

WEST VIRGINIA SYMPHONY LEAGUE

Bylaws

ARTICLE I. PURPOSE

Section 1. Name; This organization shall be known as the "West Virginia Symphony League of the West Virginia Symphony Orchestra, Inc.," sometimes known hereinafter as the WVSL

Section 2. Affiliation

The WVSL shall be affiliated with and serve as an auxiliary of the WVSO, Inc., sometimes hereinafter referred to as the WVSO

Section 3. Purpose

The WVSL is an organization committed to aid in supporting the WVSO by implementing fundraising projects, stimulating community interest in the WVSO, promoting friendly relations within the WVSO family, and, upon approval of the Board of Directors of the WVSL assisting the WVSO endeavors.

Section 4. Mission Statement of the WV Symphony Orchestra

The WVSL support the mission of the WVSO which is to offer enriching symphonic music experiences demonstrating the highest level of artistic quality to the state and the region.

ARTICLE II. MEMBERSHIP

Section 1. Categories of Membership

All members shall agree to abide by all rules and policies of the WVSL and the WVSO. The categories of membership shall be as follows:

a. Active Membership

Active Members are those members who meet all requirements as outlined by the Membership Committee Policies. Active Members must be at least 21 years of age.

b. Sustaining Membership

A Sustaining Member is an active member of five years or more who is unable for a valid reason to participate in active work and who wishes to support the activities of the organization financially. A sustaining member must abide by the requirements as outlined by the Membership Committee Policies.

c. Life Membership

A Life Member is an active member who pays one-time dues assessment. Member must maintain all other requirements of active membership as outlined by the Membership Committee Policies.

d. Honorary Membership

Honorary term membership may be awarded at the discretion of the Board of Directors following the guidelines as outlined by the Membership Committee Policies.

e. Inactive Membership

An Inactive member is a member who has not met the membership requirements, but who has not formally resigned.

Section 2. Dues and Financial Obligations

All categories of membership except Honorary or Life Membership shall pay annual dues, the amount of which will be specified in the Membership Policies. Annual dues for Actives and Sustainers shall be payable in full by June 30 for the next administrative year.

Section 3. Resignations

Any member who has failed to pay dues for the next administrative year by June 30, or who has failed to meet the other requirements of membership as set forth in the Membership Committee Policies, may be resigned in good standing by the Membership Chairman.

ARTICLE III. BOARD OF DIRECTORS

The Board of Directors shall have general control of the WVSL and transact all interim business. The Executive Committee shall act in lieu of the Board of Directors at the direction of the President.

Section 1. Personnel

The Board of Directors shall include the officers of the WVSL which make up the Executive Committee: President, President-Elect,, , Vice President of Membership, Secretary, Treasurer, Past President and Parliamentarian, together with the chairmen of standing and special committees.

Section 2. Nomination

The Nominating Committee shall present a slate for the Executive Committee prior to the Annual Spring Meeting.

Section 3. Election

A single slate of candidates, as presented by the Nominating Committee, will be voted upon by the general membership at the Annual Spring Meeting. All Directors shall serve a one-year term, with the exception of Treasurer, who serves a two-year term. At the completion of her term, the President-Elect shall succeed to the office of President. Election to

any office or position shall be by a plurality of votes cast.

Section 4. Duties

The Board of Directors shall have general charge and control of the affairs, funds, policies and property of the Symphony League. The Executive Committee of the Board of Directors of the West Virginia Symphony League has final authority over the admissions and reinstatements of candidates for membership. All Board members are expected to attend all Board of Directors and General Membership meetings. Any Board member who has two (2) consecutive unexcused absences may be relieved of their duties. Prior notification should be made to the President if unable to attend. Each member of the Board shall have one vote. Their term of office shall be for one year, with the exception of Treasurer who serves for two years, and shall begin on July 1 and end on June 30. The duties of the members of the Executive Committee of the Board of Directors, unless enlarged or modified by the Board of Directors, shall be as follows:

a. President

The President shall be the presiding officer of the West Virginia Symphony League, and shall be an ex-officio member of all Standing and Special Committees, with the exception of the Nominating Committee. She shall preside at all Executive Committee, Board of Directors, and General Membership meetings. It shall be her duty to appoint the chairs and coordinate the activities of all WVSL committees. She shall appoint two (2) members to the Nominating Committee, a Parliamentarian and shall present any nominees for Honorary Membership to the Executive Committee. She shall attend the meetings of the West Virginia Symphony Orchestra Executive Committee and Board of Directors. She shall be the only officer with signatory authority for any and all contracts into which the Symphony League shall enter, independent of those contracts entered into by the WVSO, on behalf of the Symphony League.

b. President-Elect

The President-Elect shall work closely with and assist the President. She shall assume the duties of the President in her absence, as well as such other duties as may from time to time be delegated by the President. She shall serve as vice chair of the Membership Committee, as well as an ex-officio member of all standing and special committees, with the exception of the Nominating Committee. She shall attend the West Virginia Symphony Orchestra Board of Directors meetings. She shall coordinate the activities of committees at the discretion of the President, provided that shall oversee the activities of at least two (2) standing or special committees as assigned by the President.

c. Vice President of Membership

The Vice President of Membership shall serve as chair of the Membership committee, with the primary goal of said committee to recruit, retain and enhance the membership experience of all WVSL members. She, along with her committee, shall be responsible for the updating and distribution of the League roster and shall keep same continuously updated. She shall coordinate all WVSL social media activities, including WVSL website, and shall send statements for membership dues prior to the Spring General membership meeting. She, along with her committee and with the assistance and coordination of the President and President Elect, shall plan activities other than general membership meetings to foster meaningful interactions among League members.

d. Secretary

The Secretary shall keep the minutes of the Executive Committee and the Board of Directors meetings, and she shall submit a copy of such minutes to Committee and Board members following each meeting. She shall assist the Vice President of Membership in the update, and distribution of the League Roster and League database. She shall be responsible for all correspondence of the Board of Directors as requested.

e. Treasurer

The Treasurer, elected for a term of two years, chairs the Finance Committee, is responsible for the accounting of all funds of the Symphony League; shall collect and record all dues and assessments; and ensures all monies are delivered to the WVSO Accounting Staff. She shall have authority to approve payments in accordance with the budget which has been approved by the membership. Expenses not provided for in the budget shall be incurred and paid only upon order of the Board of Directors or Executive Committee. She shall work with the WVSO Accounting Staff to keep an itemized account of all receipts and disbursements and shall present a statement of accounts at all meetings of the Executive Committee, and Board of Directors. Additionally, working in conjunction with the VP of Membership she shall maintain a list of all members, to include status of membership and payment of dues.

f. Past President

The Past President shall serve as Chairman of the Nominating Committee. She shall serve in an advisory capacity to the President, Executive Committee, and Board of Directors. She shall maintain one vote.

g. Parliamentarian

The Parliamentarian shall be appointed by the President to serve as a consultant and advise the President and other officers, committees, and members on matters of parliamentary procedures.

Section 5. Vacancies

Vacancies among the Board of Directors shall be filled by the Board of Directors upon recommendation by the Executive Committee.

Section 6. Meetings

The Board of Directors shall hold regular meetings. Special meetings of the Board of Directors may be called by the President, or at the request of three members of the Board.

Section 7. Quorum

A quorum shall be a majority of the members of the Executive Committee.

ARTICLE IV. COMMITTEES

Section 1. Committees

There shall be such standing committees as herein provided and such special committees as may be appointed at the discretion of the Executive Committee. Upon completion of the function, special committees shall be dissolved.

Section 2. Standing Committees

The Standing Committees of the League, their composition and their respective duties, unless enlarged or modified by the Board of Directors, shall be as follows:

a. Membership Committee

The Membership Committee shall be composed of a chair, who shall be the VP of Membership and the President Elect serving as vice-chair.

b. Finance Committee

The Finance Committee shall be composed of the Treasurer as chairman, President, and President-Elect; also a Past President and one other member of the Symphony League, both to be appointed by the President. It shall prepare a tentative budget to be presented at the first Executive Committee Meeting of the current fiscal year for approval and subsequently to the Board of Directors Meeting for final approval. This committee shall serve in an advisory capacity to the President throughout the year and shall be responsible for the disbursement of any remaining funds at the end of each fiscal year.

c. Nominating Committee

The Nominating Committee shall be composed of the Past President as chairman and two members of the WV Symphony League as appointed by the President. The function of this committee shall be to prepare a single slate of candidates for election to the offices of Executive Committee. The Committee shall meet in the Fall to begin the selection process for the next year's Executive Committee. The slate shall be presented to the Executive Committee and Board of Directors prior to the Annual Spring Meeting. All officers shall be elected and installed as officers-elect at the Annual Spring Meeting. The officers term shall be for one year beginning July 1 and ending June 30 of the following year.

d. Bylaws & Policies Committee

The Bylaws & Policies Committee shall be appointed by the President and is responsible for annually reviewing the Bylaws and Policies of the WV Symphony League.

e. Past Presidents Advisory Committee

This Committee is created for the purpose of serving as advisory to the current Board of Directors, specifically the Executive Committee.

f. Special Committees

Special committees shall be appointed to perform special functions that are beyond the authority or capacity of a standing committee. A select committee shall be created by a resolution that outlines its duties and powers and shall expire on completion of its assigned duties unless designated as permanent.

ARTICLE V. MEETINGS

Section 1. Executive Committee & Board of Directors Meetings

Regular meetings of the Executive Committee and the Board of Directors shall be held from September through May. The Executive Committee meetings may be held prior to each Board of Directors Meeting. Additional board meetings may be held at the discretion of the President.

Section 2. General Membership Meetings

A general meeting shall be held in the fall (September), winter (January), and spring (May). Special meetings may be called at the discretion of the President. The spring meeting shall also be known as the annual meeting.

ARTICLE VI. PARLIAMENTARY AUTHORITY

Roberts Rules of Order (Revised) shall be the authority for the West Virginia Symphony League and upheld by the Parliamentarian.

ARTICLE VII. AMENDMENTS

Any proposed alteration, amendments, or additions to these bylaws may be offered at any General Meeting of the West Virginia Symphony League, after review by a Bylaws Committee appointed by the President, but shall not be acted upon until a copy of the change has been sent (by United States Postal Service or email) to each member of the League with a notice of the meeting at which the same is to be acted upon. This notice must be sent at least two weeks prior to said meeting. A two-thirds vote of those present shall constitute acceptance of the amendment.

ARTICLE VIII. WV SYMPHONY LEAGUE POLICIES

The Board of Directors shall establish from time-to-time WVSL Policies and Procedures for the conduct of the WVSL not specifically provided for in the Bylaws, and may prescribe and enforce such measures as may be necessary or advisable for the observance and enforcement of such WVSLs and Procedures.

COMMITTEES

POLICIES & PROCEDURES

COMMITTEES

Membership Committee

All members shall agree to abide by all rules and policies of the WVSL and the WVSO. All members must be at least twenty-one years of age. All members' names, addresses, phone numbers and e-mails shall be included in the Roster unless said members requests otherwise.

Active Membership Requirements

1. Must serve on at least one Committee during the membership year and serve on the Symphony Sunday committee day of event
2. Pay annual dues (Fiscal year July 1 - June 30) in the amount of \$50.00 provided that members aged 70 and over and those who reside in the Charleston, West Virginia area for fewer than six (6) months per year shall pay \$35.

Sustaining Membership Requirements

1. Must have served as a prior active member for five years or more;
2. Must be unable for a valid reason to participate in active work on a Committee;
3. Must submit written request to the Membership Chair for Sustaining status and state reason for such request;
4. Pay annual dues (fiscal year July 1 - June 30) in the amount of \$50.00 (or have paid lifetime membership fee);

Life Membership Requirements

1. Pay a one-time dues assessment of \$500.00, and
2. Meet the remaining requirements of active or sustaining membership.

Honorary Membership Requirements

1. These are usually bestowed upon dignitaries or the spouse of dignitaries and must be awarded at the discretion of the Board of Directors.

Inactive Membership

1. Inactive members are those members who have not met membership requirements but who have not formally resigned. They may be listed in the inactive section of the roster at the discretion of the membership committee. Those who participate in league events or those who attend concerts are usually listed.

Inactive Lifetime Membership Requirements

1. Lifetime Members who do not meet the remaining requirements of membership (serve on a committee will, at the discretion of the membership committee, be listed in the Roster as Inactive Lifetime members.

Waivers Requirements

1. Requests for waiver of service on Committees shall be considered individually by the Board of Directors on the recommendation of the Membership Committee.

Scholarship Committee

It shall be the duty of the scholarship Committee to oversee and administer the scholarship fund and to report on the status and health of this fund to the WVSL Board of Directors yearly.

Name and Dedication

1. The name of this fund shall be the West Virginia Symphony League Scholarship Fund.
2. The Scholarship fund is dedicated in memory of Fedora Berry for her faithful service to the West Virginia Symphony League.

Funding and Management

1. Over \$13,000 was contributed to this fund and it is now considered fully funded.
2. Income from the scholarship Fund shall be administered by the Director of Financial Aid, University of Charleston, according to the criteria set forth by the West Virginia Symphony League.
3. The Scholarship shall be renewable providing all eligibility criteria are met and the student demonstrates satisfactory progress toward a degree.
Criteria: Candidates shall be in good standing in high school/and or the University of Charleston.

Nominating Committee

1. The Nominating Committee shall be composed of the Past President as Chair and two members of the WVSL as appointed by the President.
2. The Committee shall prepare a single slate of candidates for election to the offices of the Executive Committee.
3. The slate shall be presented to the Executive Committee and Board of Directors prior to the annual Spring Meeting.
4. Candidates must be active members in good standing.

Bylaws Committee

1. The bylaws and Policies Committee shall be appointed by the President and is responsible for annually reviewing the Bylaws and Policies of the WVSL. Committee is appointed by the President

Other Committees

1. The Chair and members of the Distinguished Service Award Committee, appointed by the President, must be former recipients of the Distinguished Service Award. A Distinguished Service Award may be awarded to a past or present WVSL member who has shown continuous service for a period of 15 years, or more, with outstanding contributions and with the understanding that the nominee should have chaired at least one committee. This award is not intended to be an annual award. Nominees may be submitted to any DSA Committee member. Members of the DSA Committee shall be chosen from those who were bestowed Honorary Membership (1978-85) and those who are now called Distinguished Service Awardees. Nominees must be approved by the DSA Committee and finally by the WVSL Executive Committee. A Distinguished Service Award may be presented at the Fall, Winter, and/or Spring General Meeting(s).
2. Special Committees and Standing Committees are described in the Bylaws.

FINANCIAL POLICIES AND PROCEDURES

1. The WVSL fiscal year shall be July 1 through June 30.
2. The Finance Committee is comprised of the Treasurer as Chair, the President, the President-Elect, a Past President and one other member of the WVSL, both of the latter to be appointed by the President.
3. The Finance Committee shall prepare a tentative budget to be presented at the first Executive Committee Meeting of the current Fiscal year for approval and subsequently to the Board of Directors for final approval.

4. The Finance Committee shall serve in an advisory capacity to the president throughout the year and shall be responsible for the disbursement of any remaining funds at the end of each fiscal year.
5. The Treasurer and her Committee will plan suitable investment of monies.
6. Budgeted monies will not be transferred between Committees without approval of the Board of Directors.
7. A system of financial accounting will be the responsibility of each Committee Chairmen. No indebtedness exceeding \$100 over the approved budget shall be incurred by any member without approval of the President, Treasurer or the Board of Directors.
8. The WVSL will budget funds for travel and expenses for no more than two delegates, those being the incoming President and/or President-Elect, or two members as designated by the Executive Committee, to attend the ASOL Conference in June. Original receipts are required for reimbursement of costs. Registration for conferences should be made early through the WVSO office so that a reduced rate can be obtained.
9. All expenditures for office equipment will be approved by the Board of Directors after research by the Finance Committee.
10. Annual dues for Members shall be payable in full by June 30 for the next administrative year. Active members pay annual dues of \$50.00; Sustainers pay \$50.00 and Lifetime membership is a one time payment of five hundred dollars (\$500.00).
11. One must get approval from the executive Committee to spend more than two hundred dollars (\$200) or the WVSL is not required to reimburse the costs.
12. All Committee Chairmen must coordinate with the WVSO office if they are using the WVSO to receive credit charges, and obtain reimbursement from the WVSO in a timely manner.
13. The WVSL President, Treasurer, Treasurer-Elect are responsible for paying all bills and preparing and submitting tax documents in a timely manner so no late charges are incurred.
14. The WVSL Board of Directors may choose to audit themselves if they deem it necessary.
15. The Committee must have written contracts with the facility, vendors and entertainment groups or individuals, for all fundraising events.
16. Payment for credit card charges for WVSL events processed by the WVSO office shall be paid within ten (10) business days following the event. In addition, a written record of the names associated with those charges shall be provided.

OTHER POLICIES

1. All Board members and Committee Chairs shall submit written annual reports to the President by June 10.
 2. Minutes of Committee meetings should be recorded and turned in by June 10 along with the annual Report.
 3. All Committee Chairs shall keep the President and President-Elect aware of Committee meetings and activities.
 4. All publications such as the Roster, the Score, information or articles to the media, etc. must be first presented in final form to and approved by the WVSL President prior to publication.
 5. Minutes of each board meeting as well as agendas for upcoming meetings will be posted on the website in order to allow members to review and submit changes if deemed necessary.
 6. Updates of membership and committee lists, planned events, events calendars committee chairs, and League board members will be posted on the website. These postings will be considered the official current and correct version.
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