

Grand Teton Music Festival Auxiliary
Policies and Procedures

1. Name and Purpose. The purpose of the Grand Teton Music Festival ("GTMF") Auxiliary is to support the GTMF as volunteers and ambassadors.

2. Members.
 - a. Categories of Members. There shall be three (3) categories of Auxiliary Members: Active, Sustaining, and Honorary.
 - b. There shall be a maximum of forty-five (45) Active Members of the Auxiliary.
 - c. An Active Member shall:
 - 1) have an interest in music and the GTMF and in fostering that interest in the Jackson Hole community,
 - 2) be required to pay annual dues no later than the March Auxiliary meeting each year,
 - 3) be expected to attend two (2) meetings and complete two (2) volunteer spots at GTMF Events each calendar year,
 - 4) receive all mailings and be invited to attend all meetings of the Auxiliary,
 - 5) be entitled to vote on all issues brought before the Auxiliary membership, and
 - 6) after having been an Active Member for ten (10) years, or for seven (7) years if the Member has held an office, have the option to become a Sustaining Member.
 - d. Procedure for Proposing New Active Members:
 - 1) A new Active Member shall be nominated by a current Member and seconded by another (the "Sponsors").
 - 2) Nominations and seconds of new members may be submitted up to two (2) weeks prior to any Auxiliary meeting.
 - 3) Names of new members shall be presented for approval by the Members in attendance at the next Auxiliary meeting, following which the new members will receive a welcome letter from the Membership Chair.
 - 4) No Member may nominate or second more than two (2) new members each year.
 - 5) All new members shall be introduced by their Sponsors at the July Auxiliary meeting.
 - 6) Sponsors shall be responsible for orientation and continuing guidance of new members.
 - e. A Sustaining Member shall:
 - 1) be recognized as a Sustaining Member by the Executive Committee,
 - 2) be required to pay annual dues no later than the March Auxiliary meeting each year,
 - 3) receive all mailings and be encouraged to attend meetings of the Auxiliary and participate in GTMF events,
 - 4) be entitled to vote on all issues brought before the Auxiliary membership.
 - f. An Honorary Member shall:
 - 1) be approved by the Executive Committee,
 - 2) receive honorary membership in recognition of special and unique past service to the Auxiliary,
 - 3) not be expected to pay annual dues or to attend Auxiliary meetings or participate in GTMF events,
 - 4) receive all mailings and be invited to attend all meetings of the Auxiliary, but not be entitled to vote on issues brought before the Auxiliary membership.

- g. Leave of Absence:
 - 1) A Member who wishes to take a leave of absence from membership for one (1) year may request a leave by submitting a written request for leave to the Executive Committee.
 - 2) Upon approval by the Executive Committee, a confirmation of leave shall be sent by the Membership Chair.
 - 3) Members on leave of absence shall not be expected to attend Auxiliary meetings or participate in GTMF events, may not vote, but shall be required to pay annual dues no later than the March Auxiliary meeting each year.
 - 4) In extenuating circumstances, a leave of absence may be extended for an additional year by vote of the Executive Committee.
- h. Resignation and Removal:
 - 1) If a Member has failed to pay dues, attend Auxiliary meetings, complete volunteer obligations, or fulfill any other expectations of Auxiliary membership for a period of one year, the Executive Committee shall determine whether the Member should be asked to resign, in which event the Membership Chair shall send a written request for resignation to the Member.
 - 2) If the Member resigns, or fails to respond within thirty (30) days, the Membership Chair shall remove the individual's name from the Auxiliary roster and notify the individual that such action has been taken.

3. Officers.

- a. The Officers of the Auxiliary shall consist of the President, the Vice President, the Secretary, the Events Chair and the Membership Chair.
- b. Nomination of New Officers.
 - 1) The Nominating Committee shall:
 - a) be composed of the Immediate Past President of the Auxiliary, who shall chair the committee, and two (2) Active Members selected by the Immediate Past President.
 - b) receive written suggestions for new officers from Members no later than one (1) month prior to the July Auxiliary meeting, and
 - c) present a single slate of officers for approval by the Members in attendance at the July Auxiliary meeting.
- c. Terms of Office:
 - 1) The President and Vice President each shall hold office for one (1) term of two (2) years.
 - 2) Other officers shall hold office for one (1) term of two (2) years and may hold the same office for no more than two (2) consecutive terms.
 - 3) No individual may hold more than one (1) office at the same time.
 - 4) The term of office of each officer shall begin on September 1 following their election or the beginning of their second term in office.
- d. The President shall:
 - 1) set the agenda for each Auxiliary meeting,
 - 2) conduct Auxiliary meetings,
 - 3) appoint committees as needed to conduct Auxiliary business,
 - 4) call Executive Committee meetings and special Auxiliary meetings as may be needed,
 - 5) serve as a voting member of the GTMF Board of Trustees during their term of office, and

- 6) carry out other functions as described in these Policies and Procedure and as requested by the Executive Committee or the GTMF
- e. The Vice President shall:
- 1) assume the presidency at the conclusion of the President's term or upon the President's inability to serve,
 - 2) conduct meetings in the absence of the President,
 - 3) organize the July Auxiliary meeting luncheon ,
 - 4) assist the President as may be needed, and
 - 5) carry out other functions as described in these Policies and Procedures and as requested by the Executive Committee or the GTMF
- f. The Secretary shall:
- 1) take minutes at meetings and send out the minutes to Auxiliary Members in a timely manner,
 - 2) send reminders to Auxiliary Members of the time and place of the next Auxiliary meeting no later than ten (10) days prior to each meeting,
 - 3) with the agenda for the January Auxiliary meeting, send out requests that dues be paid no later than the March Auxiliary meeting,
 - 4) with the minutes of the January Auxiliary meeting, send out reminders to Auxiliary Members that dues are to be paid no later than the March Auxiliary meeting,
 - 5) prepare and distribute approved proposed changes to these Policies and Procedures to all Members no later than two (2) weeks prior to the July Auxiliary meeting,
 - 6) see to the maintenance of the Auxiliary Portal, including the roster of current Auxiliary members, and
 - 7) carry out other functions as described in these Policies and Procedures and as requested by the Executive Committee or the GTMF
- f. The Events Chair shall:
- 1) obtain a list of events and requests for volunteer assistance from the GTMF office,
 - 2) be responsible for filling volunteer positions and maintaining a current list of volunteers and their assignments, and
 - 3) carry out other functions as described in these Policies and Procedures and as requested by the Executive Committee or the GTMF
- g. The Membership Chair shall:
- 1) prepare forms related to Auxiliary membership and maintain records of membership information,
 - 2) maintain a roster of Active, Sustaining, and Honorary Members, with current mailing addresses, email addresses, and telephone numbers,
 - 3) receive proposals from Sponsors of new Active Members at least two (2) weeks prior to each Auxiliary meeting,
 - 4) prepare and present a list of newly proposed Members at each Auxiliary meeting, as necessary, for approval by the Members in attendance at that meeting,
 - 5) send approved new Members a letter inviting them to join the Auxiliary and outlining the dues requirement and the expectations of membership,
 - 6) prepare the GTMF Auxiliary Welcome Packet for distribution to new Members,
 - 7) collect and record annual dues and give a financial report at each Auxiliary Meeting, and
 - 8) carry out other functions as described in these Policies and Procedures and as requested by the Executive Committee or the GTMF.

4. The Executive Committee shall:
 - a. be composed of the GTMF Auxiliary Officers; the Immediate Past President of the Auxiliary and, at the discretion of the President, one (1) additional past President selected by the President, and up to two (2) at-large Active Members selected by the President who are relatively new to the Auxiliary and shall not vote,
 - b. act on behalf of the Auxiliary between its regularly scheduled meetings,
 - c. establish annual dues for Auxiliary Members, and
 - d. carry out other functions as described in these Policies and Procedures and as requested by the GTMF

5. Meetings:
 - a. There shall be six (6) Auxiliary meetings each year, occurring on the third Thursday of the odd months of the year: January, March, May, July, September, and November.
 - b. The July Auxiliary meeting shall be a luncheon meeting.

6. Changes to Policies and Procedures.
 - a. Changes to these Policies and Procedures may be proposed by any Member in a writing sent to the Executive Committee no later than thirty (30) days prior to the July Auxiliary meeting.
 - b. If approved by the Executive Committee, the proposed changes shall be forwarded to all Members no later than two (2) weeks prior to the July Auxiliary meeting.
 - c. Changes shall be approved by a majority of the Members in attendance at that meeting, and shall be effective immediately.
 - d. In unusual circumstances, as determined by the Executive Committee, changes proposed by any member at any time may be considered by the Executive Committee.
 - 1) If approved by the Executive Committee, the proposed changes shall be forwarded to all Members no later than two (2) weeks prior to an upcoming Auxiliary meeting.
 - 2) Changes shall be approved by a majority of the Members in attendance at that meeting, and shall be effective immediately.

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