

POLICY AND PROCEDURES

MANUAL

A Compilation of Policies adopted by the Board of Directors

As adopted June 26, 2007
with changes October 30, 2012
and October 29, 2013

Christopher Dengate, President
Dick Leichtamer, President
Connie Masserant, President

Gil Francis, Policies & Procedures

DETROIT

THEATER ORGAN

SOCIETY

The Senate Theater
6424 Michigan Avenue, Detroit, Michigan 48210
Telephone (313) 894-0850

Extract from minutes of June 26, 2007.

Motion to approve new Policy and Procedures amendments and additions, by Weil, seconded by Casterson. Approved!

Dave Calendine, Secretary

Chris Dengate, President

Addition – No. 105 – Rental of Theater – March 25, 2008.

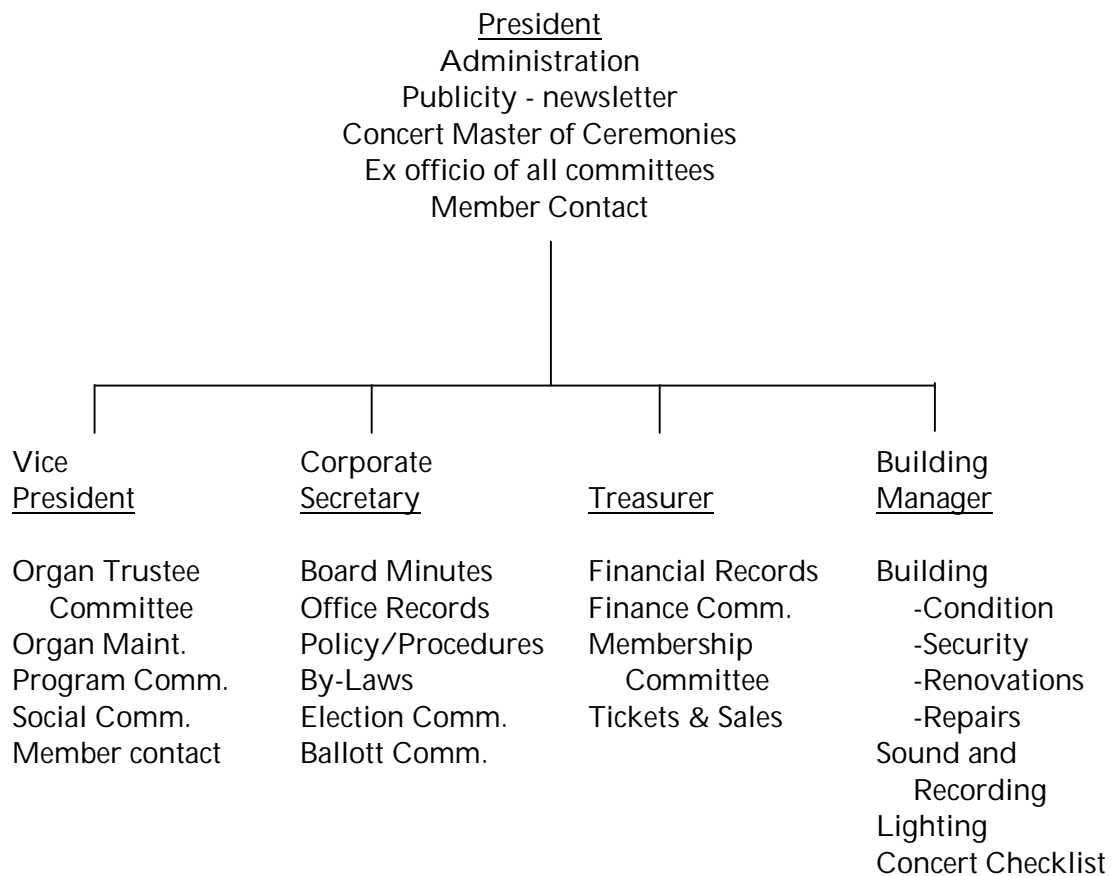
Change – No. 501 – Admissions and Discounts – April 29, 2008.

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101 - ORGANIZATIONAL CHART

DETROIT THEATER ORGAN SOCIETY



DETROIT THEATER ORGAN SOCIETY

Senate Theater • 6424 Michigan at Livernois • Detroit, Michigan 48210 Telephone (313) 894-0850

102 - Annual Business Planner

JANUARY – no concert

Organ repair and maintenance
Members Concert planning.
List of candidates for Bd of Dir & Trustee
Any bylaw changes or dues increase
2nd notice for dues

FEBRUARY – no concert

Change Key Card (Fob) entry door access
Final contracted artist list for next year
Start planning Annual Meeting
Candidate names submitted for election
Submit names for awards
Remove badges of unpaid members
3rd notice for dues

MARCH - concert

Finance committee budget recommendation
Special (if any) committee progress reports
Final awards nominations–prepare plaques
Remove badges of unpaid members
Plan for annual meeting
Publish notice of Annual Meeting
Start planning July Members Concert

APRIL - concert

Annual Meeting
Board Meeting, elect New Officers
Directors Manuals for new board members
Review May concert readiness

MAY - concert

May 1, 1961 . DTOC started. Anniversary?
Review committees
Consider summer activities
Plan July Members concert & August activity
Consider need for June Board meeting
Bylaws changes and dues increase review

JUNE - concert

Send half-year dues notices early
Summer work on building
Promote Members Concert & August activity
Consider need for July Board meeting

JULY – Members Concert

Final promotion of August activity
Summer repairs to Building and Organ
Consider need for August Board meeting

AUGUST – no concert

Social event – Picnic or - ?
Prepare building for winter, inspect roof
Start planning February Members Concert
Summer repairs to Building and Organ
Promote the Sep concert – see September

SEPTEMBER - concert

Make a Festive Occasion-start of fall season
DTOS First Concert Anniversary - 1962
Remind Finance comm. of its November report

OCTOBER - concert

Start planning dues notices package
Print next year calendar and plan mailing
Plan for February Members Concert
Consider Christmas Party for members
Consider day & time of future concerts.....
(Sat or Sun - 3pm or 7pm)

NOVEMBER - concert

Send dues notices.
Request proposed artist list for December
Appoint nominating committee
List names for re-election (and trustee)
Finance committee report due
Approve program budget for next year

DECEMBER - concert

Appoint election chairman, see policy
Proposed artist selection list for following year
Newsletter note that use of organ is restricted
before members concert for practice

Gil Francis, Policies

POLICIES

The following policies give guidance to officers and members who must make decisions when a "person-in-charge" is not available. Some policies specify procedures for doing a job, or conduct on the premises of the theater.

These policies help us all to be consistent in the way we do business and handle situations with members and guests.

They may be changed by decision of the board at any official Board of Directors meeting.



103 - POLICY MAKING PROCEDURE

Any playing or associate member can suggest and/or write a policy and/or procedure for consideration by the Board of Directors (hereinafter known as the "board") during any of their monthly meetings.

A policy or procedure presented to the board shall be reviewed and voted upon as to the acceptance or rejection of said policy or procedure.

All policies or procedures must be reviewed every three (3) to five (5) years or as conditions warrant to assure that such policies and procedures are still required or to determine if they require modification.

Gil Francis, Secretary

Dick Leichtamer, President, May 31, 2005

104 – PRIVATE MEMBER EVENT
Request For DTOS Facilities

Depending on the number of club facilities requested, your private party may require four to seven unpaid volunteer members to be in attendance to facilitate the necessary functions. In order to expedite use of all facilities, please read carefully and fill in the following information.

Date of Event --- *Month* _____ *Day* ____ *Year* _____

Hours Doors to be open --- *From* _____ *to* _____

Program Time --- *From* _____ *to* _____

Approximate number of guests expected _____

Name of Program Artist _____

Name of Sponsoring Member _____

DO YOU WANT:

1. Public address system _____ (Recording system not available.)
2. Services of social committee (Coffee and Pop) _____
3. Organ Chamber Tour _____ 4. Parking lot _____
5. Invite DTOS membership? YES / NO (Lead time for newsletter necessary.)

In addition to your membership dues, the Board of Directors hopes that you have contributed to your society, such as helping with maintenance or concerts or have served in some elected or appointed capacity.

Please list your efforts, including any donation for use of facilities -

We would like to remind you that your guests must be made aware of the necessary Society Rules (No Smoking anywhere, and eating or drinking only in the concession area). All areas of the theater must be left as clean and neat as you found them.

For building security YOU must have someone at the entrance to greet and identify your guests. No uninvited guests from the street may be admitted.

NO PROMOTIONAL ACTIVITIES permitted during a Member Event.

Gil Francis, Secretary

Chris Dengate, Treasurer, November 29, 2005

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## 105 – RENTAL OF SENATE THEATER

### Schedule of Fees

Basic Rental of Senate Theater -- \$650

This includes:

- Up to 8 hours of use, then an additional \$100 per hour rate will apply.
- Use of house PA system.
- Use of parking lot.
- Two Senate Theater Staff individuals.
- Use of roll down projection screen.  
(Projector and projectionist not included.)

Optional services that may be available:

Organist playing the Great Wurlitzer Theater Organ  
To provide background music for patrons before the program -- \$150  
(For one hour or less.)

Theater Organ Program with a Concert Artist,  
and a tour of the Organ Chambers following \$1500  
(Two hour program not including an optional short intermission.)

Concession Counter Staff

Note:

1. Renter must provide any wanted security personnel.
2. If other services, or other unusual use of the building is required, the Rental Agent and/or President of the Detroit Theater Organ Society will negotiate fees, decline or arrange the necessary amenities.

Gil Francis, Policies

*Chris Dengate*, President, Approved March 25, 2008

## 201 - MEMBERSHIP DUES

1. Annual membership dues are payable in full by December 31. Payments may be made in cash, check or money order. No credit cards.
2. All dues are to be submitted directly to the Treasurer of DTOS.
3. Different payment arrangements. A "four payment" plan may be used. A payment of one fourth of dues must be paid by December 31, and again by February 28, April 30 and June 30.
4. Any member who does not make a payment by January 7 will be notified by letter or postcard that their dues have not been received. On or about January 31 notices will be sent informing members who have not yet paid their dues that if payment is not received by February 15, their membership privileges will end. The letter should also advise that failure to communicate with their Membership Secretary by March 15 will result in their membership being terminated in compliance with the Society By-laws, Article III, Sections 5-1 and 6.
5. The Treasurer will notify the Membership Chairperson when dues are received.



6. Membership Chairperson, upon notification from the Treasurer that a member's annual dues payment has been received, will mail out Key Fobs, Membership and Spouse Cards for the new year.
7. A Membership Committee member may assist applicant in filling out the application for membership. The New Member Chairperson will assign them a number, get Board approval, give payment to the treasurer, issue a welcoming acceptance letter to the applicant, notify the Newsletter Editor and appropriate Membership record-keepers. In the case of new Playing members, the Orientation Chairman must be notified also.
8. A new member or a former member wishing to re-instate their membership may be offered pro-rated dues based on the quarter of the year joining. A former member may use the pro-rated dues feature only once in ten years. A new member may use two FULL PRICE ticket receipts (used in the last six months) to reduce the dues amount to be paid. In all cases, receipt of appropriate dues and the approval of the Board of Directors is required.
9. A Membership Recruitment Fund is available to pay one year dues for a person who is dropping their membership for the sole reason of a temporary shortage of money. This fund may also be used for a new applicant for membership who cannot presently afford membership, but would be a good member for the Society. A person may use this fund only once and cannot be a Board of Directors member during the year used.

Gil Francis, Policies

*Chris Dengate*, President, February 27, 2007

PLAYING MEMBERSHIP APPLICATION FORM

Mr./Mrs./Miss \_\_\_\_\_ Spouse Name \_\_\_\_\_  
Home Address \_\_\_\_\_ Home Telephone \_\_\_\_\_  
City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_  
Occupation \_\_\_\_\_ Business Phone \_\_\_\_\_  
E-Mail Address \_\_\_\_\_

I hereby apply for Playing Membership in the Detroit Theater Organ Society. I understand that the annual membership fee is \$160.00 and that it is due no later than January 1st of every year.

I agree to abide by and comply with the Society's Constitution, By-Laws and Operating Policies. I certify this with my signature on this application.

I understand that as a Playing Member in good standing that I shall have voting rights at all Society Business meetings and that I shall have the following privileges:

- A) Playing the DTOS Wurlitzer (after scheduling an orientation)
- B) Recording concerts held at the Senate Theater
- C) Bringing a limited number of Guests to concerts as described in applicable rules, Regulations and operating procedures.

I understand and agree that this application is submitted for consideration and acceptance by the Board of Directors of this Society. If it is accepted, I agree to pay the annual dues as required to maintain my membership in good standing for at least one year from the acceptance date.

\_\_\_\_\_  
Signature/Date

Please mail this application to:  
Membership Chair  
Detroit Theater Organ Society  
6424 Michigan Avenue  
Detroit MI 48210

The application will be reviewed at the regularly scheduled Board of Directors meeting following receipt of the application.

|                                                           |
|-----------------------------------------------------------|
| <u>FOR OFFICE USE ONLY</u>                                |
| Signature of Sponsoring DTOS Member _____                 |
| Signature of Officer / Director _____                     |
| Date Acceptance was received by the Executive Board _____ |
| Date of Acceptance as a Playing Member _____              |
| Member Number _____                                       |

ASSOCIATE MEMBERSHIP APPLICATION FORM

Mr./Mrs./Miss \_\_\_\_\_ Spouse Name \_\_\_\_\_  
Home Address \_\_\_\_\_ Home Telephone \_\_\_\_\_  
City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_  
Occupation \_\_\_\_\_ Business Phone \_\_\_\_\_  
E-Mail Address \_\_\_\_\_

I hereby apply for Associate Membership in the Detroit Theater Organ Society. I understand that the annual membership fee is \$120.00 and that it is due no later than January 1st of every year.

I agree to abide by and comply with the Society's Constitution, By-Laws and Operating Policies. I certify this with my signature on this application.

I understand that as a Playing Member in good standing that I shall have voting rights at all Society Business meetings and that I shall have the privilege of bringing a limited number of Guests to concerts as described in applicable rules, Regulations and operating procedures.

I understand and agree that this application is submitted for consideration and acceptance by the Board of Directors of this Society. If it is accepted, I agree to pay the annual dues as required to maintain my membership in good standing for at least one year from the acceptance date.

\_\_\_\_\_  
Signature/Date

Please mail this application to:  
Membership Chair  
Detroit Theater Organ Society  
6424 Michigan Avenue  
Detroit MI 48210

The application will be reviewed at the regularly scheduled Board of Directors meeting following receipt of the application.

|                                                                                                                                                                                                                                                                                                            |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <p><u>FOR OFFICE USE ONLY</u></p> <p>Signature of Sponsoring DTOS Member _____</p> <p>Signature of Officer / Director _____</p> <p>Date Acceptance was received by the Executive Board _____</p> <p>Date of Acceptance as a Playing Member _____</p> <p style="text-align: right;">Member Number _____</p> |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|

## 203 - HONORARY MEMBERSHIP

**Honorary Membership** in the Detroit Theater Organ Society may be presented by the Board of Directors to an Individual, member or non-member, who has demonstrated consistent commitment and dedication to the enhancement and enjoyment of the Theater Pipe Organ over an extended period of time.

This honorary membership shall continue throughout the lifetime of the recipient. No voting rights are granted to this membership. Playing privileges may be extended to the recipient under continued supervision and control of the Board of Directors.

Honorary members may be Playing or Associate members by payment of all dues and assessments levied on all members of said class.

Nominations may be made by any member of the Detroit Theater Organ Society.

Nominations shall be submitted to the Board of Directors no later than the February board meeting. The board shall act on the nomination(s) at the March board meeting. A two-thirds (2/3) affirmative vote is required to bestow this award.

A maximum of one (1) award may be granted by the board in any one calendar year.

All nominations shall be submitted on the official nomination form of the Detroit Theater Organ Society (copy attached).

Gil Francis, Secretary

*Dick Leichtamer*, President, May 31, 2005

**DETROIT THEATER ORGAN SOCIETY**

203a - NOMINATION FOR HONORARY MEMBERSHIP

I. NAME OF NOMINEE: \_\_\_\_\_

II. RESUME: (Describe in detail how the nominee meets the criteria as set forth In the description and eligibility of the award. Use reverse side if necessary.)

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III. SUBMITTED BY: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

DATE: \_\_\_\_\_

## 204 - DISTINGUISHED SERVICE AWARD

The **Distinguished Service Award** of the Detroit Theater Organ Society Is presented to an individual who has demonstrated consistent commitment and dedication to the society over an extended period of time. The award recognizes a continued contribution of time, effort and resources, and in rendering outstanding service to the society. The Award identifies the recipient as a person who has continuously fostered and supported the purposes of the society as stated in the by-laws:

*This corporation shall be dedicated to the preservation, maintenance and playing of theater pipe organs in a proper setting for the education and enjoyment of the membership and the public; furnishing information about theater pipe organs to the membership and others; recording and playing back recordings of organ and other music for the benefit and enjoyment of the membership and the public; and to promote the cultural and musical development of its membership and the public. -*

Any Playing or Associate member of the Detroit Theater Organ Society is eligible.

Nominations may be made by any member of the Detroit Theater Organ Society. Nominations shall be submitted to the Board of Directors no later than the February board meeting. The board shall act on the nomination(s) at the March board meeting. Voting by the board shall be by secret ballot. A two-thirds (2/3) affirmative vote is require to bestow this award. All nominations shall be submitted on the official nomination form of the Detroit Theater Organ Society (copy attached).

Gil Francis, Secretary

Dick Leichtamer, President, May 31, 2005

**DETROIT THEATER ORGAN SOCIETY**

204a - NOMINATION FOR DISTINGUISHED SERVICE AWARD

I. NAME OF NOMINEE: \_\_\_\_\_

II. HISTORY of Nominee's Association with DTOS:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

III. CRITERIA: How long has the nominee met the criteria as set forth in the description of the award and in the purposes of the DTOS as set forth in the By-Laws. Use the reverse side if necessary.

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IV. SUBMITTED BY: \_\_\_\_\_

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\_\_\_\_\_

DATE: \_\_\_\_\_

## 301 - QUALIFICATIONS FOR DIRECTORS

### Non-payment of dues by Directors

1. As provided by the By-Laws of the Detroit Theater Organ Society, any Director who is delinquent in paying his/her dues or assessments shall be considered as a resignation from the office of Director.

For purposes of this policy, "delinquent" is defined as after the call to order of the regularly scheduled January meeting of the Board of Directors.

### Attendance of Directors at Board meetings

2. No Director shall be considered "in good standing" after three consecutive unexcused absences from regular meetings of the Board of Directors of the Detroit Theater Organ Society.

3. No Director shall be considered "in good standing" after four unexcused absences from regular meetings of the Board of Directors of the Detroit Theater Organ Society in any one twelve month period.

4. An excused absence requires a personal contact by phone or in person to the Board President or Vice President prior to the meeting time.

5. Excused absences shall be limited to employment demands, illness, family member death, and vacation of 3 days or more.

6. Following two (2) unexcused absences the President or his/her designee shall contact the Board Member to discuss past attendance. After three (3) unexcused absences another contact with the Board Member shall be made. If consecutive, the Board Member should be encouraged to re-evaluate his/her relationship to the Board of Directors.

7. Following four (4) unexcused absences the Board Member should be encouraged to resign. If the resignation is not received by the next regular meeting of the Board of Directors, the President shall request Board action to remove the member from the Board.

*Connie Masserant, President, October 30, 2012*



## 302 - OFFICE OF THE PRESIDENT

The following duties are specified in the by-laws:

1. Act as the executive officer of the Society.
2. Preside at all meetings of the membership, and the directors.
3. Act as the general and active management of the business and affairs of the Society.
4. See that all directives and resolutions of the Board are carried into effect.
5. Perform as Master of Ceremonies at concerts (or appoint someone to act in your place).

The following details and duties have evolved over the years, and are intended for use as a checklist of things that a president must do himself, or see that they are properly done by someone appropriate.

1. Become familiar with the By-laws and policies as published in the director's manual.
2. Follow and constantly update the annual work schedule to be sure coming events are being properly planned for.
3. Serve as person to be contacted when problems arise. An example would be:
  - a. hosting the artist if the designated host asks for assistance.
  - b. a board member who cannot attend a meeting.
4. Maintain and publish periodically:
  - a. a list of officers, directors and theater staff.
  - b. a list of committees and their members.
5. Prepare and publish for board members, the agenda for meetings.
6. Remind the Organ Trustee committee chair of the organ condition policy for a report.
7. Review work being done by committees, especially time critical ones.
8. Collect information for announcements at show intermission and closing.
9. Send thank you letters to members and guests who make donations.  
(The membership committee sends donation information monthly.)
10. Prepare and send a "presidents letter" to the newsletter editor each month.
11. Send news items from board meetings and elsewhere to the newsletter editor for publication. Include a list of persons to whom you sent thank you letters.  
(The editor needs the above items within a few days after board meetings.)
12. Be the contact person and accept reports from the Publicity and Newsletter committees.
13. There will be more that turn up as the need arises.

*Richard M. Leichtamer, President, September 25, 2001*

## 303 - OFFICE OF THE VICE-PRESIDENT Job Description

1. The Vice President must be ready to take the place of the President when he is not available.
2. Act as contact and reporting person for the following committees:
  - Organ Trustee Committee
  - Organ Maintenance Committee
  - Program Committee
  - Social Committee

Gil Francis, Policies

*Chris Dengate, Pres., June 26, 2007*

## 304 - TREASURER

By-laws excerpt – Article 7, Section 5.

The treasurer shall keep in books belonging to the Society accurate and complete records of account, showing fully at all times the financial condition of the Society. He shall be the legal custodian of all moneys, notes and other liquid assets which may from time to time come into possession of the Society. He shall prepare an annual financial report and present same at the annual membership meeting. He shall collect, deposit and disburse the funds of the Society as ordered by the Board of Directors. He shall furnish, when requested by the President or the Board of Directors, an accounting of transactions as Treasurer. He shall be a member of the financial committee.

1. The treasurer will select a bank for the Societies use, with approval of the board, and arrange the transfer of accounts from the previous bank.
2. When signature cards are prepared for the bank, the Treasurer, President, and at least one other member's signature should be included.
3. In general an attempt will be made to keep the actual receipt of money, and the recordkeeping of money, separate jobs.
4. Concert receipts from ticket sales, music counter, refreshment counter, craft counter, donation basket, 50-50 sales, and any others, will be collected by the treasurer or designated person, who will give the money to the treasurer or deposit the total amount in the designated bank. An itemized report will be given to the treasurer and reported for the minutes at the next board meeting.
5. The treasurer will receive payments and promptly inform membership secretaries of the amount received for dues and the amount received for designated donations so they can enter that information on the member's yearly record and mail out membership cards promptly.
6. When a donation is received for a memorial name plate, arrange for the nameplate to be made and installed.
7. The treasurer can establish petty cash accounts as needed.
8. Expenditures other than utility and routine monthly bills, requiring a payment in excess of \$500, must be presented to the board for approval before purchase.
9. Prepare a financial report for the monthly board meeting.
10. Yearly reports may be required by city, state, and/or federal governments, that must be prepared and submitted.
11. The Treasurer will be the contact and reporting person for the Finance Committee, the Membership Committee and the Ticket and Sales staff.

*Connie Masserant, President, October 30, 2012*

**DETROIT THEATER ORGAN SOCIETY**

**304a - REPORT OF CONCERT RECEIPTS**

(Part of Treasurer's Job Description)

Date \_\_\_\_\_

Artist \_\_\_\_\_

Reporter's Signature \_\_\_\_\_

Ticket Sales

|                     |            |       |
|---------------------|------------|-------|
| Single Ticket Sales | Front Door | _____ |
|                     | Side Door  | _____ |

|                    |            |       |
|--------------------|------------|-------|
| Group Ticket Sales | Front Door | _____ |
|                    | Side Door  | _____ |

|                     |            |       |
|---------------------|------------|-------|
| Guest Passes Issued | Front Door | _____ |
|                     | Side Door  | _____ |

TOTAL SALES \_\_\_\_\_

|                            |             |       |
|----------------------------|-------------|-------|
| <u>Music Counter Sales</u> | TOTAL SALES | _____ |
|----------------------------|-------------|-------|

|                                  |             |       |
|----------------------------------|-------------|-------|
| <u>Refreshment Counter Sales</u> | TOTAL SALES | _____ |
|----------------------------------|-------------|-------|

|                                   |       |       |
|-----------------------------------|-------|-------|
| <u>50/50 Raffle Ticket Profit</u> | TOTAL | _____ |
|-----------------------------------|-------|-------|

|                        |       |       |
|------------------------|-------|-------|
| <u>Donation Basket</u> | TOTAL | _____ |
|------------------------|-------|-------|

|                       |       |       |
|-----------------------|-------|-------|
| <u>Other Receipts</u> | TOTAL | _____ |
|-----------------------|-------|-------|

TOTAL DEPOSIT \_\_\_\_\_

*Adopted by the Detroit Theater Organ Society Board of Directors*

*Richard Leichtamer, President, 2003*

## 305 – CORPORATE SECRETARY

Duties of the Secretary include the following.

1. Give and/or serve all notices required by law, DTOS By-laws, or resolutions of the Board of Directors.
2. Act as custodian of all corporate and membership records.
3. Take minutes of Board meetings and Annual Membership meetings, and have custody of them during the current year. At each Board meeting report the items on the Annual Planner that need attention.
4. Organize the minutes chronologically on a calendar year basis. He/She shall bind each year's minutes, clearly label them, and place them in the theater office safe after the last meeting of the year..
5. If it becomes necessary, may, with approval of the Board, appoint a Recording Secretary to actually take and write the minutes. The Corporate Secretary will continue to be responsible for safekeeping the minutes.
6. Keep a copy of the Policy and Procedures booklet and the By-Laws available for use at meetings and concerts.
7. Oversee the work of the Policy and Procedures Committee, and the By-Laws Committee, to see that needed corrections, changes or additions are prepared for approval of the Board.
8. Work with the President to appoint an Election Committee and a Ballot Committee at the proper time to conduct the annual election process.

Gil Francis, Policies

*Chris Dengate, President, June 26, 2007*

## 401 - ORGAN UTILIZATION

The following are the rules governing the scheduling and authorization for any and all uses of the pipe organ by all Society Members and their guests. Except as otherwise noted in this set of rules the term "Member" shall mean "Playing Member".

1. Use of the Organ: The use of the organ by a Member for private practice can be scheduled in advance by logging the requested time on the reservation window on the DTOS web site. Members are allowed two (2) hours of use of the organ each calendar month as a part of their membership. Private practice time may not be accumulated from month to month. If a Member does not appear at the scheduled time, or cancel the reservation at least 24 hours in advance of the reserved time, the number of hours which had been scheduled will be forfeited for that month.
2. Reservation Requirement: Member's dues must be paid in full through the calendar month following that month for which private practice time is requested.
3. Reservation Procedure: All reservations will be scheduled to begin on the hour and will be for periods of one (1) or two (2) hour(s). Organ maintenance sometimes occurs for a few hours on Saturday. Our contracted organ repair companies drop in irregularly to do their work. Most of the time the organ is available for use, but be aware of these other possibilities.
4. Non-Reservation Times: No reservations will be accepted for the two days preceding or the day of any concert or program. Reservations made for private practice time on a day that is three days before a concert or program are to be considered tentative. (See item #13).
5. Log Books: (a) Upon entering the building, you must sign in the book outside the theater office with the time you arrived, your purpose for the visit and the time you leave. (b) All Playing Members will sign and fill in all the required information in the Organ Log book located back stage at the time of starting the organ.
6. Overtime and Penalties: The use of the Organ by a Member for private practice time over the initial two (2) hours per calendar month will not be scheduled until that Member has used the initial two (2) hours allotted. Overtime private practice time will be charged for at the rate of \$2.40 per hour.
7. Unreserved Private Practice Time: Members may use the organ at any time that no reservations are scheduled, on a "first come, first served" basis. Note, however, that the organ must be relinquished if a previously scheduled Member arrives for reserved private practice time, or for maintenance or program purposes. No Member may use the organ for any reason on the two days preceding any concert or program.
8. Guests: A Member inviting guests into the building during his/her private practice time must be present in the building at all times and will be responsible for those guests allowed into the building and/or playing the organ. Any Member desiring to bring a group of guests numbering twenty (20) or more into the building during their private practice time and/or to serve food or refreshments will require prior approval from the Board of Directors.
9. Privacy: Members or their guests will refrain from entering the auditorium, except in the event of an emergency, during the private practice time of another Member or Concert Artist unless permission is obtained from that person using the organ. All Members will relinquish the instrument when the next scheduled reservation time has commenced.

10. Commercial Use: A request must be submitted in writing, in advance, for approval by the Board of Directors of the Society, where the organ and/or Society Facilities are to be used for, or leading to, commercial applications.

11. Damage: To avoid damage and wear on the organ mechanism, the blower should be started only once during any Member's reservation time. To prevent damage to the organ console or the piano, no liquids of any kind are to be placed upon them or consumed in the area of the same. Any major problems (loud noises, continuous ciphers, electrical malfunctions, etc.) that render the organ unplayable must be reported at once to the Building Manager or the Chairman of the Organ Maintenance Committee. Minor problems may be reported by using the "Trouble Sheets" found in the pocket next to the Organ Use Log Book. Under no circumstances are you to attempt any repairs yourself.

12. Housekeeping, courtesy to others: Members, upon completing their practice session, will return all stop tabs to the off position, return the expression pedals to the closed position, replace the organ bench foot risers (if removed), turn off the blower, log in their stopping time, cover the piano and clean up the area of any rubbish that they may find or have created. Members are required to leave the area in the same or better condition than they found it. If, upon arrival for private practice time, a Member finds that the above was not the condition of the area or equipment, the Member is requested to report it to the Building Manager or the Chairman of the House Security Committee.

13. Cancellation of Reservation, Credits: In case cancellation of reserved private practice time becomes necessary, because of maintenance or program requirements, all reasonable means will be used to notify the effected Member(s). Practice time so cancelled may be carried over into the next month only when it is not possible for the Member(s) to reschedule the time during the current calendar month. In case of major mechanical failure resulting in a long down time of the organ, all reservations will be cancelled and no more taken until such time, as the organ is again suitable for use, at which time the Board of Directors shall issue a ruling as to whether credit for cancelled reservations or unused time may be issued. Credit for demonstration time must be applied for and approved by the Organ Committee. All credits to time will be subject to a review of the Board of Directors.

14. General Provisions: No individual or Society Member (Playing or Associate) may obligate the Society financially or otherwise where the use of the organ and/or Society facilities are involved without the prior written approval of the Board of Directors.

15. Disciplinary Actions: Failure to abide by the foregoing rules by a Member or his/her guests will be cause for a suspension of that Member's organ playing privileges and/or the removal of that Member from the Society membership rolls.

*Connie Masserant, President, October 30, 2012*

## 402 - ART1ST RECORDING POLICY

An artist desiring to make a recording for personal gain on the Wurlitzer 4/34 Organ shall submit a written request to the DTOS Board of Directors.

The request should include, or be followed up later with details regarding recording date, practice time required and recording equipment to be used.

If the recording is to be done by DTOS for DTOS, and a CD purchase privilege for the artist is included, then items 1 and 2 below will not apply.

Approval by the Board of Directors will be in contract format containing the following conditions:

1. The artist could give one (1) monthly concert for the DTOS membership at no charge to DTOS. Time to be mutually agreed upon. If that is not convenient, then a payment of seven hundred dollars (\$700.00) could be an alternate choice. The DTOS President can negotiate an alternate agreement to present to the Board for approval.
2. DTOS shall receive twenty five (25) copies of the recording at no charge, upon initial release, for resale at its Music Counter.
3. Non-DTOS member artists will require a DTOS member to be present during all practice and recording sessions.

Gil Francis, Secretary

*Dick Leichtamer*, President, May 31, 2005

## 501 – ADMISSION and DISCOUNTS

The public admission price to a scheduled monthly membership concert is **\$15.00**.

A special admittance price of \$10.00 **has been established** for members of the Motor City Theatre Organ Society, **the American Theatre Organ Society**, and the American Guild of Organists who show their identification at the ticket desk. This is intended to promote cooperation and help publicize organ events.

For any regular monthly Theater Organ concert, certain groups may request a discount due to the number of people that plan to attend. Discounts that may be offered:

| <u>Number to attend</u> | <u>Charge per person</u>                                       |
|-------------------------|----------------------------------------------------------------|
| 1-9                     | <b>\$15</b>                                                    |
| 10-19                   | <b>\$14</b>                                                    |
| 20-39                   | <b>\$13</b>                                                    |
| 40 plus                 | <b>\$11</b>                                                    |
| 20 plus - a 50/50 plan  | <b>\$8 (\$8 for DTOS &amp; \$7 for church or organization)</b> |

1. This policy applies to public groups only. Members wishing to bring in more than their allotted number of guests should review the applicable Policy.
2. These prices are effective for advance sales only, or by pre-arrangement.
3. The group rate applies to DTOS monthly membership concerts only.
4. All tickets of a group rate sale must be for the same concert.
5. The number of tickets ordered and the entire amount for same, should be received at DTOS within ten (10) days of the specified concert date to allow proper delivery of tickets. 50/50 arrangements may include an advance issuance of tickets, with payment for the attending group due at entrance into the theater.
6. No ticket refunds will be made once the tickets are delivered.
7. Tickets will be specifically colored, dated, marked or stamped to allow use of ticket for the designated concert only.
8. No additional discounts will be considered, i.e. Senior Citizens etc.
9. A notice of all applicable restrictions (cameras, camcorders, audio recorders, etc.) and the group discount schedule shall be sent to the inquiring group.

Gil Francis, Policies

**Connie Masserant, President, Approved October 29, 2013**

## 502 - RAFFLES, LOTTERIES, GAMBLING

1. A 50-50 raffle sponsored and administered by the DTOS may be offered at DTOS events, within guidelines of the State of Michigan.
2. With the exception of #1 above, gambling of any nature is not permitted on the premises of the Senate Theater without prior written approval of the Board of Directors of the Detroit Theater Organ Society.

*Richard Leichtamer, President, September 25, 2001*



## 503 - RECORDING RULES

The following rules govern the recording of the pipe organ and have been established for the legal protection of the Society, its Members, the Recording Artist and the Composer.

1. Only Playing Members in good standing may enjoy the privilege of recording regular DTOS sponsored monthly programs. However, any/all copies of a concert recording may be recalled by the Society at any time.
2. During private practice time, any Playing Member or his/her guest may make a recording of the DTOS organ for personal use only. DTOS recording facilities are not available for such use.
3. Any recording, concert or private, to be used for, or leading to, any commercial application, must have written permission from the Board of Directors, and the Program Artist in advance.
4. Any recording, concert or private, to be used for any reason other than for playback on that Member's own equipment, must have written permission from the Board of Directors, and the Program Artist, in advance.
5. Any playing Member making a recording of a concert or program, scheduled or otherwise, of the DTOS organ, shall sign a recording waiver provided for such recordings. Any Playing Member desiring a copy of any such recording shall also sign a waiver for such recordings.
6. No recording of the DTOS organ of any type is to be duplicated for any reason except with the permission of the Board of Directors, and the recording waiver signed. Distribution of any copies of a recording made at the Society facilities, even to other members, shall not be made unless the recipient of that copy has furnished a signed waiver to the Society for its records. Such waivers shall include the date of the original recording and the name of the artist on the recording.
7. All equipment used to make recordings of any concert or program will be of such types as not to cause distraction to the audience or generate mechanical or electrical noise of objectionable magnitudes.
8. During concerts or programs, all recorders must be located below the counter top, and associated equipment will be located in the area provided for recording. All cables will be placed so as not to become a hazard to others. Any lights used for inspection of recording equipment must be used under the counter. Matches or lighters may not be used.
9. All equipment for recording must be set up and ready to record no later than 15 minutes before the scheduled start of the program. No one will be allowed to begin set-up after that time.
10. No recording equipment may be prepared for removal, or removed, before the end of the program.
11. Video camera/camcorder tripods must be of such height and design that they may be safely placed on the recording counter, and not cause damage to the surface of the counter. No tripods may be set up on the floor of the recording area or in any aisle. The combined height of the camera and tripod should not exceed 30" above the recording counter.
12. The Detroit Theater Organ Society cannot and will not be responsible for any damage occurring to any recording equipment, caused by any reason, by any person. It is your responsibility to see that your equipment and cables are properly set up in a non-hazardous manner. Equipment or cables found to be creating an unsafe condition to others will have to be removed or re-arranged immediately.

13. Failure to abide by the foregoing rules by a Member or their guest will be cause to suspend recording privileges of that Member, and/or removal of that Member from the Society membership rolls.

Note:

The Detroit Theater Organ Society occasionally schedules events for the general public, and sometimes rents the Senate Theater to other organizations for concerts and other special uses. Members wishing to attend these programs are to expect to be required to purchase tickets to attend the programs. Concert recording privileges for Playing Members are not to be expected for such programs (rental or special event), unless otherwise stated.

*Connie Masserant, President, October 30, 2012*

## 504 - SOLICITATIONS AT CONCERTS By Other Organizations

1. Solicitations: i.e., ticket selling, handouts or literature distribution, etc.; by outside organizations is not permitted on the premises of the Senate Theater without prior written approval of the Board of Directors of the Detroit Theater Organ Society.
2. When authorized, ticket selling shall be permitted at the ticket counter only during intermission and following a concert.

*Gil Francis, Secretary*

*Dick Leichtamer, President, May 31, 2005*

## 505 - MEMBERS AND GUESTS Concert Attendance

1. All Cell Phones and Pagers must be turned off before the concert begins.
2. Members, their spouse and children under 18 may attend regular DTOS sponsored monthly concerts without additional charge. Members (single) may bring a guest or escort to regular DTOS sponsored monthly Theater Organ concerts without additional charge.
3. Members are encouraged to apply for a spouse ID card from the Membership Chairman for their spouse or regular escort. This ID card will **NOT** eliminate the need for said spouse or escort to sign in at the ticket desk. A person possessing such an escort ID card **MUST** be accompanied by the Member to the concert.
4. Any Member may bring **two (2)** guests in addition to their spouse and family to regular DTOS sponsored monthly concerts without additional charge (**see item #6**). A contribution to the Donation Basket is suggested. While repeat visits by the same guests in the same calendar year are not prohibited, they are strongly discouraged, whether they are guests of the same Member or as guests of another Member. Suggest that repeat guests become members to support these programs.
5. A Member bringing in more than **two (2)** guests to any regular DTOS sponsored monthly Theater Organ concert will pay \$10.00 per extra guest for admission.

6. Any guest entering from Items 3 or 4 will be expected to complete the Guest Entrance Permit to be countersigned by the hosting Member. Permits may be filled out and signed in advance and left with the Security Person at the ticket counter.
7. The hosting Member is required, except in case of emergency, to be in attendance at the concert at which he or she has invited guests.
8. Public admission to regular monthly Theater Organ concerts is **\$15** per person at the door.
9. Any Member wishing to bring a group of 10 or more persons to a regular DTOS sponsored monthly Theater Organ concert should contact the Board of Directors in writing prior to, or in person at the regular monthly meeting of the Board of Directors, prior to the concert at which the Member wishes to invite these guests for approval and financial arrangements.

Gil Francis, Policies

*Connie Masserant*, President, October 29, 2013

### 506 - CHILDREN AT CONCERTS

1. Small children must be accompanied by an adult.
2. Children must not roam unattended in the theater.
3. Children must not be a distraction.
4. Members of the Board of Directors will advise the adult responsible (for children who have become a distraction) of this policy and usher them to the lounge area on the second floor of the theater.
5. This policy is intended to reduce and/or eliminate distractions and disturbances during a concert while offering those with small children the opportunity to enjoy the concert in the privacy of an area that serves as a "cry room." Also, it reduces the possibility of an unattended child injuring themselves.

Gil Francis, Secretary

*Dick Leichtamer*, President, May 31, 2005

### 507 – SPECIAL EVENTS CONCERTS

The Detroit Theater Organ Society occasionally rents the Senate Theater to other organizations for concerts and other special uses. The Detroit Theater Organ Society does not sponsor these programs nor does it control admission prices or policies for these rental programs.

Members wishing to attend these programs are to expect to be required to purchase admission tickets. Concert Recording privileges for Playing Members are not to be expected for such programs (rental or special event), unless otherwise stated.

Gil Francis, Secretary

*Dick Leichtamer*, President, May 31, 2005

## 601 - BUILDING SECURITY RULES

Building access and security provisions.

1. Access and security of the theater will be the responsibility of the Building Manager and the Board of Directors.
2. Key Fobs to the front **and parking lot** door of the Senate Theater will be issued to all Playing Members in good standing. **A Gate opener and keys** to all other locks in the building will be issued to a Member on a need to use basis ONLY. The loss of any Key Fob or lock Key is to be reported to the Building Manager or a Director at once. No Key or Key Fob may be duplicated, loaned, or given to anyone at any time. All Keys will be numbered and are assigned to specific individuals by the Building Manager. Any Key or Key Fob may be recalled at any time for any reason.
3. Entering and Exit Procedures:
  - A. Upon your arrival at the Senate Theater for your Private Practice Time, please be observant of the **condition of the Theater**. Please make note of any damage or appearance of forced entry.
  - B. If entering by the **parking lot door**, place your Key Fob next to the Fob reader, then enter. If using the **front door**, place your Key Fob next to the Fob reader, then enter and **use** the Key Fob again on the inner door.
  - C. **DO NOT BLOCK OPEN** the **front** outer or inner lobby doors for any reason. The lobby alarm circuits are only disabled for TWO (2) minutes. **DO NOT LINGER** in the outer lobby waiting for other guests, or for any other reason. If you need more than two minutes, or several people are entering at different times, **you must** use your **Key Fob** on the outside reader each time you pass through to keep the alarm deactivated and to open the door.
  - D. If you are expecting guests **at the parking lot, watch for them thru the little door window**. In front, watch thru the **inner lobby** window to see them arrive.
  - E. The Light switch **inside the parking lot and inner lobby doors** will turn on all necessary lights. Members **or** their Guests will not operate any other building electrical equipment without proper authorization.
  - F. After you have entered, you must sign in **the book next to the office with the time you arrived, your purpose of the visit and the time you expect to leave**. This courtesy is for both the Building Manager and to let other Members know who is in the Theater.
  - G. **To leave the building**, turn off the lights, **press the door handle and leave. Check to be sure the door locked securely. If exiting the front door** and no one else is in the building, a beeping tone indicates you forgot to **TURN OFF THE LIGHTS!**
  - H. At the front door, proceed out into the outer lobby and out into the street. Remember, **DO NOT LINGER** in the outer lobby, as you only have two (2) minutes to be clear of the outer lobby before the alarm is re-activated. If you are waiting for someone else to pick you up, you must wait in the INNER lobby and check on their arrival through the windows in the doors.
  - I. When leaving the building, **DOUBLE CHECK THE DOORS TO BE SURE** they have indeed locked.
4. If a Member fails to follow the above procedures which results in the tripping of the alarm and a run by the alarm monitoring company to investigate the cause of the alarm, will be cause for the Board of Directors to issue a Letter of Warning to the Member. Any subsequent occurrence caused by that Member will result in that Member being billed for the actual charges for the alarm company run(s). Any tripping of the alarm, whether for mechanical failure or otherwise, is to be reported to the Building Manager or a

Director immediately. (Their telephone numbers are **located by the sign in book by the office.**) This will allow them time to contact the alarm company and prevent extra charges being assessed against the Society by the alarm company.

5. Exits or stage doors may be opened only by authorized personnel. The House Security Committee will be responsible for the unlocking and re-locking of the exit doors whenever the Society's activities require.
6. All guests and/or children must be supervised and must not be allowed to wander unescorted through the building at any time.
7. Any appearance of forced entry or damage anywhere throughout the building must be reported to the Building Manager or a Director **AT ONCE!** These telephone numbers are **located by the sign in book by the office.**
8. No Society property, material, or equipment will be allowed to be removed from the building without prior approval of the Board of Directors.
9. Failure to abide by the foregoing rules will be cause for removal of that Member from the Society membership rolls.

*Gil Francis, Policies*

*Connie Masserant, President, October 29, 2013*

## 602 - HOUSE RULES

All members using Society facilities at the Senate Theater should be familiar with and acquaint their guests with the following House Rules, which govern the conduct of all persons in the building at any time.

1. Smoking or the carrying of lighted tobacco is not allowed in any part of the theater, or within 15 feet of any theater entrance.
2. During private practice time, all food and beverage serving and consumption will be confined to the outer lobby and refreshment area only.
3. All material brought into the building for use during private practice time, or any rubbish created by the Member or his or her guests, must be cleaned up and disposed of by the Member elsewhere.
4. All guests, particularly children, must be supervised at all times to avoid accidents to themselves or damage to the facilities.
5. All the rules governing building security shall be observed.
6. Tape recording of the Organ is permitted only within the provisions of the Society Recording Policy.
7. All of the rules outlined in the rules governing Organ utilization shall be observed.

Failure to abide by the foregoing rules will be cause for removal of that Member from the Society Membership rolls.

*Connie Masserant, President, October 30, 2012*

## 701 - ELECTIONS and BALLOTS

ELECTIONS AND NOMINATIONS COMMITTEE (Chairman appointed by the President or Secretary, and approved by the Board of Directors.)

1. Establish a committee of helpers, up to five.
2. Obtain names of outgoing Board Members from the DTOS President. This must be done at the August Board Meeting.
3. Contact outgoing Board Members regarding their intention of running again.
4. Seven Board members are elected one year and the alternate year six.
5. Each year one Organ Trustee is up for re-election.
6. Only Playing members are eligible for election as per By-Laws. Playing members are numbered between 100 & 299.
7. Obtain latest up to date Playing Members list from Membership Chairman.
8. Contact Playing Members regarding running for the Board or Organ Trustee.
9. Make a strong attempt to have more than a minimum seeking office.
10. When a Member accepts running for office, obtain a biography from them. Qualifications, goals and past services are suggestions.
11. Chairman must present the list of candidates to the Board at the January meeting for acceptance along with biographies.
12. Bio's of candidates will be sent out with ballots by Election Committee.

BALLOT COMMITTEE (Chairman appointed by the President or Secretary, and approved by the Board of Directors.)

1. Establish a committee of at least three people.
2. Receive biographies from the President at the **October** Board of Directors meeting.
3. Prepare biographies and ballots and get them printed in quantity for distribution.
4. Prepare three sets of envelopes for ballot mailing and have them printed.
  - One – 4 1/8 X 9 1/2 inch envelope with DTOS return address.
  - Two – 3 7/8 X 7 1/2 inch envelope addressed to DTOS.
  - Three - 3 5/8 X 6 1/2 inch envelope for secret ballots.
5. Prepare two sets of labels from newsletter mailing list.
6. Attach labels to envelopes One and Two.
7. Stuff biographies, ballot and envelopes Two and Three into envelope One.
8. Mail or hand-deliver stuffed envelopes to all DTOS members in good standing.
9. Request postal funds from Treasurer.
10. Purchase postage stamps and affix to envelope One.
11. Mail ballot envelope One, to all DTOS members in good standing.
12. Request DTOS President to call for ballot counting.
13. Count ballots at DTOS Annual Meeting
14. Present results to DTOS President.

*Connie Masserant, President, October 30, 2012*

## 702 - PROGRAM COMMITTEE

This is an operational procedure for the Program Committee. This Committee shall be appointed by the President and approved by the Board of Directors, with one member of the Committee serving as Chairperson. The Committee shall be responsible to the Board of Directors.

1. The program schedule shall be based on a calendar year commencing with January and ending with December. The schedule for any year shall be completed and all artists under contract no later than March 31 of the previous year.
2. The Program Committee shall be allotted a Not-to-Exceed budget by the Board of Directors. This budget amount shall be set no later than December 1 of each year. The Board of Directors shall establish the base fee to be paid artists to which a reasonable sum shall be added for travel expenses.
3. The Committee shall prepare a list of potential artists for the year to be booked. The list should include at least 4 alternative artists in the event the artists on the primary list cannot be booked. This list must be presented for approval by the Board of Directors at the regular monthly meeting held in December of each year.
4. After approval of the list, the Committee shall contact artists on the list for a booking. All fees negotiated with the artist will include the concert fee as well as all travel expenses. The total amount of all fees negotiated with all artists shall not exceed the budgeted amount established by the Board of Directors.
5. A written contract in a form acceptable to the Board of Directors shall be mailed to each and every artist no later than 5 calendar days after the artist has agreed to the terms and conditions of the booking. If the artist does not return the signed contract within 60 days after the contract is mailed, the Program Committee shall contact the artist to obtain the contract. If the artist does not sign the contract, another artist from the alternative list shall be booked.
6. A final list of the artists for the coming year shall be presented to the Board of Directors at the March meeting of the Board. A final list with the fees negotiated with the artists shall be given to the Treasurer at the same time.
7. Four to five months in advance of the concert, the artist or his agent is to be contacted for an updated bio and photographic materials, if required. At this time, the artist is advised of contact names, phone numbers and addresses.
8. A copy of all data is to be sent to the DTOS Artist Host. If the information is verbal, make a written copy to put in the artists file. The Artist Host is given information for contacting the artist to arrange for accommodations, practice time, piston settings, etc.
9. The Program Committee shall appoint a Playing or Associate Member of the Society as producer of the Member's Program held in January. The Producer shall invite four or more members of the Society, which could include the Producer, to appear at the Member's Concert and shall make all arrangements for these people to practice. No member appearing for this concert shall be scheduled to appear as a featured artist at a regular monthly concert for that year. No person appearing in the Member's Program shall receive any artist fees. The pistons on the organ shall not be changed for this concert from the normal house piston settings.

Gil Francis, Secretary

*Dick Leichtamer*, President, May 31, 2005

## 703 – ORGAN TRUSTEE COMMITTEE

The following guidelines are intended to give direction to the activities of the committee and to provide a line of communication between the committee and the board of directors.

1. The committee head will arrange at least four (4) meetings of the committee each year, two (2) of which could be by telephone. The other meetings should be in person, with at least one (1) meeting "on site" at the Senate Theater.
2. Assess the condition of the organ for use as a concert instrument, and prepare a list of proposed upgrades needed (if any), in a priority order. Send the report to the DTOS secretary for inclusion in the agenda of the next board of directors meeting.
3. The board of directors would like recommendations to improve the organ, and to maintain it at a level that will bring credit to our organization.
4. The by-laws provide directions for proposing serious CHANGES to the organ. This policy is intended only for identifying and prioritizing needed repairs to maintain it in excellent playing condition.

*Connie Masserant, President, October 30, 2012*

## 704 – MEMBERSHIP CHAIR

(Appointed by the President with approval of the Board of Directors.)

With the coming of the computer age, the Membership Chair must work closely with the Treasurer, and delegate some duties where it facilitates a better process.

### New Member Procedure

1. Review guest cards for indication of interest in joining DTOS.
2. Explain to interested parties how to fill out membership application forms, costs, rules of the DTOS, By-laws, or anything else pertinent to being a member.
3. Request checks be made out to DTOS based on:
  - a. Associate member annual dues.
  - b. Playing member annual dues.
4. After receiving a filled out application and fee, assign an available number to the member. Present the application at the Board of Directors meeting for approval.
5. When the Board approves the application, send applicant's check to the Treasurer.
6. Notify applicant of Board approval.
7. Send approved membership numbers, names, and addresses to:
  - a. The person who prepares address labels.
  - b. Newsletter Editor.
  - c. Membership Records person.
  - d. Treasurer.
8. Check to see that names and addresses are added to the computer data base. Have member rosters printed as needed. Have address labels printed out as needed for the monthly newsletter, dues notices, and the annual mailing of the next year program schedules in October.
9. Make up badges, labeled by name and number. Put the badge in the appropriate badge rack before the next concert.



10. File the original application in the Active Book of Names located in the projection room filing cabinet.
11. File drop-outs in the Inactive Book, and date them.
12. Record all changes of address of members, notifying same personnel as in #7 above and the Board Secretary for inclusion in the minutes.

### Member Records and Dues Procedure

1. Send dues notices in middle to late November.
  - a. Include a letter from the President and/or Board of Directors.
  - b. The back side of the above letter can be used for dues information and instructions.
  - c. Use a computer and printer or a copy machine to make necessary copies.
  - d. A return slip is also needed, to facilitate handling the returns and to discover new information such as address and phone changes, and requests for spouse cards. Prepare ID cards, to be mailed to members as soon as you receive notification from the Treasurer that payment was received. Either print out or type the cards, or get an extra set of labels to apply. Start preparing blank cards and labels in September.
  - f. Purchase small envelopes for return mail, put the Treasurer's address on it.
  - g. Address and stuff large DTOS envelopes with the president's letter, dues information, the return slip and the return envelope. Apply postage stamp. Watch for Canadian mail, which requires different postage.
  - h. Mail the batch. Separate the Canadian envelopes.
2. Checks should be received by the Treasurer during December. He will send lists of payments received, and the returned information slip to Membership Chair.
  - a. Mail out the prepared ID Cards immediately, including a spouse card if necessary.
  - b. Enter dues payment, donation, address/phone changes etc., on the member cards in the metal file box. Prepare new cards for new members as necessary. These are kept in alphabetical order. Remove cards of members dropped or resigned, with an appropriate notation. File it in the "dead" part of the file box (in the back).
  - c. Enter similar information in the small loose leaf notebook containing member information in ID number order. Make a notation "paid date", "dropped date", or "resigned date" etc. on the member ID# page. In the case of resignations and drops, leave the numbered page to be used again by a new member.
3. On or about January 7, send a post card reminder to members who have not paid.
4. On or about January 31 send a prepared letter notifying them that membership privileges will end if payment is not received by February 15.
5. Submit a list of members NOT PAID to the Board of Directors at the February meeting.
6. Before the March show, remove badges of members not paid. At the March board meeting, submit a list of members to be dropped for non-payment of dues so they can be listed in the minutes.
7. Send out half-year dues notices in late May or early June to those few who pay that way. Follow the above procedures again.
8. Do whatever you can, by post card or phone call, to contact those dropped or about to be dropped, to determine their circumstance. Sometimes they may have health problems, or be in Florida, and will soon pay-up.
9. As a member of the Membership Committee, you can contribute ideas to make the system work better. You can, if you would like, have an assistant to help with the work and to be familiar with the procedure. As you learn of member information changes, address, phone, etc., give a list to the person making up mailing labels so that the master computer lists can be updated.

### Membership Secretary - Dues time activity

You will need address labels prepared for:

- 1 set for 1<sup>st</sup> mailing.
- 1 set for the member ID card.
- 1 set for mailing the membership card later.

You will need Envelopes: (and stamps)

- 1 set of large DTOS envelopes for 1<sup>st</sup> mailing.
- 1 set of small envelopes for dues mailed to the treasurer.
- 1 set of small envelopes for mailing the membership card later.

Put in each DTOS large envelope:

- 1. President's letter and instructions.
- 2. Return slip - Write the members name and number on the slip.
- 3. Schedule card.
- 4. MCTOS Redford Christmas Party invitation (if offered).
- 5. Return small envelope addressed to Treasurer.

After notice that dues have been received:

Mail new membership card with name label installed.

*Richard Leichtamer, President, May 31, 2005*

## 705 - OPERATING FINANCES

The fiscal year will be January 1 to December 31 starting in 2007.

- 1. An annual budget review should be started about September by the Finance Committee and/or the Treasurer, covering anticipated DTOS income, administrative, operation and program expenses and result in a Proposed Budget for the next year prepared for approval by the Board of Directors at its November monthly meeting.
- 2. Non-allocated expenses must have Board of Directors approval before the expenditure is made. The anticipated expense should be submitted to the Finance Committee for review and presentation to the Board of Directors.
- 3. Emergency expenses must be authorized by the Treasurer and President of the Board of Directors before the expenditure is made. Ratification of the authorization by the Board of Directors shall occur at the next monthly Board meeting.

Gil Francis, Secretary

*Dick Leichtamer, President, May 31, 2005*

## 706 - SOCIAL COMMITTEE GUIDELINES

### Job Description

1. In the event of illness of a DTOS member or their spouse, the Social Committee should send an appropriate greeting card.
2. In the event of a death of a DTOS member or their spouse, the Social Committee should perform the following:
  - A. If the notice of death is received in sufficient time, a floral arrangement in an amount up to \$75.00 should be sent.\*
  - B. If the notice of death is received too late, or the obtaining of a floral arrangement would arrive too late, a transfer of \$40.00 to the DTOS Endowment Fund for the DTOS Remembrances Account in the general operating funds should be made and an appropriate sympathy card should be sent to the family advising them of the donation.

\*In lieu of flowers, by request of the family, a \$75.00 transfer to the DTOS Endowment Fund should be made and an appropriate sympathy card should be sent to the family.

### Death Of A Member Or Relative

It is the responsibility of each and every member to report the death of a fellow member or member's relative, to the appropriate authority, as listed below. Reporting shall be expeditiously made by telephone.

Report a death to the Social Committee contact person. The name of that person, and their phone number, can be found on the current posted list of OFFICERS AND DIRECTORS.

If the appointed person can not be located promptly, contact the PRESIDENT, or the VICE-PRESIDENT who will then see that the above procedures are accomplished.

The Social Committee, the President or Vice-President shall notify the Newsletter editor who will ensure that an appropriate notice is included in the next issue of the Newsletter.

Gil Francis, Secretary

*Dick Leichtamer*, President, May 31, 2005

## 707 – BUILDING MANAGER COMMITTEE GUIDELINES

### Job Description

The Building Manager is appointed by the President with the approval of the Board of Directors. He works quite independently to maintain the theater in readiness for member practice and concert programs. He is urged to select an assistant, and other working committee members to accomplish the work at hand.

### Duties include, but are not limited to the following:

1. Report to the Board building and grounds condition, security, renovations, repairs etc.
2. Be aware of the sound equipment and recording facilities condition, needs, repairs.
3. Keep familiar with lighting and electrical conditions, needs and repairs.
4. Constantly monitor building structural condition.
5. Keep his committee and other key people informed and trained to perform jobs.
6. Have someone change the marquee after the concert. Someone has to get up on the 10' ladder and a second person is needed to pass up the necessary letters.

## Things To Do Before A Concert

Just before the next program, the Manager's maintenance committee should meet at the Senate to do the following items (not necessarily a complete list).

- 1 – Clean bathrooms - toilets, urinals, sinks. Notice that urinals and toilets flush properly and sink faucets work OK. Mop the bathroom floors. Supplies are in the metal cabinet in the men's bathroom.
- 2 – Check to be sure that paper towel and toilet paper holders are full and that there are extra rolls on toilet shelves and under sink counters.
- 3 – Remove cigarette butts from containers in outer lobbies.
- 4 – Wash down (as necessary) the front of the theater, the marquee and the sidewalk.
- 5 – Clean front door windows.
- 6 – Mop the outer and inner lobby floors.
- 7 – Vacuum carpets where needed.
- 8 – Clean the refreshment counter and wipe out the popcorn unit.
- 9 – Sweep the stage and clean it with the "Swiffer" unit. If the stage is too dirty, then a wet mop may have to be used. Clean the stage restroom as in #1 above.
- 10 - Check the refrigerator in the artist's room and make sure it is stocked with pop and water.
- 11 – Gather up any garbage that has accumulated and put it out in the bin.
- 12 - Clean all glass counters with glass cleaner.
- 13 – Check all light fixtures and replace all burned out light bulbs.
- 14 – Pick up any debris accumulated in the parking lot.

The above items are basic things to do before a concert. While doing them you may notice other things that need attention. If no other serious problems show up, it will probably take about 4 - 6 hours of work for three people.



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End

Policies and Procedures
as of June 26, 2007
with changes October 30, 2012
and October 29, 2013
Gil Francis, Policies and Procedures

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Changes made to the previous version.

101 – new – Org. chart.

102 – added annual planner.

103 – no change – Policies.

104 – no change – mbr event.

201 – no change – mbr dues.

202 – added mbrship applications (2).

203 – no change – Hon mbr and nomination form.

204 – no change – Distinguished sv and nom form.

301 – no change – qual of directors.

302 – no change – president.

303 – new – vice pres.

304 – no change, but added #11 – treasurer.

305 – same with several added items – secretary.

401 – same with first 4 items re-written – organ utilization.

402 – no change – artist recording.

501 – no change – ticket discounts.

502 – no change – lotteries.

503 – no change – recording rules.

504 – no change – solicitations.

505 – same except items 2&3 re-arranged.

506 – no change - children.

507 – no change – special events.

601 – same except references to the “chairman of the house security committee” were replaced by “building manager or a director”. Also item D. sentence added.

602 – no change – house rules.

701 – no change, but explanatory statement added in parenthesis – elections.

702 – no change – program comm.

703 – no change – trustees.

704 – no change, but two policies, 2005-017 and 018 were combined into one. Also the old title of “Secretary” is changed to “Membership Chair” – mbrship.

705 – same, but item #1 month changed to reflect new fiscal year – finance comm.

706 – same, except item #2A amount changed to \$75 – social comm.

707 – new – Building Manager.

Policies and Procedures

CONSIDERATION OF POSSIBLE CHANGES

January 31, 2012

|      |                              |                                                                                                                                                                                                      |
|------|------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 101  | Organization Chart           | OK                                                                                                                                                                                                   |
| 102  | Annual Business Planner      | OK                                                                                                                                                                                                   |
| 103  | Policy making                | OK                                                                                                                                                                                                   |
| 104  | Private Member Event         | OK                                                                                                                                                                                                   |
| 105  | Rental of theater facilities | watch for ideas                                                                                                                                                                                      |
| 201  | Member Dues                  | OK                                                                                                                                                                                                   |
|      | Membership Application       | Change to new version                                                                                                                                                                                |
| 203  | Honorary Membership          | OK                                                                                                                                                                                                   |
| 204  | Distinguished Service        | OK                                                                                                                                                                                                   |
| 301  | Qualifications for Director  | OK                                                                                                                                                                                                   |
| 302  | President                    | OK                                                                                                                                                                                                   |
| 303  | Vice President               | OK, but reconsider later                                                                                                                                                                             |
| 304  | Treasurer                    | OK, but Treasurer should check                                                                                                                                                                       |
| 304a | Concert income report form   | Probably could be changed.                                                                                                                                                                           |
| 305  | Secretary                    | OK                                                                                                                                                                                                   |
| 401  | Organ use - Item #1 and #6   | Could be improved                                                                                                                                                                                    |
| 402  | Recording by artist for CD   | OK                                                                                                                                                                                                   |
| 501  | Admission                    | OK                                                                                                                                                                                                   |
| 502  | Raffles etc.                 | OK                                                                                                                                                                                                   |
| 503  | Member Recording Rules       | OK, but items 5 & 6 require a "waiver" statement that we have not observed for some time. It should be added here and on a signature sheet record of everyone who has a copy of the current concert. |
| 504  | Solicitations                | OK                                                                                                                                                                                                   |
| 505  | Concert attendance rules     | OK, but watch                                                                                                                                                                                        |
| 506  | Children                     | OK                                                                                                                                                                                                   |
| 507  | Special Events               | OK                                                                                                                                                                                                   |
| 601  | Building Security            | Item 3, parts C-D-E-F-G-H-I all need some changes as a result of our new side door. Also the gate and opener need to be covered.                                                                     |
| 602  | House rules                  | OK                                                                                                                                                                                                   |
| 701  | Elections                    | OK                                                                                                                                                                                                   |
| 702  | Program committee            | President should reconsider details.                                                                                                                                                                 |
| 703  | Organ Trustees               | OK, but needs help.                                                                                                                                                                                  |
| 704  | Membership Chair             | This committee should review details.                                                                                                                                                                |
| 705  | Operating Finances           | OK                                                                                                                                                                                                   |
| 706  | Social committee             | OK                                                                                                                                                                                                   |
| 707  | Building Manager             | Manager should review details.                                                                                                                                                                       |

Gil Francis, Policy Chair

