

**POLICIES AND PROCEDURES**

Performing Arts League, Inc.

*Promoting Youth Involvement In The Performing Arts*



Fiscal Year 2020-2021

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# **Preface**

Rules and guidelines called *Standing Rules* are related to:

1. The details of the administration of a society rather than to parliamentary procedure; and
2. Can be adopted or changed upon the same conditions as any ordinary act of the society.

Standing rules generally are not adopted at the time a society is organized, but individually if, and when, the need arises (Robert, Honemann, & Balch, 2011).

The Performing Arts League, Inc. Policies and Procedures are organized by chronological adoption date. Reference is made in blue to the minutes or other reference in which the rule or guideline was adopted or noted. As general business of the organization is conducted, motions passed that rise to the level of a policy or procedure will be noted at the time of adoption by the Recording Secretary or later by the Board. Any member can suggest from the floor or by notice to the Board that a motion should be included in this compendium. The compendium will be maintained by the Recording Secretary and/or President and will be distributed annually.

# **Name Usage**

The name of the Organization is Performing Arts League, Inc. The name is generally followed by the mission statement. A Performing Arts League Logo has been established that has a format for letterhead and business cards. Traditionally, blue has been used for the type face. Type size may vary by usage. Contact the President or Corresponding Secretary for more information on layout. Although “PAL” may be utilized as an acronym in internal correspondence, PAL is a registered trademark of other organizations such as the Police Athletic League and may not be applied publicly.

# **Operating and Fiscal Year**

The operating and fiscal year is June 1 through May 31.

# **Meeting Times**

Membership meetings will be held the 4th Tuesday of each month, September through May at 2PM, unless changed by the Board.

Board meetings will be held at a time and place set by the President. A minimum of two (2) meetings will be held each operating year.

1. One meeting will be held prior to the first membership meeting to establish objectives and overhead budget for the fiscal year;
2. One joint meeting in May, prior to the annual membership meeting, of the outgoing and incoming board (and chairs) to discuss the annual report and issues of transition.

The President or his/her designee may call other meetings as needed and/or may conduct business with the Board by email or phone, provided an attempt is made to contact all members.

# **Cancelation of Membership Meetings**

To cancel or change a membership meeting, the President or his/her designee will call a Board of Director Meeting. Either virtual or in person methods are acceptable. A quorum of Board members must be in agreement of the cancellation.

Procedure:

1. Consideration of cancellation of a Membership Meeting must meet one of the following criteria:
   1. Lack of a quorum (to include proxies) one day following the RSVP date. An effort must have been made to contact members to obtain proxies.
   2. Inability of either the President and his/her/designee to host said meeting due to illness, emergency, or lack of physical presence.
   3. Based on community health status, the venue site has decreased capacity, and online attendance options are not available.
2. The President and/or designee will attempt to contact all members. When notification is electronic, Email etiquette is important.
   1. Acknowledge inconvenience
   2. Be polite
   3. Be timely
   4. Be reasonable in explanation
   5. End the communication with appreciation of the member
3. The Venues Committee will notify the speaker, venue site, and caterers if any.
4. The President, in consultation with the Treasurer and Assistant Treasurer, will execute a flexible refund policy wherever possible.
   1. Expenses incurred in the planning and preparation of the cancelled meeting that cannot be recouped by a venue site will be the responsibility of PAL.
   2. PAL may opt to donate foods and other materials to organizations selected by the BOD.
   3. Members may have the option to make a donation or to receive a refund. If a donation is made, follow the Policy and Procedure Guidelines for donations.
5. The President or his/her designee will determine the criticality of information to members and reschedule for a future meeting as appropriate.
6. The Venues Committee will consider the community health status, venue availability, and make a preliminary recommendation to change from in person to zoom about two weeks prior to the scheduled meeting. Should there be less than 10 RSVPs, the Venues Committee will make a recommendation to the BOD to cancel the onsite meeting.

# **Agenda Petitions to the Board**

For By-Laws, Art IV and Notices. Petitions for placement on an Agenda that will require a vote of the membership or the Board should be sent via email to Board members at least three (3) weeks prior to the next scheduled membership meeting. Petitions must be in writing and sent to at least two (2) Board members, usually the President and the Recording Secretary.

# **Committee Meeting Notices**

The Chair will invite all members of a committee, including the President per By-Laws, to all meetings of that committee, regardless of his/her knowledge of a member’s schedule, location, or other contingency. The notification should be made by email. The Chair does not need to wait for a response; notification is sufficient. Failure to provide such notification will result in the product of that meeting being invalid.

The Committee Chair should be made aware of all subcommittee meetings (i.e. an event planning committee meeting) and should be invited to critical meetings. Although some flexibility should be exercised on this policy, the Chair can determine to which subcommittee meetings he/she wants to be invited. This policy does not mean that the Chair and/or committee members cannot informally discuss the business of the committee in smaller informal groups. It does mean that the conclusions drawn are not valid without a meeting, or a poll of *all* committee members.

**Committee Minutes and Reports**

Per By-Laws, minutes and committee reports are required to be submitted to the Recording Secretary (See Officers). In practice, committee reports are limited to meetings with complex plans and outcomes. Unlike Membership minutes, these reports go only to the Board, although excerpts of each can be shared with the membership in regular meetings.

For minutes of major committee meetings, such as Committees of the Whole, the procedure will be:

1. The meeting Chair will designate a person to take notes for the minutes and prepare written minutes. He/she will submit these minutes to the President, or in the President’s absence, another Officer who attended the meeting as appointed by the President or Board.
2. The President or designee will review the draft for completeness of business reported, wording of motions and outcomes, etc. Observations will be notated in the body of the draft in color, and the draft will be returned to the Chair.

For minutes of committee meetings attended only by committee members , minutes will be taken and distributed to the committee at the discretion of the Chair.

**Membership Duties and Officers/Committees**

A directory of the members will be published and distributed at the annual September meeting.

Members of the organization are encouraged to work with a committee and actively support the mission of the organization. Examples of support may include, but are not limited to attendance at fundraising events, purchase of event tickets, and financial contributions.

Officers: Officers include: President, Administrative Vice President, Marketing Vice President, Ventures Vice President, Grants and Scholarships Vice President, Recording Secretary, Past President, Treasurer, and Assistant Treasurer.

Past President: The immediate Past President would not be a voting member of the Board and his/her presence at a Board meeting would not count toward a quorum.

Corresponding Secretary: The Corresponding Secretary reports to the President, attends meetings, but does not have a vote.

# **Standing Committees**

Standing Committee Chairs who are not also officers will be elected by the Membership annually. If a vacancy occurs in the Standing Chairs, the Board may fill the vacancy until the next election and designate the occupant as “Acting”. Ad hoc committee chairs may be elected by the committee members.

The Standing Committees are:

1. **Administrative** (Chaired by VP). Maintains archives of events, maintains job descriptions for Officers and Committee Chairs, supervises elections and key votes; researches vendors for services needed; provides administrative support to the Officers and Committee Chairs as needed. The Administrative VP recruits members ad hoc to work on specific initiatives, supervises Nominating Committee, and maintains mission statement and job descriptions of Standing Chairs.
2. **Ventures** Seeks opportunities prospective groups; report recommendations for new programs and fundraising events for the upcoming year to the Board before reporting to the General Membership. Once approved, an ad hoc committee is formed to execute the program or event
3. **Meetings and Programs** Secures places for meetings and programs and obtains cost estimates. Keeps count of RSVPs for meetings and programs and apprises the Membership Committee of number of affirmative attendees. Supervises/helps in set-up of venue on day of meeting/event.
4. **Membership** Informs potential members of Organization’s purpose, programs, and events. Keeps records of members and potential members; maintains directory of members. Coordinates with Meetings and Programs; determines quorum and confirms proxies.; coordinates with Graphics in publication of directory.
5. **Publicity** Executes announcement and advertising to the general public; maintains media lists, community calendars and maintains archives of published materials.
6. **Graphics** Upon request and written reasonable deadlines, designs and produces graphics for invitations, and other publicity’ coordinates with Membership to publish membership directory.
7. **Website** (chaired by Webmaster). Investigates and recommends PAL’s social media (i.e. internet presence, twitter, Facebook); oversees the upkeep of the website, collects/monitors online payments, donations, and fees (i.e. PayPal, Eventbrite).

# **Nominating Procedures and Officer/Chair Elections**

The following procedures will be followed for nominating procedures and Officer/Chair elections:

1. A Nominating Committee will be formed by the Administrative VP in January prior to presentation of the slate for the following operational year.
2. The slate will be presented at the March Membership meeting. Nominations will be accepted from the floor at that meeting. Nominations must be made with the consent and knowledge of the person being nominated.
3. Before the April election, the Administrative VP will appoint an Election Committee. Traditionally, the Election Committee has no members who are running for an Office or Chair.
4. Before the April election, a ballot will go out to all members. Members may vote in one (1) of three (3) ways:
   1. Electronically by returning marked ballot to the Election Committee
   2. By giving their proxy to someone who will attend the April Election meeting
   3. In person at the April Election meeting.
5. Votes from all sources will be counted by the Election Committee at the April meeting and new officers/chairs will be announced.

**Dues, Expenses, and Aging of Payables**

Dues are $50.00 per year, payable by June 30th of a new fiscal year. New members joining after December 31st of a fiscal year shall pay one half (1/2) the current annual dues rate for that fiscal year of joining, payable within thirty (30) days of joining.

Authorized expenses incurred by members will be reimbursed. A PAL Reimbursement Form and a copy of the receipt must be submitted to the Treasurer within thirty (30) days after the event.

1. Ventures expenses beyond the authorized event budget need to be approved by the Ventures VP and the Board.
2. Corporate overhead expenses must be approved in advance by the Board. An Expense Account Form is available from the Treasurer, the Administrative VP, or the President.

**Event/Reservation Refunds**. PAL consideration for nonpayment or request for reimbursement for events, luncheons, and fundraisers is as follows: A member or guest may request a refund up to the reservation deadline, but after the deadline, there will be no reimbursement. Payment is expected if a reservation is made and member or guest is unable to attend.

**Budgets**

**Corporate**. Each year the Board will set a corporate budget to include the following line items:

1. Board Emergency Discretionary Fund. The amount of this fund was established at the May 2013 Membership meeting. Any change to the amount will be made by membership vote at the first Membership meeting in the new fiscal year.
2. Corporate Overhead Fund. The corporate overhead fund will initially contain these line items with estimates for the current fiscal year:
   1. Corporate Filings, Fees and Renewals
   2. P.O.Box Rental
   3. Memberships and Dues (initially membership in the non-profits)
   4. Miscellaneous, Corporate and Communications Supplies; Dues and Subscriptions
   5. D&O Insurance
3. At the first Board meeting of a new fiscal year, the Board may modify this list to include new items or to discontinue old items.

**Ventures Committee**. The Sub-Committee in charge of each event, program or fundraiser will have an Event Treasurer appointed by the Ventures VP, in concurrence with the Chair and the League Treasurer.

1. The Event Treasurer works closely with the Treasurer, keeps the Chair and the Ventures VP informed. Bills to be paid for an event need to be approved by the Event Chair and Ventures VP. Duties of the Event and PAL Treasurers follow:
2. The Event Treasurer:
3. Prepares an itemized budget of all expected expenses
4. Works under the direction of the Treasurer and Assistant Treasurer
5. Collects/substantiates all monies.
6. Provides an itemized accounting of all bills paid and all revenues received for the event to the Chair and to the Treasurer at the close of the event.
7. The PAL Treasurer supplies Tax Exempt Forms to the Event Chair and the Event Treasurer for event expenditures and follows up on /delegates collection of uncollected commitments.

# **Minimum Bank Balance**

A minimum bank balance of $5000.00 will be maintained. If the balance approaches the minimum, the Treasurer will notify the board.

# **Donation Procedures, Acknowledgements, and Tax Deductions**

If a donation of goods or restricted funds is received that is not intended for a fundraiser where goods and services are rendered, the Corresponding Secretary directs placement of the gift, and writes an acknowledgement letter to the donor. If the donor is not a member of PAL, a mailing address for the donor is required.

Tax Deductions on Donations. IRS rules require a portion of all donations for a fundraiser to exclude a reasonable portion as payment for goods and services. Payment for goods and services is not tax deductible For each fundraiser, a determination will be made as to the value of goods and services. The tax-deductible amount will be indicated on the invitation. If a person makes a donation for an event where goods and services (i.e dinner) will be rendered, but does not attend, the entire donation is deductible.

Donations of goods such as computer equipment, software, band instruments or cash donations exclusive of fundraisers where goods and services are rendered are 100% tax deductible. If the donation is for goods, the benefactor sets the value of the donation for tax purposes. The League will send an acknowledgement letter that no goods or services were given in exchange for the donation.

Fundraising/Program Donations for Food or Drink. Checks should be made out to the Performing Arts League. They become 100% deductible to the donor. If the donor attends the event, rules for non-deductibility of goods and services apply to the total donation for the event.

Procedures for Acknowledging Tax Donations. Monetary donations received will be acknowledged by Thank You Notes by the Corresponding Secretary; any donations over $250.00 will also be acknowledge by the Assistant Treasurer as a tax document by the end of the calendar year.

**Conflict of Interest Policy**

Conflict of Interest Policy. PAL has a Conflict of Interest Clause in Art V of the By-Laws. However, it is prudent to establish a specific policy for both the Board and Committees in enforcing this Clause. Therefore, whenever selection of a vendor for goods or services for which payment is discussed, the Chair will ask if anyone has a major interest or close relationship with vendors being suggested (i.e. related by blood or marriage, major shareholder, etc). If so that member will be excused from the meeting for the duration of the discussion concerning vendors.

# Sponsorship Committee

Struggling with the difficulties that smaller event committees have in finding sponsors, especially when they are pursuing the same sponsors as other committees. It makes sense that we should combine these individual sponsorship efforts into a single effort that focuses on gaining sponsors for the entire organization to support all of our events. The result would be similar to what other nonprofit organizations use to support their operations.

An exploratory committee, facilitated by Pat Daniel, was formed in 2019 to flesh out this idea focusing initially on the fashion show. The concept of sponsorship levels was established and executed for the fashion show. Unfortunately, COVID-19 basically stopped the effort. This proposal is an effort to restore this effort and use it program wide. This includes a sponsorship packet that was developed in the initial effort.

**PURPOSE:** The sponsorship and marketing plan is a continuous effort to assess processes and strategically prioritize select initiatives to achieve established outcomes. Using a team-based approach the following initiatives were identified: determine sponsorship levels, ascertain deliverables, and develop a template and evaluation process for sponsorships.

**MEMBERSHIP:** The membership should include representatives from Ventures, Marketing, and Venues as these committees can benefit from these efforts. Membership should be open to all.

**DUTIES:**

1. Review and update existing Sponsorship and Grants Plan in late Spring to measure effectiveness and make changes as needed for the following year.
2. Maintain a list of past sponsors and explore new sponsor possibilities to be included in the list.
3. Establish relationships with sponsors by defining potential sponsors’ likes, missions, and charity donations.
4. Creation of a form letter to include levels of sponsorship, date and time of event, event details, and other information that might interest sponsors
5. Carry out a sponsor drive annually, beginning at the start of the fiscal year

# **Sponsorship Levels**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Sponsor Level | Purchase table 2020 | Purchase table 2021 | Table top | Perks 2020 | Perks 2021 |
| **Level 1:** Presenting Sponsor  Parisian | $3000.00 per table | $5000.00  per table | 8 | 1. Marquis for all events via   Website and advertising   1. Premier seating 2. Table signage 3. 8-16 free tickets 4. Name called by Emcee | Consider adding comps for sponsoring prior events |
| **Level 2:**  Milano  *Option 1* | $1500.00  per table | $3000.00  per table | 8 | 1. Name on program and media 2. 8 free tickets 3. Name called by Emcee | Consider adding comps for sponsoring prior events |
| **Level 2:**  *Option 2* | $750.00 | $1500.00 | 4 | 1. Purchase half table |  |
| **Level 3:**  Venetian | $1000.00 | $2000.00 | 10 | ?? |  |
| **Level 4:**  New York | $500.00 | $1000.00 | 0 | 1. Donation only |  |

# **Sponsor Donations**

1. Wine sponsor
2. Valet parking
3. Flowers
4. Print materials

# **Works Cited**

Robert, H. R, Honemann, D.H., & Balch, T.J. (2011). *Robert’s rules of order newly revised*. (11th ed.). Public Affairs: New York.

# **Attachment A**

Articles and Amended Dates

|  |  |  |
| --- | --- | --- |
| Topic | Page | Amending Body and Date |
| Name Usage | 2, line 5 | Minutes 3/26/12 and 4/17/12; Standing Chair memo 4/21/12 |
|  | 2, line 7 | Minutes 9/25/12 |
| Meeting Times | 2,line 10 | By-Laws, Minutes 4/17/12; BOD 1/7/14 |
| Agenda Petitions | 3, line 4 | BOD 3/17/13 |
| Committee Notices | 3, line 12 | BOD 9/3/13 |
| Committee Meetings and Reports | 3, line 15 | Board 9/23/13 |
| Meeting Dates | 4, line 4 | BOD 7/16/10 |
| Membership Duties | 4, line 4 | BOD 2/16/16 |
|  | 4, line 7 | BOD 12/9/15; 7/16/19 |
|  | 4, line 9 | BOD 2/16/16 |
| Standing Committees | 4, line 4 | By-Laws, Minutes 10/5/11; Minutes 3/26/13; BOD 3/5/13;9/23/14 |
| Administrative VP | 4, line 6 | By-Laws; BOD 7/16/19 |
| Ventures VP | 4, line 4 | BOD 6/2/14; 7/16/19 |
| Publicity | 4, line 2 | BOD 7/16/19 |
| Webmaster | 5, line 3 | BOD 7/16/19 |
| Nominating Procedures | 5, line 16 | By-Laws, Minutes 1/22/13; BOD 3/5/13 |
| Dues, Expenses | 5, line 3 | BOD 12//7/11; Minutes 4/17/12; BOD 12/9/15 |
|  | 5, line 10 | BOD 10/21/14; 12/09/15 |
| Event/Reserve Funds | 5, line 4 | BOD 12/5/15 |
| Budgets Ventures | 6.3 line 3 | BOD 12/9/15 |
|  | 6.3, line 4 | BOD 9/3/13; 10/28/14; 7/16/19 |
| Minimum Balance | 6, line 2 | BOD 9//3/13; 7/16/19 |
| Donation Procedures | 6, line 4 | BOD 7/16/19 |
| Donation of Goods | 6, line 5 | Minutes 9/25/12; BOD 3/5/13 |
| Fundraising Donations | 6, line 3 | Minutes 11/27/13 |
| Acknowledge Tax Donations | 6,line 4 | BOD 10/13/15 |
| Conflict of Interest | 7, line 6 | BOD 3/5/13 |
| Meeting Cancelation | 4, line 1 | BOD 11/10/20 |