

Abilene Philharmonic Guild Bylaws

ARTICLE I – Name

This organization shall be known as the Abilene Philharmonic Guild, Inc.

ARTICLE II – Purpose

The purpose of this organization shall be to support and promote the growth of the Abilene Philharmonic Orchestra.

ARTICLE III – Membership

Section 1. The membership of this organization is open to any person interested in the promotion of the Abilene Philharmonic Orchestra.

Section 2. Requirements of membership shall be:

- A. Payment of annual financial obligations of \$75.00. Members will be given the opportunity to donate additional funds for scholarships or meeting expenses.
- B. Purchase of at least one season ticket to the Abilene Philharmonic concerts.
- C. Support of fundraising projects, especially the Philharmonic Gala.
- D. New members who join the Guild during the year shall pay their dues at the time they join.
- E. Members who are 65 or older are not required to purchase season tickets.

ARTICLE IV – General Membership Meetings

Section 1. Meetings shall be held on the second Monday of each month September through May. The date of the meeting may be changed at the discretion of the Executive Committee. The President may call extra sessions when necessary.

Section 2. A quorum shall be a majority of attending members at any meeting after due notification.

ARTICLE V – Board of Directors

Section 1. The Board of Directors shall consist of the Executive Committee membership as described in Article VI, Chairs of the Standing Committees, and the Executive Director of the Philharmonic Association or his/her representative, who shall serve as a non voting members of the Executive Committee.

Section 2. Members present shall constitute a quorum.

Section 3. The Board of Directors shall meet monthly September through May, or as deemed necessary by the President.

ARTICLE VI – Executive Committee

Section 1. The Executive Committee shall be composed of the following members:

- A. Elected officers as described in Article VII.
- B. Appointed officers of the Guild (i.e. Parliamentarian).

C. Advisory Committee shall serve in the advisory capacity to the Board of Directors and shall be composed of the three past Presidents. The immediate past President shall serve as the Chair of the Advisory Committee.

Section 2. A special awards committee consisting of the President, the President Elect, the past Grande Dames/Honorary Gala Chairs and Golden Charms shall present the names of the following year's Grande Dame/Honorary Gala Chair, Noble Gold, and Golden Charm recipient for approval by the executive committee.

Section 3. In case of emergency, the Executive Committee may act independently for decision making.

ARTICLE VII- Officers

Section 1. The Nominating Committee (3) shall be appointed by the President.

Section 2. Elected officers of the Abilene Philharmonic Guild, Inc., shall be President, President-Elect, five Vice Presidents, Secretary, Treasurer, Special Projects Chairman, Membership Chairman and Program Chairman. These officers shall be elected as provided by these bylaws.

Section 3. The Parliamentarian shall be appointed by the President. Section

4. All officers shall submit an annual written report to the Board of Directors by May 31st.

ARTICLE VIII – Elections

Section 1. The Nominating Committee shall present a slate of officers to the general membership meeting held in the month of April of each year. The election shall be held at the May general membership meeting.

Section 2. Voting shall be by acclamation unless there are other nominees from the floor, in which case voting shall be by show of hands.

Section 3. Officers shall be elected for a term of two years, and no member shall be eligible to serve more than two consecutive terms in the same office.

Section 4. Officers shall take office June 1st.

Section 5. Vacancies occurring in any office shall be filled by appointment by the President with the approval of the Executive Committee.

ARTICLE IX – Duties of Officers

Section 1. The President shall be Chair of the Executive Committee and shall preside at all meetings of the Board of Directors and of the Guild.

The President shall be the general executive officer of the Guild and shall have other powers and duties as may from time to time be assigned to the President by the Executive Committee.

A. The President or an appointee shall represent the Guild at any meeting of the organization at which the Guild desires representation. In the absence of the President, the President-Elect, or, if the President-Elect cannot serve, then, the Chairman of the Advisory Committee, shall perform the duties of the President.

B. The President shall serve as a voting member on the Board of Governors of the Philharmonic Association for a term of two years. The President shall act as liaison between the Guild and the Association Board. In addition, The President shall serve a two-year term on the Philharmonic Foundation Board. As a member of these two boards, the President shall retain financial reports from these boards and shall make said financial reports available to the Guild Board of Directors. Likewise, the President shall make the Guild financial reports available to both the Association and the Foundation.

C. The President shall be notified of all Guild committee meetings and shall be an ex-officio member of all committees.

D. The President shall, with the Treasurer, sign all contracts and obligations authorized by the Board.

E. The President shall have the authority to sign checks on the Guild's bank accounts; shall appoint Chairs of the Standing Committees; and may appoint special committees, as needed, with the approval of the Board.

Section 2. The President-Elect shall become acquainted with activities of the Guild. The President-Elect shall become the President of the Guild, if the President should become unable to serve.

Section 3. The First Vice-President shall be responsible, assisted by the Board of Governors of the Abilene Philharmonic Association, Inc., for the sale of season ticket subscriptions to the concerts given by the Abilene Philharmonic Orchestra. First Vice-President shall be responsible for contacting those members of the Guild who have failed to purchase season tickets.

Section 4. The Second Vice-President shall assist the President and the First Vice-President in their duties. Second Vice-President shall arrange Guild meetings, places, hostesses and dates, and shall serve as the Hospitality Chairman.

Section 5. The Third Vice-President shall serve as Chair of the Gala Advisory Committee and shall choose chairs of the various committees to serve. This Gala Advisory Committee shall have the responsibility for planning, organizing, and executing the Philharmonic Gala.

Section 6. The Fourth Vice-President shall serve as Chair of Student Concerts and shall be responsible for coordinating all school seating reservations, school arrival times, and ushering all schools accordingly on day of event.

Section 7. The Fifth Vice-President shall serve as Belles/Beaus Coordinator. She shall be responsible for the appointment of committee chairs necessary to implement adherence and accomplish the purposes, policies and procedures of the Belles/Beaus Program. Committee would consist of chairs: Membership Development and Supervisor.

Section 8. The Secretary shall keep the records of the Guild except such records as are specifically assigned to others. The Secretary shall conduct correspondence of the Guild as directed by the President.

Section 9. The Treasurer shall have custody of all funds of the Guild, shall keep a complete and accurate record of all receipts and disbursements, shall deposit all funds in the name of the Guild in such depository and shall disburse funds by check, signed by the Treasurer or the President and shall attest the signature of the President on all contracts and obligations authorized by the Board. An annual budget shall be presented to the Board of Directors in September and the Gala Financial Report shall be presented by June 1st. The Treasurer shall become the Chair of the Budget and Finance Committee the following year.

Section 10. The Special Projects Chair shall be responsible for special money- raising projects for the Abilene Philharmonic Guild.

Section 11. The Membership Chair shall extend an invitation to persons who are interested in joining the Guild and shall keep a complete file of members, their addresses, and telephone numbers and shall transfer the information to the appropriate committee members.

Section 12. The Program Chair shall assume the duty of providing programs for the monthly meeting of the Guild. Programs are easier to obtain before school is out.

Section 13. The Parliamentarian shall familiarize herself with the bylaws of the organization, shall assist the President on parliamentary procedure when requested and shall serve as Chair of the Bylaws Committee.

ARTICLE X – Standing Committees

Section 1. The chairs of the standing committees shall be appointed by the President. Committee chairs may add members as necessary in order to carry out the needs of the committee.

Section 2. All standing committee chairs shall submit an annual written report to the Board of Directors by May 31, to be included in the President's notebook.

A. The Advocacy Chair (a.k.a. TASO Representative) shall gather information and educate the membership on issues of interest to the Abilene Philharmonic Association on local, state and national levels

B. The Budget and Finance Committee shall be composed of the

President, Treasurer and immediate past Treasurer. The immediate past Treasurer shall chair the committee. They shall prepare a budget for the following year.

C. The Bylaws Committee shall revise the bylaws as needed. Parliamentarian shall be Chair of this committee.

D. The Historian shall keep an accurate and complete file of the publicity and projects of the Guild and shall be the sole contact between the Guild and the newspaper and other public media.

E. The Newsletter and Publicity Chair shall publish and mail to members of the Guild a newsletter with pertinent information about the Guild.

F. The Nominating Chair shall place in nomination a slate of one name for each office at the March meeting. The committee shall be composed of a chair and two members, all appointed by the President.

G. The Correspondence Chair shall be responsible for notifying the membership of activities of the Guild by U. S. Postal mail, email or telephone as necessary.

H. The Orientation Chair shall arrange a meeting to inform the new members of the purpose of the Guild.

I. The Properties Chair shall keep an accurate inventory of Guild properties, will require anyone taking property from storage to sign for said property both at the time of rental or loan, and at return shall sign a statement regarding condition of the property.

J. The Volunteer Placement Chair shall keep a current file of all Guild members and their preferred interest areas and encourage all new members to file this information. Additionally, the chair shall be responsible for obtaining volunteers when needed by the Abilene Philharmonic Office. The Volunteer Chair will work closely with the Membership chair.

K. The Welcome Chair shall provide nametags at each general meeting.

L. The Yearbook Chair shall be responsible for publishing the Guild Yearbook and distributing it to all members.

ARTICLE XI – Special (Ad hoc) Committee

Section 1. The chairs of the special committees shall be appointed by the President. The Committee chairs may appoint a minimum of 5 and a maximum of 9 members as necessary to complete the temporary duties as assigned by the President.

Section 2. Any special committee in service longer than one year shall present a document of policies and procedures to the Executive Committee annually.

- Section 3. All special committee chairs shall attend and report activities at monthly board meetings and submit an annual written report to the Executive Committee by May 31.
- Section 4. The Purpose of the special committees is to investigate or recommend action or take action. The committee reports finding, recommends action or action taken to the Executive Directors for adoption. If passed the action will be carried out by the Guild.
- Section 5. The committee is dissolved when assigned duties are completed as determined by the Executive Committee.

ARTICLE XII – Symphony Belles and Beaus

- Section 1. The Belles and Beaus Program is open to eighth-grade and high-school sons and daughters of Guild members.
- A. The purpose of the Belles/Beaus Program is to stimulate interest in the Abilene Philharmonic Orchestra, promote volunteerism, increase participation in the Philharmonic Guild, and enhance the college application process of the participants.
- B. Applications must be forwarded to the Fifth Vice-President prior to consideration of application as early as the end of the candidate's seventh-grade year, but no later than the end of the candidate's Sophomore year. Parents are responsible for notifying the Fifth Vice President of the candidate's eligibility.
- C. Parents shall commit to a five-year program from their child's year of entry. Belles and Beaus shall commit to the program from their year of entry through their senior year.
- Section 2. The Fifth Vice-President and the Belles/Beaus Committee shall determine Belles and Beaus annual fees.
- A. All requirements are stated in the official Policies and Procedures Section of Belles and Beaus Notebook.
- B. Program requirements listed in official Policies and Procedures Section of Belles and Beaus Notebook could result in dismissal of the Belle/Beau from the program.
- C. The Belles and Beaus program will have a points tabulation committee. The committee will be comprised of the tabulation chair and the grade level liaisons. The Belles and Beaus co-chairs will determine which one will serve on the tabulation committee.
- D. All fees and assessments of the Belles/Beaus program are non refundable.

ARTICLE XIII – TASO

Texas Association for Symphony Orchestras

Section 1. The Abilene Philharmonic Guild, Inc. shall maintain membership in the Texas Association of Symphony Orchestras and shall assume the financial responsibilities for the registration of two Guild members to attend the state TASO convention.

A. Registration Fees for three attending delegates shall be funded by the Guild.

Section 2. If needed beginning five years prior to the date set for the Abilene TASO conference, a deposit shall be made annually in preparation for this conference. This annual amount shall be determined at the discretion of the Executive Committee.

ARTICLE XIV – Fiscal Policies

Section 1. At the discretion of the Executive Committee, an amount necessary for operations shall be retained in a Guild account.

Section 2. The fiscal year of the Guild shall be June 1st through May 31st. Section 3. Directors and Officers shall be covered by Blanket Coverage

Bonding Insurance, which will be an annual item expense of the Guild.

ARTICLE XV – Parliamentary Authority

Roberts Rules of Order, Newly Revised, shall be the authority for all questions of parliamentary procedure not covered by these bylaws.

ARTICLE XVI – Dissolution

In the event that the Abilene Philharmonic Guild should ever be dissolved, it shall be the duty of the Board of Directors to specify that all funds available in the Treasury at the time of the dissolution be contributed to the Abilene Philharmonic Association, Inc.

ARTICLE XVII – Amendment

Section 1. These bylaws may be amended by two-thirds vote of eligible members present and voting at any regular meeting of the Guild, provided one month's notice has been given. Guild bylaws, including notification regarding the proposed change and voting on the amendment(s), may be conducted by electronic means such as email.

Section 2. A bylaw may be suspended by two-thirds vote of eligible Board of Directors members present and voting, provided one month's notice has been given. Suspension shall be valid for one year, unless otherwise noted in the motion of suspension to be for a period of less than one year.

Section 3. Policies:

A. Policies shall serve as amplification of the bylaw and shall not in any way contradict or supersede the bylaws.

B. Policies may be adopted, amended or rescinded by a majority vote of the Board of Directors present at any meeting, provided prior notice has been given to board members.

(Adopted 1954; reviewed annually; recent revision dates listed below) (Revised May, 2011)

(Revised May 2013)

(Revised May 2018)

(Revised May 2019)

(Revised November 2022)

(Revised May 2023)

(Revised May 2025)