

Plano Symphony Orchestra Guild

HANDBOOK

2026-2027

(Updated 10/6/2026)

Guild Officers

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President: Maria Mott

Vice President: Shari Jennings

Secretary: Judith Augustine

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1.0 2026-2027 PSO GUILD BOARD MEMBERS

The Plano Symphony Orchestra Guild Board (Guild) consists of the officers, committee chairs, and other invited people. The following is a list of the Guild Board members along with contact information.

Position	Name	Email	Cellphone
President	Maria Mott	mmott@signsbytomorrow.com	214-454-6780
Vice President	Shari Jennings	sdmjen@yahoo.com	214-776-9695
Secretary	Judith Augustine	jsaugustine@yahoo.com	214-632-3239
		GUILD COMMITTEE CHAIRS	
Communications Chairs	Ellie & Ira Barash	txlilhonda@yahoo.com	469-323-5362
Communications co-chair	Pat Morrice	pat.morrice@outlook.com	214-236-4396
Concert Services co-chair	Beverly Wester	beverlywester43@gmail.com	972-345-0143
Concert Services co-chair	Irma Landis	irma.landis1@verizon.net	214-908-1373
Education co-chair	Tammy Miller	mrsrabman@gmail.com	972-998-9079
Education co-chair	Sue Wood	suewood41@verizon.net	972-768-4716
Guild Fundraising Chair	Ellie Barash	txlilhonda@yahoo.com	469-323-5362
Guild Fundraising co-chair	Rebeka Ecker	rebeka.Ecker@gmail.com	214-578-0062
Guest Artist Transportation	OPEN		
Hospitality Chair	Gladys Chan	changladys@gmail.com	972-310-8315

Hospitality co-chair	Jan Barber	janbarber@verizon.net	972-977-2792
Hospitality co-chair	Paulina Fendel	Paulina.fendel@gmail.com	972-310-8315
Membership co-chair	Molly Hancock	Mollie@elephanttrunk.net	972-978-1710
Membership co-chair	Sherry Boyle	ENVCLSP@Gmail.com	214-704-6663
Parliamentarian	JoAnna Lands	joannalands@gmail.com	808-779-3004
Past President	JoAnna Lands	joannalands@gmail.com	808-779-3004
Social Committee	Marcela Muse	marcela.muse@icloud.com	972-816-8436
Social Committee co-chair	Irma Landis	irma.landis1@verizon.net	214-908-1373
TASO Rep.	Marcela Muse	marcela.muse@icloud.com	972-816-8436
Volunteer Support Committee Chair	Ellie Barash	txlilhonda@yahoo.com	469-323-5362

2.0 LIST OF PSO STAFF MEMBERS

POSITION	NAME	<u>EMAIL</u>	PHONE
President/CEO	Greg Patterson	gpatterson@planosymphony.org	C: 469-652-6614
Asst to Exec Director	David Ferguson	dferguson@planosymphony.org	972-473-7262 x131
Artistic Operations & Librarian Director	Luis Rodriquez	lrodriguez@planosymphony.org	972-473-7262 X123
Corporate Development Manager	Brittney Geurink	bgeurink@planosymphony.org	972-473-7262 X136
Development Director	Margaret Finley	mfinley@planosymphony.org	972-473-7262 X135
Education Director	Jennifer Wheeler	jwheeler@planosymphony.org	972-473-7262 X126
Education Associate	Mary Druhan	mdruhan@planosymphony.org	972-473-7262 X 137
Finance & Business Oversight	Kaitlin Einkauf	keinkauf@planosymphony.org	972-473-7262 x 134
Finance & Business Oversight Assistant	Jasmine Lysaght	jlysaght@planosymphony.org	972-473-7262 X139
Patron of Services & Marketing Director	Marc Jennings	mjennings@planosymphony.org	972-473-7262 x 132
Patron Services & Special Events Manager	Olivia Jirousek	ojirousek@planosymphony.org	972-473-7262 X133
Patron Services & House Manager	Open Position		

3.0 MISSION OF THE PSO GUILD

The Plano Symphony Orchestra Guild (Guild) supports the Plano Symphony Orchestra Association (PSO) in its commitment to cultural and educational excellence, and the development of musical programs for children and adults. Volunteering through the Guild provides a direct way to support the growth and reputation of our symphony.

The Guild has adopted Standing Rules and Policies that outlines membership of the Guild as well as how the Guild will conduct its business. Much of the work of the Guild is conducted through the various Guild committees. This handbook describes the duties and responsibilities of the committees.

4.0 COMMUNICATIONS COMMITTEE

The Communications Committee is responsible to providing written communications for the Guild.

Responsibilities include:

- Maintain a Guild calendar and provide monthly at the Guild Board Meeting
- Maintain and update the Guild Handbook
- Maintain and update the Guild Standing Rules and Policies
- Provide articles for the TASO newsletter.
- Provide “sunshine” greetings from the symphony staff and Guild to members and patrons (i.e., get well cards, symphony cards, congratulations on achievements, etc.)
- Renew members who are currently on the committee(s)

5.0 CONCERT SERVICES COMMITTEE

The Concert Services Committee members greet patrons and provide general assistance prior to all main PSO performances. Responsibilities of the committee include:

- Greet patrons at the entrances to the venue

- Direct patrons to venue amenities and seating locations
- Serve as ushers as needed
- Sell PSO merchandise as needed
- Renew members who are currently on the committee(s)

6.0 EDUCATION COMMITTEE

The Education Committee works with the PSO Staff to support the educational programs of the PSO through the solicitation of volunteers for the events. These include the Collin County Young Artist Competition, Healing Notes, Instrument Petting Zoo, School Concert Program and Summer Music Camp. Volunteers may include Guild Members, Friends of the Guild or other volunteers. In many cases, PSO staff will help solicit and coordinate shift times for volunteers.

- Instrument Petting Zoo is a collection of orchestral instruments whose cases have been painted to look like different animals. The zoo is brought to numerous community events to give children the opportunity to see, hear and play with the instruments. Volunteers are needed to take the instruments to the event, set up, take down and return them to the PSO. Volunteers are also needed at the events to assist children with the handling of instruments.
- School Concert Program uses volunteers to greet and guide school children to their designated seats before the concert and to exit the venue following the concert.
- Collin County Young Artist Competition uses volunteers to assist competitors and judges in getting them to the right rooms at the right time. The Collin County Young Artist Emeritus will assist the PSO Director of Education as needed for the Competition.
- Summer Music Camp uses volunteers to assist in check-in, distribution of materials, and direct campers to the right rooms.
- Healing Notes uses volunteers to pass out any instruments, etc and to interact with the seniors.
- Renew members who are currently on the committee(s)

7.0 GUILD FUNDRAISING COMMITTEE

The Guild Fundraising Committee is responsible for organizing social events as general fundraising events for the PSO. The primary purpose of these events is to bring together new and existing PSO Guild members, PSO patrons, their friends and family to enjoy time together in a social atmosphere while benefiting the PSO. Committee members will contact the venue to establish a date, time and amount of proceeds that will be credited to the PSO. Scheduling of an event will be coordinated with the PSO staff to avoid conflicts with other activities. Advertising the event will be by email and/or social media and will be coordinated through the PSO Staff.

Types of events and responsibilities include:

- Meeting at a restaurant
- Local sporting events
- Raise funds for special occasions
- Renew members who are currently on the committee(s)

8.0 GUEST ARTIST HOSPITALITY COMMITTEE

The Guest Artist Hospitality Committee is responsible for meeting and greeting the guest artists for each concert at the airport and/or other locations to ensure the artists are transported to concerts, rehearsals, hotels and returned to the airport or other location as required. Talk with your guest, unless they act like they do not want to. They are fun to get to know. Our orchestra and committee have the reputation of being the nicest in the country and the artists look forward to visiting us. Treat them like family you love. You will make life-long friends doing this job and you will learn so much from the artists.

Responsibilities of the committee members are as follows:

- Pick up the artist at the airport. Meet at baggage claim and hold up a sign or paper with the guest's name on it in bold writing. Be sure to check the flight information for arrival time, terminal and gate before leaving for home.

- Transport the artist to/from the hotel to rehearsal and concert.
- Transport the artist to the airport.
- Renew members who are currently on the committee(s)

9.0 HOSPITALITY COMMITTEE

The Hospitality Committee organizes food and beverages for various functions throughout the year. In most cases, food and beverages are provided by the PSO via gift cards, etc. On occasion, hospitality committee members may be requested to provide food and/or beverages. The hospitality committee is responsible for coordinating the food, ordering from catering, pickup, set up, serving and clean up.

Example functions are as follows:

- **Guild Membership Event** - Work with the Membership Committee to coordinate the menu, food preparation and production
- **Festive Eve** - Coordinate party logistics with the host/hostess/venue –Provide food and beverage, catered, potluck, or combination. A nominal fee may be requested to attend this event
- **Home for the Holiday Concerts** – Coordinate set up, meal requirements, serve and cleanup to provide a meal for the PSO Musicians and Guest Artists to be served between concerts
- **School Concerts** – Coordinate set up, food requirements and clean up for lunch for PSO musicians and guest performers
- Renew members who are currently on the committee(s)

10.0 MEMBERSHIP COMMITTEE

The Membership Committee is responsible for building programs to retain Guild members and recruit new members.

The following is a list of major responsibilities:

- Seek interested individuals to join the PSO Guild and pass along information to other Guild Committee Chairs
- PSO new subscribers as well as those who have renewed for 1-3 years
- Plan the Guild Membership Volunteer events, including:
 - Secure a venue and time
 - Coordinate with Hospitality Committee on food and beverages for the event
 - Work with PSO Staff on email invitations to the events
 - Provide “Sign-up” Sheet to join the Guild
 - Ensure each Guild committee has sign-up boards and a representative to present a brief overview of their committee’s function and answer questions
 - Work with PSO staff to maintain a complete Guild and Volunteer roster
- Update, if necessary, and provide Guild Brochure for new and existing subscribers
- Renew members who are currently on the committee(s)
- Participate in membership orientation events

11.0 PARLIAMENTARIAN

The Past President will hold the position of the Parliamentarian. The President may choose another Guild member to the position of Parliamentarian at her discretion. Robert’s Rules of Order Revised shall be the authority controlling all questions of parliamentary procedure not covered by these rules of order.

12.0 PAST PRESIDENT

The Past President is responsible for advising and mentoring the current President regarding past practices, general administration, and other matters to assist in the effective ongoing operation of the Guild.

- Mentor the leader: Give advice to the current President

- Provide History: Share past practices and context for reports and meetings
- Ensure continuity: Keep operations steady between different terms
- Lead Nominations: Chair of the Nomination Committee
- Attend Meetings: Attend Guild Committee Meetings
- Review Rules: Check handbook, bylaws and suggest updates

13.0 SOCIAL COMMITTEE

The Social Committee is a fun group of volunteers who will gather during the year at a member's home for the purpose of welcoming potential members who want to be PSO subscribers or join the Guild. The concept is a Tea Party for about 20 people or less at the end of a workday. Current PSO subscribers or Guild members bring guests.

The committee is responsible for the following:

- Securing a home to meet in
- Providing the food and beverages at no cost to the PSO (can be counted as an in-kind gift to the PSO)
- Set up and clean up the event
- Securing a PSO speaker that can speak about the PSO and/or the Guild
- Work with the PSO staff to send invitations by email
- Renew members who are currently on the committee(s)

14.0 TASO REPRESENTATIVE

The Texas Association for Symphony Orchestras (TASO) provides a forum for the exchange of ideas through leadership, networking, education and advocacy for orchestras throughout Texas. Their vision is that orchestras will flourish, prosper, and benefit with support from the TASO volunteer organizations. More information can be found at:

<https://www.tasovolunteers.com>.

The PSO Guild provides a member to represent the PSO Guild at TASO proceedings and to communicate those proceedings back to the Guild.

15.0 VOLUNTEER SUPPORT COMMITTEE

The Volunteer Support Committee performs administrative tasks to support the PSO on a scheduled or as-needed basis.

Support activities may include enlisting volunteers from the Guild to assist with:

- Addressing invitations
- Stuffing envelopes
- Data entry tracking volunteer hours
- Assist the staff with research and documentation for grant applications.
- Communicate symphony support at community events
- Renew members who are currently on the committee(s)

16.0 PSO GUILD STANDING RULES AND POLICIES

Plano Symphony Orchestra Guild Standing Rules and Policies Adopted As of October 6,2026

A. MISSION

The Plano Symphony Orchestra Guild (Guild) supports the Plano Symphony Orchestra Association (PSO) in its commitment to cultural and educational excellence, and the development of musical programs for children and adults. Volunteering through the Guild provides a direct way to support the growth and reputation of our symphony.

B. MEMBERSHIP

1. Membership Commitments

An individual completes the following to gain membership into the Guild:

Join the Plano Symphony Orchestra Association with an annual tax-deductible membership gift of a minimum of \$50 or more per person;

Subscribe to any Plano Symphony Orchestra season package;
and

Serve on at least one Guild committee.

2. Membership Privileges

Guild members will be entitled to attend meetings of the Guild, having one vote per membership, hold office and be included in mailings concerning Guild events.

3. Friends of the PSO Guild

Friends of the PSO Guild are individuals who want to serve in a volunteer capacity that do not complete the commitments stated above for Guild Membership.

4. Guild Board

The Guild Board will consist of the Officers discussed in Section D1 and the Guild President will choose selected Committee Chairs discussed in Section F1 to serve on the Guild Board.

5. Finances

The Guild will be funded through the PSO Association. Any funds raised on behalf of the Association will go directly to the Association.

C. MEETINGS AND VOTING

1. Meetings

The Guild will conduct its meetings, programs, social events and activities as determined by the Guild Board. Guild Board Meetings will be held at the Plano Symphony Orchestra offices or other appropriate venue. Dates and times of board meetings are to be determined by the Guild Board each year.

A Guild annual meeting for all Guild members will be held in June each year.

2. Proxies

At any meeting of Guild members, a person entitled to vote may vote by proxy executed in writing by the person or by his or her duly authorized attorney-in-fact. No proxy shall be valid after eleven (11) months from the date of its executing, unless otherwise provided in the proxy.

3. Voting by Mail

Where Guild Officers are to be elected by Guild members, such election may be conducted by mail, e-mail or by other means as specified by the Guild Board.

D. GUILD OFFICERS AND OFFICER ELECTION

1. Officers

The Guild will have at a minimum the following Officers to be elected by the Guild members:

- President
- Vice President
- Secretary

An individual may serve in more than one role, except President and Secretary.

The Guild members may elect additional officers as it deems desirable from time to time.

2. Elections and Term of Office

The Guild Officers will be elected annually by their members and shall serve no more than three consecutive one-year terms.

Election of officers will be held at the annual Guild meeting in June. The Guild Officers will be elected to serve by a two-thirds vote of the Guild members present at the meeting. The Guild Officers term of office will begin on July 1 following election.

3. Nominating Committee

The Guild Past President will form a nominating committee consisting of the Guild Past President and two other Guild members. The nominating committee will draw up a single Slate of Officers obtaining consent from each individual to be nominated.

4. Proposed Slate

No less than 30 days prior to the annual Guild meeting, the proposed Slate of Officers for the ensuing year will be presented to the Guild members. At the annual meeting, nominations will be received from the floor provided the nominee has consented to stand for election.

5. Vacancies

A vacancy in any Officer position will be filled by the Guild President with the exception of the Guild Presidency. If the Guild President cannot serve, the Guild Vice President will assume the duties of the Guild President. In the event the Guild Vice President cannot assume the duties of the Guild President, the Guild Board will appoint an individual to serve the remaining term of the Guild President.

E. DUTIES OF OFFICERS

1. President

- Preside at all meetings of the Guild Board and Guild general membership.
- Serve as a member ex officio of all Guild committees, unless the President is serving on the committee.
- Perform all other duties pertaining to the office.
- Serve on the Board of Directors and the Executive Committee of the Plano Symphony Orchestra Association as ex officio
- Create Guild committees and appoint Guild committee chairs in accordance with Section F1.
- Serve as the Plano Symphony Orchestra representative on the TASO Board. From time to time, the Guild President may choose another TASO representative to serve in lieu of the Guild President.

2. Vice President

- Assist the President and the Secretary in the performance of their duties
- Assume the duties of the President in her/his absence

3. Secretary

- Keep all minutes of the Guild annual meeting and Guild Board meetings.
- Present those minutes to Guild board members at least one week prior to the next monthly Guild board meeting
- Keep a roster of those present at each meeting and include roster in meeting minutes
- Conduct general correspondence for Guild members

F. COMMITTEES

1. Committees

The Guild President will name all committees and their chairman. A description of each committee and their duties and responsibilities will be in the Guild Handbook.

2. Committee Chairs Appointments and Terms of Office

The Committee Chairs will be appointed annually by the Guild President between July 1 and Aug 1 and shall serve no more than three consecutive one year terms, with the exception, if there are no new chair prospects, the current Committee Chair remains in place. The Committee Chairs will begin to serve their term in office on Aug 1.

G. QUORUM

1. Quorum

One-twentieth of the membership of the Guild will constitute a quorum for the annual meeting. If a quorum is not present at the annual meeting, a majority of the persons present may adjourn the meeting from time to time without further notice.

A majority of the Guild Board will constitute a quorum for the transaction of any meeting of the Guild Board, provided that if a quorum is not present, the presiding officer may adjourn the meeting from time to time without further notice.

H. AMENDMENTS

These rules of order may be altered, amended or repealed and new rules may be adopted by the Guild Board provided the proposed changes were submitted in writing at the previous Guild Board Meeting.

I. PARLIAMENTARIAN

- Robert's Rules of Order Revised shall be the authority controlling all questions of parliamentary procedure not covered by these rules of order.
- These rules will govern the Guild in all cases to which they are applicable and in which they are not inconsistent with the By-laws of the Plano Symphony Orchestra Association.