



Pacific Symphony League

Rules of Order

2025

(Amended April 9, 2025)

RULES OF ORDER OF THE PACIFIC SYMPHONY LEAGUE

2025

ARTICLE I – Name

The name of this volunteer support group within Pacific Symphony shall be Pacific Symphony League (referred to herein as the “League”).

ARTICLE II – Purpose

The purpose of the League shall be to work within the structure of Pacific Symphony to serve as Symphony ambassadors. The League exists to provide financial and volunteer support for its music education and community engagement programs.

The League shall be under the general supervision of the Board of Directors of Pacific Symphony, Inc. Since the League has no legal standing and is not a separate legal organization, it shall be governed by these Rules of Order--instead of bylaws--which shall not be in conflict with the corporate bylaws of Pacific Symphony and shall be governed by such rules and regulations as may be adopted from time to time by the Board of Directors of Pacific Symphony.

The League shall operate under the nonprofit status of Pacific Symphony. The League shall submit to Pacific Symphony periodic reports of the League’s activities and financial condition as prescribed by the Board of Directors of Pacific Symphony.

ARTICLE III – Membership and Finances

Section 1 – General

- a. Membership in the League shall be open to anyone interested in the promotion of Pacific Symphony and who satisfies the requirements of membership.
- b. The fiscal year shall run from July 1 to June 30.
- c. There shall be at least four (4) general meetings each year, or as determined by the Board of Directors of the League. Written notice of the time and place of each meeting shall be delivered to each member orally, electronically or by United States mail at least two (2) weeks before the meeting.
- d. The cutoff date for members to be included in the Membership Directory will be the Fall League Luncheon. Each member who has not renewed by September 1st will receive a phone call from the Membership Chair to remind them to renew by the Fall League Luncheon in order to be included in the Membership Directory.

Section 2 – Categories and Expectations of Membership

a. Active Volunteer Members

- (i) Active Volunteer members are entitled to vote and hold office.
- (ii) Active Volunteer members are required to volunteer a minimum of 15 hours annually as able to do so.
- (iii) Active Volunteer members are encouraged to attend regularly scheduled meetings and to participate in and financially support all fundraising activities of the League.

b. Patron Members

- (i) Patron members are entitled to vote.
- (ii) Patron members who actively volunteer a minimum of 15 hours annually are entitled to hold office.
- (iii) Patron members are encouraged to attend regularly scheduled meetings and to participate in and support fundraising activities of the League. Though not required to volunteer, they are encouraged as able to do so.

c. Partner Members

- (i) Partner members are entitled to vote.
- (ii) Partner members who actively volunteer a minimum of 15 hours annually are entitled to hold office.
- (iii) Partner members are encouraged to attend regularly scheduled meetings and to participate in and support fundraising activities of the League. Though not required to volunteer, they are encouraged as able to do so.

d. Life Members

- (i) Life members are entitled to vote.
- (ii) Life members who actively volunteer a minimum of 15 hours annually are entitled to hold office.
- (iii) Life membership is an honor bestowed by the League Board to a very select number of members as recognition of having demonstrated an exceptional level of commitment and history with the League.

Section 3 – Finances

- a. Annual dues for the Active, Patron, and Partner categories of membership are payable June 30th for the fiscal year beginning July 1. The membership of any member who fails to pay League dues by the Fall League Luncheon or within thirty (30) days after shall be terminated automatically, provided the Membership Chair or designee has contacted and reminded the member to pay their renewal dues.
- b. New members joining the League in April, May or June need not renew until June 30th of the following year, thereby receiving 1-, 2-, or 3-months membership as a bonus.
- c. All dues may be used by the League for operating expenses. Funds from dues not needed to defray operational costs will be transferred to Pacific Symphony at the end of the fiscal year, except for dues collected for the following year.
- d. Any extra donations received with dues payment may be either carried over to the new fiscal year or applied to the current fiscal year upon Board determination or Symphony Finance Staff request. Donations received separately from dues payments will be applied to the fiscal year in which they are received.
- e. Membership dues and categories may be changed or updated by majority vote of the League Board without amending these Rules of Order.
- f. Dues
 - (i) **Active Members** – \$85 per person plus \$50 for each additional Active Member living in the same household.
 - (ii) **Patron Members** – \$220 per person plus \$175 for each additional Patron Member living in the same household.
 - (iii) **Partner Members**– \$500 per person.
 - (iv) **Life Members**– No dues are required.

Section 4 – Fundraising

- a. Each major fundraising activity shall be structured so that a minimum fifty (50) percent profit is realized.
- b. Fund-raisers must be approved by the League Board.

ARTICLE IV – Board of Directors, Officers, and Elections

Section 1 – Board of Directors of the League

- a. The Board of Directors shall consist of the elected officers and appointed Board positions and Ex Officio positions

- b. The Board of Directors shall meet monthly (except for July) or as determined by the Board. Notice of the time and place of each monthly meeting shall be given to each member of the Board of Directors at least one (1) week before the meeting. Additional meetings for urgent matters may be called by the President on two (2) days' notice given orally or in writing.
- c. A quorum of the Board of Directors shall consist of a majority of the Board positions and must be present (in person or via phone or videoconferencing) in order for a matter to be voted on. Two members sharing a position count as a single vote.

Section 2 – Elected Officers

- a. The elected officers shall be the President, Membership Chair, Finance Chair, Programs Chair, and Recording Secretary. Each term of office shall be for one (1) year.
- b. No officer shall be eligible to serve more than two (2) consecutive terms in the same office unless an exception to these Rules is put forward in writing by the Nominating Committee and is supported by the Executive Committee and the Symphony Staff Liaison.
- c. The Executive Committee shall consist of the elected officers plus the Parliamentarian who shall typically be the immediate past President. The Parliamentarian will be considered an officer but may serve longer than one (1) year.
- d. The Executive Committee may transact business between regular Board Meetings or in Executive Session at the determination of the President. Actions taken may be ratified by the League Board of Directors at the next scheduled meeting.

Section 3 – Nominating Committee

- a. The Nominating Committee shall consist of five (5) members. The Parliamentarian shall serve as Chair. Two (2) members of this committee shall be appointed from the Board of Directors by the President, and two (2) at-large members shall be selected from the active membership (members who volunteer a minimum of 15 hours annually) by the Nominating Committee Chair. Two (2) alternates shall be chosen – one (1) appointed from the Board of Directors by the President and one (1) selected by the Nominating Committee Chair.
- b. It shall be the duty of the Nominating Committee to present by email, U.S. mail or orally to the general membership a single slate of candidates for the elected Board positions of the League at least two (2) months prior to the June meeting. Further nomination for officers may be made from the floor at the general meeting where the candidates are presented, with the previous verbal or written consent of the candidate.

Section 4 – Elections

- a. Elections shall be held upon the close of nominations from the floor at the meeting where the slate of candidates is presented. The date of the election will be announced in writing to the general membership at least 30 days before the election. Election shall be by secret ballot, except where there is but one candidate for an office, in which case the ballot may be dispensed with by general consent and the election held via voice. A simple majority of the members voting is required to elect an officer.

- b. The new officers shall be installed at the June Meeting. They shall assume their duties on July 1st.

Section 5 – Vacancies

- a. In case of a vacancy in the office of President, the Membership Chair shall immediately assume the duties of that office. Should the Membership Chair decline the position, the order of succession will then be Programs Chair, Recording Secretary, Finance Chair, and Parliamentarian.
- b. All other vacancies shall be filled by appointment by the President and ratified by a majority vote of those present at the next Board meeting.

ARTICLE V – Duties of the Board of Directors

Duties described in elected and appointed Board positions, as well as the addition or deletion of appointed positions, may be changed or updated as necessary by a majority vote of the Board without these Rules of Order needing to be formally amended.

Section 1 – Elected Board Positions

- a. President

The President shall be the Chair of the Board and as such shall provide general supervision and direction to the League.

The President shall only vote on Board motions and matters in the event of a tie.

This officer shall preside at all the general meetings of the League and the Board of Directors; shall appoint all vacant positions with the ratification of the Board of Directors; and shall be an ex-officio member of all committees except the Nominating Committee.

The President shall be the main point of contact between the Symphony Liaison and the League. The President shall report to the Symphony Liaison who has final authority over all League matters.

The President will appoint all appointed officers with support and input from the League Liaison and/or Board members when this assistance is requested by the President. These appointments will be confirmed by a majority vote of the League Board.

- b. Membership Chair

In the absence of the President, this officer shall perform all duties of the President.

The Membership Chair shall coordinate the membership activities of the League including conducting the annual membership renewal drive, identifying and recruiting new members, orienting new members, and responding to member comments, problems, and questions.

The Membership Chair shall keep an accurate list of the names, addresses, email addresses, and telephone numbers of all members; and shall ensure the annual membership directory is compiled, updated, published, and distributed.

The Membership Chair will maintain membership records and data on a transferable database and shall monitor and coordinate updating League membership web page content.

c. Programs Chair

This officer shall arrange the programs presented at the general meetings of the League.

The Programs Chair shall work with the Symphony Staff Liaison to identify venues and secure artists for League events and provide a 'Thank You' gift for the artist, when appropriate.

The Programs Chair shall oversee the procuring of stationery, writing, printing, and mailing or emailing the invitations to the general meetings, preferably four (4) weeks before the event.

The Programs Chair shall initiate and plan any small group events to network members and facilitate relationships and build community among League members and introduce potential new members to the League.

d. Recording Secretary

The Recording Secretary shall record the minutes of all general membership and Board of Directors meetings of the League. The Recording Secretary shall keep copies of the same on file and shall provide a copy of the minutes to each member of the League's Board of Directors and to the Symphony Staff Liaison within ten (10) days following each meeting.

The Recording Secretary shall keep and maintain all League records on file and, if unavailable to attend a Board or general membership meeting, the Recording Secretary is responsible for arranging for a substitute for that meeting.

e. Finance Chair

The Finance Chair shall review the monthly finance report with Symphony staff and present financial statements at all League Board of Directors and League meetings.

The Finance Chair shall be responsible for working with Symphony Finance staff to determine the annual League budget and bring it to the League Board for comment and review.

The Finance Chair shall oversee Symphony Shop financial statements and serve as a Symphony Shop liaison to the Pacific Symphony Finance Director as needed.

f. Parliamentarian

The Parliamentarian shall be the immediate past President of the League, whenever possible. This officer shall be familiar with parliamentary procedures as set forth in Robert's Rules of Order, Revised and shall advise and correct procedural matters during Board meetings and general meetings, as necessary.

The Parliamentarian shall serve as the Chair of the Rules of Order Committee. and as such is responsible for the current status and periodic review of the League Rules of Order.

The Parliamentarian shall serve as Chair of the Nominating Committee or facilitate the election of a Chair of the Nominating Committee.

The Parliamentarian shall facilitate and oversee the annual election of officers.

Section 2 – Appointed Board Positions

All appointed officers will serve a 2-year term at the discretion of the League President with a maximum of 4-years of consecutive service in the same appointed position. In certain circumstances, the President can make an exception with majority vote of the Board.

Appointed Board positions are assigned to one of two groups. Group A positions are Fund Raising Chair, Historian, Shop Inventory Manager, up to three Members-at-Large and Social Media Chair. Group B positions are Communications Chair, Corresponding Secretary, Hospitality Chair and up to three Members-at-Large. Group A terms begin in July of odd-numbered years. Group B terms begin in July of even-numbered years.

a. Communications Chair

The Communications Chair shall be responsible for writing, editing, printing, and mailing or emailing the Music Matters newsletter a minimum of four (4) times per year, or as determined by the Board.

The Communications Chair shall work closely with the Social Media Chair to coordinate dissemination of League news.

b. Corresponding Secretary

The Corresponding Secretary shall send cards, flowers, and other items as appropriate to League members needing encouragement or experiencing a significant event in their lives.

The Corresponding Secretary shall create and send online and/or conventional holiday or seasonal cards to all League members and Symphony staff and vendors as determined by the League Board.

The Corresponding Secretary shall establish and maintain a "Birthday Club" to send an online or conventional greeting to League members on their birthdays.

The Corresponding Secretary shall assist with League mailings as necessary.

The Corresponding Secretary shall be responsible for sending out tribute and any recognition certificates by coordinating with the Symphony Staff Liaison.

c. Fund-Raising Chair

The Fund-Raising Chair shall suggest, plan, execute, and champion at least one fundraiser annually with League Board approval and in coordination with the Symphony Staff Liaison, who also holds final approval.

d. Historian

The Historian shall keep an accurate pictorial and written history of the League's activities for the year.

The Historian shall regularly photograph League events and work with the Communications Chair and Social Media Chair to provide photos for League newsletters and Instagram postings.

e. Hospitality Chair

The Hospitality Chair shall arrange for refreshments for all Board meetings and gatherings.

The hospitality Chair shall arrange for greeters and registration at all general meetings.

f. Members at Large (up to 5 (five) positions)

Members at Large shall attend all Board Meetings.

Members at Large shall serve as flexible positions to support other Board Members in their roles as needed.

Members at Large shall solicit and provide input from the general membership to the Board.

Members at Large shall support League events through planning and execution as needed.

g. Shop Inventory Manager

The Shop Inventory Manager shall work closely with the League's Shop Procurement Lead, Shop Training Lead and Symphony Liaison.

The Shop Inventory Manager shall be responsible for reporting and communicating inventory performance to the League Board, Procurement Lead, Training Lead and Symphony Liaison using Lightspeed, Excel, and other electronic tools as needed.

The Shop Inventory Manager shall assist with the research of new products and disseminate new product information to the Training Lead and Shop Leads.

The Shop Inventory Manager shall ensure Shop inventory is input into the appropriate system and barcoded.

The Shop Inventory Manager shall be responsible for organizing and supervising physical inventory counts.

The Shop Inventory Manager shall volunteer regularly at the Shop.

h. Social Media Chair

The Social Media Chair shall establish and maintain League accounts on social media (currently Instagram only) and others as appropriate and within the policies of Pacific Symphony in coordination with the Marketing Department.

The Social Media Chair shall update and post regularly on League accounts to promote activities and events, awareness, fund raising initiatives, and education.

The Social Media Chair shall monitor and respond to online postings regarding League activities and remove adverse posts or comments.

The Social Media Chair shall educate and encourage League general membership in online forums and social media to promote League awareness and networking.

Section 3- Ex Officio Board Position

a. Symphony Staff Liaison

The Symphony Staff Liaison shall be an ex officio non-voting member of the League Board.

The Symphony Staff Liaison shall be the Senior Director of Volunteer Services or designee.

The Symphony Staff Liaison shall be responsible for all press relations and press statements and public community relations.

The Symphony Staff Liaison may override any League Board decision or remove any League Board or general member at the sole determination of Pacific Symphony Management or in accordance with Pacific Symphony policy.

The Symphony Staff Liaison shall send out notice of Board meetings one week in advance via mail or email.

The Symphony Staff Liaison shall procure and schedule Symphony Shop volunteers and lead volunteers in collaboration with the Shop Inventory Manager.

The Symphony Staff Liaison shall be responsible for overseeing all aspects and decisions of Shop operations including volunteer staffing, procuring merchandise, selling, training, order fulfillment, and financial accountability.

The Symphony Staff Liaison shall provide introductions and manage League interface with Symphony staff.

The Symphony Staff Liaison shall support the President, when requested, by suggesting candidates for appointed positions.

The Symphony Staff Liaison shall be the final authority in all League matters.

ARTICLE VI – Quorum

A majority of the members present at a regular meeting of the membership shall constitute a quorum for conducting business and voting.

ARTICLE VII – Rules of Order Amendment(s)

The Rules of Order may be amended at any regular meeting of the membership, providing written notice has been given at least thirty (30) days prior to the meeting, with said notice containing a clear statement of the proposed amendment(s). Amendments must be passed by a majority of the membership present. The most recent edition of Robert's Rules of Order, Revised, shall be the parliamentary authority for all matters of procedure not specifically covered in these Rules of Order.

ARTICLE VIII – Dissolution

The League is not organized or operated independently from Pacific Symphony. Upon dissolution of the League, any funds or property remains the property of Pacific Symphony.