

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 1: 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 reduced dues amount (in effect February 1 - March 31).
- Mid-November: CAGO Examinations.

DECEMBER

- December 1: Application for May CAGO exam may be requested from Headquarters.
- 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.
- TAO subscription year begins.

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 31st. Contact those who have not renewed and continue campaign for new members.
- February 1 - March 31: Reduced dues rates in effect for new members.
- February 6 - April 19 (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 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 1: Deadline for May CAGO and SPC applications.
- March 31: Deadline for chapters to return verified membership printout to National Headquarters.
- March 31: Reduced dues period ends.

APRIL

- April 1: Individual applications for June FAGO, AAGO, and ChM examinations must have reached Headquarters and the Examination Center.
- April 15: Dues collection for next membership year (July 1 through June 30) may begin.
- April 15: Dues postmarked after this date accepted for new year only.
- April 19 (odd-numbered years): Deadline for completion of chapter-level RCYO.
- April 30 (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).
- 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).

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.
- Mid-May: CAGO examinations.
- May 31: Chapter elections must be concluded.

JUNE

- Professional Certification examinations for FAGO, AAGO, and ChM held at approved examination centers (see January TAO for list). Written 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.