

## **TOSI POLICIES**

[As of December 31, 2007]

The following are policies which have been established at official meetings of the TOSI Board of Directors, and documented in the applicable Minutes of the Meeting: *(Items in italics are new or changes from the last version.)*

1. ACCOUNTS/BUSINESS
2. ARTISTS' HONORARIUM
3. BOARD/STAFF ACTIVITIES, CORRESPONDENCE, AND CONDUCT
4. BOARD/STAFF REIMBURSEMENT OF EXPENSES
5. BYLAWS
6. EVENTS
7. EDITORS and PUBLICATIONS
8. ELECTIONS
9. COUNCIL
10. EXECUTIVE DIRECTOR
11. MEMBERSHIP DUES
12. CORPORATE HEADQUARTERS
13. MISCELLANEOUS

### **1. ACCOUNTS/BUSINESS**

a. Authorized Signatures: In accordance with the requirements of the bonding company, the treasurer may issue checks up to \$500 with only the Treasurer's signature. Checks above \$500 must be signed by both the Treasurer and the President. (Board Meeting Minutes, February 10, 2007, O'Fallon, Illinois)

b. All agreements and contracts must be approved by the Board will be signed by the President unless the Board has specifically delegated this responsibility in writing to another official for a specified activity or program. A copy of such documents signed by the President will be maintained by the Secretary. (Board Meeting Minutes, February 10, 2007, O'Fallon, Illinois)

c. All forms, leaflets, and brochures which include any names of current Directors or Staff personnel, any indication of current membership rates, or any other then current information which could be changed by Board action during the course of a given year shall be printed in such quantity as not to exceed the anticipated use of said documents during that year. Additionally, since all such documents are publications of TOSI, they are to be approved in draft form by the Board of Directors before any printing order is executed. (Board Meeting Minutes, February 10, 2007, O'Fallon, Illinois)

### **2. ARTIST'S HONORARIUM**

### **3. BOARD/STAFF ACTIVITIES, CORRESPONDENCE, AND CONDUCT**

a. TOSI Board Correspondence: Correspondence pertaining to TOSI Board business will be on either TOSI stationery, personal stationery, or on blank stationery. TOSI stationery shall not be used for non-TOSI business. (Board Meeting Minutes, February 10, 2007, O'Fallon, Illinois)

b. Confidentiality: It is the policy of the TOSI Board of Directors that information of a personal nature about an TOSI member, be kept in strictest confidence. Should a matter arise that affects TOSI, the matter should be directed immediately to the President. (Board Meeting Minutes, February 10, 2007, O'Fallon, Illinois)

c. Communications: All communications to and between the Board of Directors shall be answered in a timely manner. Should an Officer, Board member, or Staff member not have access to the information being requested, he or she is to refer the individual to the appropriate TOSI member. (Board Meeting Minutes, February 10, 2007, O'Fallon, Illinois)

d. Document Notations: All documents (other than normal correspondence), forms, and other materials will each have the name of the author/computer file custodian, the date of the latest version, and a page numbering system which will include the page number and total number of pages in the document. This information is to be placed at the bottom of each page of the document. As an example of this policy, see the notations on this document. (Board Meeting Minutes, February 10, 2007, O'Fallon, Illinois)

e. Document Copies: Copies of official documents produced will be provided to the Secretary for filing and continuity purposes. Such copies can either be paper, e-mail attachment, or computer disk. (Board Meeting Minutes, February 10, 2007, O'Fallon, Illinois)

f. Job Descriptions: All members of the Board, Staff members, and committee chairpersons are to prepare, maintain, and update as necessary, a job description for their committee and/or Board position outlining their duties and responsibilities. (Board Meeting Minutes, February 10, 2007, O'Fallon, Illinois)

g. Any person serving as a committee chair, committee member, etc., must be an TOSI member in good standing. (Board Meeting Minutes, February 10, 2007, O'Fallon, Illinois)

h. TOSI will compensate any TOSI Board member at most \$500 for any one function carried out or service rendered on behalf of the Society. Additionally, no TOSI Board member shall receive more than \$1000 per year from TOSI for such services. These amounts are in addition to any ordinary reimbursement for normal travel and lodging expenses as approved by the Board. (Board Meeting Minutes, September 16, 2007, Suffern, New York)

i. All TOSI Board members shall have been members of TOSI in good standing prior to election or appointment and must continue to be such throughout the length of term of such office or appointment. (Board Meeting Minutes, September 16, 2007, Suffern, New York)

j. When conducting an e-mail vote, the Secretary shall specify a reasonable future date by which the responses (aye, nay, or abstain) must be received by e-mail or documented telephone conversation. Any Director not responding by that stated date will be considered absent from the meeting. [cf Section 3.8 of our bylaws.] (Board Meeting Minutes, September 16, 2007, Suffern, New York)

#### 4. BOARD/STAFF REIMBURSEMENT OF EXPENSES

#### 5. BYLAWS

a. Amendments: All amendments to Bylaws will be dated with the date of adoption on each page. (Board Meeting Minutes, February 10, 2007, O'Fallon, Illinois)

b. Bylaw change: Quorum for Annual Membership Meeting [cf Section 3.5 of Bylaws.] 5% or not fewer than 5 members in attendance. (Board Meeting Minutes, September 16, 2007, Suffern, New York)

#### 6. EVENTS

#### 7. EDITORS and PUBLICATIONS

#### 8. ELECTIONS

a. President and Vice-President Officer Nominations: President and Vice-President candidate statements shall be limited to 150 words maximum, which will be printed as submitted. Any statement over 150 will be disqualified. Specific information on word count will be published in the announcement of the election. Candidate resumés are to be sent, return receipt requested, to the Nominating Committee Chairperson. All statements must include the candidate's phone number. A photograph is requested. (Board Meeting Minutes, February 10, 2007, O'Fallon, Illinois)

b. Ballots: Ballots shall be sent to members by direct mail. The Executive Director is responsible for mailing the ballots. (Board Meeting Minutes, February 10, 2007, O'Fallon, Illinois)

#### 9. COUNCIL

#### 10. EXECUTIVE DIRECTOR

#### 11. MEMBERSHIP DUES

a. Annual Dues Categories:

Regular \$25

Patron (Founding Patron through 2007) \$100 or more

(Board Meeting Minutes, February 10, 2007, O'Fallon, Illinois)

b. Payment of dues for a renewal for anyone who joins TOSI in 2007 will be suspended until their renewal month in 2009. (E-mail, November 7, 2007)

c. *MEMBERSHIP: There are two types of membership: Regular Member and Patron.*

*Regular Member—an annual membership acquired at the rate established by the TOSI Board of Directors (currently \$25). Members will receive a 10% discount on any ticket purchased for any TOSI performance program, and a standing invitation to attend all artist receptions which may be scheduled. Patron—an annual membership acquired at the rate established by the TOSI Board of Directors (currently a minimum of \$100). Patrons will receive a 25% discount on any ticket purchased for any TOSI performance program, a 25% discount on one TOSI magazine subscription, and a standing invitation to attend all artist receptions which may be scheduled. These perks will accrue as long as membership at any level is maintained. If there is any lapse in TOSI membership, however, these perks will be reinstated only upon a one-year renewal at the Patron level but will then again continue while membership is maintained at any level. All members will receive the official newsletter, “TOSI News,” which we plan to publish quarterly. (E-mail, December 19, 2007)*

## 12. CORPORATE HEADQUARTERS

Corporate Headquarters Address:

15 Loockerman Street

Dover, Delaware 19904

Registered Agent: Agents for Delaware Corporations, Inc.

## 13. MISCELLANEOUS