



Brevard Symphony Youth Orchestra
2010-2011

President, Enith Windle
1st Vice President, Lisa McAlpine
2nd Vice President, Lourdes Quintero
Secretary, Joyce Wilden
Treasurer, Brian Nemeroff

Board Members

Aaron Collins
Eleanor Harvey
Cindy Johnson
Tad Moran
Linda Utz

Jan Wahl, **Past President**

BSYO Ambassadors

Steven Allender
Jim Bishop
Ann-Marie Brush
Sheila King
Lorie Wacaster

Executive Director

Marti Upton

Assistant to the Executive Director

Anne Constantinos

Conductors

Artistic Director / Philharmonic Orchestra

Michael J. Garasi

Symphony Orchestra

Ian Schwindt

Sinfonietta

Michael Wiseman

String Ensemble

Linda Woodrich

Librarian

Esther Plyler

Robert's Rules of Order

2010-2011

What is Parliamentary Procedure?

It is a set of rules for conduct at meetings that allows everyone to be heard and to make decisions without confusion.

Why is Parliamentary Procedure Important?

Because it's a time tested method of conducting business at meetings and public gatherings. It can be adapted to fit the needs of any organization. Today, Robert's Rules of Order newly revised is the basic handbook of operation for most clubs, organizations and other groups. So it's important that everyone knows these basic rules!

Organizations using parliamentary procedure usually follow a fixed order of business, as shown below:

1. Call to order.
2. Roll call of members present.
3. Reading of minutes of last meeting.
4. Officers reports.
5. Committee reports.
6. Special orders – Important business previously designated for consideration at this meeting.
7. Unfinished business.
8. New business.
9. Announcements.
10. Adjournment.

The method used by members to express themselves is in the form of moving motions. A motion is a proposal that the entire membership take action or a stand on an issue. Individual members can:

1. Call to order.
2. Second motions.
3. Debate motions.
4. Vote on motions.

There are four Basic Types of Motions:

1. Main Motions: The purpose of a Main Motion is to introduce items to the membership for their consideration. They cannot be made when any other motion is on the floor, and yield to privileged, subsidiary and incidental motions.
2. Subsidiary Motions: Their purpose is to change or affect how a main motion is handled, and is voted on before a main motion.
3. Privileged Motions: Their purpose is to bring up items that are urgent about special or important matters unrelated to pending business.
4. Incidental Motions: Their purpose is to provide a means of questioning procedure concerning other motions and must be considered before the other motion.

How are Motions Presented?

1. Obtaining the floor
 - a. Wait until the last speaker has finished.
 - b. Rise and address the Chairman by saying, "Mr. Chairman, or Mr. President".
 - c. Wait until the Chairman recognizes you.
2. Make Your Motion.
 - a. Speak in a clear and concise manner.
 - b. Always state a motion affirmatively. Say, "I move that we..." rather than "I move that we do not..."

- c. Avoid personalities and stay on your subject.
3. Wait for Someone to Second Your Motion
4. Another member will second your motion or the Chairman will call for a second.
5. If there is no second to your motion it is lost.
6. The Chairman States Your Motion
 - a. The Chairman will say, “it has been moved and seconded that we...” Thus placing your motion before the membership for consideration and action.
 - b. The membership then either debates your motion, or may move directly to a vote.
 - c. Once your motion is presented to the membership by the chairman it becomes “assembly property”, and cannot be changed by you without the consent of the members.
7. Expanding on Your Motion
 - a. The time for you to speak in favor of your motion is at this point in time, rather than at the time you present it.
 - b. The mover is always allowed to speak first.
 - c. All comments and debate must be directed to the chairman.
 - d. Keep to the time limit for speaking that has been established.
 - e. The mover may speak again only after other speakers are finished, unless called upon by the Chairman.
8. Putting the Question to the Membership
 - a. The Chairman asks, “Are you ready to vote on the question?”
 - b. If there is no more discussion, a vote is taken.
 - c. On a motion to move the previous question may be adapted.

Voting on a Motion:

The method of vote on any motion depends on the situation and the by-laws of policy of your organization. There are five methods used to vote by most organizations, they are:

1. By Voice – The Chairman asks those in favor to say, “aye”, those opposed to say “no”. Any member may move for an exact count.
2. By Roll Call – Each member answers “yes” or “no” as his name is called. This method is used when a record of each person’s vote is required.
3. By general Consent – When a motion is not likely to be opposed, the Chairman says, “if there is no objection...” The membership shows agreement by their silence, however, if one member says, “I object”, the item must be put to a vote.
4. By Division – This is a slight verification of a voice vote. It does not require a count unless the chairman so desires. Members raise their hands or stand.
5. By Ballot – Members write their vote on a slip of paper, this method is used when secrecy is desired.

There are two other motions that are commonly used that relate to voting.

1. Motion to Table – This motion is often used in the attempt to “kill” a motion. The option is always present, however, to “take from the table”, for reconsideration by the membership.
2. Motion to Postpone Indefinitely – This is often used as a means of parliamentary strategy and allows opponents of motion to test their strength without an actual vote being taken. Also, debate is once again open on the main motion.

Parliamentary Procedure is the best way to get things done, but it will only work if you use it properly.

1. Allow motions that are in order.
2. Have members obtain the floor properly.
3. Speak clearly and concisely.
4. Obey the rules of debate.
5. Most importantly, *BE COURTEOUS*.

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Board of Directors

2010-2011

OFFICERS

Enith Windle, President

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Lourdes Quintero, 2nd Vice President

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DIRECTORS

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Sheila King

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Personnel

2010-2011

Artistic Director / Philharmonic Conductor-----

Michael J. Garasi
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Orchestra Manager

Angel Ramirez
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Symphony Orchestra Conductor-----

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Orchestra Manager

Cal Hudson
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Sinfonietta Conductor-----

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Orchestra Manager

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String Ensemble Conductor-----

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Orchestra Manager

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Executive Director

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Assistant to the Executive Director

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Job Descriptions

2010-2011

JOB TITLE:	Executive Director
QUALIFICATIONS:	B. A. from an accredited institution in business or management, music/fine arts management and/or related fields preferred; or three (3) years documented work experience in any of the above related fields. Must be able to secure and maintain a valid Florida Driver's license.
REPORTS TO:	President, Board of Directors
OVERSEES:	Parent and Community Volunteer Staff and Student Volunteers
SKILLS PREFERRED:	Ability to work with adults, students and business community; grant writing skills; good grammar and written expression skills, public speaking ability; planning and organizational skills; motivational and visionary skills; good health and physical stamina; flexible working hours.
JOB SUMMARY:	The Executive Director is responsible for managing the human and financial resources of the Brevard Symphony Youth Orchestra (excluding artistic personnel) in order to achieve the orchestra's mission. To that end, the Executive Director is responsible and accountable for all aspects of the organization, and implementing the policies set forth by the Board of Directors. The Executive Director will serve as the chief operation officer of the BSYO, serve as the chief spokesperson for the BSYO, and shall be responsible for budget oversight. The Executive Director reports to the Board of Directors through the Board President.

JOB DUTIES AND RESPONSIBILITIES:

Planning

- Assist and participate in the development and implementation of a master plan that supports the artistic, financial, and public relations objectives of the BSYO.
- Develop and implement current and long-range administrative and non-artistic personnel planning to ensure that the organization is effectively structured and staffed competently.

Board of Directors

- Advise the Board on matters within the Executive Director's scope of responsibilities to promote the efficient operation of the orchestra and satisfactory delivery of services to students, parents, and community.
- Coordinate and schedule Board of Directors and Committee meetings. Coordinate with Board Secretary to ensure that meeting minutes and Treasurer's reports are recorded and filed.
- Serve as ex officio member of all Board committees.
- Attend all meetings of the Board and Executive Committee with prepared Executive Director's reports. Assist with preparation and presentation of other reports for each Board, Executive Committee and other committee meetings as requested.

Fund Raising and Development/External Relations

- Assist in the development, implementation and monitoring of orchestra's artistic objectives.
- Develop an annual master plan for orchestra operations, including rehearsal schedules, auditions, local concerts, special events, broadcasts, and audience development. Work with Artistic Director, Board and volunteer staff to implement this plan.
- In consultation with Artistic Director, orchestra conductors, and Artistic Staff, purchase music within budgetary guidelines approved by Board.
- In consultation with Artistic Director and Artistic Staff, oversee all aspects of yearly auditions for all orchestras including collection and distribution of materials to students, parents, schools, and private music teachers, maintenance of appointment schedule, and supervision of volunteer staff on audition dates. Arrange for payment, transportation, lodging, and other needs of adjudicators selected by Artistic Director.
- In consultation with the Artistic Director, Artistic Staff, Board and volunteers, seek and obtain new opportunities for performances by orchestra and its ensembles.
- Negotiate and execute concert hall leases and rent other concert space as required.
- In collaboration with Artistic and Volunteer Staff, oversee securing of required equipment, instruments, licenses and permits.
- In consultation with the Artistic Staff, select, train, and oversee Orchestra Managers and other Volunteer Staff to ensure efficient rehearsals, updated orchestra rosters, accurate attendance records, proper distribution and collection of music, and other duties as needed. Submit written evaluation of Orchestra Managers to Board of Directors in December and June of each year.
- In consultation with Artistic Staff, notify students of disciplinary actions resulting from failure to follow established code of conduct.
- Coordinate with Artistic and Volunteer Staff to secure the proper distribution and collection, proper identification, signing out and handling of all music including BSYO library collections, borrowed and rental selections. Oversee the proper return of music to library, rental agencies, and lending organizations.
- Coordinate with Board of Directors and Volunteer Staff to ensure proper staffing before, during and after concerts including volunteer stage managers, set-up/strike crews, ushers, box office assistants and other duties as needed.
- Arrange for transportation, use and return of instruments as needed for performances.
- Attend weekly rehearsals, dress rehearsals, concerts, and other scheduled BSYO activities as needed.
- Coordinate with Volunteer Staff to schedule special events and trips as approved by the Board. Serve as Tour Manager.
- Participate with the Artistic Director and Artistic Staff, in two scheduled annual staff meetings and other meetings as needed.
- Collaborate with Artistic Staff, Board and Volunteer Staff to create and maintain accurate informational materials including, but not limited to newsletters, student handbook, periodic notices, concert/special event flyers, fund raising opportunities and donation opportunities. Coordinate with Volunteer Staff to collect and assemble materials and establish communication networks for timely distribution of information.

Marketing and Promotion

- Represent the BSYO to the media, school and music teachers. Collaborate with media and Volunteer Staff to generate feature stories and maintain calendar listings in publications.
- In collaboration with Artistic Staff, Volunteer Staff and Board, schedule and promote community outreach programs.
- Oversee layout, preparation and printing of flyers and concert programs.
- Coordinate with Board and Volunteer Staff to fulfill program advertising budget goals, develop creative campaigns to boost sales and maintain quality of program booklet.
- Oversee the development of new promotional materials as approved by the Board.
- In consultation with the Board, Volunteer Staff and Orchestra Managers, promote sale of concert tickets to meet budget guidelines established by Board.

Finance

- Ensure accurate books of accounts are maintained; maintain bank accounts as directed by the Board and its Treasurer.
- Prepare and submit for approval annual operating budgets. Monitor and authorize expenditures in accordance with approved budget; prepare updated projections based on actual income and expense activity.
- Prepare monthly and quarterly financial statements, including cash flow projections, for Board review and approval at monthly meetings.
- Maintain accurate tuition payment records for all student orchestras.
- Maintain accurate records of tuition assistance requests and awards.
- Receive incoming funds, make deposits, prepare and sign checks, and perform other necessary banking procedures.
- Ensure that grants are spent in accordance with grant guidelines and that all reporting requirements are met.
- Coordinate with Board Treasurer or other financial professionals in the preparation and filing of payroll and IRS forms W-2, W-3, 941, 1099, 990 and other documents as required.

Administrative

- Maintain the business office of the Brevard Symphony Youth Orchestra.
- Oversee recruitment, placement, and supervision of administrative volunteer staff to assist with the duties as outlined in attachment. Supervise the Volunteer Coordinator and oversee activities of Friends of BSYO
- Prepare and revise job descriptions for Volunteer Staff positions. Develop and maintain Volunteer Staff Handbook. Provide written evaluations of all Volunteer Staff positions to the Board in December and June of each year.
- Maintain written log of Volunteer Staff and Board hours.

ATTACHMENTS

Executive Director will coordinate with and assign Volunteer Staff to the follow areas:

Distribution of Information

- Audition materials
- Student handbook
- Periodic Notices
- Newsletters
- Concert Flyers
- Program Advertising Materials
- Develop and maintain network to distribute information (phone/e-mail)
- Family Mentoring program
- Alumni contacts

Program Advertising

- Development of promotional materials
- Sales of program advertising
- Layout of program booklet

Rehearsals

- Distribution and Collection of music
- Maintain accurate attendance records
- Oversee adherence to code of conduct

Concerts

- Ticket Sales
- Equipment needs
- Student Supervision
- Stage Managers
- Ushers/Box Office (as needed)
- Clean-up

Music

- Organize student folders at start of season
- Develop and maintain accurate records for students sign out of music
- Maintain accurate records of rented and borrowed music
- Collect music following concerts
- Return music within reasonable time.
- Maintain BSYO music library including sign out and return of music

Promotion/Publicity

- Develop promotional materials for season including shirts, posters, and brochures
- Research performance opportunities for ensembles
- Research and assist opportunities to promote BSYO in community
- Research and assist with media publicity
- Research and assist with fund raising activities
- Assist with compilation and display of BSYO history

Administration

- Maintenance of mailing lists (e-mail and database)
- Maintenance of accurate tuition records
- Daily office operations, telephone, mail, filing, etc.
- Development of volunteer database

Social

- Coordinate after-concert parties
- Develop periodic social events

EXECUTIVE DIRECTOR ASSISTANT JOB DESCRIPTION

JOB TITLE:	Executive Director Assistant
REPORTS TO:	Executive Director
OVERSEES:	Parent and Community Volunteer Staff Student Volunteers

JOB SUMMARY: The Executive Director Assistant is responsible for helping the Executive Director manage the human and financial resources of the Brevard Symphony Youth Orchestra (excluding artistic personnel) in order to achieve the orchestra's mission. To that end, the Executive Director Assistant is responsible and accountable for aiding the Executive Director in the implementation of policies set forth by the Board of Directors. The Executive Director Assistant will serve as the volunteer coordinator, database administrator and office manager. The Executive Director Assistant reports to the Executive Director.

Fund Raising and Development/External Relations

- Help ensure effective communication with the BSYO constituencies, volunteer groups, and other arts organization, public agencies, government agencies, and the general public to achieve the objectives of the BSYO.
- Assist Board and Executive Director in fundraising activities, including annual fund drive, corporate sponsorships, special events and identification and cultivation of donors.
- Assist in the preparation of correspondence and materials for fundraising activities.
- Ensure that all contributions and other support are acknowledged as required by law and as is otherwise appropriate; maintain accurate and complete records of financial contributions and other substantial support.
- Coordinate with Executive Director and Volunteer Staff in researching and implementing additional fundraising activities as approved by the Board.
- Oversee the development and maintenance of informational and donor mailing lists.
- Research and maintain alumni database.

Artistic Administration/Concert Production

- Assist in development, implementation and monitoring of artistic objectives.
- In consultation with Executive Director and Artistic Staff, oversee all aspects of yearly auditions for all orchestras including collection and distribution of materials to students, parents, schools, and private music teachers, maintenance of appointment schedule, and supervision of Volunteer Staff on audition dates. Arrange for payment, transportation, lodging, and other needs of adjudicators selected by Artistic Director.
- Help negotiate and execute concert hall leases and rent other concert space as required.
- In collaboration with Executive Director, Artistic and Volunteer Staff, oversee securing of required equipment, instruments, licenses and permits.
- In consultation with Artistic Staff and Executive Director, notify students of disciplinary actions resulting from failure to follow established code of conduct.
- Coordinate with Volunteer Staff to ensure proper staffing before, during and after concerts including volunteer stage managers, set-up/strike crews, ushers, box office assistants and other duties as needed.

- Arrange for transportation, use and return of instruments as needed for performances.
- Attend weekly rehearsals, dress rehearsals, concerts, and other scheduled BSYO activities as needed.
- Coordinate with Volunteer Staff to schedule special events and trips as approved by the Board.
- Participate with the Executive Director and Artistic Staff in two scheduled annual staff meetings and other meetings as needed.
- Collaborate with Executive Director, Artistic Staff, Board and Volunteer Staff to create and maintain accurate informational materials including, but not limited to newsletters, student handbook, periodic notices, concert/special event flyers, fundraising opportunities and donation opportunities. Coordinate with Volunteer Staff to collect and assemble materials and establish communication networks for timely distribution of information.

Marketing and Promotion

- Represent BSYO to media, school and music teachers. Collaborate with media and Volunteer Staff to generate feature stories and calendar listings in publications.
- Research and maintain database of area music teachers. Ensure effective communication and collaboration with area music teachers.
- In collaboration with Executive Director, Artistic Staff, Volunteer Staff and Board, schedule and promote community outreach programs.
- Assist Board, Executive Director and Volunteer Staff to fulfill program advertising budget, develop campaigns to boost sales and maintain quality of program booklet.
- In consultation with the Board, Executive Director, Volunteer Staff and Orchestra Managers, promote sale of concert tickets to meet budget established by Board.

Finance

- Help maintain accurate tuition payment records for all students.
- Help maintain accurate records of tuition assistance requests and awards.
- Receive incoming funds, make deposits, and perform other necessary banking procedures.

Administrative

- Maintain the business office of the Brevard Symphony Youth Orchestra.
- Oversee recruitment, placement, and supervision of administrative Volunteer Staff to assist with the duties as outlined in attachment. Supervise the Volunteer Coordinator and oversee activities of Friends of BSYO.
- Prepare and revise job descriptions for Volunteer Staff positions. Develop and maintain Volunteer Staff Handbook. Provide written evaluations of all Volunteer Staff positions to the Board in December and June of each year.
- Maintain written log of Volunteer Staff and Board hours.
- Create and maintain volunteer database.

ATTACHMENTS

Executive Director Assistant will coordinate with and assign Volunteer Staff to the follow areas:

Distribution of Information

- Audition materials
- Student handbook
- Periodic notices
- Newsletters
- Concert flyers
- Develop and maintain network to distribute information (phone/e-mail)
- Alumni contacts

Program Advertising

- Development of promotional materials
- Sales of program advertising

Rehearsals

- Distribution and Collection of music
- Maintain accurate attendance records
- Oversee adherence to code of conduct

Concerts

- Ticket Sales
- Equipment needs
- Student supervision
- Stage managers
- Ushers/Box Office (as needed)
- Clean-up

Music

- Organize student folders at start of season
- Maintain accurate records of rented and borrowed music
- Collect music following concerts
- Return music within reasonable time
- Maintain BSYO music library including sign out and return of music

Promotion/Publicity

- Develop promotional materials for season including shirts, posters, and brochures
- Research performance opportunities for ensembles
- Research and assist opportunities to promote BSYO in community
- Research and assist with media publicity
- Research and assist with fundraising activities
- Assist with compilation and display of BSYO history

Administration

- Maintenance of mailing lists (e-mail and database)
- Maintenance of accurate tuition records
- Daily office operations, telephone, mail, filing, etc.
- Development of volunteer database

Social

- Coordinate after-concert parties
- Develop periodic social events

Philharmonic Orchestra Conductor/Artistic Director

Section I. Duties

1. The Artistic Director shall have the responsibility for music program development and shall work together with the Board of Directors (hereafter referred to as the Board) toward implementation on the music goals established by the Board.
2. The Artistic Director in consultation with Symphony Orchestra Conductor, Sinfonietta Conductor, String Ensemble Conductor, and Executive Director shall provide guidance to the Board on or before January 15, 2011 including: a) goals and objectives for the 2011-2012 concert year, b) artistic budget, and c) a detailed plan and preliminary calendar of activities for the 2011-2012 season.
3. The Artistic Director, with the assistance of the BSYO Executive Director, shall consult with the Board in selecting music personnel (teaching and conducting staff) within the budgetary guidelines set forth by the Board. The Artistic Director shall coordinate the activities of the Symphony Orchestra, Sinfonietta and String Ensemble, and supervise professional musicians engaged to assist the Youth Orchestra with training, workshops, or performances.
4. The Artistic Director shall serve as the conductor of the Philharmonic Orchestra and conduct 32 weekly rehearsals between the months of August and May, as well as a dress rehearsal the day of each concert.
5. The Artistic Director shall oversee and complete student auditions in May and September for the subsequent season, and engage other qualified individuals to assist in the evaluation process as appropriate. The Artistic Director is responsible for selection of audition music for all orchestras. All music for 2011/2012 auditions must be selected by March 1, 2011. The Artistic Director, Symphony Orchestra Conductor, Sinfonietta Conductor and String Ensemble Conductor shall arrange a mutually agreeable schedule for their attendance at audition site. The Artistic Director shall oversee the final determination of qualified applicants to be accepted into the Youth Orchestra and their placement within the orchestras/ensembles.
6. The Artistic Director shall conduct no less than four major concerts per year.
7. The Artistic Director shall submit a written report on the progress of all orchestras for each board meeting and shall advise the board on artistic matters. The Artistic Director should attend board meetings as his schedule permits.
8. The Artistic Director shall develop jointly with the BSYO Executive Director a calendar of concerts and events with supporting rehearsals within the guidelines established by the Board.
9. The Artistic Director shall provide the BSYO Executive Director with a list of music to be ordered for the following season by July 1. All music purchases and rentals must fall within the guidelines established in the budget for that season. All music taken from the library must be officially signed out and signed in.
10. The Artistic Director shall continuously evaluate the training and performance of the orchestras and artistic staff, and present a written report to the BSYO Board outlining overall accomplishments, strengths, and weaknesses at the Board's June 2011 meeting.
11. The Artistic Director, the Artistic Staff, and the Executive Director shall hold two scheduled staff meetings and others as needed.

12. The Artistic Director shall submit a written evaluation of the Philharmonic orchestra manager to the Board of Directors in December 2010 and June 2011.
13. The Artistic Director shall submit a written evaluation of the Symphony Orchestra Conductor, Sinfonietta Conductor and String Ensemble Conductor to the Board by March 15, 2011.
14. The Artistic Director shall develop jointly with the BSYO Executive Director and Artistic Staff a kick-off retreat in August and serve as an active participant.
15. The Artistic Director is responsible for all music selections for the Philharmonic Orchestra. In addition the Artistic Director is responsible for preparing, or procuring bowings for all string parts on all music for the Philharmonic Orchestra. Bowings must be completed and music delivered to the Philharmonic orchestra manager at a minimum one month prior to starting rehearsal of a piece.
16. The Artistic Director shall help the Executive Director, Artistic Staff, Board and volunteers implement an annual master plan for orchestra promotion, including special events, broadcasts, and audience development.
17. In consultation with the Executive Director, Artistic Staff, Board and volunteers, the Artistic Director shall seek and obtain new opportunities for performances by orchestra and its ensembles and promote community outreach.
18. In collaboration with Executive Director and volunteers, the Artistic Director shall oversee securing of required equipment and instruments and help arrange for transportation, use and return of instruments as needed for performances.
19. In consultation with Executive Director, the Artistic Director shall assist in enforcing the established code of conduct for all BSYO students.
20. The Artistic Director shall represent the BSYO to the media, school and music teachers.

Section II. Working Agreement Provisions

1. The Artistic Director shall be responsible for engaging a replacement in the event the Artistic Director is unable to attend a rehearsal. BSYO will be fiscally responsible for one paid absence.
2. The BSYO shall pay for room, meals, and transportation for the Artistic Director for concerts outside of Brevard County that require an overnight stay during the regular concert season. These expenses shall be within the parameters of the BSYO operating budget. Reimbursement for travel expenses associated with special tours will be negotiated on a case-by-case basis.
3. The Artistic Director shall be evaluated by the BSYO Board informally in November and formally in March of each year.
4. The Artistic Director reports directly to the BSYO Board.

Symphony Orchestra Conductor

1. The Symphony Conductor shall follow guidelines set forth by BSYO Board and Artistic Director.
2. The Symphony Conductor shall provide guidance to the Artistic Director on or before January 15, 2011 including: a) goals and objectives for the 2011-2012 concert year, b) artistic budget, and c) a detailed plan and preliminary calendar of activities for the 2011-2012 season.
3. The Symphony Conductor shall serve as the conductor of the Symphony Orchestra and conduct 32 weekly rehearsals between the months of August and May, as well as a dress rehearsal the day of each concert.
4. The Symphony Conductor shall assist the Artistic Director with May and September student auditions for the subsequent season, and suggest other qualified individuals to assist in the evaluation process as appropriate. All music for 2011/2012 auditions must be selected by March 1, 2011. The Symphony Conductor, in consultation with the Artistic Director, shall arrange a mutually agreeable schedule for their attendance at audition site. The Artistic Director shall make the final determination of qualified applicants to be accepted into the Youth Orchestra and their placement within the orchestras/ensembles.
5. The Symphony Conductor shall conduct no less than three major concerts per year.
6. The Symphony Conductor shall attend two scheduled BSYO Staff meetings and others as needed.
7. The Symphony Conductor shall develop jointly with the BSYO Executive Director and Artistic Director a calendar of rehearsals and concerts with the guidelines established by the Board.
8. The Symphony Conductor shall provide the BSYO Executive Director with a list of music to be ordered for the following season by July 1. All music purchases and rentals must fall within the guidelines established in the budget for that season. All music taken from the library must be officially signed out and signed in. The Symphony Conductor is responsible for preparing, or procuring bowings for all string parts on all music for the Symphony Orchestra. Bowings must be completed and music delivered to the Symphony orchestra manager at a minimum one month prior to starting rehearsal of a piece.
9. The Symphony Conductor shall continuously evaluate the training and performance of the Symphony Orchestra, and present a written report to the Artistic Director outlining overall accomplishments, strengths, and weaknesses at the Board's June 2011 meeting.
10. The Symphony Conductor reports directly to the Artistic Director.
11. Symphony Conductor shall provide a budget request to Artistic Director by January 1.
12. The Symphony Conductor shall submit a written evaluation of the Symphony orchestra manager to the Artistic Director in November and March of each year.
13. The Symphony Conductor shall develop jointly with the BSYO Executive Director and Artistic Director one kick-off retreat in August and serve as an active participant.
14. The Symphony Conductor shall be responsible for engaging a replacement in the event the Symphony Conductor is unable to attend a rehearsal. BSYO will be fiscally responsible for one paid absence.
15. The Symphony Conductor shall be evaluated by the BSYO Board informally in November and formally in March of each year.

Sinfonietta Conductor

1. The Sinfonietta Conductor shall follow the guidelines set forth by the BSYO Board and Artistic Director.
2. The Sinfonietta Conductor shall provide guidance to the Artistic Director on or before January 15, 2011 including: a) goals and objectives for the 2011-2012 concert year, b) artistic budget, and c) a detailed plan and preliminary calendar of activities for the 2011-2012 season.
3. The Sinfonietta Conductor shall serve as the conductor of the Sinfonietta and conduct 32 weekly rehearsals between August and May, as well as a dress rehearsal the day of each concert.
4. The Sinfonietta Conductor shall assist the Artistic Director with the May and September auditions for the subsequent season, and suggest other qualified individuals to assist in the evaluation process as appropriate. All music for 2011/2012 auditions must be selected by March 1, 2011. The Sinfonietta Conductor, in consultation with the Artistic Director, shall arrange a mutually agreeable schedule for their attendance at audition site. The Artistic Director shall make the final determination of qualified applicants to be accepted into the Youth Orchestra and their placement within the orchestras/ensembles.
5. The Sinfonietta Conductor shall conduct no less than three major concerts per year.
6. The Sinfonietta Conductor shall attend two scheduled BSYO staff meetings and others as needed.
7. The Sinfonietta Conductor shall develop jointly with the BSYO Executive Director and Artistic Director a calendar of rehearsals and concerts with the guidelines established by the Board.
8. The Sinfonietta Conductor shall provide the BSYO Executive Director a list of music to be ordered for the following season by July 1. All music purchases and rentals must fall within the guidelines established in the budget for that season. All music taken from the library must be officially signed out and signed in. The Sinfonietta Conductor is responsible for preparing, or procuring bowings for all string parts on all music for the Sinfonietta. Bowings must be completed and music delivered to the Sinfonietta orchestra manager at a minimum one month prior to starting rehearsal of a piece.
9. The Sinfonietta Conductor shall continuously evaluate the training and performance of the Sinfonietta and present a written report to the Artistic Director outlining overall accomplishments, strengths, and weaknesses at the Board's June 2011 meeting.
10. The Sinfonietta Conductor reports directly to the Artistic Director.
11. Sinfonietta Conductor shall provide a budget request to the Artistic Director by January 1.
12. The Sinfonietta Conductor shall submit a written evaluation of the Sinfonietta orchestra manager to the Artistic Director in November and March of each year.
13. The Sinfonietta Conductor shall develop jointly with the BSYO Executive Director and Artistic Director one kick-off retreat in August and serve as an active participant.
14. The Sinfonietta Conductor shall be responsible for engaging a replacement in the event the Sinfonietta Conductor is unable to attend a rehearsal. BSYO will be fiscally responsible for one paid absence.
15. The Sinfonietta Conductor shall be evaluated by the BSYO Board informally in November and formally in March of each year.

String Ensemble Conductor

1. The Ensemble Conductor shall follow guidelines set forth by BSYO Board and Artistic Director.
2. The Ensemble Conductor shall provide guidance to the Artistic Director on or before January 15, 2011 including: a) goals and objectives for the 2011-2012 concert year, b) artistic budget, and c) a detailed plan and preliminary calendar of activities for the 2011-2012 season.
3. Ensemble Conductor shall serve as conductor of the String Ensemble and conduct 32 weekly rehearsals between August and May, as well as a dress rehearsal the day of each concert.
4. The Ensemble Conductor shall assist the Artistic Director with the May and September auditions for the subsequent season, and suggest other qualified individuals to assist in the evaluation process as appropriate. All music for 2011/2012 auditions must be selected by March 1, 2011. The Ensemble Conductor, in consultation with the Artistic Director, shall arrange a mutually agreeable schedule for their attendance at audition site. The Artistic Director shall make the final determination of qualified applicants to be accepted into the Youth Orchestra and their placement within the orchestras/ensembles.
5. The Ensemble Conductor shall conduct no less than three major concerts per year.
6. The Ensemble Conductor shall attend two scheduled BSYO staff meetings and others as needed.
7. The Ensemble Conductor shall develop jointly with the BSYO Executive Director and Artistic Director a calendar of rehearsals and concerts with the guidelines established by the Board.
8. The Ensemble Conductor shall provide the Executive Director a list of music to be ordered for the following season by July 1. All music purchases and rentals must fall within guidelines established in that season's budget. All music taken from the library must be officially signed out and signed in. Ensemble Conductor is responsible for preparing, or procuring bowings for all string parts on all music for String Ensemble. Bowings must be completed and music delivered to String Ensemble orchestra manager at a minimum one month prior to starting rehearsal of a piece.
9. The Ensemble Conductor shall continuously evaluate the training and performance of the String Ensemble and present a written report to the Artistic Director outlining overall accomplishments, strengths, and weaknesses at the Board's June 2011 meeting.
10. The Ensemble Conductor reports directly to the Artistic Director.
11. Ensemble Conductor shall provide budget request to Artistic Director by January 1.
12. The Ensemble Conductor shall submit a written evaluation of the Ensemble Assistant to the Artistic Director in November and March of each year.
13. The Ensemble Conductor shall submit a written evaluation of the Ensemble orchestra manager to the Artistic Director in November and March of each year.
14. The Ensemble Conductor shall develop jointly with the BSYO Executive Director and Artistic Director one kick-off retreat in August and serve as an active participant.
15. Ensemble Conductor shall be responsible for engaging a replacement in the event Ensemble Conductor is unable to attend a rehearsal. BSYO will be fiscally responsible for one paid absence.
16. The Ensemble Conductor shall be evaluated by the BSYO Board informally in November and formally in March of each year.

String Ensemble Assistant

1. The Assistant shall follow the guidelines set forth by the BSYO Board and Artistic Director.
2. The Assistant shall be responsible for the tuning of the instruments for the String Ensemble prior to and during each rehearsal and concert.
3. The Assistant shall attend 32 weekly rehearsals between the months of August and May, as well as three String Ensemble dress rehearsals and concerts per year.
4. The Assistant reports directly to the String Ensemble Conductor.
5. The BSYO will not pay for missed rehearsals or concerts.
6. The Assistant shall be evaluated by the String Ensemble Conductor in March of each year.

Orchestra Manager

1. The Manager shall follow the guidelines set forth by the BSYO Board and Artistic Director.
2. The Manager shall attend the BSYO Kick-off and all of their respective orchestra rehearsals and concerts or secure a substitute to perform the Manager's duties in the event of an absence.
3. The Manager shall take attendance at each rehearsal and each concert and disseminate this information to the Executive Director by the Tuesday immediately following rehearsals or by the Monday immediately following concerts.
4. The Manager shall call the parents of students who do not show up for rehearsals or concerts.
5. The Manager shall make copies of the season's music for each student plus one extra set.
6. The Manager shall maintain a box containing a copy of every part of their respective orchestra's music.
7. The Manager shall hand out and collect all music.
8. The Manager, with student help, shall set up orchestra stands and chairs prior to each rehearsal and concert and take down all stands and chairs at the end of each rehearsal and concert.
9. The Manager shall make announcements at each rehearsal as instructed by the Executive Director.
10. The Manager shall coordinate sale of concert tickets to the students in their respective orchestra and return tickets, money and a report of sales to the Executive Director.
11. The Executive Director shall evaluate the Manager in December and June of each year and submit a written report to the Board.
12. The Conductor shall evaluate the Manager in November and March of each year and submit a written report to the Artistic Director.
13. The Manager will be recognized in each concert program.
14. The Manager will receive two adult and two senior/student tickets for each of their respective orchestra's concert.

Board Dates

2010-2011

**All meetings take place at
Berman Hopkins Wright & LaHam, CPAs
8035 Spyglass Hill Road, Viera**

Monday, July 12, 2010
5:30 PM

Monday, August 9, 2010
5:30 PM

Sunday, September 12, 2010
4:30 PM

Sunday, October 10, 2010
5:00 PM

Sunday, December 5, 2010
4:30 PM

Sunday, January 9, 2011
4:30 PM

Sunday, February 6, 2011
5:00 PM

Sunday, March 13, 2011
5:00 PM

Sunday, April 10, 2011
4:30 PM

Sunday, May 1, 2011
5:00 PM

Sunday, June 12, 2011
Annual Meeting
Location TBD

Concert Schedule

2010-2011

Sunday, November 7, 2010

Event: Season Opening Concert I
Participants: Philharmonic & Symphony Orchestras
Location: Holy Trinity Episcopal Academy
Time: 3:30 PM
Ticket prices: \$10.00 Adult/\$5.00 Student & Senior (60+)

Sunday, November 14, 2010

Event: Season Opening Concert II
Participants: Sinfonietta & String Ensemble
Location: Suntime United Methodist Church
Time: 3:30 PM
Ticket prices: \$10.00 Adult/\$5.00 Student & Senior (60+)

Monday, January 17, 2011 “Concerto Competition Adjudications”

Event: Recital
Participants: Concerto competition semi finalists
Location: First Baptist Church of Melbourne
Time: 6:30 PM
Ticket Price: FREE

Sunday, February 20, 2011

Event: Concert
Participants: Philharmonic Orchestra
Location: Holy Trinity Episcopal Academy
Time: 3:30 PM
Ticket Price: \$10.00 Adult/ \$5.00 Student & Senior (60+)

Sunday, February 27, 2011

Event: Concert
Participants: Symphony Orchestra, Sinfonietta & String Ensemble
Location: Holy Trinity Episcopal Academy
Time: 3:30 PM
Ticket Price: \$10.00 Adult/ \$5.00 Student & Senior (60+)

Sunday, March 20, 2011 “5th Annual Concerto Winners Concert”

Event: Concert
Participants: Concerto Competition winners, Chamber Ensembles & Philharmonic Orchestra
Location: Suntime United Methodist Church
Time: 3:30 PM
Ticket Price: FREE with donation of canned or non-perishable food item

Sunday, May 15, 2011

Event: Season Ending Concert
Participants: All Orchestras + alumni
Location: TBD
Time: 3:30 PM
Tickets: \$15.00 Adult/ \$8.00 Student & Senior (60+)

Rehearsals & Concerts

2010-2011

Aug 21	-----	KICK-OFF	
Aug 23	6 PM		<u>STRING ENSEMBLE</u>
Aug 29	1 PM	Make-up auditions	Monday 6:15-7:45 PM
Aug 30	6 PM		Brevard Alzheimer's Foundation
Sept 13	6 PM		
Sept 20	6 PM	Sinfonietta sectionals	<u>SINFONIETTA</u>
Sept 27	6 PM		Monday 6:00-7:30 PM
Oct 4	6 PM		Pineda Presbyterian Church
Oct 11	6 PM		
Oct 18	6 PM		<u>SYMPHONY ORCHESTRA</u>
Oct 25	6 PM		Monday 6:00-8:15 PM
Nov 1	6 PM		<u>PHILHARMONIC ORCHESTRA</u>
Nov 7	3:30 PM	OPENING CONCERT I Philharmonic + Symphony	Monday 6:30-9:00 PM
Nov 8	6 PM		
Nov 14	3:30 PM	OPENING CONCERT II Sinfonietta + String Ensemble	
Nov 15	6 PM		
Nov 22	6 PM		
Nov 29	6 PM		
Dec 6	6 PM		
Dec 13	-----	No rehearsal - CONCERTO COMPETITION – 1st round of auditions	
Jan 3	6 PM		
Jan 10	6 PM		
Jan 17	-----	No rehearsal – CONCERTO COMPETITION – 2nd round of auditions	
Jan 24	6 PM		
Jan 31	6 PM		
Feb 7	6 PM		
Feb 14	6 PM		
Feb 20	3:30 PM	CONCERT – Philharmonic	
Feb 21	6 PM		
Feb 27	3:30 PM	CONCERT – Symphony + Sinfonietta + String Ensemble	
Feb 28	6 PM		
Mar 7	6 PM		
Mar 14	6 PM		
Mar 20	3:30 PM	CONCERT – CONCERTO WINNERS (Philharmonic)	
Mar 21	6 PM		
Apr 4	6 PM		
Apr 11	6 PM		
Apr 18	6 PM		
Apr 25	6 PM		
May 2	6 PM		
May 9	6 PM		
May 15	3:30 PM	FINAL CONCERT – Phil + Symphony + Sinf + SE	
May 20-21	TBD	Auditions	

Grant Calendar

2010-2011

July 2010

Community Foundation of Brevard (15th)
BCA Cultural Marketing Initiative (30th)

August 2010

Gannett Foundation (15th)
Wachovia Foundation

September 2010

Rockwell Collins (1st)
Kristensen Foundation (30th)

October 2010

Brevard Cultural Alliance (2nd)
Margaret R. Binz Foundation (31st)
Publix Super Markets Charities

November 2010

Bristol Hansen Charitable Foundation (1st)
State Farm

December 2010

Lockheed Martin
ACMP Foundation

February 2011

Harris Foundation
Office Depot
United Space Alliance

March 2011

Target Stores Community Giving Program (1st)
Junior League of South Brevard

April 2011

Northrop Grumman

May 2011

Mr. Holland's Opus Foundation

* If no date is listed after a funding source, the grant has no deadline but will be completed in the month under which it is listed.

July Task List

2010-2011

Actions/Tasks	Assigned To	Date Completed
New Board assumes responsibilities		
Orientation for new Board members		
Conductors present season overview to Board		
Prepare calendar of concerts and events with supporting rehearsals within the guidelines established by the Board		
Plan fundraising activities for the season		
Solicit program ads		
Appoint standing committees		
Prepare for annual financial review		
File quarterly payroll tax forms		
Continue preparation for Kickoff		
Deadline for Tuition Assistance Application – July 9		
School participation waivers due by July 10		
Community Foundation grant due July 15		
Notify tuition aid applicants of funding by July 19		
First Semester Tuition due on or before July 26		
Cultural Marketing Initiative application due July 30		

August Task List

2010-2011

Actions/Tasks	Assigned To	Date Completed
Annual Kickoff for students August 21		
Conductors submit calendar of their attendance at scheduled rehearsals and concerts for the season		
Organizational meeting for parents and students of all orchestras – August 21 – hand out Parent Packet		
Review budget		
Hold meetings of appropriate standing committees		
Continue fundraising activities		
Continue to sell program ads		
Gannett Foundation grant due August 15		
Wachovia Foundation grant due		
Info to students re: Concerto Competition		
MMAD applications out		
Art Contest info distributed		
Vacancy Auditions August 29		

September Task List

2010-2011

Actions/Tasks	Assigned To	Date Completed
Rockwell Collins grant due September 1		
Renew solicitation license with State of Florida		
Review budget		
Hold meetings of appropriate standing committees		
Continue fundraising activities		
Kristensen grant due		
ACMP grant due		
ASCAP/BMI license renewal		

October Task List

2010-2011

Actions/Tasks	Assigned To	Date Completed
BCA – Fall for the Arts October 1		
Quarterly payroll tax forms are due Oct. 31		
Review budget		
Hold meetings of appropriate standing committees		
Continue fundraising activities		
Margaret R. Binz Foundation grant due		
Publix grant due		
Deadline for programs ads		
Final copy of program to printer		
Concerto Competition applications due October 11		
United Space Alliance grant due		
County Cultural Grant due October 2		
Info table at All-County auditions		
BSO Family Concert - ensembles/volunteers needed		
Renew liability insurance policy		

November Task List

2010-2011

Actions/Tasks	Assigned To	Date Completed
BSYO opening concert I, November 7 HTEA, 3:30		
Board volunteers needed for lobby and backstage		
BSYO opening concert II, November 14 SUMC, 3:30		
Board volunteers needed for lobby and backstage		
BSYO 5K walk/run – November 11		
Continue fundraising activities		
990 tax forms due to IRS on or before November 15		
Informal evaluation of Executive Director, Artistic Director, and Conductors by Personnel Committee		
Bristol Hansen Charitable Foundation grant due		
Hold meetings of appropriate standing committees		
Info table at All-County auditions		
Arts Works Festival – downtown Eau Gallie (4 th weekend)		

December Task List

2010-2011

Actions/Tasks	Assigned To	Date Completed
Hold meetings of appropriate standing committees		
Continue fundraising activities		
Judge Concerto Competition		
BSO North Guild Holiday Dinner - ensembles		
Evaluate orchestra managers		

January Task List

2010-2011

Actions/Tasks	Assigned To	Date Completed
Artistic Director and Executive Director present next season artistic program and budget to Board		
Prepare 1099 and W-2's by January 31		
Mid-season auditions (if needed)		
File quarterly payroll tax forms		
2 nd round of auditions – Concerto Competition (17 th)		
Second semester tuition due on or before January 3		
Review budget		
Hold meetings of appropriate standing committees		
Continue fundraising activities		
Nominating Committee begins		
Info table at All-County Band and Orchestra rehearsals		
Inserts in All-County concert programs		

February Task List

2010-2011

Actions/Tasks	Assigned To	Date Completed
Nominating Committee continues work		
Budget/Finance Committee begins work on next season budget		
Symphony, Sinfonietta, String Ensemble concert February 27 Holy Trinity 3:30 PM		
Board volunteers to serve as ushers, backstage help, etc.		
Office Depot grant due		
Begin preparations for May auditions		
Review budget		
Hold meetings of appropriate standing committees		
Continue fundraising activities		
Artistic Director and Executive Director plan dates and venues for coming season		
Harris Foundation grant		
Philharmonic Orchestra concert February 20 Holy Trinity 3:30 PM		
Board volunteers to serve as ushers, backstage help, etc.		

March Task List

2010-2011

Actions/Tasks	Assigned To	Date Completed
Re-commitment letter sent to current Board members by chair of Nominating Committee		
Budget/Finance Committee presents draft of next season budget		
Deadline for MMAD applications – March 28		
Formal evaluation of Executive Director, Artistic Director, and Conductors by Personnel Committee		
Target grant due by March 1		
Continue preparation for audition requirements to parents, students, schools and private teachers. All audition requirements due April 1		
String Ensemble Assistant evaluated by String Ensemble Conductor		
Hold meetings of appropriate standing committees		
Continue fundraising activities		
Program to printers by March 7 for March 20 concert		
Concerto Winners Concert March 20 SUMC 3:30		
Board volunteers to serve as ushers, backstage help, etc.		
Boeing grant due March 31		

April Task List

2010-2011

Actions/Tasks	Assigned To	Date Completed
Update from Nominating Committee		
Budget/Finance Committee presents final budget for Board vote		
UBR report/fee due		
BCC Lab School instrument petting zoo		
Northrop Grumman grant due		
Continue preparation for May auditions – place/time		
File quarterly payroll tax forms		
Hold meetings of appropriate standing committees		
Continue fundraising activities		
Review budget		
Program to printers by May 2 for May 15 program		
Boeing Family Picnic petting zoo		
South Guild Luncheon – concerto winner		

May Task List

2010-2011

Actions/Tasks	Assigned To	Date Completed
Nominating Committee presents update on Board nominations for upcoming season. Vote taken		
Conductors present written report to Artistic Director outlining overall strengths/weaknesses of each orchestra		
Conductors present final list of repertoire for upcoming season		
Executive Director notifies Board and conductors of date, time and place of annual meeting in June		
Begin preparations for final reports to be presented at annual meeting in June		
Mr. Holland's Opus Foundation grant due		
Hold student auditions May 20, 21		
Artistic Director and Executive Director finalize dates and venues for coming season		
Personnel Committee reviews and negotiates next season's contracts with staff		
Approve next season's budget		
Review current budget		
Hold meetings of appropriate standing committees		
Continue fundraising activities		
Final Concert – all orchestras and alumni-May 15, 3:30		
Board volunteers needed for backstage and lobby		

June Task List

2010-2011

Actions/Tasks	Assigned To	Date Completed
Schedule rehearsal space for upcoming season		
Hold annual meeting		
Conductors present final reports/evaluations		
Committees present final reports/evaluations		
Annual reports presented by Artistic Director, Executive Director and President		
Review strategic plan		
Notify students of audition results		
Review current budget		
Hold meetings of appropriate standing committees		
Continue fundraising activities		
Continue preparation for Fall Kickoff		
Board info sheet mailed		
Order next season's music (check bowings)		
Evaluate orchestra managers		
Deadline for Art Contest – June 3		

Organization Budget

2010-2011

INCOME

Corporations	\$5,000
Fundraisers	\$8,000
Grants/Foundations	\$20,000
Individual Donations	\$6,000
Program Ads	\$7,000
Student Fees	
Audition	\$3,200
Tuition	\$41,300
Ticket Sales	\$13,000
Tuition waivers	\$2,000
United Way	\$3,000
Interest Income	\$500
Total Income	\$109,000

EXPENSE

Administrative	
Insurance	\$1,300
Office Equipment/Maintenance	\$100
Office Supplies	\$800
Postage	\$700
Printing (Office)	\$900
Printing (Program)	\$2,800
Professional Dues/Members	\$900
Publicity	\$600
Recognition	\$600
Telephone	\$800
Fundraisers - Other	\$900
Website	\$600
Administrative Payroll	
Executive Director	\$41,200
Office Assistant	\$4,200
Payroll Taxes	\$3,500
Artistic Expenses	
Concert Expenses	\$3,500
Rehearsal Rental	\$4,500
Music	\$500
Retreat Expense	\$2,500
Artistic Payroll	
Adjudicators	\$2,500
Assistant String Ensemble	\$850
Coaches	\$2,200
Conductors	\$30,950
Substitutes	\$600
MMAD Award	\$500
Utilities	\$500
Non-Budgeted Items	-
Total Expenses	\$109,000

Introduction

2010-2011

Mission Statement

The mission of the Brevard Symphony Youth Orchestra is to provide an exceptional musical experience for the youth of Brevard County by promoting growth, development and quality of music experience through education and encouraging participation with the community and industry of Brevard and surrounding counties.

History

The Brevard Symphony Youth Orchestra was formed as a result of a successful Strings Program in Brevard County Public Schools. The School Board, in collaboration with the Brevard Symphony Orchestra and Brevard Community College, recognized the need for the most talented string players, as well as the county's most advanced band players, to have the opportunity to learn orchestral repertoire under the direction of a professional conductor.

Founded as a single orchestra in 1984 under Willem Bertsch, Brevard County's finest young musicians continue to receive orchestral training not available through any other institution. Today, in its 27th performing season, the BSYO boasts four orchestras consisting of more than 150 talented young musicians in grades 1st-12th, representing over fifty public, private and home schools.

A brief timeline shows our major achievements:

- 1994—expansion to two groups, the Strings Orchestra and Symphony Orchestra
- 1999—Strings Orchestra renamed Concert Orchestra and expanded to include winds and percussion
- 2000—development of a 3rd group, the String Ensemble, a training orchestra for young string students
- 2003—pilot chamber ensemble program was launched
- 2006—creation of annual Concerto Competition and collaboration with Brevard Children's Chorus
- 2007—development of sectional program with clinicians from BSO and Brevard Public Schools
- 2008—25th anniversary celebrated with 4 world premieres of original compositions & alumni play-along
- 2009—innovative guest conductor residency to fill top orchestra conductor position
- 2010—expansion to four orchestras (two string orchestras and two full orchestras)

Students audition each year for a seat in one of four groups: String Ensemble, Sinfonietta, Symphony Orchestra or Philharmonic Orchestra. The BSYO is dedicated to providing talented young musicians with opportunities for personal and artistic growth through challenging rehearsal and performance experiences. In addition to making musical training available for young people, this vital arts organization serves the community by encouraging a greater understanding of and participation in orchestra music. The BSYO is an affiliate of the Brevard Symphony Orchestra.

Orchestras & Conductors

2010-2011

String Ensemble

- The youngest of our four orchestras is under the direction of Mrs. Linda Woodrich with the help of Assistant Matt Holda. Membership is comprised of beginning students selected through an audition process and teacher/consultant recommendation. Members are less experienced musicians (some have no experience) who rehearse 1½ hours weekly and present three concerts.
- **Linda Woodrich** is a violin player hailing from Australia. She has served six seasons as conductor of the BSYO String Ensemble. Mrs. Woodrich studied under Arthur Pranno and received her Bachelor of Music Education Degree from Florida Southern College in Lakeland. She has been teaching in Brevard County for the past eight years. As well as teaching private lessons, Mrs. Woodrich plays violin in various ensembles in the area including the Space Coast Symphony Orchestra and enjoys exploring eclectic styles of music. She is currently a string consultant in the Port St John schools.

Sinfonietta

- Membership is comprised of intermediate string students selected through an audition process. Students learn to follow the lead of the conductor, understand music notation and perform medium level literature. Students rehearse two hours weekly and present three concerts per season under the direction of Michael Wiseman.
- Cellist **Michael Wiseman** has been a soloist with the Florida Orchestra, Florida Symphony and Brevard Symphony. A new music enthusiast, he has performed at the Bonk Festival for New Music in Tampa, the Worn Ensemble of San Francisco, and the “Frank Zappa Festival” at the University of San Francisco. He has performed in China (where he taught at the Macao Conservatory of Music), Hong Kong, Malaysia, and Indonesia as well as with the Orlando Philharmonic, Boston Philharmonic and Brevard Symphony Orchestra. In 2010, Mr. Wiseman founded the Brevard Chamber Music Seminar. He holds a Master of Music from New England Conservatory and Bachelor in Music from San Francisco Conservatory of Music.

Symphony Orchestra

- Membership is comprised of advanced string, wind and percussion students selected through an audition process. Students rehearse 2½ hours weekly and present three concerts per season, including a joint concert with the Brevard Children’s Chorus. The Symphony Orchestra is led by conductor Ian Schwindt.
- Ian Schwindt is music director at Titusville High School. He earned his undergraduate degree at Wichita State University and his Master’s degree at Florida State University. Mr. Schwindt chairs the Brevard County Music Leadership Team and FBA All-State Committee, and serves on the Brevard Music Advisory Board, the FMEA Convention Board and the Florida Music Sunshine State Standards Writing committee. His awards include FMEA Emerging Leader, National Band Association Citation for Excellence, the first annual FBA Tom Bishop award for *remarkable positive impact on a program*, and Titusville High Teacher of the Year. Mr. Schwindt is a clinician, adjudicator, freelance trombone player and conductor.

Philharmonic Orchestra

- Membership is comprised of the most talented string, wind and percussion students in Brevard County selected by invitation only. Students rehearse three hours weekly and present four concerts per season. They study professional literature under the direction of BSYO Artistic Director Michael J. Garasi and enjoy additional performance opportunities such as the Concerto Winners Competition.
- **Michael J. Garasi** is in his fourth year as the Interim Director of Bands at the University of Central Florida conducting the Wind Ensemble, Concert Band and University Band, as well as teaching conducting classes. He also will be returning for his fifth season as Music Director and Principal Conductor of Lake County’s professional orchestra, the Florida Lakes Symphony Orchestra. Previously he was Music Director and Conductor of the Treasure Coast Symphony, the Broward Symphony Orchestra, and the award-winning Brass Band of Central Florida. For six years Mr. Garasi served as Conductor of the Philharmonia Orchestra of the Florida Symphony Youth Orchestra. He has guest conducted the Orlando Philharmonic Orchestra, and annually conducts the Walt Disney World Candlelight Processional. Mr. Garasi studied at the Eastman School of Music and the Cleveland Institute of Music.

Community Outreach

2010-2011

Benefit Concert

The Brevard Symphony Youth Orchestra presents one free concert each year as a thank you to our community. This year, the BSYO's 5th Annual Concerto Winners Concert will be held March 20, 2011 and will be free-of-charge to the Brevard community. A food drive will be held concurrently with this concert to benefit the Second Harvest Food Bank of Central Florida, Brevard branch. To date, the BSYO has raised more than 1,300 pounds of food for our local community. The Concerto Winners Concert will feature the winners of the 2010-2011 Concerto Competition accompanied by the Philharmonic Orchestra, as well as select brass, woodwind and string chamber ensembles.

Amazing Audiences

Our members are committed to sharing the joy of music with other community youth who may have challenging circumstances in their lives or who come from a disadvantaged background. Each season the BSYO invites more than 70 special needs children and adults to attend our concerts free-of-charge. Guests participate in pre-concert "instrument petting zoos" run by BSYO students during which they can play several orchestral instruments and ask questions of the musicians. Guests are often treated to impromptu performances by BSYO students, chat with our Artistic Director, and receive T-shirts and educational goody bags. Guests have included Crosswinds Youth Services, Bridges for the developmentally disabled, New Beginnings prison ministry, College Internship Program for people with autistic spectrum disorders and Club Esteem, an after school program for at-risk children. We also reach out to senior populations, including those with Alzheimer's, to attend our concerts, as well as organize small performances at senior centers and retirement homes.

Music Mentors Program

The Amazing Audiences program, which has been conducted for the past four years, has led to a new offering in 2010 – Music Mentors. The Music Mentor Program is a peer-to-peer musical training opportunity that will provide eight months of free, weekly, private music instruction to at-risk children at Club Esteem, given by trained BSYO musicians who are interested in coaching other students on their instruments. This program will be available to high school members of the BSYO Philharmonic Orchestra as a way to gain valuable hands-on teaching experience as mentors. Each BSYO mentor will receive community service hours and a small mileage stipend.

Ensemble Performances

BSYO students frequently form small ensembles and perform chamber music. They have played at various fundraisers for the Brevard Symphony Orchestra North and South Guild, Holy Trinity Episcopal Academy and the Junior League of South Brevard. In addition, BSYO musicians have entertained audiences at a Florida Music Educators Association luncheon, Brevard Public Libraries, Boeing Family Picnic, Brevard Zoo, and at Barnes and Noble in Melbourne. We also have done "instrument petting zoos" for the Brevard Buddy Walk raising money for those with Down Syndrome and for the Brevard Community College Lab School (preschool) family picnic.

Instrument "Petting Zoos"

The BSYO takes instrument "petting zoos" to diverse venues around the community to introduce large crowds of young children to the orchestra in a fun and non-threatening manner. These events enlist student and parent volunteers to help young children play musical instruments. Venues have included the Brevard Symphony Orchestra's Family Concert, Brevard Zoo, Brevard Buddy Walk (fundraiser for Down Syndrome victims), Boeing Family Picnic and Brevard Community College Lab School (preschool) Family Picnic.

In-Kind Contributions

2010-2011

The Brevard Symphony Youth Orchestra receives many goods and services from various community organizations and individuals including:

Adult Volunteers

Adults volunteer their time and talents at various times during the year. A senior adult is our part-time music librarian.

Atlantic Music Center, The Horn Section and Marion Music

These businesses donate music folders for students at the start of each year.

Berman, Hopkins, Wright and LaHam, CPAs, LLP

This business files our financial reports and tax documents.

Brevard Alzheimer's Foundation

The String Ensemble has the use of the Brevard Alzheimer's Foundation for their rehearsals throughout the school year.

Brevard Symphony Orchestra

The BSO offers use of office space and shared cost of the use of office equipment. Being housed with the BSO also offers opportunities for mentoring in all areas of operation for our orchestra. The BSO renovated an upstairs office for us.

First Baptist Church of Melbourne

Space is donated here for the BSYO to hold many events including its annual auditions, season kickoff and concerto competition adjudications.

Edward Jones – Richard A. Sabino

This business copies our program inserts for each concert plus promotional material as needed, as well as frequent recording of concerts.

Parent Association

This group of parent volunteers assists with office needs, staffing at concerts, help at special events and with various other tasks of the organization.

Ray Baldino Photography

Ray Baldino donates a professional photography package to the BSYO concerto competition winners.

SiteVision, Inc.

This company donates hosting of the BSYO web site.

Student Community Service

BSYO students work in various ways to earn required community service points.

5-Year Strategic Plan

2010-2011

Final -- Approved February 13, 2006

To provide an exceptional musical experience for the youth of Brevard County by promoting growth, development and quality of music experience through education and by encouraging participation with the community and industry of Brevard and surrounding counties.

Administrative Goals: By 2011, the Brevard Symphony Youth Orchestra will:

- Initiate a Student to Student recruiting plan;
- Create an Endowment and Planned Giving program;
- Implement a Parent required volunteer program;
- Hire a full-time General Manager & Part-time Clerical Assistant.

GOAL 1

By 2011, the Brevard Symphony Youth Orchestra will establish a Student to Student recruiting plan.

Objective:

- A. Training program for the Orchestra membership on recruiting peers to join in and profess the benefits and experiences of the Brevard Symphony Youth Orchestra.
- B. Increase membership, which, in turn, increases the budget for the BSYO.

GOAL 2:

By 2011, the Brevard Symphony Youth Orchestra will create an Endowment and Planned Giving program.

Objective:

- A. Establish means whereby individuals can bequest personal or real property to the BSYO.
- B. Create a planned giving brochure highlighting the benefits to Brevard's musical youth provided by the Orchestra.
- C. Create a stock-giving program, whereby individuals can transfer ownership of stock to the BSYO and thereby create a tax saving for the transferor.

GOAL 3:

By 2011, the Brevard Symphony Youth Orchestra will implement a Parent-required volunteer program.

Objective:

- A. Increase parent participation in the BSYO and its concerts/programs.

GOAL 4:

By 2011, the Brevard Symphony Youth Orchestra will hire a full-time General Manager

Objective:

- A. Increase budget to allow for the hiring of a full-time BSYO General Manager.
- B. Explore funding opportunities with the Brevard Symphony Orchestra or creating umbrella whereby Brevard Symphony Orchestra defrays some of the cost for the G.M. to increase

Artistic Goals: By 2011, the Brevard Symphony Youth Orchestra will:

- Increase musical instrument inventory;
- Develop a Youth Symphony Orchestra Exchange Program;
- Create Community Outreach programs for Brevard County;
- Implement two (2) Spring/Fall fund-raisers;
- Regular performances with the Brevard Symphony Orchestra;
- Establish a Fourth (4th) Youth Orchestra; and
- Plan and celebrate 25th Anniversary BSYO Alumni Concert & yearly Alumni concert.

GOAL 1

By 2011, the Brevard Symphony Youth Orchestra will increase musical instrument inventory.

Objective:

- A. Increase the amount of musical instruments to assist some of Brevard's youths who are interested in pursuing music, but cannot otherwise afford.
- B. Increase especially the amount of Orchestra percussion instruments.

GOAL 2

By 2011, the BSYO will develop a Youth Symphony Orchestra Exchange Program.

Objective:

- A. Implement a plan whereby BSYO students travel to various counties or states with a youth orchestra.
- B. Enhance the BSYO members' cultural and life experiences in addition to growing their musical talents.

GOAL 3

By 2011, the BSYO will create Community Outreach programs for Brevard County.

Objective:

- A. Ensure performance dates are accessible to senior citizens in Brevard County.
- B. Make arrangements with local assisted living facilities or nursing homes for their seniors to attend BSYO performances or for BSYO to go to their facilities.
- C. Enhance community awareness thereby increasing planned giving and donations.

GOAL 4:

By 2011, the Brevard Symphony Youth Orchestra will implement two (2) Spring/Fall fund-raisers.

Objective:

- A. Decrease the amount of staff time to plan and organize small, less productive organizers.
- B. Increase larger corporate donations through more streamlined fund-raisers.

GOAL 5:

By 2011, the BSYO will have regular performances with the Brevard Symphony Orchestra.

Objective:

- A. Provide the BSYO members with the unique experience of playing with the experienced BSO.

GOAL 6:

By 2011, the Brevard Symphony Youth Orchestra will establish a fourth (4th) Orchestra.

Objective:

- A. Increase the number of participants in the Brevard Symphony Youth Orchestra.
- B. Assist in the transitions of students from one (1) level of the Orchestra to the next.

GOAL 7:

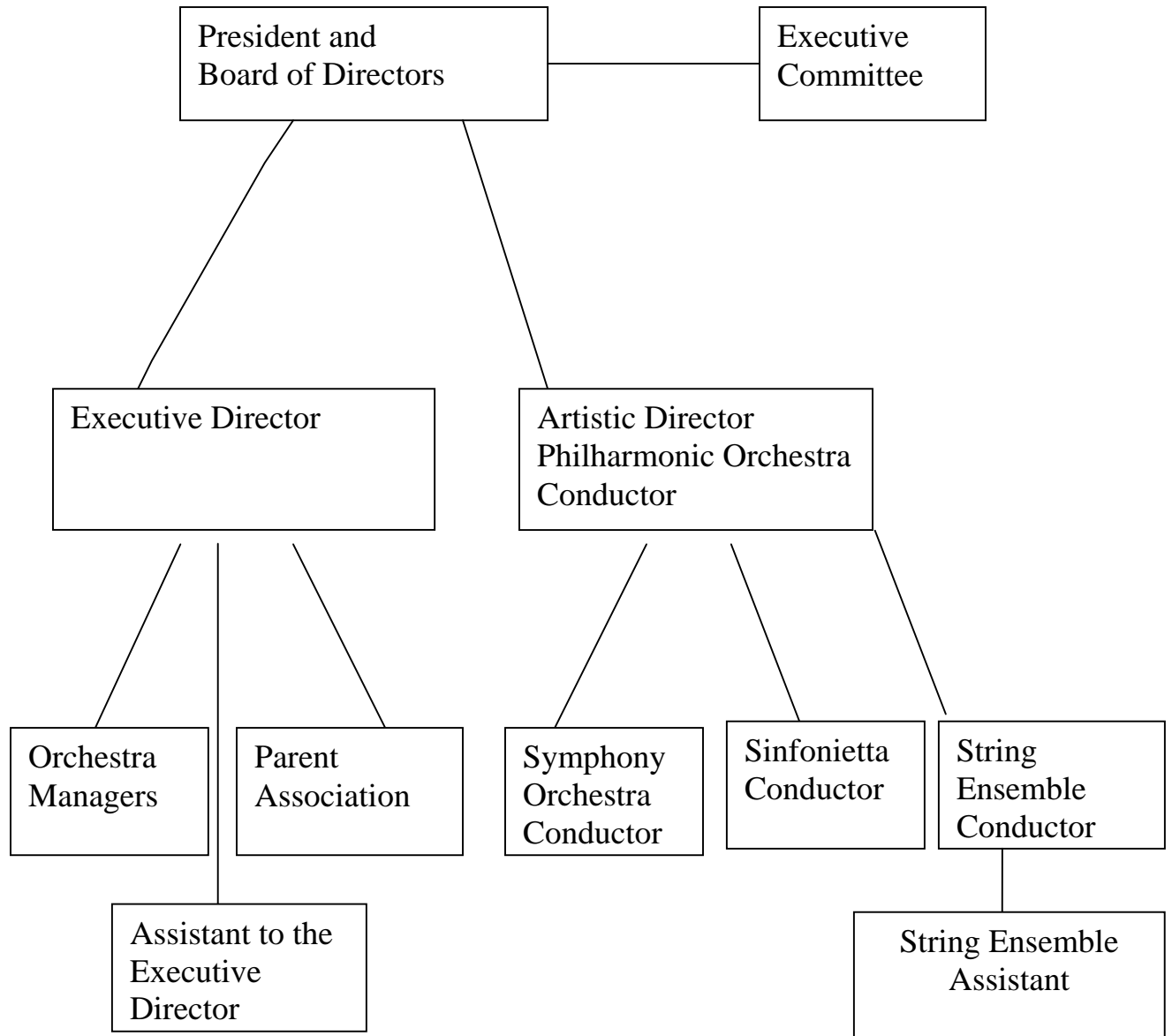
By 2011, BSYO will plan and celebrate a 25th Anniversary BSYO Alumni Concert & yearly Alumni concerts.

Objective:

- A. Allow BSYO alumni to convey the benefits of the Orchestra to the current participants.

Organization Chart

2010-2011



Board Responsibilities

2010-2011

- Attend monthly Board meetings. A member who has **2 consecutive or 3 total unexcused absences from Board meetings shall lose voting privileges** for the rest of the year.
- Promote the organization.
- Serve for a three-year term of office.
- Attend BSYO concerts and special events.
- Serve as an active member on one or more committees.
- Provide and generate funds through corporate donations, fundraising activities, or personal contributions.
- Raise, represent, procure, or personally donate \$500 a year. **These contributions can be made on a quarterly basis and shall be complete by April 30th.**
- Solicit advertising for the concert program.
- Approve annual budget.
- Approve policies of the organization.
- Maintain 3-5 year strategic plan.
- Perform other duties as necessary.

Officer Job Descriptions

2010-2011

President

- Chairman of the BSYO Board of Directors
- Presides at all Board meetings
- Calls special meetings when necessary
- Ex-officio member of all committees except the nominating committee
- Appoints all committee chairmen except the nominating committee
- Signs checks if needed
- Submits annual report of work done by organization at June meeting
- Attends BSO monthly meeting
- Delivers to his/her successor all papers pertaining to the office within one month after election

Vice-President

- Performs duties of the President in his/her absence
- Performs all duties assigned by the President and/or Board of Directors
- Serves as a member of the nominating committee
- Signs checks if needed
- Delivers to his/her successor all papers pertaining to the office within one month after election

Secretary

- Records and archives the minutes of scheduled and special Board meetings
- Submits minutes to BSYO office within one week of meetings
- Conducts all correspondence for the Board
- Maintains records of Board of Directors eligible to vote
- Prepares ballots for annual election of Board members
- Signs checks if necessary
- Delivers to his/her successor all papers pertaining to the office within one month after election

Treasurer

- Maintains care and custody of all monies belonging to the BSYO
- Signs checks if needed
- Maintains an accurate account of the funds
- Submits monthly and quarterly reports to the Board of Directors
- Maintains accounts that will allow for annual financial review
- Serves on budget/finance committee
- Presents balanced budget, prepared in collaboration with budget/finance committee, to the Board of Directors
- Delivers to his/her successor all papers pertaining to the office within one month after election

Committee Assignments

2010-2011

Artistic Advisory

Linda Utz, Chair
Aaron Collins
Cindy Johnson
Lourdes Quintero
Jan Wahl
Enith Windle, ex-officio
Marti Upton, ex-officio

Budget/Finance

Brian Nemeroff, Chair
Eleanor Harvey
Enith Windle, ex-officio
Marti Upton, ex-officio

Fundraising

Tad Moran, Chair
Aaron Collins
Jan Wahl
Enith Windle, ex-officio
Marti Upton, ex-officio

Nominating

Lisa McAlpine, Chair
Tad Moran
Brian Nemeroff
Marti Upton, ex-officio

Parent Advisory

Lourdes Quintero, Chair
Eleanor Harvey
Enith Windle, ex-officio
Marti Upton, ex-officio

Personnel

Cindy Johnson, Chair
Aaron Collins
Brian Nemeroff
Jan Wahl
Enith Windle, ex-officio

Public Relations

Joyce Wilden, Chair
Lisa McAlpine
Lourdes Quintero
Enith Windle, ex-officio
Marti Upton, ex-officio

Tour

Jan Wahl, chair
Joyce Wilden
Enith Windle, ex-officio
Marti Upton, ex-officio
Michael Garasi

Strategic Planning

Aaron Collins, Chair
Cindy Johnson
Brian Nemeroff
Linda Utz
Enith Windle, ex-officio
Marti Upton, ex-officio

Committee Duties

2010-2011

Artistic Advisory Committee

In conjunction with the Artistic Director, develops a plan for meeting the artistic and educational goals defined in the strategic plan.

Responsibilities:

- Review the concert programming and costs for upcoming season in January
- Assist Executive Director in collaborating with other youth symphony organizations
- Review appeals to school participation policy
- Review issues concerning artistic and educational goals

Budget/Finance Committee

Administers and manages the financial records of the BSYO. The treasurer chairs this committee.

Responsibilities:

- Prepare the annual budget in consultation with the Executive Director and Artistic Director
- Present budget to Board for approval
- Oversee accounting procedures to assure accurate reporting
- Ensure local and government financial reporting is completed
- Review committee requests for unbudgeted expenses
- Review tuition assistance applications
- Establish and promote business partnerships

Fundraising Committee

Organizes and conducts fundraising activities to generate income for operating expenses and other needs as outlined in Board approved budgets.

Responsibilities:

- Propose fundraising activities including timeline
- Develop strategies to successfully implement these activities
- Organize events with assistance of volunteers and Board members
- Submit evaluation report following each event including suggestions for future seasons

Nominating Committee

Recruits qualified individuals to serve on the Board of Directors and provides a slate of officers for the upcoming season. The 1st and 2nd Vice-Presidents shall be members of this committee.

Responsibilities

- Maintain a listing of current Board demographics identifying the geographic, cultural, social, and professional profiles of members.
- Recommend replacements for Board vacancies during the year
- Present printed copy of Board responsibilities to prospective nominees
- Contact perspective members and obtain acceptance for nomination
- Present written ballot of slate of Officers & Board of Directors for election at annual meeting

Parent Advisory Committee

Oversees and promotes parent volunteer activities and communication between BSYO and its member families.

Responsibilities:

- Attend BSYO Booster meetings and assist with organization of Booster activities.
- Serve as a liaison between Boosters and BSYO Board.
- Oversee tracking of parent volunteer commitment hours.
- Explore means to increase communication between BSYO and its member families.

Public Relations Committee

Oversees and promotes community awareness of the BSYO through publicity of its concerts, fundraising activities, and community outreach events.

Responsibilities:

- Assist the Executive Director with the development and distribution of brochures, flyers, press releases, and letters advertising the BSYO and its activities
- Explore ideas to increase awareness of BSYO in the community through various media
- Promote the BSYO as an excellent musical experience for students

Personnel Committee

Monitors the contracts for Artistic Staff and Executive Director.

Responsibilities:

- Review and update contracts
- Assure contracts are being upheld
- Evaluate and make recommendations for contract renewals and changes

Strategic Planning Committee

Develops and oversees a 3-5 year strategic plan defining goals and objectives in the artistic, administrative, Board development and funding areas.

Responsibilities:

- Identify needs and direction of BSYO
- Develop plan to address these goals
- Review strategic plan annually to determine if goals and objectives are still valid
- Provide operational plan for following season
- Review and make necessary revisions to BSYO By-Laws to be presented for Board vote

Tour Planning Committee

Researches options for proposed tour of Philharmonic Orchestra in 2011-2012.

By-Laws

2010-2011

ARTICLE I. NAME

The name of this organization shall be the Brevard Symphony Youth Orchestra Association, Inc. Doing Business As (DBA) the Brevard Symphony Youth Orchestra (hereafter referred to as BSYO).

ARTICLE II. AFFILIATION

The BSYO shall be an affiliate of the Brevard Symphony Orchestra (BSO) and will follow the same review requirements and budget procedures as set forth by the BSO. However, the BSYO shall retain its own identity for tax purposes and shall be financially and legally independent.

ARTICLE III. LOCATION

The BSYO shares administrative space and office equipment with the BSO. The street address of the principal office of the company is 1500 Highland Avenue, Melbourne, Florida 32935. The mailing address is P.O. Box 360553, Melbourne, Florida, 32936.

ARTICLE IV. PURPOSE

The purpose of this organization shall be to provide talented young musicians with an exceptional musical experience, to be responsible for raising funds outside of tuition and ticket income and to supervise all matters of policy of the BSYO. This organization, BSYO, has obtained not-for-profit 501(c)(3) status, and its objective is educational.

ARTICLE V. MEMBERSHIP

The corporation shall have no members.

ARTICLE VI. FINANCES

SECTION A. Fiscal Year

The fiscal year shall begin July 1st and end June 30th of successive years.

SECTION B. General Funds

Disbursement of monies in the general fund shall be made in accordance with the annual budget or as authorized by the BSYO Board of Directors hereinafter referred to as the "Board". All reserve funds of the BSYO shall be invested according to the direction of the Board and the laws of the State of Florida.

SECTION C. Budget

A review of the budget by the BSYO Board will be done at least once each fiscal year. The BSYO shall be responsible for the income category of its budget. In April of each fiscal year the BSYO shall present a balanced budget to the BSO Budget/Finance Committee for approval by its Board of Directors. The BSO may review the BSYO's budget procedures and financial records.

SECTION D. Special Funds

Special funds shall be established only by a majority vote of the quorum of the BSYO Board and all monies as collected shall remain in the designed fund to be distributed by the BSYO Board.

SECTION E. Duties of Treasurer

The duties of the treasurer are described in Article X., Section D, Duties of Officers.

ARTICLE VII. BOARD OF DIRECTORS

SECTION A. Composition

Members of the BSYO Board shall be the officers of the organization, immediate past president, duly elected members and one (1) representative of the BSO. These members shall retain voting privileges pursuant to Article VII., Section B, Election.

SECTION B. Election

Nomination for election to the BSYO Board shall be made by a Nominating Committee. The Nominating Committee will obtain consent of the nominee before presentation to the membership. Nominations from the floor may be made providing consent of the nominee has been obtained. Nominees shall be elected by a majority vote of the quorum. Additional members may be elected during the year by a majority vote of the eligible BSYO Board members in attendance. New members of the BSYO Board shall be elected at the annual meeting by the current BSYO Board. Letters of recommitment shall be sent to all BSYO Board members annually.

There shall be no more than thirty (30) members on the BSYO Board of Directors. The term of office for each member of the BSYO Board shall be three (3) years, and there shall be no limit to the number of terms each member of the BSYO Board may serve. The Officers terms are detailed in Section IX, Officers.

A member of the BSYO Board who has two (2) consecutive or a total of three (3) unexcused absences from the BSYO Board meetings shall lose voting privileges for the rest of the fiscal year. The Secretary shall maintain an attendance roster of members and the Executive Committee shall determine the voting privileges. BSYO Board members who are not eligible to vote may become a member emeritus and serve in an advisory capacity.

SECTION C. Responsibilities of BSYO Board Members

Members of the BSYO Board shall promote the Brevard Symphony Youth Orchestra, raise funds for the BSYO, shall set policy governing the BSYO, shall review and approve operational budgets, shall solicit advertising for the concert programs, shall complete special tasks as assigned by the Executive Committee, shall become an active member on at least one (1) standing committee, shall attend BSYO Board meetings, the annual meeting, special meetings, BSYO concerts and special BSYO functions and shall raise, represent, procure, or personally donate a minimum of \$500.00 in contributions on the BSYO's behalf annually. These contributions can be made on a quarterly basis and shall be complete by April 30th. The established minimum level of contribution will be reviewed annually by the Budget/Finance Committee to assure it is adequate. Any recommended change will be presented to the BSYO Board and approved by a majority vote of the quorum.

SECTION D. Compensation.

Members of the BSYO Board shall serve without compensation or honorarium.

ARTICLE VIII. MEETINGS

SECTION A. Quorum

A minimum of 51% of eligible voting BSY O Board members shall be in attendance at the business or special meetings to constitute a quorum of the BSYO Board with the exception of meetings where amendments to the bylaws are proposed. Article XVII, Amendments, describes the amendment procedures.

SECTION B. Board Meetings

BSYO Board meetings shall be held monthly except when otherwise designated by the president who may call special meetings. Notice of all meetings shall be given at least five (5) days prior to regular meetings of the BSYO Board and a least one (1) day prior to special meetings.

SECTION C. Annual Meeting

The annual meeting of the BSYO Board shall be held in June of each year. The purpose of the annual meeting is to summarize the accomplishments and to evaluate the organization's status. The president shall report on the general affairs of the organization. The executive director, music directors and committee chairs will present a year-end summary and an evaluation of their activities. The Nominating Committee shall present its slate of officers and recommendations for new BSYO Board members. The treasurer's preliminary year-end report shall be presented. The secretary shall send notices of the meeting one (1) month prior to that date.

SECTION D. Special Meetings

Special meetings may be held as needed to meet the goals and objectives of the BSYO.

ARTICLE IX. OFFICERS

The officers of the organization shall include: president, first vice-president, second vice-president, secretary and treasurer. All officers must maintain voting privileges to preserve their office.

The officers shall be elected by ballot at the annual meeting by a majority vote of the quorum consisting of the eligible voting BSYO Board members present. The first vice-president shall succeed the president's term. Officers will assume office on July 1st of each year. No person shall hold two (2) offices concurrently. A term of office shall be one (1) year or until a successor is elected. Officers may be re-elected by majority vote of the quorum with the recommendation of the Nomination Committee and approval by the BSYO Board. An officer who has served more than half a term is considered to have served a full term. A vacancy in any office except the president shall be filled by the BSYO Board from its members. Officers may not serve more than six (6) consecutive terms.

ARTICLE X. DUTIES OF OFFICERS

SECTION A. President

By virtue of the office, the president shall be the chairman of the BSYO Board of Directors and shall preside at all meetings, shall call special meetings, shall be an ex-officio member of all committees except the Nominating Committee, shall appoint all committee chairmen except the Nominating Committee, subject to BSYO Board approval, may sign checks when needed, shall see that all financial records, reports and certificates as required by law are properly kept and filed, shall submit an annual report of activities accomplished by the BSYO for the current fiscal year at the annual meeting held in June, and shall exercise any other powers that rightfully belong to the office.

The BSYO president shall be a liaison to the BSO Board of Directors, by attending BSO Board meetings and reporting both financial and programmatic activities of the BSYO. The BSYO president shall deliver to his/her successor, all papers pertaining to the office within one (1) month following the election.

SECTION B. First Vice-President

The first vice-president shall perform the duties of the president in his/her absence; in the case of a vacancy in the office of president, the first vice-president shall succeed to the office and serve for the remainder of the term, shall perform, all duties assigned by the president and/or the BSYO Board of Directors, and shall be a member of the Nominating Committee. The first vice-president shall succeed the president's term. The BSYO first vice-president shall deliver to his/her successor, all papers pertaining to the office within one (1) month following the election.

SECTION C: Second Vice-President

The second vice-president shall perform the duties of the first vice-president in his/her absence; in the case of a vacancy in the office of first vice-president, the second vice-president shall succeed to the office and serve for the remainder of the term, shall perform, all duties assigned by the president and/or the BSYO Board of Directors, and shall be a member of the Nominating Committee. The second vice-president shall succeed the first vice-president's term. The BSYO second vice-president shall deliver to his/her successor, all papers pertaining to the office within one (1) month following the election.

SECTION D. Secretary

The secretary shall record and archive the minutes of scheduled BSYO Board meetings and special meetings, shall submit minutes in electronic format to the BSYO Executive Director within two (2) weeks of meetings, shall maintain copies of the corporation's documents in separate volumes. Shall keep a record of the eligibility status of each BSYO Board member to vote; shall coordinate all correspondence with the Executive Director; shall file any certificates required by statute (state or federal), and shall prepare ballots for the annual election of the BSYO Board of Directors. The BSYO secretary shall deliver to his/her successor, all papers pertaining to the office within one (1) month following the election.

SECTION E. Treasurer

The treasurer shall have care and custody of all monies belonging to the BSYO, shall be responsible to the BSYO Board for an accurate account of the BSYO's funds, and shall submit monthly reports to the BSYO Board of Directors, keep accounts in a manner that will allow for an annual review, shall present a balanced budget prepared in collaboration with the Budget/Finance Committee to the BSYO Board of Directors each year, shall be a member of the Budget/Finance Committee, and may sign checks when needed. The BSYO treasurer shall deliver to his/her successor, all papers pertaining to the office within one (1) month following the election.

ARTICLE XI. COMMITTEES

The Executive Committee shall consist of the BSYO officers. In addition to the standing committees will be established to fulfill the BSYO goals and objectives. These committees will include but are not limited to, budget, fund raising, nominating, public relations, strategic planning and parent advisory. Committee Chairpersons will be appointed by the BSYO president and approved by the BSYO Board for all standing committees except the nominating committee.

ARTICLE XII. EMPLOYEES AND INDEPENDENT CONTRACTORS

The BSYO will have in its employ, under contract with annual review, an Executive Director and other staff members as approved by the BSYO Board of Directors. The BSYO will contract with a music director/principal conductor and associate conductors as independent contractors on an "as-needed" basis. These contractors will be reviewed annually by the BSYO Board. The Executive Director will select and supervise orchestra managers as needed. These managers will be reviewed annually by the BSYO Board and Executive Director.

ARTICLE XIII. BSYO CODE OF BUSINESS CONDUCT

A. Purpose

The Code of Business Conduct (Code) of the Brevard Symphony Youth Orchestra, Inc. shall apply to all members of the BSYO Board of Directors, officers, staff and employees. The purpose of the Code is to affirm the BSYO's strong dedication to the highest standards of ethical business conduct.

B. Policies

1. The Code shall govern all business activities and actions of the BSYO Board, officers, staff, and contractors of the BSYO. Should it be necessary, the BSYO Board shall appoint an ad hoc review committee with responsibility for the oversight of ethical business conduct.
2. All BSYO Board members shall serve in a volunteer capacity and no BSYO Board member may be paid for service to the BSYO. Position on the BSYO Board shall not be used in any degree for gain of self, relatives, or friends either in business or personal actions which might seem to influence or invade the responsibilities of administration by seeking preferential treatment for others in employment, admissions, purchasing, or any other management function.
3. Unethical actions, or the appearance of unethical actions, are unacceptable under any conditions.
4. In recommending, proposing, or voting a particular business transaction or course of action for approval, those involved shall disclose to the BSYO Board, all the pertinent information they know about such transactions and persons involved. This disclosure shall include significant information that they may have reason to believe has been omitted by others.
5. The BSYO does not tolerate the willful violation or circumvention of any law, nor does it tolerate the disregard or circumvention of BSYO's policies. No one shall attempt to accomplish by indirect means what is directly forbidden.
6. Failure to comply with the standards contained in this Code shall result in disciplinary action that may include dismissal from the BSYO Board, termination of employment or contract, referral for criminal prosecution, and reimbursement to the BSYO for any loss or damages resulting from violation. Anyone charged with a violation of this Code shall be afforded an opportunity to explain his/her actions before disciplinary action is taken.

ARTICLE XIV. LIABILITY OF OFFICERS AND DIRECTORS

Officers and directors of the BSYO shall not be liable for suit individually or jointly by the reason of the fact that they are serving as officers and directors of the Corporation as to the extent as provided in Florida Statutes Section 617.0834.

ARTICLE XV. PARLIAMENTARY AUTHORITY

On all questions of Parliamentary Law, the current revision of *Roberts' Rules of Order*, shall be the parliamentary authority of the BSYO. The president, with the approval of the Executive Committee, may appoint a person to act as a parliamentarian.

ARTICLE XVI. DISSOLUTION OF ORGANIZATION

Upon the dissolution of the BSYO, its assets remaining after payment of all debts and liabilities of the BSYO shall be distributed to the BSO, its parent organization. Such distribution shall be made in accordance with all applicable provisions of the law of the State of Florida.

ARTICLE XVII. AMENDMENTS

These bylaws may be amended at any regular meeting of the BSYO Board or at a special meeting called for revision of the bylaws, by a two-third (2/3) vote of the eligible voting BSYO Board members, providing notice of the proposed changes has been given one (1) week prior to the meeting.

Table of Amendments		
Revision #	Activity	Date
0	Initial Adoption	00-00-1984
1	Amended and Adopted	04-10-1991
2	Amended and Adopted	02-24-1998
3	Amended and Adopted	06-01-2004
4	Amended and Adopted	02-08-2010
5	Amended and Adopted	06-14-2010