, you will not get credit unless approved by the Belle Mom.
3. The Belle Mom will place you. They will tell you where you need to be and what to do. You may pass out programs, assist with taking tickets, and help people find their seats.
4. Be polite and smile. Be courteous to other Belles, Belle Moms and especially the PUBLIC!
5. No gum, or candy. No cell phones (hand to the Belle Mom upon arrival), and NO BOYFRIENDS.

6. The doors to the concert hall are closed once the concert begins. Late comers are seated between songs or acts so as not to disturb the musicians, or actors.
7. Stay until the Belle Mom releases you. Please make sure that you have arrangements to be picked up if you are in need of a ride. The Belle Moms will stay until every Belle has been picked up, but out of consideration for the Belle Moms, please make sure your ride is on time. Stay inside the building until your ride arrives.
8. If you are unable to attend your scheduled service hour, it is your responsibility to communicate this with the Belle Mom Vice President. You have the choice to find a replacement, but the Belle who is replacing you will earn the service credit. Even if the Belle replacing you has met their required service credits, she will still receive the credit as an extra credit earned. You will still be required to work the missed service credit hour.

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

## **I. Credits**

### **A. Freshman**

To be Presented as a Freshman Belle at the Freshman Belle Introduction Luncheon, the Belle must have completed two service credit hours by January 31, and have returned the signed rules and expectations Belle Ball contract from the January Meeting.

### **B. Senior**

To be presented as a Senior Belle during Gala weekend, the Belle must have completed all fifteen service credit hours by May 31 of the Belles junior year, and have returned the signed rules and expectations Belle Ball contract from the January Meeting. Juniors that have completed the required fifteen hours, may work additional hours to be credited to the organization of their choice.

## **J. Policies for Belle Ball**

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

are as follows:

1. Before the Belle Ball, the Belle, the Belle's parents or legal guardian, the Belle's escort, and the Belle's escorts parents or legal guardian, will sign a rules and expectations contract regarding appropriate behavior and conduct and steps taken if Belle or escorts behavior is found to be inappropriate.
2. Each Belle is allowed to invite one escort , if she so chooses.
3. Belles attending Belle Ball must have completed two of the five required service credits.
4. Belle Ball is a drug/alcohol free event, and as such if a Belle or her escort is found to be under the influence, in possession of, or their behavior is found inappropriate at the Ball, the Belle and her escort will be removed from the Ball, and their parents contacted to pick them up. They will not be permitted to re enter the Ball, and will not be permitted to leave the venue on their own. Parents must collect the Belle and escort. Inappropriate behavior could result in the Belle being removed from the Guild Belle Program.
5. The Midland Police Department will be monitoring and providing security for the Guilds Gala weekend, including Belle Ball. No outside security, or privately hired security will be allowed. All security must be hired and vetted through the MSG.
6. Individuals who are not on the volunteer list to work Belle Ball, will not be permitted to enter the event regardless of MSG affiliation or any affiliation with the venue where Belle Ball is being held.

These policies have been put in place to keep our Members, Belles and escorts safe while in attendance at any MSG event. There will be no exceptions to any of the above listed policies. If a Belle or Member is found in violation of any of the listed policies, it could result in the Belle and Member being removed from the Belle program.



