

American Guild of Organists

The Operating Procedures of the American Guild of Organists

Adopted by the National Council, March 11, 1986

Revised by National Council, June 29, 1986

Revised by National Council, August 21, 1986

Revised by National Council, October 7, 1996

Revised by National Council, April 20, 1998

Revised by National Council, April 12, 1999

Revised by National Council, September 13, 1999

Revised by National Council, November 13, 2000

Revised by National Council, January 27, 2002

Revised by National Council, April 18, 2009

Revised by Executive Committee, January 29, 2011

TABLE OF CONTENTS

	Page
INTRODUCTION	1
I. Code of Ethics	1
II. Membership Procedures.....	1
A. Eligibility	1
B. New Members	1
C. Dues Rates.....	2
D. Dues Collection and Reporting.....	2
1. Collection period.....	2
2. Payment to Headquarters	2
3. Voting Members (Via Chapters).....	2
4. Independent Members.....	2
5. Non-Voting Members	3
a. National Subscribing Members.....	3
b. Organizational Affiliate Members	3
E. Official Journal.....	3
III. Professional Certification.....	4
IV. Organization and Governance	4
A. National Council	4
1. Membership	4
2. Regular Meetings	5
3. Additional Meetings.....	5
4. In even numbered years	5
5. Agenda	5
6. Attendance	5
7. Financial Contribution	5
8. Removal from Office	5
9. Vacated Offices.....	5
10. Temporary Absence.....	5
11. Mid-Term Appointments	6
12. National Chaplain	6
B. Committees and Task Forces	6
1. Appointment of Members and terms of office.....	6
a. Executive Committee.....	6
b. National Nominating Committee.....	6
c. Other Standing Committees	6
i Members	6
ii Directors	6
iii Terms.....	7

iv	Mid-Term Appointments	7
v	New Committees	7
d.	Task Forces	7
e.	Removal from Office	7
2.	Meetings of Committees	7
a.	Executive Committee	7
b.	National Nominating Committee	7
c.	Other national committees and task forces	7
3.	Relationship with National Council	7
a.	All committees and task forces	7
b.	Presentations at National Council meetings	8
c.	Annual Report	8
d.	Committee Descriptions	8
e.	Definition of ex officio	8
C.	Regional Structure:	8
1.	Assignment of Chapters to District areas and Regions	8
2.	Councillor for the Region	8
a.	Nomination and Election	8
b.	Duties	8
c.	Election of the Convener	8
d.	Financial matters	9
3.	District Conveners	9
a.	Appointment and Term of Office	9
b.	Duties	9
c.	Financial Matters	9
d.	Mid-Term Appointments	9
4.	Regional Coordinators	9
a.	Appointment and Term of Office	9
b.	Duties	10
c.	Lines of Responsibility	10
d.	Mid-Term Appointments	10
D.	Chapters	10
1.	The list of the currently active Chapters	10
2.	The official guidelines	10
V.	Elections	10
A.	National and Regional Elections	10
1.	Form of ballot	10
2.	Distribution of ballots	10
3.	Voting and reporting	10
B.	Chapter Elections	10
VI.	Program Procedures	10
A.	Conventions	10
1.	National Conventions	10
2.	Regional Conventions	10

B. Competitions	11
1. The National Young Artists Competition in Organ Performance	11
2. The AGO/Quimby Regional Competitions for Young Organists.....	11
3. The National Competition in Organ Improvisation	11
4. The Competition for the AGO/Marilyn Mason Award in Organ Composition.....	12
5. The Competition for the AGO/ECS Publishing Award in Choral Composition.....	12
VII. Administrative and Financial Procedures:	12
A. Headquarters	12
1. Location and address.....	12
2. Staff.....	12
a. Executive Director	12
b. Editor.....	12
c. Other Personnel.....	12
3. Personnel Committee.....	12
4. Functions.....	13
a. Records maintenance	13
b. Administration	13
c. Publications	13
B. Financial Procedures	13
1. Fiscal year	13
2. Tax-Exempt Status.....	13
a. Federal.....	13
b. New York State.....	13
3. Gifts, grants and contributions.....	14
a. Deductibility.....	14
b. Gifts, grants and contributions.....	14
c. Restricted Funds.....	14
d. Unrestricted Funds.....	14
4. Budget.....	14
5. Financial Statements	14
6. Allocation of Dues Revenue	14
7. Banking.....	14
8. Investments	14
9. Reimbursement of Expenses.....	15
a. Travel and Housing	15
b. Payment for Substitutes	15
c. Specific Projects.....	15
d. National Convention Expenses.....	15
VIII. Miscellaneous Procedures.....	15
A. Regalia and Ceremonies.....	15
1. Official Colors	15
2. Academic Regalia	15

3. Motto.....	15
4. Chapter Installation Ceremonies.....	15
B. Use of Logotype.....	15
INDEX OF EXHIBITS.....	16

AMERICAN GUILD OF ORGANISTS

OPERATING PROCEDURES

INTRODUCTION

The following shall be the standard operating procedures of the American Guild of Organists ("the Guild"). The basic document governing the operation of the Guild is its Bylaws, adopted April 13, 1896, and amended through April 18, 2009. The most recent edition of the Bylaws shall be the basis of these Operating Procedures, which are an extension and amplification thereof.

All provisions of the Bylaws, whether referred to specifically or not, are assumed in these Operating Procedures. Nothing in these Procedures shall be read, and none of the Guild's activities pursuant to these Procedures shall be undertaken or executed, in a manner inconsistent with the Bylaws. These Operating Procedures have been adopted and may be altered or repealed under the provisions of Article XI of the Bylaws.

All official notices designated herein to be published in the official journal of the Guild are assumed into these Operating Procedures and included in this document as exhibits.

The Chapter Management Handbook, Guidelines for National Conventions, Guidelines for Regional Conventions, Responsibilities of Elected and Appointed Officials and the Personnel Policy Manual, official documents of the Guild, are assumed into these Operating Procedures, and are maintained at National Headquarters.

I. Code of Ethics:

- A. A Code of Ethics of the Guild with related Discipline, Grievance Procedures, and a Code of Professional Standards will be recommended and revised as required by the Committee on Career Development and Support and approved by the National Council or Executive Committee. The current editions of these Codes and Procedures are at Exhibit 1. The Code of Ethics and the Code of Professional Standards will be incorporated into the Membership Application Form and the annual Chapter dues statement. By virtue of AGO membership, each member of the Guild agrees to abide by the Discipline, Code of Ethics, and the Code of Professional Standards.
- B. Failure on the part of a Member to abide by the Code of Ethics may result in expulsion from the Guild according to established Discipline Procedures.

II. Membership Procedures

- A. Eligibility for the various classes and categories of membership in the American Guild of Organists is defined in the Bylaws, Article III, Sections 2 and 3.
- B. New Members:
 1. New General Members will file application for membership in a Chapter (and

hence the Guild) on a form provided by National Headquarters, which will include the Code of Ethics. Each Chapter of the Guild may establish its own procedure for acceptance of new members (or transfers) and the forwarding of their names to the National Council for election to membership.

2. In situations where it is impractical for a new member to file application for membership to a Chapter, that individual may file application for membership as an Independent Member on a form provided by National Headquarters as described in II.B.1. The National Council shall prescribe the mechanism for acceptance of new Independent Members and will elect them to membership using the same process as for General Members.
 3. National Headquarters may provide mechanisms, via the Web site or national recruiting programs, for new members to make application to Chapters via Headquarters. Such applications will be forwarded to the appropriate Chapter for processing as indicated in II.B.1, above.
- C. Dues Rates: (See Exhibit 2 for current year's membership application/brochure and non-voting member renewal forms.)
1. Dues rates for voting members will be set by action of the National Council at its regular fall meeting preceding the beginning of each fiscal year and published as an official notice in the following February's issue of the Guild journal and in an official membership application/brochure. In establishing the dues rates, the National Council shall determine the portion of the dues to be retained by Chapters, and the portion to be remitted to Headquarters.
 2. Rates for non-voting members will be approved by the National Council as part of the approval of the annual operating budget at its regular spring meeting prior to the beginning of each fiscal year and published as an official notice in the official journal and on official membership application and renewal forms. (Affiliate Organizations will be officially notified by letter of agreement requiring signatures of officials of both organizations.)
- D. Dues Collection and Reporting:
1. Collection period: Each Chapter will specify a membership renewal and dues collection period, with appropriate deadlines, during the period beginning April 1 each year. Reports forwarding the national portion of dues payments are due at headquarters within thirty (30) days of the Chapter's renewal deadline, but in no case later than September 30 of each year.
 2. Payment to Headquarters: Chapters may remit the national portion of the dues to Headquarters by check, international money order or approved credit card.
 3. Voting Members (Via Chapters):
 - a. The Chapter Management Handbook, in its latest edition, promulgates all policies, procedures and forms, and is incorporated in its entirety into this document.
 - b. Lifetime Members:
 - i. Lifetime Membership is open to anyone and supersedes the current voting membership status.
 - ii. The \$3,000 cost of Lifetime Membership dues will be paid either in one lump sum or in successive equal payments (\$500 each) over

- six years. Payment is made to National, not the local chapter. No reduction in the fee will be available to senior citizens, students, spouses, or partners.
- iii. Although the fee for Lifetime Memberships may increase in the future, upon receipt of the first payment, the member's total amount due will not be changed.
 - iv. AGO will set up a separate account for this money, essentially an escrow account to hold the principal and all earnings in excess of the membership dues during the member's lifetime. A new account in the AGO financial system will track the funds.
 - v. This account will be conservatively invested to generate income for dues payments to AGO national and to local chapters (except in the case of Independent members without chapter affiliation), while the Lifetime member is alive.
 - vi. National will keep careful records to continue paying the Lifetime Member's dues until his or her death. A list of Lifetime Members will be published in *The American Organist* once a year, and Lifetime Members will be recognized at a reception in their honor at national conventions, as is the custom with Clarence Dickinson Society members.
 - vii. If the Lifetime Member wishes to be a Dual Member of another chapter, he/she will be responsible for paying the entire Dual Membership fee, as Dual Membership is not considered part of Lifetime Membership.
 - viii. A Lifetime Member may change status between being an Independent Member and a local chapter member, but no more than once per year, and is responsible for notifying the national AGO of the change in status during the membership renewal period, so that local chapter dues may be paid by the national organization in a timely fashion.
 - ix. Upon notification of the death of the Lifetime Member, the remaining principal amount of the Lifetime Membership dues will be transferred immediately to the permanently restricted endowment fund with the approval of the member. If this approval is not given, the balance will be placed in a National Council designated unrestricted endowment fund. The local chapter will receive none of the principal and no further annual dues after the death of the Lifetime Member.
 - x. If the Lifetime Member dies before the full amount has been deposited, the amount deposited will be transferred to the permanently restricted endowment with the approval of the member.
 - xi. If, for any reason, the Lifetime Member is unable to fulfill the commitment of the Lifetime Membership dues or the annual

prorated payments of \$500 per year, this will be handled on a case-by-case basis.

4. Independent Members: Independent Members initiate and renew membership directly through National Headquarters by providing all contact information and paying dues to National Headquarters as prescribed by the National Council.
 5. Non-Voting Members:
 - a. National Subscribing Members:
 - i. National Subscribing Members, Institutional Subscribers and International Subscribing Members provide name and address to National Headquarters and pay dues as established annually by the National Council. Dues are for twelve months beginning with the first issue of the official journal received. Renewal of Subscribing Membership is by return of renewal notice mailed to Subscribing Members in the second month prior to expiration.
 - ii. National Subscribing Members at addresses other than in the United States must remit dues in United States currency by international money order, by check drawn on a United States bank or approved credit card.
 - b. Organizational Affiliate Members:

Members of affiliated organizations will pay dues at rates established annually by the National Council following procedures set forth by those organizations.
- E. Official Journal:
1. THE AMERICAN ORGANIST Magazine is the official journal of the Guild. It shall be published by the Guild twelve times per year, and mailed by Special Second Class postage to all classes of members for which receipt of the official journal is a privilege as set forth in the Bylaws.
 2. THE AMERICAN ORGANIST Magazine also serves as the official journal of the Associated Pipe Organ Builders of America.
 3. The mark "THE AMERICAN ORGANIST" was registered in the United States Patent and Trademark Office on February 26, 1985. Certificate of Registration number 1322098.
 4. Delivery of Journal:
 - a. Individual copies of the Journal will be mailed to all Voting, Subscribing, Organizational Affiliate and National Honorary Members at the address on file at Headquarters as of the first of the month prior to the cover date of each issue. Changes of address must be reported in writing to National Headquarters.
 - b. Voting Members: The last issue of the official journal to which voting members shall be entitled will be the November issue following each Chapter fiscal year for which dues are paid.
 - c. National Subscribing and Chapter Honorary Members shall receive twelve successive issues per subscription year, beginning with the issue

dated the second month following receipt of dues.

III. Professional Certification:

- A. Professional Certification by the Guild at the various levels set forth in the Bylaws shall be granted those voting members who meet all requirements for such certification as set forth annually.
- B. Professional Certification of members of the Guild shall be conducted under procedures recommended by the Committee on Professional Certification, approved by the National Council and published as an official notice in the Guild journal in June or July of each year. Current Certification Requirements and manuals of procedure are at Exhibit 3.
- C. The form of each Certificate shall be as follows:

- 1. Service Playing:

This is to certify that
(Name),
a Member of the American Guild of Organists,
has passed the prescribed tests in Service Playing

/S/National President
/S/National Secretary

- 2. Colleague:

This is to certify that
(Name),
having passed the prescribed tests, is awarded the certificate of
Colleague
by the American Guild of Organists

/S/National President
/S/National

/S/ Examiner
Secretary

/S/ Examiner
Certification Committee

/S/ Director, Professional

- 3. Choir Master/Associate/Fellow:

This is to Certify that
(Name),
having passed the examination required by the Bylaws,
has this day been awarded the Certificate of
(Choir Master, Associate or Fellow)
by the National Council of the AMERICAN GUILD OF ORGANISTS

/S/Examiners (4)
(Date)

/S/President

/S/Secretary
/S/ Director, Professional Certification Committee

IV. Organization and Governance (Ref. Article IV, Bylaws)

A. National Council: (Ref. Article IV, Sections 2-5)

1. **Membership:** In addition to the members defined in the Bylaws, the immediate past President will be a member of the National Council and Executive Committee for a period of one year following the last term served as President, with voice but no vote.
2. **Regular Meetings:** Regular meetings of the National Council will be scheduled in the fall and spring of each year.
3. **Additional Meetings:** In addition to the regular meetings of the Council, a meeting will be scheduled in conjunction with each biennial National Convention of the Guild. Immediately following the meeting at the National Convention, the newly elected Council will convene to set the calendar for fall meetings of the Council and the Executive Committee, and conduct any other necessary business.
4. In even numbered years, the fall meeting of the Council will take place in October. Included on the agenda shall be an orientation for new Officers and Councillors, and the election by Councillors for Regions of a Convener. The Convener will coordinate the work of the Councillors for Regions, conduct the meetings of the Councillors for Regions, and serve on the National Executive Committee. The Convener will serve until the installation of the next National Council, and may be re-elected if otherwise eligible.
5. **Agenda:** The agenda for each regular meeting of the National Council may include: Attendance, Approval of the Agenda, Reading of the Minutes, Election of Members, Reports of Officers, Councillors and Committees, Unfinished Business, New Business, Amendments to Bylaws and Operating Procedures, Schedule of meetings and Adjournment.
6. **Attendance:** Any member of the National Council who shall be absent from two consecutive regular meetings without excuse approved by the Executive Committee shall be considered to have forfeited the office to which elected.
7. **Financial Contribution.** Each elected member of the National Council is expected to contribute to the Annual Fund to the fullest extent of his/her financial ability. Additionally members of Council will encourage directors and members of committees in their respective work areas to contribute generously to the Annual Fund. The value and importance of total financial support from officers and members of committees cannot be overemphasized.
8. **Removal from Office:** An elected member of the National Council may be removed from office for inability or failure to fulfill the function to which elected by action of the Council as follows:
 - a. A simple majority vote of the Council or Executive Committee shall authorize the President (or other officer designated by the Council) to send a formal, written notice to the member in question, stating that action is pending before the Council to remove the member from office. (In the event of such action against the President, the Vice President shall assume

- the duties of the President.)
- b. The member in question shall have two weeks or until the next meeting of the Council (whichever is the longer period) to respond, after which time action to remove the member shall require two-thirds majority vote of the Council.
9. Vacated Offices: In the cases above, or upon the resignation from the Council or inability to serve on the part of any member, the following replacement procedures shall be followed:
- a. President: The Vice President shall assume the office of the President, and a Vice President shall be appointed by the Council in consultation with the National Nominating Committee, to serve until the next national election.
 - b. Other Officers and Councillors: The Executive Committee, in consultation with the National Nominating Committee, shall recommend one or more candidates for the office vacated. The Council shall elect from among the recommended candidates one to fill the vacated office until the next national election.
 - c. Councillors for Regions: The Executive Committee, in consultation with the appropriate Regional Nominating Committee, shall recommend one or more candidates for the office vacated. From among the recommended candidates, the Council shall elect one to fill the vacated office until the next national election.
10. Temporary Absence: In case of the temporary absence of the President from any meeting of the National Council or Executive Committee, the following order of succession to the Chair shall prevail: Vice President, Secretary/Councillor for Membership Development, Treasurer/Councillor for Finance and Development, and Convener of Regional Councillors. In the temporary absence of the Secretary/Councillor for Membership Development from any meeting, the duties may be assigned to another member of the Council at the discretion of the President or the officer presiding.
11. Mid-Term Appointments: In the event an Officer or Councillor is replaced because of resignation or removal from office, one of the following procedures will apply:
- a. If the appointment is made during the first twelve months of a term, the rest of this term for the newly appointed member will be considered as a full term when eligibility for reelection is considered, i.e., this person may serve two additional terms.
 - b. If the appointment is made after the first twelve months of a term, the newly appointed member may serve three additional terms, i.e., the first partial term will not be considered when eligibility for reelection is considered.
12. National Chaplain: A National Chaplain, an honorary National Officer, may be appointed by the National Council, on nomination by the Committee on Seminary and Denominational Relations.
- a. The Chaplain is not a member of the National Council, but shall serve a

- term to coincide with the terms of the elected National Officers.
 - b. The Chaplain shall serve no more than three consecutive terms.
 - c. The duties of the Chaplain shall be to
 - i. Coordinate articles in THE AMERICAN ORGANIST by authors in a variety of professions on issues of clergy-musician relations, professional growth, and general pastoral concerns.
 - ii. Participate in national meetings at the invitation of the President and/or the National Council.
 - iii. Participate in issues of professional development at the invitation of the National Councillor for Professional Development.
 - iv. Serve in any other way deemed appropriate by the President or the National Council.
 - d. Expenses for travel to national Guild meetings and per diem will be paid by the Guild. A line item in the national budget will support the Chaplain's expenses for visits to Chapters.
 - e. In the event that the Chaplain is appointed in mid-term, the procedures outlined in Section IV.A.10 will apply.
- B. Committees and Task Forces: (Ref. Bylaws, Article IV, Sections 9-15)
- 1. Appointment of Members and terms of office:
 - a. Executive Committee: (ref. Bylaws Article IV, Section 9) In addition to the members defined in the Bylaws, the immediate past President shall be a member of the Executive Committee for a period of one year following the last term served as President, with voice but no vote.
 - b. National Nominating Committee (ref. Bylaws Article IV, Section 13 for composition of the committee):
 - i. Candidates for the three vacant positions on the National Nominating Committee shall be recommended by the President, in consultation with the Executive Committee, for election by the National Council at its fall meeting following each national election.
 - ii. Members of the National Nominating Committee serve a single four-year term. The President, in consultation with the Executive Committee, will recommend for appointment by the National Council at its fall meeting following each national election, a Director of the National Nominating Committee.
 - c. Other Standing Committees:
 - i. Members: Candidates for membership on a national committee will be recommended by the current Committee Director, the President, or appropriate National Councillor for appointment by the National Council.
 - ii. Directors: From among the members appointed to each committee, the President and National Councillors will recommend candidates for Director for appointment by the National Council. The term of a Committee Director will be two years, beginning on July 1 of odd numbered years. Directors may be reappointed, so

- long as otherwise eligible.
- iii. Terms: Members of national committees will serve terms of two years, beginning on July 1 of odd numbered years, except for members of the Committee on Continuing Professional Education, the National Nominating Committee, the Committees for National Young Artists Competition in Organ Performance and National Competition in Organ Improvisation, and the Personnel Committee, who will be appointed in even numbered years. Their terms will end in even numbered years. Members will serve through June 30 of the second year of each term, or until their successors have been appointed, except for members of the National Nominating Committee, who serve a single four-year term. Members of national committees may serve three consecutive terms.
 - iv. Mid-Term Appointments: In the event a committee member needs to be replaced because of resignation or removal from the committee, one of the following procedures will apply:
 - (a) If the appointment is made during the first twelve months of a term, the rest of this term for the newly appointed member will be considered as a full term when eligibility for reappointment is considered, i.e., this person may be reappointed twice.
 - (b) If the appointment is made after the first twelve months of a term, the newly appointed member may be reappointed three times, i.e., the first partial term will not be considered when eligibility for reappointment is considered.
 - v. New Committees: The limits for consecutive terms of members of new committees shall be determined by lot, to assure rotation of committee membership.
- d. Task Forces:
- i. To accomplish specific short-term tasks, the National Council may appoint task forces, the members of which will serve until the specific task assigned has been completed and the task force dissolved by action of the National Council, or until the installation of the next Council, whichever date is earlier.
 - ii. Members: The President or appropriate National Councillor will recommend candidates for membership and directorship of Task Forces for appointment by the National Council.
- e. Removal from Office: an appointed member of any Committee or Task Force may be removed from office for inability or failure to fulfill the function to which appointed by action of the Council follows:
- i. A simple majority vote of the Council or Executive Committee shall authorize the President (or other officer designated by the Council) to send a formal, written notice to the member in question, stating that action is pending before the Council to

remove the member from office.

- ii. The member in question shall have two weeks or until the next meeting of the Council (whichever is the longer period) to respond, after which time action to remove the member shall require two-thirds majority vote of the Council.

2. Meetings of Committees:

- a. Executive Committee: The Executive Committee is responsible for the management of the affairs of the Guild when the National Council is not in session and is to act on matters referred to it by the National Council. All actions of the Executive Committee are subject to ratification by the National Council at its next meeting.
- b. National Nominating Committee: The National Nominating Committee will meet during autumn of odd numbered years. (Ref. Guidelines for National and Regional Nominating Committees, Exhibit 4.)
- c. Other national committees and task forces will meet as required at times and places convenient to the members. The number of meetings per year will be entirely dependent upon the work to be accomplished and the funding provided for meetings in the annual operating budget. Each committee, with the exception of the National Nominating Committee, will be enabled to meet at least once per year.

3. Relationship with National Council:

- a. All committees and task forces will report to the National Council through the appropriate National Councillor or National Officer. (See Committee Descriptions in Responsibilities of Elected and Appointed Officials for assignment of Committees to Councillors or National Officer.) Each National Councillor will serve, ex officio, as a member of all committees assigned to that area of the Guild's work.
- b. Presentations at National Council meetings by Committee Directors will be by invitation of the Council or by request of the Director and the appropriate Councillor.
- c. Each standing committee of the Guild shall submit an Annual Report directly to the National Council prior to its Spring meeting. The report shall detail the on-going work items of the committee over the past year, the strengths and weaknesses or success and non-successes over the past year, and the goals for the coming year. The reports will be made available to the appropriate Councillor or Officer no later than 21 days before the Spring meeting of the National Council and will be distributed by the Councillor or Officer to the National Council as a part of his/her report to that meeting.
- d. Committee Descriptions: The current listing of Guild Committees and Task Forces, with descriptions of the work of each and assignment to Councillors and Officer is incorporated into the Responsibilities of Elected and Appointed Officials.

- e. Definition of ex officio: Membership ex officio in any of the governing units of the Guild shall mean membership by virtue of office held, with voice and vote, unless specified otherwise.

C. Regional Structure:

1. Assignment of Chapters to District areas and Regions: Assignment of the Chapters to District areas and Regions of the Guild is determined by the National Council and is published annually in November as an official notice in the Guild journal. Assignment of Independent Members to Districts and Regions of the Guild is determined by the National Council. Independent Members will normally be assigned to the Region and District that are most closely indicated by the member's address.
2. Councillors for Regions:
 - a. Nomination and Election: Councillors for Regions are placed in nomination for office by the Regional Nominating Committees. The National Nominating Committee reports these nominations to the National Council in conjunction with its nominations for other National Offices and Councillorships. The procedure for nomination of the Councillor for the Region is detailed in Exhibit 4: "Guidelines for National and Regional Nominating Committees," and as follows:
 - i. Each Region will have a Regional Nominating Committee made up of at least five Members assigned to the respective Region, who may serve a maximum of two terms of two years. At the spring meeting of the National Council in even-numbered years, each Councillor for the Region will present a slate of nominees for the Regional Nominating Committee for consideration and approval by the Council.
 - ii. In odd numbered years, each Regional Nominating Committee will report its slate of two candidates to the National Nominating Committee by August 1, in advance of the National Nominating Committee's meeting. The National Nominating Committee will present these slates of candidates to the National Council at its Fall meeting in odd-numbered years.
 - iii. All discussions concerning the nomination process are to remain confidential and will not be discussed by committee members except in scheduled meetings of the committee. Each member of Regional Nominating Committees will sign a pledge of confidentiality to this effect at the beginning of each term.
 - iv. Election procedures are detailed in Bylaws, Article VIII. and in Section V of this document.
 - b. Duties: The duties of Councillors for Regions are detailed in the Responsibilities of Elected and Appointed Officials.
 - c. Election of the Convener. The Councillors for Regions, at their first meeting following each national election, shall elect a Convener pro-tem. This meeting and election shall occur at the National Convention of the Guild. At the time of the fall meeting of the National Council in even

numbered years, the Councillors for Regions will meet to elect a Convener who will coordinate the work of the Councillors for Regions, conduct the meetings of the Councillors for Regions, and serve on the Executive Committee and the Budget and Finance Committee. The Convener so elected will serve until the installation of the next National Council, and may be re-elected if otherwise eligible.

d. Financial matters:

- i. In consultation with the Executive Director and Treasurer, each Councillor for a Region will recommend an annual expense budget for the region to the National Council by December 15 of each year. This recommendation will be incorporated into the overall annual operating budget for adoption by the National Council. Reimbursable expenses for Councillors for Regions include those for telephone, clerical assistance, photocopying, travel, meals, lodging and for other expenses incurred in conjunction with visiting and communicating with the Chapters and members assigned to the region. Other expenses include those in the same categories incurred by the District Conveners and other appointed regional officials.
- ii. The Councillor for the Region is chief financial officer of the region. In this capacity, the Councillor for the Region must authorize the reimbursement of any expenditure undertaken on behalf of the Guild in the Region. Requests for reimbursement are to be submitted by each Councillor for a Region a minimum of four times per year (September, December, March and June).

3. District Conveners:

- a. Appointment and Term of Office: Each Councillor for a Region will nominate candidates for a Convener for each District area within the Region. The nominations will be brought to the regular spring meeting of the National Council in each odd numbered year, for appointment by the National Council. District Conveners will serve a term of two years, beginning July 1 of odd numbered years, and ending on June 30 of odd numbered years or when their successors have been appointed. They may serve three consecutive terms.
- b. Duties: The responsibilities of District Conveners are detailed in Responsibilities of Elected and Appointed Officials.
- c. Financial Matters: District Conveners will operate under the direction of the appropriate Councillor for the Region. Reimbursement for authorized expenses (see Councillor for the Region, 2.d. above) will be requested from National Headquarters by submission of "District Convener's or Councillor for a Region's Quarterly Report" to the Councillor for the Region.
- d. Mid-Term Appointments: In the event a District Convener needs to be replaced because of resignation or removal, one of the following procedures will apply:
 - i. If the appointment is made during the first twelve months of a term,

the rest of this term for the newly appointed Convener will be considered as a full term when eligibility for reappointment is considered, i.e., this person may be reappointed twice.

- ii. If the appointment is made after the first twelve months of a term, the newly appointed Convener may be reappointed three times, i.e., the first partial term will not be considered when eligibility for reappointment is considered.
4. Regional Coordinators: A Coordinator for Education and a Coordinator for Professional Development shall be appointed by the Council for each region.
 - a. Appointment and Term of Office: In consultation with the appropriate National Councillors, the Councillors for Regions will nominate candidates for the positions of Regional Coordinators for Education and Professional Development for appointment by the National Council at the regular spring meeting of the National Council in odd numbered years. Regional Coordinators will serve a term of two years, beginning July 1 of odd numbered years, and ending on June 30 of odd numbered years or when their successors have been appointed. Regional Coordinators may serve three consecutive terms.
 - b. Duties: The duties of the Regional Coordinators are detailed in Responsibilities of Elected and Appointed Officials.
 - c. Lines of Responsibility: Regional Coordinators will operate within the Region under the direction of the appropriate Councillor for the Region, in coordination with the appropriate National Councillor. Reimbursement for authorized expenses will be approved by the appropriate Councillor for the Region. Expenses for national meetings will be approved by the appropriate National Councillor.
 - d. Mid-Term Appointments: In the event a Regional Coordinator needs to be replaced because of resignation or removal from the committee, one of the following procedures will apply:
 - i. If the appointment is made during the first twelve months of a term, the rest of this term for the newly appointed Coordinator will be considered as a full term when eligibility for reappointment is considered, i.e., this person may be reappointed twice.
 - ii. If the appointment is made after the first twelve months of a term, the newly appointed Coordinator may be reappointed three times, i.e., the first partial term will not be considered when eligibility for reappointment is considered.
- D. Chapters (Ref. Bylaws, Article VII "Chapters"):
1. The list of the currently active Chapters of the Guild is published annually in November as an official notice in the Guild journal, and is included in the current edition of the Chapter Management Handbook.
 2. The official guidelines for all aspects of Chapter operation are contained in the Chapter Management Handbook, 1984, and as amended, which is incorporated into these operating procedures in its entirety.

V. Elections (Ref. Bylaws, Article VIII)

- A. National and Regional Elections: (All procedures are enumerated in the above referenced section of the Bylaws, with the exception of the following):
1. Form of ballot: The form of the ballot for each National and Regional Election will be approved by the National Council or Executive Committee at a meeting prior to each election.
 2. Distribution of ballots: Ballots will be distributed to all voting members by a separate mailing.
 3. Voting and reporting: All voting will be by return of the ballots so distributed by May 1 of even numbered years to the recipient designated by the Council. Ballots will be verified and counted by a person or persons designated for that purpose by National Council. The results will be announced at the Annual Meeting of the Guild, and published as an official notice in the Guild journal.
- B. Chapter Elections: All procedures are enumerated in the above referenced section of the Bylaws and in the Chapter Management Handbook.

VI. Program Procedures

- A. Conventions:
1. National Conventions:
 - a. National Conventions of the Guild will be held in even numbered years. The Committee on National Conventions will recommend the convention site to the National Council for approval at least seven years prior to the year of the convention.
 - b. Chapters hosting national conventions will enter into formal agreements with the Guild regarding the financial and programmatic responsibilities of each party.
 - c. Complete procedures for site selection, planning and operation of national conventions are detailed in the Guidelines for National Conventions.
 2. Regional Conventions:
 - a. Conventions in each of the regions of the Guild will be held in odd numbered years. The Councillors for Regions will recommend at least one host chapter to the Committee on Regional Conventions, which will, in turn, recommend a host chapter and convention dates for each Region for approval by the National Council at its spring meeting at least three years prior to the year of the conventions.
 - b. Complete procedures for site selection, planning and operation of regional conventions are detailed in the Guidelines for Regional Conventions.
- B. Competitions:
1. The National Young Artists Competition in Organ Performance:
 - a. The National Young Artists Competition in Organ Performance (NYACOP) will be conducted biennially, concluding at each national convention of the Guild in accordance with the Official Rules. The rules for the next competition shall be recommended by the NYACOP Committee for approval by the National Council and published as an official notice in the Guild journal in August of even numbered years. The

- current Official Rules Governing the AGO National Young Artists Competition in Organ Performance are at Exhibit 5.
- b. The National Council, on recommendation of the Councillor for Competitions and New Music, will appoint a Director of the NYACOP, who will serve as the Director of the NYACOP Committee. The Director will serve a term of two years, and may be reappointed for two additional terms, as long as he/she is eligible to serve on the Committee. Because each competition concludes at a national convention, the terms of committee members will begin in even-numbered years.
2. The AGO/Quimby Regional Competitions for Young Organists:
 - a. The AGO/Quimby Regional Competitions for Young Organists (RCYO) will be conducted biennially, concluding at each regional convention of the Guild in accordance with the "Official Rules Governing the Regional Competitions for Young Organists." The rules for the next competition shall be recommended by the RCYO Committee for approval by the National Council and published as an official notice in the Guild journal in July of even numbered years. The current Official Rules Governing the AGO/Quimby Regional Competitions for Young Organists are at Exhibit 6.
 - b. The National Council, on recommendation of the Councillor for Competitions and New Music, will appoint a Director of the RCYO, who will serve as the Director of the RCYO Committee. The Director will serve a term of two years, and may be reappointed for two additional terms, as long as he/she is eligible to serve on the Committee.
 3. The National Competition in Organ Improvisation:
 - a. The National Competition in Organ Improvisation (NCOI) will be conducted biennially, concluding at each national convention of the Guild, in accordance with the "Official Rules Governing the National Competition in Organ Improvisation." The rules for the next competition shall be recommended by the NCOI Committee for approval by the National Council and published as an official notice in the Guild journal in June of even numbered years. The current Official Rules Governing the AGO/Quimby National Competition in Organ Improvisation are at Exhibit 7.
 - b. The National Council, on recommendation of the Councillor for Competitions and New Music, will appoint a Director of the NCOI, who will serve as the Director of the NCOI Committee. The Director will serve a term of two years, and may be reappointed for two additional terms, as long as he/she is eligible to serve on the Committee. Because each competition concludes at a national convention, the terms of committee members will begin in even-numbered years, unlike most other Guild committees.
 4. The Competition for the AGO/Marilyn Mason Award in Organ Composition:
 - a. This Competition will be conducted biennially, concluding with the award and performance of the winning composition at each national convention of the Guild, in accordance with procedures recommended by the

Committee on New Music Competitions and Commissions and approved by the National Council and published as an official notice in the Guild journal in September of even-numbered years. The current rules for the competition are at Exhibit 8.

- b. The National Council, on recommendation of the Councillor for Competitions and New Music, will appoint a director of the Committee on New Music Competitions and Commissions. The director will serve a term of two years, and may be reappointed for two additional terms, as long as he/she is eligible to serve on the committee.
5. The Competition for the AGO/ECS Publishing Award in Choral Composition:
- a. This Competition will be conducted biennially, concluding with the award and performance of the winning composition at each national convention of the Guild, in accordance with procedures recommended by the Committee on New Music Competitions and Commissions and approved by the National Council.
 - b. The National Council, on recommendation of the Councillor for Competitions and New Music, will appoint a director of the Committee on New Music Competitions and Commissions. The director will serve a term of two years, and may be reappointed for two additional terms, as long as he/she is eligible to serve on the committee.
 - c. The rules for the Competition will be published in the Guild's official journal in January of even numbered years and are shown in Exhibit 9.

VII. Administrative and Financial Procedures:

A. Headquarters.

1. Location and address: Offices housing the staff and functions of the National Headquarters of the Guild are maintained at:
475 Riverside Dr., Suite #1260
New York, NY 10115
The above is the official address for all correspondence with the Guild.
Telephone: 212-870-2310 Fax: 212-870-2163
E-Mail: info@agohq.org Web Site: <http://www.agohq.org>
2. Staff:
 - a. Executive Director (Ref. Bylaws, Article IV, Section 16): An Executive Director shall be employed by the Guild as the head of the staff at National Headquarters. The individual so employed shall be recommended by the Personnel Committee or a special Search Committee, and approved by the National Council. A description of the duties and responsibilities of the Executive Director is at Exhibit 10.
 - b. Editor: An Editor shall be employed by the Guild to head the staff of the official journal of the Guild. The individual so employed shall be recommended by the Executive Director and the Personnel Committee and approved by the National Council. A description of the duties and responsibilities of the Editor is at Exhibit 11.
 - c. Other personnel: It will be the responsibility of the Executive Director to employ additional staff members in various capacities as required to carry

out the programs and services of the Guild, within the limitations imposed by the Operating Budget approved annually by the National Council.

3. Personnel Committee:

- a. A Personnel Committee shall consist of the President, Vice President, Treasurer/Councillor for Finance and Development and one other member of the National Council, appointed by the President. The terms of Committee members are concurrent with their membership on the National Council. The Committee will develop policies for employment and evaluation of the headquarters staff, and general matters such as vacations, sick leave, bonuses and benefits. These policies shall be approved by the National Council and published as a Personnel Policy Manual.
- b. In the fall of each year, following an evaluation of each member of the staff (conducted by the Executive Director), the Executive Director, in consultation with the Committee, will establish the annual salary of each member of the staff.
- c. It is expected that it will be necessary for some staff to be present at National Conventions to conduct Guild business. Such assignments and reimbursements for resulting expenses will be developed by the Executive Director for approval by the Personnel Committee.
- d. Any problems with staff relationships not resolved by the Executive Director will be handled by the Personnel Committee.

4. Functions:

- a. Records maintenance: All records of the Guild, including but not limited to, minutes of all meetings of the Guild, the National Council and all Committees; lists of the names and addresses of the members of the Guild in their respective classes; records of dues and all accounts of receipts, disbursements and investments; financial statements; leases, contracts and agreements; and copies of correspondence will be maintained in the National Headquarters office, or annex thereto as required, for the period for which they will be pertinent to the work of the Guild or for as long as is legally required. Copies of all computer data, in the form of backups, will be maintained in a timely manner in an off-site bank vault.
- b. Administration: It will be the responsibility of the Headquarters staff to administer the programs and services authorized by the National Council.
- c. Publications: It will be the responsibility of the Headquarters staff to arrange for the production of all publications and materials authorized by the National Council, including the official journal and all educational materials, printed, audio or visual, which are authorized by other Committees.

B. Financial Procedures:

1. Fiscal year: The Fiscal Year of the Guild will be September 1 through August 31. Chapters may, at their choosing, retain a fiscal year of July 1 through June 30.
2. Tax-Exempt Status:
 - a. Federal:

- i. The American Guild of Organists and its Subordinate Units (Chapters) were granted exemption from Federal Income Taxes under section 501(c)(3) of the Internal Revenue Code, by IRS determination letter T:R:PEO:S:RD, dated September 29, 1955. (Exhibit 12)
 - ii. The Guild is also classified under section 509(a)(1) of the Internal Revenue Code as "not a private foundation." (IRS verification of exemption letter of 2 October 1984 at Exhibit 13.)
 - iii. Exemption remains in effect "so long as there is no change in the character, purposes or method of operation of" the Guild or its Chapters and so long as an annual listing of additions, deletions or changes in name, leader or address of subordinate units is supplied to the IRS.
 - iv. The Federal Employer Identification Number of the Guild is 13-0431730. (NOTE: Each Chapter of the Guild also has an Employee Identification Number.) The IRS Group Exemption identification number is 1109.
 - b. New York State: The Guild (National organization only) holds exemption from payment of New York State and local sales and use tax according to the provisions of the Tax Law. Certificate Number: EX-100569, issued 1 June, 1971, Exhibit 14.
- 3. Gifts, grants and contributions:
 - a. Deductibility: Contributions made to the American Guild of Organists and its subordinate units, beginning September 24, 1954, are deductible by the donors in computing their taxable income in the manner and to the extent provided by section 170 of the 1954 Internal Revenue Code, and subsequent revisions of the code.
 - b. Gifts, grants and contributions will be accepted at the discretion of the National Council and will be designated by the Council as "restricted" or "unrestricted."
 - c. Restricted Funds: The National Council may restrict, either at its discretion or in order to carry out the wishes of a donor, the purposes for which certain funds may be expended. Descriptions of the funds currently so restricted are at Exhibit 15.
 - d. Unrestricted Funds: Gifts, grants and contributions designated as unrestricted will be expended to defray current operating expenses in accordance with the annual operating budget.
- 4. Budget:
 - a. The National Council will adopt an Annual Operating Budget of anticipated revenue and expenses. The budget will be drafted by the Budget and Finance Committee for approval by the National Council annually at its regular spring meeting.
 - b. The National Council or Executive Committee at their regularly scheduled meetings will review revenue and expenditures in comparison with budgeted projections. The Annual Operating budget may be revised

during the fiscal year to which it pertains by action of the National Council or Executive Committee.

- c. Officers and Councillors with responsibilities for parts of the Operating Budget will retain responsibility for the respective budget(s) until the end of the fiscal year (August 31) following the end of the regular term on June 30.
5. Financial Statements:
 - a. It will be the responsibility of the Executive Director to prepare for presentation by the Treasurer/Councillor for Finance and Development to the National Council, at its regular fall meeting, full financial statements of both the restricted and unrestricted funds of the Guild at the end of each fiscal year.
 - b. A public accountant shall be engaged by the National Council to undertake annual audits of the financial operation of the Guild, and to prepare the financial statements and tax returns as required. The National Council will determine the requirement for certified audits and receive the audited financial statements.
 6. Allocation of Dues Revenue: Fifty percent (50%) of the national portion of dues for voting members will be allocated to the member's subscription to the official journal, and fifty percent (50%) will be allocated to the remaining programs and services and general operations of the Guild.
 7. Banking:
 - a. The operating funds of the Guild will be deposited in accounts or in other vehicles offered by financial institutions as recommended by the Executive Director, reviewed by the Treasurer/Councillor for Finance and Development and the Budget and Finance Committee, and approved by the National Council or Executive Committee by means of corporate resolution.
 - b. Checks and other authorized instruments for the withdrawal of Guild funds shall require the signatures of two officials of the Guild authorized by the National Council or Executive Committee. In case of amounts under \$2,500, checks will require the signature of only one of the designated officials.
 8. Investments: Operating funds not immediately required, and restricted funds of the Guild may be invested in vehicles appropriate to the current and long-term needs of the Guild and to the investment goals established by the Development Committee. Such investments will be recommended by the Executive Director, reviewed by the Treasurer/Councillor for Finance and Development and Development Committee and approved by the National Council or Executive Committee.
 9. Reimbursement of Expenses:
 - a. Travel and Housing: Expenses for travel and housing incurred by Officers, Councillors, Coordinators and Committee Members while engaged in Guild work, will be reimbursed on approval of the Executive Director. A per diem limit for meals and incidentals will be established annually by

- the National Council.
- b. Payment for Substitutes. In the event that substitutes must be hired by an Officer, Councillor, Coordinator, or Committee Member in order to engage in guild work, the cost of the substitute will be paid by the Guild. Each instance of this procedure must be approved by the Executive Director.
 - c. Specific Projects: When a fee is to be paid for specific projects or tasks to be performed by Guild members or non-members, or consultants to be retained, and such projects are proposed by Officers, Task Forces or Committees, the project will be approved by the National Council and authorized by means of a written contract. The contract will specify the work to be done, a time for completion (if appropriate), the agreed fee and amount for expenses. Care will be taken to avoid any conflict of interest.
 - d. National Convention Expenses:
 - i. National Officers and Councillors are expected to attend biennial National Conventions. Travel to and from the convention, housing and an amount for general expenses (set by the National Council) will be provided each Officer and Councillor. Registration for the Convention (but not convention transportation) is provided by the Convention.
 - ii. Officers and Councillors newly elected to office, who will be installed in office at the Annual Meeting, will be provided an amount for general expenses (set by the National Council).
 - iii. Officers and Councillors who present convention workshops pertaining to their area of Guild responsibility will be provided a per diem for the day of the workshop by the Convention, but no fee. (The rate for the per-diem is set by the Convention.)
 - iv. Each Councillor with Portfolio will be provided a lump sum, to be negotiated between the National Council and the Convention, for expenses of committee members who participate in workshops presented by that committee.

VIII. Miscellaneous Procedures

- A. Regalia and Ceremonies:
 1. Official Colors: The official colors of the Guild shall be silver-gray and crimson.
 2. Academic regalia: See Exhibit 16.
 3. Motto: The motto of the Guild shall be "Soli Deo Gloria."
 4. Chapter Installation Ceremonies: See Exhibit 17.
- B. Use of Logotype: The official logotype (see Exhibit 18), consisting of the printed seal and the name "American Guild of Organists" in Palatino medium type, may be used only by the Guild, its committees, task forces and Chapters.
- C. Unless otherwise specified, meetings may be held electronically at the discretion of the convener.

INDEX OF EXHIBITS

1. Code of Ethics
Grievance Procedures
Code of Professional Standards
Discipline
2. Membership application form/brochure
Non-voting member renewal form
3. Professional Certification Requirements
4. Guidelines for National and Regional Nominating Committees
5. Rules for the National Young Artist Competition in Organ Performance
6. Rules for the AGO/Quimby Regional Competitions for Young Organists
7. Rules for the National Competition in Organ Improvisation
8. Guidelines and Rules for the AGO/Marilyn Mason Competition in Organ Composition
9. Guidelines and Rules for the AGO/ECS Competition
10. Duties and Responsibilities of the Executive Director
11. Duties and Responsibilities of the Editor of THE AMERICAN ORGANIST
12. IRS Statement of AGO exemption from federal income tax, dated Sept. 29, 1955
13. IRS verification of the exemption letter, dated October 2, 1984
14. Certificate of New York tax exemption for National Headquarters
15. Description of Restricted Funds
16. Description of Academic Regalia
17. Chapter Installation Ceremonies
18. Official Guild logotype

S:\OFFICIAL DOCS\OPPRO
Revised 06/01/09