

I: BASIC POLICIES OF FMMC OPERATION

A. Nature and purpose of the FMMC. The FMMC is a community of music lovers and musicians dedicated to providing members with opportunities to perform live, free concerts of classical music of the past and present for general audiences and senior facilities, and fostering young talent through local and international competitions.

B. Use of the FMMC name and logo. The name 'Friday Morning Music Club, Inc.' and the FMMC logo are the property of the Club and are reserved for uses approved by the Board of Governors. No other person or entity may represent itself as the FMMC and none may use this name without the express permission of the Board.

C. Effect of these policies and procedures. Officers, Directors and appointees of the FMMC, including those of the FMMC Foundation, are expected to comply with these policies and procedures.

D. Amendment procedures

Any member of the Board of Governors may request to amend existing policies and procedures or add new material. The Rules and Revisions Director will advise the Board whether contemplated actions contravene, conform to, or are not addressed by the Club's existing rules. Once the Board agrees to consider an amendment or addition, the Rules and Revisions Director, in consultation with the Rules and Revisions Committee if needed, prepares draft language or certifies the appropriateness of already proposed language which is then put to a vote.

The Rules and Revisions Director is responsible for determining the placement of new material in the Operations Manual, directing the Administrative Assistant to incorporate the new language in the master file for this manual.

E. Dissemination.

The Rules and Revisions Director issues updated materials to every member of the Board of Governors and the elected officers of the Foundation Board of Trustees by the September Board meeting each year and ensures that each of these individuals has a complete and updated copy.

Each FMMC or Foundation official is responsible for disseminating relevant policies and procedures to those who work under his or her direction.