



PARENTS AUXILIARY ORGANIZATION: STANDARDS & RULES

Mission of YOSA

The mission of the Youth Orchestras of San Antonio (YOSA) is to (1) enhance the artistic excellence in the South Texas region by cultivating young talent in a classical music arena and helping them realize their fullest potential; (2) to promote the value of music education which helps children become better members of the society by learning discipline, cooperation, and leadership as well as gaining self-esteem; and, (3) and to advance cultural diversity via offering orchestral music, education programs, and performance opportunities of youth across all socio-economic levels.

Description and Purpose

The Parents Auxiliary Organization of YOSA (PAO) is a support group established to enhance the activities of YOSA and operates with the approval of the YOSA Board of Directors. It provides an invaluable volunteer service that uses the many talents of the parents/guardians of YOSA students to further the mission of YOSA. The YOSA Board of Directors oversees the activities and finances of the PAO. The YOSA Board of Directors reserves the right to replace any PAO officer or Special Member when it is deemed necessary. The Executive Committee of the YOSA Board of Directors serves in an advisory capacity to the elected officers of the PAO. All operations of the PAO are subject to the bylaws of the YOSA Board of Directors. All fundraisers and use of proceeds are subject to approval by the Executive Director or the YOSA Board of Directors.

Some of the activities of the PAO include fundraising for tours, hosting receptions at concerts, managing the YOSA Boutique, providing volunteers for events such as concerts and rehearsals, and assisting the youth orchestra exchange programs. The PAO Communications or other Officer will submit communications to the YOSA Executive Director for inclusion in regular parent weekly e-mail communications.

The President of the PAO will serve on the YOSA Board of Directors as Special Member. The Special Member is subject to election annually to the YOSA Board of Directors by the YOSA Board of Directors. He or she will present monthly reports on PAO activities and finances to the YOSA Board of Directors.

Season

For purposes of these Standards & Rules, a Season is the annual YOSA performance period, generally August through May.

Budget

The PAO budget will be incorporated in the overall YOSA budget. The PAO budget will be prepared by YOSA staff with input from the PAO Officers. The budget will then be presented to the YOSA Board for final approval.

Funds

PAO funds will be maintained in a separate PAO account at Frost Bank, or other Bank directed by the YOSA Board of Directors. YOSA's bookkeeper will receive bank statements directly and will review and forward these statements to the PAO Treasurer. At the end of each Season, no more than \$2,000.00 will remain in the PAO account; all excess funds will be transferred to the YOSA general fund.

Checks of \$500.00 or less will be signed by the PAO Treasurer. Checks exceeding \$500.00 will require a second signature by the YOSA Executive Director or other YOSA Officer.

Membership

All parents/guardians of current YOSA students are automatically members of the PAO.

Officers

Each officer of the PAO will be a member of the PAO. The five (5) elected officers of the PAO will be the President, Vice President, Communications, Vice President, Ensemble Coordinator, Treasurer and Secretary. In addition, the Executive Director will serve as the sixth officer.

Meetings

The general membership of the PAO will have a minimum of three (3) meetings per Season. Business at a PAO General Meeting may not be transacted unless a quorum is present.

The PAO Officers will have a minimum of five (5) meetings per year. Business at PAO Officers meetings may not be transacted unless a quorum is present. In the event the Executive Director is unavailable, he or she may appoint another YOSA staff professional as his or her designee for the meeting.

Unless otherwise noticed, meetings will be held on the second Sunday of each month of the Season in accordance with the following schedule:

Special meetings of the membership may be called with a minimum of five (5) days notice to the general membership. Notification will be the responsibility of the Vice President, Communications. Notice may be provided by email and will be posted at the rehearsal site(s) on the Sunday prior to the general meeting.

Presiding at Meetings

The President of the PAO will preside at meetings of the Officers and PAO General Meetings. The President will appoint one of the Vice Presidents to conduct meetings if the President is unable to attend.

Quorum

A minimum of nine (9) PAO members constitutes a quorum to conduct business at a PAO General Meeting.

Four (4) members of the total of six (6) Officers will constitute a quorum to conduct the business of the PAO Officers.

Meeting Procedures

The business and operations of the PAO will be based upon a majority vote of the members provided a quorum is present. Meetings will generally follow the current version of Robert's Rules of Order.

The Secretary will record and maintain records of all meetings.

Voting at General Meetings

Each member of the PAO in attendance at a General Meeting will have one vote.

Voting at Officers' Meetings

Each officer and the YOSA Executive Director or his or her designee will have one vote at an Officers' meeting.

Nominations/Elections

Nominations for officers will be accepted from the floor at the General Meeting in April. The Vice President, Communications and Secretary will also request nominations from the general membership by e-mail prior to the general meeting.

The officers of the PAO will be elected annually by a majority of a quorum of the membership present at the final General Meeting of the Season. If a quorum is not present, then the Vice President, Communications and Secretary will present the slate of nominees to the general membership by e-mail and voting will be conducted by return vote to the Secretary. Elections conducted by e-mail will be confirmed at the final meeting of the officers and the newly-elected officers will be announced by e-mail.

The consent of each nominee must be obtained before his or her name is placed in nomination. Additional nominations may be made from the floor provided the prior consent of the nominee has been obtained.

Terms of Office

Officers of the PAO are elected for a term of one Season. Officers may hold their current position for not more than two (2) consecutive terms. Terms begin on August 1 and end on July 31.

Vacancies

Any vacancy occurring on the slate of Officers may be filled for the remainder of the current term by the majority vote of the Officers.

Revisions

Proposed revisions to these Standards & Rules will be presented in writing to the PAO Officers. Upon the approval of the PAO Officers, and the PAO membership, the revisions will be submitted to the Governance Committee of the YOSA Board of Directors. Upon the approval of the Governance Committee of the YOSA Board of Directors, the revisions will be subject to a vote by the general membership of the PAO. Changes to the Standards & Rules require a two-thirds vote of a quorum at the next General Meeting to approve the revisions.

Copies of the PAO Standards and Rules are available upon request from the YOSA office.

President, YOSA Board of Directors

Date