

# BYLAWS AND STANDING RULES OF HOUSTON SYMPHONY LEAGUE BAY AREA

## Article I: NAME

The name of this organization shall be Houston Symphony League Bay Area. Hereafter referred to as HSLBA.

## Article II: PURPOSE

The purpose of this organization, operating under the auspices of the Houston Symphony Society, is to promote quality music education and enrichment programs for area students and to promote music appreciation in the Bay Area through an affiliation with the Houston Symphony and other resources.

## Article III: MEMBERS

Section 1: Membership in HSLBA shall require payment of dues and one shall encourage one of the following options: (1) subscription to a Houston Symphony series, (2) active participation in a league project, or (3) contribution to the Houston Symphony Annual Fund.

Section 2: The annual dues shall be set by the Board of Directors and shall conform to the fiscal year June 1 through May 31.

## Article IV: OFFICERS

Section 1: The elected officers of HSLBA shall be: President; President Elect; Vice Presidents serving areas of Program, Membership, Education, Finance and Communications; Recording Secretary; Corresponding Secretary; and Chairman of Nominations.

Section 2: All terms of office shall be for one year beginning at the close of the May meeting. No elected officer shall serve in any one position for more than two consecutive terms.

Section 3: It shall be the duty of the Nominating Committee to prepare a list of elected officer nominees for submission to the membership at the March regular meeting, to be voted on at the April meeting and installed at the May meeting. In the event of nominations from the floor, written consent of the nominee shall be required and the election shall be by ballot.

## Article V: MEETINGS

Section 1: Regular meetings of HSLBA shall be held monthly from September through May, excluding December, or as otherwise deemed necessary. Time and place of meetings shall be stated in a notice to be sent to each member approximately ten (10) days prior to the meeting. The purpose of the meetings shall be to inform the members of current activities of HSLBA, the Houston Symphony, and present programs of musical interest.

Section 2: Thirty percent (30%) of members shall constitute a quorum for any regular meeting of HSLBA.

## Article VI: THE BOARD OF DIRECTORS

Section 1: The Board of Directors shall consist of the following: elected officers of HSLBA, chairmen of all Standing and Special Committees, Parliamentarian and Historian.

Section 2: The Board shall meet monthly August through May, excluding December, or as otherwise deemed necessary.

Section 3: Fifty percent (50%) shall constitute a quorum for any meeting of the Board.

## Article VII: EXECUTIVE COMMITTEE

Section 1: Membership of the Executive Committee shall consist of the elected officers of HSLBA and the Parliamentarian and have the duty to conduct emergency meetings of the Board of Directors or as necessary when the full Board of Directors cannot be assembled.

## Article VIII: DUTIES

The duties of the elected officers shall be as follows:

Section 1: President shall preside at all meetings of the membership, Board of Directors, and Executive Committee; shall appoint all Standing Committee Chairmen, Special Committee Chairmen, Parliamentarian and Historian. The President shall be an ex-officio member of all committees except the Nominating Committee and shall have the responsibility of supervising the general program of HSLBA within the policies and direction of the Board of Directors.

Section 2: President-elect shall assist the President in all of her duties, shall preside at all meetings in the absence of the President, and in the normal course of events will be elected to the Presidency the following year.

Section 3: Program Vice President shall be responsible for programs for the regular membership meetings.

Section 4: Membership Vice President shall be responsible for activities involved in developing and maintaining membership, and shall assist the President in coordinating directory information.

Section 5: Education Vice President shall be responsible for music education.

Section 6: Finance Vice President shall be responsible for budget preparation and monitoring of education and operating accounts and may perform the duties of a treasurer.

Section 7: Communications Vice President shall be responsible for coordinating public relations.

Section 8: Recording Secretary shall keep the minutes of all regular meetings of the membership, Board of Directors, and Executive Committee, and shall act as custodian of all records of the organization, except as specifically assigned to others.

Section 9: Corresponding Secretary shall conduct correspondence on behalf of the organization as authorized by the Board of Directors and maintain the Music Education Memorials.

Section 10: Nominating Chairman shall chair a committee consisting of five members: two members to be elected at the April regular meeting, the Immediate Past President, and one member appointed by the President.

## Article IX: PARLIAMENTARY AUTHORITY

Robert's Rules of Order, Revised, shall be the authority for all questions of parliamentary procedure, when not in conflict with these bylaws.

## Article X: AMENDMENTS

These bylaws may be amended at any regular meeting of the organization by a two-thirds vote of the members present, such amendments having been proposed and read at a previous meeting or presented in writing ten days prior to the meeting.

Adopted May 2007

# STANDING RULES

1. All regular meetings of the membership taking place during the day shall be held on the second Wednesday of the month at 10:00 a.m. With the appropriate notice to the membership, this time may be changed to accommodate special needs.
2. All regular meetings of the Board of Directors shall be held monthly. Board members may determine day and time by a majority vote at the beginning of each year and in the case of special circumstances at other times during the year.
3. The dues of the organization shall be \$50.00 per person per year and \$75.00 per couple per year.
4. The Treasurer is authorized to set aside an appropriate amount annually for the purpose of a gift for the outgoing President at the final meetings of the year.
5. The Corresponding Secretary shall be notified of the death of any member or any member's spouse or child. A \$25.00 Memorial Gift to the Houston Symphony League Bay Area Endowment Fund shall be sent in remembrance of the deceased. The Corresponding Secretary shall also send cards to HSLBA members who are seriously ill.
6. Annual dues received in the month of April shall be credited to the next year's dues.
7. Guests are welcome to any meeting and are encouraged to join after having attended two meetings.
8. The Immediate Past President may be invited to serve on the Board of Directors as Parliamentarian.
9. All officers and chairmen are responsible for keeping records of their various responsibilities and providing a job description and account of the accomplishments made during the year to serve as a guideline for their successor.

Revised May 2007