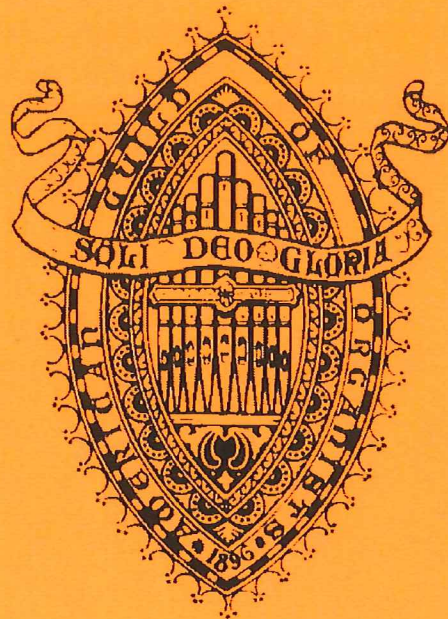


Fort Wayne Chapter
The American Guild of Organists



Operating Procedures and Job Descriptions
Revised November 11, 2007

Definitions:

BY-LAWS are the legal documents governing the operation of the American Guild of Organists on the National Level. These include national regulations which govern the operation of individual chapters. The By-Laws may be amended by vote of the National Council of The American Guild of Organists.

OPERATING PROCEDURES are the legal documents governing the operation of individual chapters. Once adopted by the Chapter Membership, The Operating Procedures may be revised by the Executive Committee as needed.

I. OPERATING PROCEDURES TO GOVERN THE FORT WAYNE (INDIANA) CHAPTER OF THE AMERICAN GUILD OF ORGANISTS

On this the eleventh day of November, 2007, the undersigned members of the Executive Committee of the Fort Wayne Chapter of the American Guild of Organists do adopt the following revised version of its OPERATING PROCEDURES, which are in accordance and agreement with the National Bylaws of the American Guild of Organists, as adopted April 13, 1896 and amended through April 24, 2006.

Section I. NAME.

The name of this organization shall be the Fort Wayne of the American Guild of Organists (hereinafter, "Chapter"), a subordinate unit of the national organization known as the American Guild of Organists.

Section II. MISSION STATEMENT

Article II, Section 1 of the National Bylaws is fully set out herein. Nothing in these Operating Procedures shall be read, and none of the Chapter's activities pursuant to these OPERATING PROCEDURES shall be undertaken or executed, in a manner inconsistent with the fundamental purposes of the Guild.

The purpose of the American Guild of Organists is to promote the organ in its historic and evolving roles, to encourage excellence in the performance of organ and choral music, and to provide a forum for mutual support, inspiration, education, and certification of Guild members.

Section III. CLASSES OF MEMBERSHIP.

Article III, Sections 1-3 and Article VII, Section 3 of the National Bylaws of the American Guild of Organists are incorporated and are fully set out at the end of this document.

Section IV. CHAPTER GOVERNANCE.

1. **OFFICERS.** The officers of the Chapter shall be the Dean, Secretary and Treasurer (these three being required by the National Bylaws) and the Sub-Dean. Six (6) members of the Chapter shall be elected to the Executive Committee as "at large" members: they, along with the four (4) elected officers, will comprise the Executive Committee.

2. DUTIES OF THE DEAN. The Dean shall be the chief executive officer of the Chapter, and as such shall have the following duties and responsibilities:

- a. Preside at all meetings of the Chapter and Executive Committee when present.
- b. Appoint the non-elected officers and the chairpersons of all standing committees, *subject to approval of the Executive Committee*. The chairpersons shall then have the power to select members to serve on their committees, also subject to approval by the Executive Committee. Note: Approval by the Executive Committee may be obtained by meeting, by phone, by E-Mail, or other media.
- c. Appoint a person or persons to fill vacancies that may occur as the result of death, resignation, incapacity, removal or disqualification of any elected officer or duly elected member of the Executive Committee, *subject to approval of the Executive Committee*.
- d. Create, with the approval of the Executive Committee, committees and correlate the work of the officers and standing committees.
- e. Serve as a non-voting ex officio member of all committees, excluding the Nominating Committee. (Committee chairpersons are free to recruit the Dean as a full voting member of their respective committee at their discretion.)
- f. Submit reports at the general meetings of the Chapter, including issues and recommendations the Dean considers appropriate for consideration by the members of the Chapter.
- g. Carry into effect all directions and resolutions of the Chapter and Executive Committee and make such other reports to the Chapter and Executive Committee that the Dean shall deem necessary, or that policies of the Chapter or Executive Committee may require.
- h. Sign and countersign all contracts and other instruments for and on behalf of the Chapter pertaining to usual, regular and ordinary affairs of the Chapter, as may be authorized by the Executive Committee. The Dean shall share the authority with the Treasurer to write checks on the chapter's account.
- i. Serve as primary Chapter liaison with the District Convener, Regional Coordinator for Professional Development, Regional Coordinator for Education, Regional Councilor and Executive Director of the Guild.
- j. Remain in office for a term of two (2) years, with the possibility of nomination for re-election for a second consecutive term, after which the Dean must remain out of office for one (two-year) term before being eligible for nomination to the same position. A retiring Dean will remain as a seventh member of the "at large" Executive Committee for the first year out of office. The retiring Dean may be nominated or appointed for other positions within the Chapter at the discretion of the Nominating Committee or the Executive Committee (respectively).
- k. Perform such other duties as are incidental to the execution of this office or that may be required of the Dean by the Executive Committee.
- l. Implement all activities in accordance with the National timeline (including elections, submitting the officer report form to National Headquarters, etc.).

3. DUTIES OF THE SUB-DEAN.

- a. The Sub-Dean will serve as Director of the Program Committee (ref. paragraph 3-d below) and as such be responsible for planning the annual program of activities for the Chapter.
- b. The Sub-Dean, in the absence of the Dean of the Chapter, shall exercise all the powers and perform all the duties of the Dean of the Chapter.
- c. The Sub-Dean shall remain in office for a term of two (2) years, with the possibility of nomination for re-election for a second consecutive term, after which the Sub-Dean must remain out of office for one term before being eligible to be nominated for the same office.
- d. PROGRAM COMMITTEE. The Program Committee, of which the Sub-Dean shall be the Chairperson, shall be responsible for all programming in the Chapter, including but not limited to recitals, concerts, lectures or other special presentations. This Committee shall be responsible for proposing a program calendar and budget to the Finance Committee and Executive Committee. This Committee shall also be responsible for carrying out appropriate logistics and making all arrangements to ensure the smooth coordination of Chapter events.
- e. The Sub-Dean shall perform such other duties as are incidental to the execution of this office or that may be required of him/her by the Executive Committee.
- f. In case of the Dean's death, resignation or removal, the Sub-Dean will succeed to the office of Dean for the remainder of the Dean's elected term and must nominate a replacement Sub-Dean to complete the term, subject to approval of the Executive Committee.

4. DUTIES OF THE SECRETARY. The Secretary shall keep record books belonging to the Chapter and have custody of the minutes of the meetings of the Executive Committee and of general meetings of the Chapter. Such minutes of the Executive Committee shall include the names of those members who are present and absent as well as copies of the reports from all committees. The Secretary shall issue notices for all meetings of the Executive Committee. The Secretary shall make such reports and perform such other duties as are incidental to the execution of this office or that may be required by the Executive Committee. The Secretary shall also serve as Chapter Reporter, submitting reports of chapter meetings and activities to The American Organist, unless a separate person is appointed to that position.

5. DUTIES OF THE TREASURER. The Treasurer shall be custodian of all financial records of the Chapter, including the managing of the Chapter's bank accounts and investments. The Treasurer shall handle the collection of dues and the submission of the appropriate portion of that dues to the National Headquarters. The Treasurer shall remain in office for a term of two (2) years, with the possibility of nomination for re-election for a second consecutive term, after which the Treasurer must remain out of office for one term before being eligible to be nominated for the same office.

Note: The Treasurer will also keep photocopies of the application forms, dues report forms, and dues report summaries submitted to Headquarters. These will be helpful in the event of trouble with a member's subscription, and will speed solution of any problems.

6. DUTIES OF EXECUTIVE COMMITTEE: The Executive Committee is the representative governing body of the Chapter. The Committee shall consist of all elected officers of the Chapter and all duly

elected at large members of the Executive Committee. All Chairpersons of standing committees and all District, Regional, and National Officers who are members of the Chapter may attend Chapter Executive Committee meetings with voice, but no vote. The Chapter Executive Committee shall be empowered to transact the business of the Chapter between General Chapter Meetings. It is important for the Executive Committee to work closely with the Dean in consideration of all officer and committee appointments, in other words, to serve as a “clearing house” to ensure that the talent of the chapter is used well. To that end:

a. The Executive Committee shall ratify the Dean’s appointments of members to chairmanship of standing committees as well as to other appointed positions.

b. The Executive Committee shall ratify the committee chairpersons’ selection of members to serve on their committees.

Note: In practice, the Executive Committee shall overrule such committee chairpersons’ selections or the Dean’s appointments only in exceptional circumstances, with written explanation of the reason for that action. Valid reasons may include – but not be limited to – an individual not being a member in good standing as a member of the Chapter (whether for lapsed membership or for a violation of the AGO Code of Ethics).

c. In order to ensure good stewardship of the Chapter’s time and treasury, all program plans and the related budget proposals made by the Program Planning Committee shall be ratified before those plans are publicized to the membership and/or the community.

APPOINTED OFFICERS

7. CHAIRPERSON OF ROOM ON THE ORGAN BENCH: This person will lead the committee, coordinating all aspects of this annual chapter-sponsored event. The Chairperson will be invited to present periodic reports on tentative plans for the upcoming event at the February and later meetings of the Executive Committee.

8. DUTIES OF THE NEWSLETTER EDITOR. The Editor of the Chapter Newsletter, the *Cipher*, shall have responsibility for gathering and publishing all necessary items and information for the benefit of the members of the Chapter. Such items and information shall include, but not be limited to, the following: announcements of forthcoming meetings of the Chapter; notices of upcoming Chapter program events; a calendar of future programs or events in the community; a list of positions available for church and synagogue musicians; a letter from the Chapter Dean; and any other item deemed appropriate by the Executive Committee. The timetable for deadlines and publication will be worked out in coordination with the Executive Committee. Newsletters will also be sent by E-Mail to District and Regional officers and to Deans of all chapters contiguous to the chapter area. The Newsletter Editor will arrange for the duplication, folding, and mailing and/or the E-Mailing of the Newsletters. (This duplication and distribution may be handled by the Newsletter Editor, by an appointed chapter publisher, or a third-party company.)

9. DUTIES OF THE WEBMASTER. The Chapter Webmaster shall have responsibility for maintaining the Chapter Web site with the most current information possible. The Web site shall include, but not be limited to, the following: a full listing of chapter events for the current year; contact information for Chapter leaders as determined by the Executive Committee; a link to the National AGO Web site <<http://www.agohq.org>>; and any other information useful to individuals interested in contacting the

Chapter through the Internet. The Chapter Webmaster shall forward the Chapter's Web address to National Headquarters to enable interested parties to reach the Chapter from a link on the National AGO Web site.

10. DUTIES OF THE CHAPLAIN. The Chaplain shall be nominated by the Dean and appointed by the Executive Committee and shall serve a term of one (1) year, with eligibility for appointment to successive terms. The Chaplain shall perform those duties deemed appropriate to the office. (NOTE: Since AGO is a non-sectarian organization unaffiliated with any specific religious tradition the appointment of a Chaplain is not obligatory.) The Chaplain typically serves 1) as advisor the Executive Committee on appropriate issues, 2) as "on-call" advisor to Chapter members seeking support or 3) as leader or host of Chapter events involving clergy or comprising worship events. The Chapter should not expect the Chaplain to be an advocate for Chapter members involved in disputes or as a spokesperson for the Chapter on spiritual matters.)

12. EXECUTIVE COMMITTEE MEETINGS. The Executive Committee shall meet on a periodic and timely basis. At a minimum, there shall be a meeting of the retiring and the newly-elected members of the committee near the end of the chapter fiscal year (July 1-June 30). An additional meeting will normally be called during the summer to ratify and discuss the proposed programming and budget for the coming year. Meetings may also be scheduled for other times as shall be deemed necessary by the Dean. The Dean shall provide no less than fourteen- (14) days notice of any meeting of the Executive Committee. Attendance by Executive Committee members is expected at all meetings. A quorum of not less than the majority of the Executive Committee (six people) shall be required for the transaction of any business.

13. GENERAL MEETINGS OF THE CHAPTER. General meetings of the Chapter shall be held once per month from September to May inclusive. The day of the week and time of each meeting will vary depending on the nature of the program itself, but in general, an effort will be made to vary the day of the week, and which week in the month is used. (For example, one meeting might fall on the first Monday, and one of the later meetings might fall on the second Monday.) A general meeting may take place at such other time as deemed necessary, with approval of the Executive Committee. At all Chapter meetings, a minimum of 10% of all voting members of the chapter, or nine voting members – whichever is fewer – shall be necessary and sufficient to constitute a quorum for the transaction of the business of the Chapter.

14. SPECIAL GRANTS:

- a. The Chapter may grant occasional funding assistance **to student or full members of the Chapter** for the purpose of attending AGO conventions, Pipe Organ Encounters, or workshops. Requests for such grants must be submitted in writing to the Dean, clearly stating the intended use of the grant money.
- b. All such grants must be approved by a majority of the Executive Committee. It is further stipulated that in accepting such grants, recipients will commit themselves to sharing (through a brief verbal report at a general meeting of the Chapter or through a written description submitted to the *Cipher*) their experiences at the event they attended.
- c. The availability of monies for grants must be based on responsible stewardship of funds. It is therefore stipulated that no individual shall receive more than one hundred dollars (\$100) in grant money from dues income within a single fiscal year. Since the primary function on the Chapter's income from annual dues is the support of programs which benefit the membership as a whole, the total monies committed for grants within one fiscal year shall not exceed 10% of the Chapter dues income for that fiscal year.

Note: A fund was created from money raised independently for the Irene Ator/American Guild of Organists Scholarship, which is administered in affiliation with (though not directly administrated by) the Chapter. The Irene Ator Scholarship awards therefore are not subject to the abovementioned limitations.

d. The Chapter may also set up a special fund, built from voluntary contributions (no money taken from dues income), which could offer scholarships to Chapter student or full members above the limitations stipulated in Section IV, Paragraph 14-c.

Section V. DUES OF THE CHAPTER

The AGO National Council determines annual dues for membership in the American Guild of Organists. The Chapter shall collect and report membership dues according to these policies as embodied in the instructions issued annually from National Headquarters. The dues of Chapter Subscribing Members shall be set by the Chapter.

Section VI. ELECTION PROCEDURES

1. **NOMINATING COMMITTEE.** The Nominating Committee shall consist of three (3) persons who are members of the Chapter in good standing. Not more than one (1) may be members of the Executive Committee. The Nominating Committee is appointed by vote of the Executive Committee upon the recommendation of the Dean. The Nominating Committee shall nominate one (1) or more candidates for each office and no fewer than three candidates for membership-at-large on the Executive Committee in place of those whose terms of office are about to expire. The Nominating Committee shall present the slate to the Executive Committee. The slate of candidates shall be recorded in the minutes, published in the Chapter Newsletter, and announced to the general membership according to the schedule required in the National Bylaws (March 1 of the year in which the election is to take place). Additional nominations may be made by petition if each petition is signed by five (5) members of the Chapter in good standing and submitted to the Chapter Secretary within thirty (30) days of the announcement of the slate to the Chapter membership. The slate of candidates prepared by the Nominating Committee and the names of any candidate duly submitted by petition **are not** subject to discussion or approval by the Executive Committee and may not be vetoed by the Executive Committee or any member thereof, including the Dean.

2. **ELECTION PROCEDURE.** In the event that there is no excess of candidates for any position, those nominated will be considered elected by acclamation. In the event that any position has candidates in excess of the positions opening, voting shall be conducted in person at a chapter meeting. [NOTE: The validity of a vote at a meeting is subject to the aforementioned definition of a quorum: 9 voting members or 10% of all voting members, whichever is fewer.]

3. ELECTION OF EXECUTIVE COMMITTEE MEMBERS AT-LARGE.

Elections for members at large on the Executive Committee are held in even-numbered years. Each member at large is elected for a term of four years, one-half of the total number of members at large being selected in each election year. For the first election in the two-year election, one half of the incumbent members will conclude their terms, and the remainder will be asked to remain in office for two more years, to be replaced in the next election cycle.

4. **VACANCIES ON THE EXECUTIVE COMMITTEE.** Any member of the Executive Committee may resign from his/her position with such resignation submitted in writing (or electronically) to the Executive Committee. The resignation is effective immediately upon its acceptance by the

Executive Committee. A vacancy on the Executive Committee that may result from, but not be limited to, resignation or death of a member, a lapse in chapter membership, or removal of a member for failure to fulfill responsibilities, may be filled through appointment by the Dean, *subject to approval by the remainder of the Executive Committee*. Any Chapter member appointed to fill such a vacancy shall meet all qualifications to hold office and shall serve for the unexpired term of his/her predecessor or for the predetermined term length until the successor has been duly elected and officially installed.

5. REMOVAL FROM OFFICE. A duly elected Officer or duly elected member at large of the Executive Committee may be removed from office due to inability or failure to fulfill his/her responsibilities only by action of the Chapter Executive Committee as follows:

- a. By simple majority vote, the Executive Committee shall authorize the Dean or other officer designated by the Executive Committee to send a formal written notice to the officer or member-at-large in question, stating that action to remove such officer from elected position is pending before the Executive Committee. In the event of such action against the Dean of the Chapter the Sub-Dean shall act as the Chapter's executive officer.
- b. The Executive Committee shall request a response from the Officer or member at large in question within two (2) weeks, or until the next meeting of the Executive Committee, whichever is later. After such time action to remove said Officer or member at large shall require a two-thirds majority vote of the Executive Committee.

Section VII. PROGRAMMING POLICY

All programs sponsored by the Chapter must have the approval of the Executive Committee. The Executive Committee must also approve all calendar dates and expenses of all programs sponsored by the Chapter. Any organization wishing to co-sponsor a program with the Chapter shall submit a proposal to the Program Committee. No member of the Executive Committee or the Chapter shall give confirmation of any event prior to its approval by majority vote of the Executive Committee.

Chapter Members will not receive a fee (from Chapter funds) for performing or participating in any Chapter-sponsored program. This does not preclude remuneration of Chapter Members through designated contributions from a third party. (An example would be an organbuilder sponsoring a Members' Recital.)

If the Chapter agrees to pay to use a church facility, the Program Committee and/or the Executive Committee is to make certain that the church's liability is in effect during AGO programs and to include that fee in the proposed expenses for the event prior to its approval by the Executive Committee.

Section VIII. STANDING COMMITTEES

The Executive Committee has the power to appoint all standing committees and committee Directors. The Dean nominates committee Directors, and each committee Director appoints the members of his/her committee. The Dean serves as a non-voting ex officio member of all committees listed below. (Committee chairpersons may, at their discretion, invite the Dean to participate as a voting member of their respective committees.)

The following committees are in place on an ongoing basis:

1. PROGRAM COMMITTEE. See Section IV, Paragraph 3-d for details.

2. IRENE ATOR/AMERICAN GUILD OF ORGANISTS SCHOLARSHIP COMMITTEE. The chairperson shall be drawn from within the membership of that committee, and shall coordinate with the Executive Committee in co-sponsoring student recitals. Length of term for members of this committee shall be governed by their own regulations. All members of this committee must, however, be chapter members in good standing. Funding for scholarships shall be provided from foundation proceeds as well as from *voluntary* contributions from within and without the AGO chapter membership.

The following committees may be organized when needed:

3. MEMBERSHIP COMMITTEE. The Membership Committee, of which the Membership Coordinator or Registrar is Director, shall assist the Membership Coordinator/Registrar in recruiting new members and retaining current members.

4. FINANCE COMMITTEE. The Finance Committee shall consist of the Treasurer, the Dean, a member of the Executive Committee, and the Sub-Dean. The Executive Committee shall appoint the Director after nomination by the Dean. The Finance Committee shall prepare a proposed budget for each fiscal year based upon a fiscal year beginning on July 1. The Committee shall submit the proposed budget no later than the February meeting of the Executive Committee. In addition to the annual budget the Committee shall recommend to the Executive Committee policies for financial responsibility relevant to future years.

The Finance Committee shall prepare a proposed budget for each fiscal year (said fiscal year beginning on July 1). The Committee shall submit the proposed budget no later than the February meeting of the Executive Committee. In addition to the annual budget the Committee shall recommend to the Executive Committee policies for financial responsibility relevant to future years.

Section IX. AMENDMENTS TO OPERATING PROCEDURES.

Having been adopted by the Executive Committee in 1993, with approval by the Chapter membership, the Regional Councillor, and the national Vice President, these OPERATING PROCEDURES and any provision thereof may be amended at any time by action of the Executive Committee. A majority of votes cast shall be sufficient to amend any provision of or add to these OPERATING PROCEDURES. Any amendment or addition thereto shall be included in this document and added in numerical sequence in order of enactment, complete with the date of such enactment. (NOTE: Amendment of policies governing Chapter elections requires a vote of the Chapter membership, Chapter procedures being parallel to and in keeping with the rules governing national elections in National Bylaws (Article VI, Section 1): "All Bylaws of the Guild shall be subject to alteration or repeal, or new bylaws adopted, by the affirmative vote of two-thirds of the National Council at any meeting of the National Council. If any Bylaw regulating the number of members or method of electing the National Council is adopted, amended, or repealed by the National Council, such Bylaws must be approved by vote of the Members.")

WHEREFORE, we, the undersigned members of the Executive Committee of the Fort Wayne, Indiana Chapter of the American Guild of Organists, do hereby adopt the above and foregoing OPERATING PROCEDURES to govern the Fort Wayne, Indiana Chapter of the American Guild of Organists, the first day and date mentioned above.

Dean	Date
Secretary Date	
Treasurer Date	

II. FURTHER DETAILS FOR JOB DESCRIPTIONS AND PROCEDURES.

PROGRAM COMMITTEE

Schedule and supervise all presentations at monthly general membership meetings. Select all guest artists, lecturers, master-class teachers, and performing groups for the following season, researching costs and availabilities. Work closely with the Treasurer in creating a projected program budget for the entire coming season. The Executive Committee must approve the projected program budget before releasing any publicity regarding these programs. Issue confirmation of program dates, and negotiate contracts for all fees required for artists, lecturers, master-class teachers, etc. (Note that the Dean would ordinarily sign or counter-sign all such contracts.)

5. TREASURER The treasurer's responsibilities shall include:

a. Supervise and have custody of all financial records of the Chapter and keep full and accurate accounts of the receipts and disbursements of the Chapter. These shall include

- (1) Assets, liabilities and fund balances.
- (2) Revenue and operating expenses.
- (3) Income and expenses for public recitals and master-classes.
- (4) All other financial records and documents deemed necessary by the Executive Committee.
- (5) Financial transactions pertaining to the Irene Ator Scholarship (as a separate line item) and all other grants that might be awarded by the Chapter.

b. Cause all monies and credits to be deposited in the name of and to the credit of the Chapter in such accounts and depositories as may be designated by the Executive Committee.

c. Send to National Headquarters the portion of members' dues required, according to the current dues structure of the American Guild of Organists as approved by National Council. Along with the dues, the Treasurer shall send the names and addresses of all members who have paid their dues, including class of membership (regular, special, student, dual, chapter friend, etc.) The deadline is September 15.

Note: In practice, National sends specific forms as well as preprinted address labels for current and one year lapsed members, so for the most part there is little editing involved, unless people move or become "Special." In Fort Wayne, we have not sent in E-Mail addresses of all members, for reasons of privacy.

d. Send (or arrange to send) the annual Chapter Membership Renewal Form and/or a reminder letter (or E-Mail) and collect all dues, depositing said monies in the Chapter treasury account.

e. Disburse, or supervise the disbursement of, all other funds of the Chapter, in accordance with the authority granted by the Executive Committee, utilizing proper vouchers to correspond to the disbursements and keeping accurate records thereof.

f. Sign and distribute membership cards to members who request them.

g. Prepare and submit such reports or statements of the Chapter's finances and accounts as may be requested by the Executive Committee or AGO National Headquarters.

h. Sign and/or countersign such instruments requiring his/her signature.

- i. Make periodic recommendations to the Executive Committee on determining an annual budget for the Chapter and on management of the Chapter's assets.
- j. Shall not serve as a member of the Auditing Committee (or serve as the Auditor).
- k. Maintain membership data records, supplying such data to the editor of the membership roster as well as to the Newsletter Editor. In the event of a member joining after the roster has been published, the Treasurer shall provide the equivalent information to the Executive Committee and attend to the appropriate payment and reporting to the National Headquarters.
- l. Perform such other duties incidental to the execution of this office that may be required by the Executive Committee.

III. REFERENCE SECTION

ELECTION TIMETABLE

If your chapter operates on a two-year election cycle, voting **must** be held in even-numbered years.

December 31 Deadline for chapter executive committee to appoint nominating committee.

March 1 Nominating committee's slate must be given to the executive committee, recorded in the minutes, and announced to the membership (in writing).

April 1 Additional nominations made by petition (see National Bylaws, Article VIII. Section 3. Chapter Office.) are due to the chapter secretary by this date, or within 30 days of the announcement of the nominating committee slate (whichever is later).

May 31 Elections must be held by this date. Once elected, new officers should immediately begin to attend executive committee meetings, with voice but no vote, until their official terms begin.

June 30 End of term for chapter officers and executive committee members whose terms have expired.

July 1 New officers begin their terms, and Officer Report Forms are due at National Headquarters

MEMBERSHIP RENEWAL AND DUES COLLECTION

The AGO membership year is July 1 through June 30. The American Organist (TAO) Magazine subscription year, however, is December through November. This difference allows the time to update The American Organist mailing list following the annual collection of membership dues.

CHAPTER FRIENDS (sometimes known as CHAPTER SUBSCRIBING MEMBERS)

Chapter Friends are not affiliated with the national organization. The chapter sets its own dues rate for this category of membership. Chapter Friends must meet the criteria noted in the National Bylaws, Article VII, Section 3b: Chapter Subscribing Members shall consist of those individuals who (I) support the purposes of the Guild, (II) **are not organists or choral conductors**, and (III) have paid the dues and fees set by the Chapter. Chapter Subscribing Members shall require no election to membership and shall have no vote. The privileges of this class of membership shall be (I) participation in Chapter activities and (II) receipt of Chapter publications.

REDUCED DUES

New members who affiliate with a chapter may join the Guild at any time during a membership year prior to March 31. New members who join in the middle of a membership year and pay full dues receive a complete set of issues of The American Organist Magazine (TAO) for that dues year. However, from February 1 until March 31, new members may choose to pay reduced dues and receive only nine issues of TAO. As with regular dues, there are two parts to these dues - a national portion and a local chapter portion. The National rate is announced in the February issue of TAO. The local chapter portion is set by individual chapters, and should be decided upon by the executive committee no later than the previous November. Memberships submitted by chapter officers and postmarked after April 15th can only be accepted for the next membership year. Independent members may join in any month, as their membership year begins in the month they receive their first issue of TAO. Subscription renewals to The American Organist Magazine are dependent on the membership renewal information received from local

chapters. It is of utmost importance that deadlines are observed and that the instructions given in the dues information packet sent out in April are followed closely; otherwise, members' subscriptions can be delayed, misaddressed, or inadvertently terminated. When setting local dues deadlines, allow time for the chapter treasurer to process and transmit renewals to Headquarters by September 1st, and allow adequate time for the chapter leadership to contact members who have not renewed. Appropriate chapter officers should deposit members' dues checks promptly, and forward the national portion to Headquarters on a regular and timely basis, in order to avoid a backlog, especially near the end of the renewal period. Chapters may also want to consider having a bounced check fee for members.

When members report problems with their subscriptions, contact the Membership Coordinator or Membership Assistant at National Headquarters immediately. **Labels for the magazine** are run six weeks prior to the issue date; a delay in reporting a problem may result in an extended delay in receiving issues of TAO. It is important that members notify AGO Headquarters of address changes six to eight weeks in advance of a move and also notify the postal service to forward second class mail until the change is in effect, so that there will be no interruption in their subscription. Address all subscription correspondence to the American Guild of Organists, 475 Riverside Drive, Suite 1260, New York NY 10115. Address changes may also be recorded online through the Membership section of the Guild's website, <www.agohq.org>. Replacement copies of The American Organist are available at \$5 an issue.

For your records: Be sure to keep photocopies of the application forms, dues report forms, and dues report summaries submitted to Headquarters. These will be helpful in the event of trouble with a member's subscription, and will speed solution of any problems.

Chapters are strongly urged to send at least three written dues notices annually to all current and lapsed members assigned to the chapter. A sample renewal form that can be adapted for chapter use is distributed each year with the dues information packet. One additional model is on the following pages. Do not rely solely on members' memories or attendance at meetings to renew their membership and pay dues. Sending one notice with the declaration, "This is the only renewal notice you will receive," is not a good strategy for maximizing membership retention.

The value of personal contact with lapsed and late-renewing members cannot be overstated.

There are many reasons why members do not renew on time - lost mail, forgetfulness, change of career, dissatisfaction with chapter programs, etc. Taking the time to speak with each of these lapsed and late-renewing members will help you build a stronger chapter.

MEMBERSHIP RENEWAL FORM

There is no official AGO membership renewal form. Chapters are free to design renewal forms that fit their situations. A model form is sent by AGO Headquarters to each chapter annually, along with dues renewal materials. It is recommended by National Headquarters that renewal forms include the Code of Ethics, to remind members of their commitment to this document.

The chapter membership form/renewal application has evolved into more than a document for the transmittal of dues and membership information. Some chapters now give members the option of providing substitute information, an e-mail address or cell number, funds for relevant activities, and service to the organization. The optional information is a resource for chapter officials and, when published in the annual directory, a source of information for the membership. Prior to detailing what information might be listed on the document and supplying an example of an all-inclusive form here is useful information for your executive committee:

1. The dues season commences April 15 and terminates August 31. All dues money and information must be received at headquarters by September 1 to assure processing in a timely fashion.

2. Dues reports should be sent to headquarters frequently during the collection period. Please do not transmit the entire report on September 1.
3. Deposit membership checks into the chapter account promptly (at least once a week).
4. Place the renewal form in the April or May newsletter and make the renewal a priority in your dean's message.

The above steps will assist your chapter and the membership department at headquarters in the timely collection and processing of dues.

As stated above the renewal form is basically a fiscal and information document. The fundamental fiscal part is the payment of dues. The chapter portion of the dues pays for items such as programs, printing, postage, and refreshments. The additional monetary part gives the chapter a chance to think ahead and/or collect revenue for other related activities. If your chapter is sponsoring a major recitalist in a year or so, place a gift line in the present renewal form. Other optional monetary gift categories are:

PIPEDREAMS (either for the production of the show or local transmission) Regional convention (a great method to pay for quality events) Scholarship fund General gift to chapter

Other pertinent information that may be obtained on the membership form:

1. List at least two chapter activities that you would attend.
2. Do you need transportation to and from chapter events?
3. What way(s) can you assist the chapter (phone calls, reception, stuffing envelopes, etc.)
4. Any advice for the chapter.

TRANSFER OF MEMBERSHIP

Membership in the American Guild of Organists is most often initiated through chapters. As with new members, transferring members must be approved by the chapter to which the transfer is made. The National Operating Procedures provide that:

Each Chapter of the Guild may establish its own procedure for the approval of members transferring their membership to that Chapter from another.

The "Membership Transfer Form" should be used to report transfers (see next page). Members should request copies of this form from their dean. Deans should make copies as needed. When sending a "Membership Transfer Form" to a transferring member, be sure to indicate to which officer of the current chapter the completed form should be returned. The first section of the form should be completed by the transferring member and returned to the appropriate officer of his/her current chapter. This officer should sign the form, and promptly send it to the dean of the new chapter, along with a check for the appropriate portion of local dues. (The addresses of all deans are published each November in *The American Organist*.)

If the member is transferring prior to December 1, the full local portion should be transferred to the new chapter. Between December 1 and March 1, half of that portion should be forwarded. After March 1, no dues should be exchanged.

The receiving chapter should sign the "Membership Transfer Form" and forward it to the Membership Department at National Headquarters.

As members sign the "Membership Transfer Form," they are reminded of their commitment to abide by the provisions of the *Code of Ethics* (see Section I), a copy of which should be provided to the member by the new chapter at the time of transfer.

KEY DATES FOR AGO CHAPTERS

Timeline for Chapter Leaders

CALENDAR

JULY

July 1: Beginning of fiscal year for all chapters. Newly elected officers officially begin terms.

Dues collection under way (may begin April 15).

Treasurer gives accounting records to auditors and prepares annual financial statement for chapter.

National (even-numbered years) and regional (odd-numbered years) conventions held in June or July.

Send reminders to all members who have not yet renewed.

July 1: Application for November CAGO exam and SPC may be requested from Headquarters.

July 15: Deadline for outgoing dean to send copy of Officer Report Form to Headquarters, regional councillor, and district convener.

AUGUST

Continue membership renewal and dues collection (appropriate chapter officer periodically sends dues reports to Headquarters).

Prepare membership directory/yearbook for fall distribution.

Announce fall program schedule to members (through newsletter or other means).

Publicity (member and community) for early fall events should be under way.

SEPTEMBER

September 1: Final dues report due at HQ.

Follow up with members who have not renewed.

Program year begins.

New member campaign should precede first fall event, with members serving as hosts/hostesses for guest prospective members.

NCOI application must be received at headquarters in September (odd-numbered years).

September 15: Application for November CAGO must be submitted to Headquarters and Chapter administering exam.

OCTOBER

October 1: Chapter yearbook should be completed by this date. Send copy to Headquarters, regional councillor, and district convener.

Continue to follow up with members who have not yet renewed.

October 1: Service Playing Tests may be administered (at any chapter)

October 1 - April 30.

October (even-numbered years): Deadline for chapter to submit application to National Headquarters to sponsor a chapter-level Regional Competition for Young Organists (RCYO).

NOVEMBER

Contact all members who have not renewed.

LAST ISSUE OF TAO FOR THOSE WHO HAVE NOT RENEWED.

Contact all potential new members in area, and invite to chapter meeting.

(Even-numbered years): Promote chapter-level RCYO competition.

Executive committee sets local special dues amount (in effect February 1 - March 31).

Mid-November: CAGO Examinations.

DECEMBER

TAO subscription year begins.

December 31: Deadline for executive committee to appoint nominating committee for chapter election. If chapter is on two-year election cycle, nominating committee is appointed in odd-numbered years.

December 1: Application for May CAGO exam may be requested from Headquarters.

JANUARY

January (odd-numbered years): Deadline for competitors to register for the chapter-level RCYO (see official rules).

FEBRUARY

Chapters verify membership records with printout sent from Headquarters and return printout by March 15st. Contact those who have not renewed and continue campaign for new members.

February 1 - March 31: Special dues rates in effect for new members.

February 20 - March 31 (odd-numbered years): Chapter-level RCYO held (see official rules).

Chapter nominating committee meets to select candidates for chapter election. If chapter is on two-year election cycle, committee must select candidates in even-numbered years.

MARCH

March 15: Deadline for chapters to return verified membership printout to National Headquarters.

March 1: Deadline for nominating committee to deliver slate to executive committee, record slate in minutes, and announce candidates to membership in writing (done in even-numbered years by chapters on a two-year election cycle).

March 31: Special dues period ends.

March 31 (odd-numbered years): Deadline for completion of chapter-level RCYO.

March 1: Deadline for May CAGO and SPC applications.

APRIL

Additional nominations to chapter election slate may be made by written petition signed by at least five voting members and sent to the chapter secretary by April 1, or within 30 days of the announcement of the nominating committee's slate (whichever is later).

Following the above, the final ballot for chapter election may be prepared, and the election may proceed (to be concluded by May 31).

April 15: Dues collection for next membership year (July 1 through June 30) may begin.

April 1: Individual applications for June FAGO, AAGO, and ChM examinations must have reached Headquarters and the Examination Center.

April 15: Dues postmarked after this date accepted for new year only.

April 15 (odd-numbered years): Deadline for chapters that sponsored RCYO to deliver complete winner information to their regional councillor.

April 30: Service Playing Tests must be completed.

NYACOP application must be received at headquarters in April (odd-numbered years).

MAY

May 15 (odd-numbered years): Chapter RCYO competition coordinators may wish to verify that winner has received regional competition information from the regional competition coordinator.

May 31: Chapter elections must be concluded.

Mid-May: CAGO examinations.

JUNE

Professional Certification examinations for FAGO, AAGO, and ChM held at approved examination centers (see January TAO for list). Taped portions may be held at any chapter.

Installation of chapter officers held at any time following election.

Newly elected executive committee (and dean) appoints committee directors (and chaplain, if desired) and approves programs and budget for the new year.

Membership renewal and dues collection continues.

National (even-numbered years) and regional (odd-numbered years) conventions held in June or July.

June 30: End of fiscal year for all chapters.

June 30: End of term for chapter officers. If chapter follows two-year election cycle, terms end in even-numbered years.

The following are taken from the AGO National Bylaws:

ARTICLE III

CLASSES OF MEMBERSHIP

Section 1. The membership of the Guild shall be divided into two classes: Voting Members and Non-Voting Members. All individuals shall be eligible for membership and participation in the American Guild of Organists. The Guild (its Headquarters, Regions, Districts and Chapters) shall not discriminate on the basis of race, national origin, age, religious affiliation, gender, marital status, sexual orientation, disability or medical condition (including, but not limited to, Acquired Immune Deficiency Syndrome).

VOTING MEMBERS

Section 2. The Voting Members shall consist of General Members, Independent Members and Certificated Members.

(a) **General Members.** General Members shall consist of organists and choral conductors and other individuals who support the purposes of the Guild who shall (I) be approved by a Chapter; (II) be elected to membership by the National Council; and (III) have paid the dues and fees set by the National Council. As long they maintain their standing as

Members of the Guild, General Members shall be eligible to (I) take the Guild examinations for certification; (II) be nominated for election to Chapter, Regional, and National Office, and to the National Council; (III) serve on National Committees; (IV) vote in Chapter, Regional, and National elections; and (V) receive the official journal of the Guild.

(b) **Independent Members.** Independent Members shall consist of organists and choral conductors and other individuals who support the purposes of the Guild who shall (I) be elected to membership by the National Council without a chapter affiliation; and (II) have paid the dues and fees set by the National Council.

As long as they maintain their standing as Members of the Guild, Independent Members shall be eligible to (I) take the Guild examinations for certification; (II) be nominated for election to Regional and

National Office; (III) serve on National Committees; (IV) vote in Regional and National elections; and (V) receive the official journal of the Guild.

For purposes of utilizing the Guild's Grievance Procedures (Procedures for Dealing with Complaints about Termination) and the Discipline, Independent Members shall be considered members of the Chapter which is nearest to their primary residence. "Nearest" shall be defined as the residence of the closest Chapter Dean at the time an incident occurred that gave rise to the use of the Grievance Procedures or the Discipline.

(c) **Certificated Members.** Certificated Members shall consist of those General Members and Independent Members in good standing who have passed appropriate examinations and have been granted appropriate certificates as designated by the National Council. Choir Masters, Associates, and Fellows shall be known as the Academic Membership. The levels of certification are:

1. **Service Playing.** Holders of the Service Playing Certificate have passed a test designed to demonstrate basic competence in organ playing in the setting of religious services. Holders of the Service Playing Certificate shall be entitled to affix to their names the letters SPC.

2. **Colleague.** Colleague Certification is awarded to those General Members and Independent Members who have passed an examination designed to demonstrate competence in organ playing and musical knowledge and ability at a level preliminary to that required of Academic Membership. Holders of the Colleague Certificate shall be known as Colleagues and shall be entitled to affix to their names the letters CAGO.

3. **Choir Master.** Those General Members and Independent Members who have passed an examination designed to demonstrate a high level of knowledge and competence in choral and conducting techniques and knowledge of the literature and theory of music shall be known as Choir Masters. Choir Masters shall be entitled to affix to their names the letters ChM, or to append the letters ChM to their other certificate designations as follows: FAGO, ChM; AAGO, ChM; or CAGO, ChM.

4. **Associate.** Those General Members and Independent Members who have passed an examination designed to demonstrate an advanced level of competence in organ performance, knowledge of the organ and its literature, and the history, philosophy, theory, and practice of music shall be known as Associates. Associates shall be entitled to affix to their names the letters AAGO.

5. **Fellow.** Those Certificated Members who hold the Associate Certificate of the Guild, or who have earned the Associate or Fellowship Certificate from the Royal College of Organists or the Royal Canadian College of Organists, and who have passed an examination designed to demonstrate theoretical and practical attainments as organists and scholarly musicians at the highest level shall be known as Fellows. Fellows shall be entitled to affix to their names the letters FAGO.

NON-VOTING MEMBERS

Section 3. Non-Voting Members shall consist of National Subscribing Members, National Honorary Members, and Organizational Affiliate Members.

(a) **National Subscribing Members.** National Subscribing members shall consist of those individuals who (I) are not organists or choral conductors, but who (II) are interested in the work of the Guild, and (III) have paid the dues and fees set by the National Council.

The privileges of this class of membership shall be limited to eligibility to receive the official journal of the Guild.

(b) **National Honorary Members.** National Honorary Members shall consist of those individuals not otherwise members of the Guild who have made a distinguished contribution to the furtherance of the purposes of the Guild.

National Honorary Members shall be nominated by five Voting Members of the Guild in good standing and shall be elected by the National Council. Such members shall not be required to pay any dues or fees.

The privileges of this class of membership shall include the right to participate in all Guild activities and to receive the official journal of the Guild. National Honorary Members shall not be eligible to hold office and they shall have no vote.

(c) **Organizational Affiliate Members** shall consist of individuals who (I) are members of other organizations which, by action of the National Council, are affiliated with the Guild or participate in the publication of the official journal of the Guild, and (II) pay dues and fees as set by mutual agreement between the Guild and such other organizations.

The privileges of this class of membership shall be limited to eligibility to receive the official journal of the Guild.

ARTICLE VII CHAPTERS

Section 3. Membership. The membership of a Chapter shall consist of Voting and Non-Voting Members as defined in Article III, and Dual Members, Chapter Friends, and Chapter Honorary Members.

(a) **Dual Members.** Dual Members shall consist of those Voting Members who (I) have established primary membership through another Chapter, (II) are approved by the Chapter, and (III) have paid the dues and fees set by the National Council. Dual Members are eligible to vote and hold office in both the primary and secondary Chapter, though each Member has only one vote in National and Regional elections.

(b) **Chapter Friends** Chapter Friends shall consist of those individuals who (I) support the purposes of the Guild, (II) are not organists or choral conductors, and (III) have paid the dues and fees set by the Chapter. Chapter Subscribing Members shall require no election to membership and shall have no vote. The privileges of this class of membership shall be (I) participation in Chapter activities and (II) receipt of Chapter publications.

(c) **Chapter Honorary Members.** Chapter Honorary Members shall consist of those individuals who have made a distinguished contribution to the furtherance of the purposes of the Guild and the Chapter. They shall be nominated by two Voting Members of the Chapter in good standing and elected by the Chapter. Such members shall not be required to pay any dues or fees set by the National Council. The privileges of this class of membership shall include the right to participate in all Chapter activities and to receive Chapter publications. If the Chapter pays dues and fees set by the National Council, Chapter Honorary Members may have the privileges of Voting Membership; otherwise, the Chapter Honorary Members shall not be eligible for election to Chapter or Guild office and they shall have no vote.

ARTICLE VIII ELECTIONS

Section 3. Chapter Office. Chapters may hold elections annually, or biennially in even-numbered years. In either event, in the year prior to the election, the Executive Committee of each Chapter shall, not later than December 31, appoint a Chapter Nominating Committee of at least three (3) members, a majority of whom shall not be members of the Chapter Executive Committee. The Chapter Nominating Committee shall nominate one or more candidates for each Chapter Office and an excess of candidates for membership at large on the Executive Committee in place of those whose terms of office are about to expire.

The slate prepared by the Chapter Nominating Committee shall be delivered to the Executive Committee, recorded in the minutes and announced to the Members of the Chapter prior to March 1 of the election year. Additional nominations may be made by petitions signed by at least five (5) Chapter Voting Members in good standing. Such petitions must be received by the Secretary prior to April 1, or within

thirty (30) days after the notification of the members of the Chapter Nominating Committee's slate, whichever is later. Ballots including the Chapter Nominating Committee slate and candidates nominated by qualified petition shall be prepared by the Secretary and distributed either by mail (in the form of proxies) or at a general Chapter meeting. Sufficient care must be taken to ensure that either the mailed ballot or notification of the meeting at which voting is to take place reaches every eligible Voting Member. The election shall be concluded by May 31 of the election year. A plurality of votes cast in person or by proxy shall be sufficient for election.

ARTICLE X CORPORATE SEAL

The corporate seal, if any, shall be in such form as shall be approved by the National Council. The seal of the Guild shall be kept by the Secretary who may, in that capacity, affix it to any certificate in respect of Corporate matters. It may also be affixed on behalf of the Guild by such other persons as may be authorized by the National Council.

ARTICLE XI AMENDMENT OF BYLAWS

Section 1. All Bylaws of the Guild shall be subject to alteration or repeal, or new Bylaws may be adopted, by the affirmative vote of two thirds of the National Council at any meeting of the National Council. If any Bylaw regulating the number of members or method of electing the National Council is adopted, amended, or repealed by the National Council, such Bylaws must be approved by vote of the Members.

Section 2. Operating Procedures. All Operating Procedures of the Guild shall be subject to alteration or repeal, or new Operating Procedures may be adopted, by the affirmative vote of two thirds of those present and voting at any meeting of the National Council. Such alteration, repeal or addition of Operating Procedures shall be proposed in writing to the National Council or Executive Committee with notice of the meeting at which they shall be first discussed.

Calendar Dates within Chapter Management

Date	Responsible Party (ies)	Item
July 1	Dean, Executive Committee	New officers begin their terms; officer report forms due at National Headquarters
By August 1 (or immediately after EC meeting at which programs are finalized)	Sub-Dean	Submit to <i>Cipher</i> Editor and to <i>Calendar</i> Editor a list if all programs, locations, dates, and times, for publication in the Membership Roster/Calendar and September <i>Cipher</i> .
September 15	Treasurer	Submit national portion of dues to headquarters, along with membership classes, names, and addresses. Notify Membership Committee (if there is one) about those who have not renewed.
NLT December 31, odd-numbered years	Dean, Executive Committee	Nominating Committee must be appointed and approved.

February 1- March 31	Treasurer	Special dues rates available to new members joining at this time. (See Page 11, under Membership Renewal and Dues Collection.)
February, returning printout by March 15 th .	Treasurer	Verify membership records against printout sent from Headquarters and return printout by March 15.
March 1, even-numbered years	Nominating Committee, Secretary, <i>Cipher</i> Editor	Nominating Committee's slate must be given to the Executive Committee, recorded in the minutes, and announced in writing to the membership. The procedures for nomination by petition shall be included in that written announcement.
April 1, even-numbered years	Interested members, Secretary	Additional nominations made by petition (see National Bylaws, Article VIII, Section 3) are due to the chapter secretary by this date, or within 30 days of the announcement of the Nominating Committee slate (whichever is later).
April 15	Treasurer	Dues collection for the following year may begin this early.
June 30	Dean, Treasurer, Executive Committee	Fiscal year and membership year ends.
May 31, even-numbered years	Dean, Executive Committee	Elections must be completed by this date.