

THE JACKSON SYMPHONY LEAGUE BY-LAWS

ARTICLE I NAME AND PURPOSE

Section 1 The name of this non-profit 501 (c) (3) organization is THE JACKSON SYMPHONY LEAGUE, INC.

Section 2 The Jackson Symphony League is a volunteer organization whose purpose is to promote the interests of The Jackson Symphony by aiding in the success of the concerts, by promoting education in the arts for area youth, by financially supporting the Symphony through fundraisers, and by assisting in needed areas, whenever possible.

ARTICLE II MEMBERSHIP DUES

Section 1 Membership in the League is open to those persons who are interested in promoting the purposes of the League.
(a) Active Membership: An active member is expected to participate in at least two projects, fundraisers, or endeavors.
(b) Contributing Membership: A contributing member is one who wishes to support the League financially, but can optionally participate in any League effort.

Section 2 Annual membership dues shall be approved by the board and set by the membership. Dues are payable on or before August 1. Dues from new members joining after March 1 will be considered as full dues payment for the following fiscal year which begins July 1.

Section 3 Each paid member shall have one (1) vote.

ARTICLE III OFFICERS AND DUTIES

Section 1 The officers of the League shall be President, President-Elect, Recording Secretary, Corresponding Secretary, Treasurer, and Treasurer-Elect. Every officer shall serve a term of two years.

Section 2 Vacancies among the officers shall be filled by the Executive Committee from the membership of the League.

Section 3 The duties of the officers are as follows:

- (a) The **President** shall be Chairman of the Executive Committee and Chairman of the Board of Directors. He/she will preside at all meetings of the Executive Committee, the Board of Directors, and the League. He/she shall appoint all committee chairmen with the approval of the Executive Committee.

The President shall serve as an ex-officio member of all committees of the League and also serve as a voting member of the Executive Committee of The Jackson Symphony Association.
- (b) The **President-Elect** shall preside over the meetings of the Executive Committee, the Board of Directors, and the League in the absence of the President. He/she shall perform such duties as directed by the President or the Executive Committee.
- (c) The **Recording Secretary** shall keep records of the League. He/she shall keep a record of the minutes of all the meetings of the League and of its Board of Directors. He/she maintains permanent records and archives of the League. These records shall be stored at the Symphony office.
- (d) The **Corresponding Secretary** shall conduct all correspondence of the League, as directed by the Board, or the President. He/she is responsible for sending general meeting notices to the members.
- (e) The **Treasurer** shall present a report of the financial condition of the League at each meeting of the Executive Committee, the Board of Directors, and the League and shall make an annual accounting to the Board of Directors. He/she will assist in the preparation of accounting reports in conjunction with the League's accounting firm as required by state and federal reporting authorities. The Treasurer or the Treasurer-Elect and one (1) other member of the Executive Committee shall sign all checks in excess of \$1000. If the Treasurer or Treasurer-Elect is unable to act, such checks may be signed by the President and the President-Elect. Checks less than \$1000 shall require only one signature. Proper checks and balances shall be adhered to in dealing with the finances of the League.

- (f) The **Treasurer-Elect** shall learn the duties of the office of the Treasurer and be able to act in his/her stead, if necessary. The Treasurer-Elect shall perform other duties as may be delegated by the Treasurer or the President. At the conclusion of the second year, the Treasurer-Elect shall assume the office of the Treasurer for the next two-year term.

ARTICLE IV EXECUTIVE COMMITTEE

Section 1 The Executive Committee shall consist of the President, President-Elect, Immediate Past President, Corresponding Secretary, Recording Secretary, Treasurer, and Treasurer-Elect and shall be empowered to act for the League between meetings of the Board of Directors.

Section 2 A quorum shall be at least three (3) members of the Executive Committee.

ARTICLE V BOARD OF DIRECTORS

Section 1 The business and property of the League shall be managed by the Board of Directors. It shall consist of the members of the Executive Committee, the Parliamentarian, and the Standing Committee Chairmen. The Standing Committee Chairmen are to be selected by the President to serve one (1) year. The Executive Director of The Jackson Symphony serves as an ex-officio member of the Board of Directors.

Section 2 The meetings of the Board of Directors shall be held regularly, as determined by the President.

Section 3 A special meeting can be called by any member of the Executive Committee.

Section 4 A quorum for the transaction of business at any regular or called meeting of the Board of Directors shall consist of a majority of members present of the Board, and a majority of such quorum shall decide any question that may properly come before the meeting.

Section 5 The Board of Directors may confer Honorary Board Member status to a former Board Member in recognition of outstanding and exemplary service. An Honorary Board Member does not have voting privilege at Board meetings.

ARTICLE VI MEMBERSHIP MEETINGS

Section 1 There shall be an annual meeting of the members of the League in the spring of each year. Officers will be elected every two years or if there is a vacancy. The officers shall assume their duties on the 1st day of July of each year.

Section 2 There will be regular scheduled meetings throughout the year in connection with the concert season. There will be at least four (4) League meetings plus 2 social meetings. The schedule of these meetings should be announced at the annual Spring Luncheon.

Section 3 Those members present shall be deemed to constitute a quorum at any general membership meeting.

ARTICLE VII STANDING COMMITTEE CHAIRMEN

The following standing committee chairmen shall be appointed by the President with the assistance of the President-Elect. All standing committee chairmen shall serve for one (1) year.

1. **Publicity Chairman** – This chairman will be responsible for any publicity related to the regular business meetings of the League as well as any special fundraising or educational projects of the League.
2. **Special Projects Chairmen** – Special Projects shall include any and all fundraising and educational endeavors, including the Color of Music. Each project shall be chaired by a member appointed by the President.
3. **Parliamentarian** – This Chairman shall pass on all questions pertaining to the By-Laws governing the League. He/she shall be responsible for any revision of same as requested by the Executive Board. He/she shall use Robert's Rules of Order as a guide.
4. **Membership Chairman** – This Chairman shall be responsible for the recruitment, orientation, mentoring and retention of members. He/she shall be responsible for the compilation and updating of the Membership Directory.
5. **Historian** – This Chairman will be responsible for the League scrapbook, including photographing of League activities.

6. **Hospitality Chairman** – This Chairman shall arrange to have refreshments for Symphony rehearsals
7. **Meeting Chairman** – This Chairman will find locations for all general membership and Board meetings and make arrangements for refreshments for same. He/she will also make arrangements for the Spring Luncheon.
8. **Symphony Ambassador Liaison** – This chairman will be responsible for a coordinating communication between the League and staff related to the Ambassador program. He/she will advise the staff person in making needed decisions about Ambassador matters.
9. **Program Chairman** – This Chairman shall arrange for programs for the general League meetings and the Spring Luncheon.
10. **Volunteer Coordinator**— This Chairman shall be responsible for gathering and recording the volunteer hours donated by the members of the League on a semi-annual basis. All League members will be given a form to complete and turn into this Chairman by the end of December and the end of June each year. This Chairman will then turn in all volunteer hours to the Executive Director of the Symphony.

ARTICLE VIII SPECIAL COMMITTEES

1. **Nominating Committee** – The Nominating Committee, consisting of three or more members selected by the Executive Committee, will be presented to the general membership at the meeting just prior to the annual Spring Luncheon. The Nominating Committee shall present a slate of officers to be elected by the general membership.
2. **Ways and Means Committee** – This committee shall be represented by the President, President-Elect, Immediate Past President, Treasurer, Treasurer-Elect, and Special Projects Chairmen. It shall be their responsibility to review current and past projects of a fundraising nature and make evaluations and recommendations for future projects. They shall present their budget recommendations at the Board meeting just prior to the annual Spring Luncheon and to the general membership for approval at the annual Spring Luncheon.

ARTICLE IX EXECUTIVE BOARD DUTIES

1. Attend all regular and special Board meetings.
2. Recommend a budget for approval of the general membership at the first general meeting of the year. This will become a guide for any expenditures of the League for the fiscal year, keeping in mind that any money raised in a fundraiser needs to be maximized for a donation to the Symphony.
3. Keep all discussions and plans made at committee meeting or Board meetings confidential until final decisions are made and recommendations for action are made to the general membership.

FISCAL POLICIES

The fiscal year shall be from July 1 through June 30.

ARTICLE XI POLICIES AND OPERATING PROCEDURES MANUALS

Detailed job descriptions for each officer and operating procedures manuals for each committee will be maintained by the officers and the committee chairmen. One copy will be given to the incoming officers and chairmen and one copy maintained at the Symphony Office by the Recording Secretary.

The League Standing Rules, Policies and Procedures shall be reviewed annually and revised as needed. These Rules are incorporated by reference in the by-laws.

ARTICLE XII AMENDMENTS

Amendments to these By-Laws may be made by a majority vote of the members present at any regular or special meeting, provided the membership has been notified that amendments will be presented. The By-Laws shall be reviewed every three years by the League Board members. The next review will be in February 2020.

These revised By-Laws of The Jackson Symphony League were accepted on August 18, 2017 and September 19, 2017.