

American Guild of Organists

The Operating Procedures

of the

American Guild of Organists

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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 July 2, 2012. 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 These Operating Procedures have been adopted and may be altered or repealed under the provisions of Article XI of the Bylaws.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 Personnel Policy Manual, official documents of the Guild, are assumed into these Operating Procedures and maintained at National Headquarters.

I. Code of Ethics

- A. A Code of Ethics of the Guild with related Discipline 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 (see Exhibit 1). The Code of Ethics will be incorporated into the membership application form and the annual membership renewal statement. By virtue of AGO membership, each member of the Guild agrees to abide by the Code of Ethics and to be guided by 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 the established Discipline.

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.
- 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 (see Exhibit 2). 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:

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 on the Web site. The National Council shall determine the portion of dues to be retained by Chapters and the portion to be remitted to National Headquarters.
2. Rates for Non-Voting Members will be approved by the National Council as part 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, on the Web site, and on official membership application and renewal forms. Affiliated 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 of each year. Reports forwarding the national portion of dues payments are due at National 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 National Headquarters by check, international money order, or approved credit card.
3. Voting Members:
 - a. General Members: The Chapter Management Handbook, in its latest edition, promulgates all policies, procedures, and forms and is incorporated into this document in its entirety.
 - b. Lifetime Members:
 - i. Lifetime Membership is open to anyone and supersedes the current 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 Headquarters, not the local Chapter. No special fee will be available to senior citizens, students, spouses, or partners.
 - iii. Although the fee for Lifetime Memberships may be increased by

- the National Council, the member's total amount due will not be changed after receipt of the first payment.
- iv. The Guild will set up a separate account to hold the principal and all earnings in excess of membership dues during the member's lifetime.
 - v. This account will be conservatively invested to generate income for annual dues payments to National Headquarters and appropriate Chapters (except in the case of Independent Members) while the Lifetime Member is alive. National Headquarters will keep careful records so as to continue paying the Lifetime Member's dues until his or her death.
 - vi. A list of Lifetime Members will be published in official journal 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 or she will be responsible for paying the entire Dual Membership component of the annual membership dues.
 - viii. A Lifetime Member may change status between Independent and Chapter membership, but no more than once per year, and is responsible for notifying National Headquarters of the change in status during the membership renewal period, so that appropriate Chapter dues may be paid by Headquarters 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 prior approval of the member. If this approval has not been 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 of Lifetime Membership dues has been deposited, the amount deposited will be transferred to the permanently restricted endowment fund with the prior 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.
- c. Independent Members: Independent Members initiate and renew membership directly through National Headquarters by providing all contact information and paying dues to Headquarters as prescribed by the National Council.
 - d. Chapter Honorary Members: If the Chapter pays dues and fees set by the National Council, a Chapter Honorary Member may have the full privileges of Voting Membership.

4. Non-Voting Members:
 - a. National Subscribing Members:
 - i. National Subscribing Members provide appropriate information to National Headquarters and pay dues as established annually by the National Council. Dues are valid 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 the Subscribing Member in the second month prior to expiration.
 - ii. National Subscribing Members at addresses outside the United States must remit dues in United States currency by international money order, by check drawn on a United States bank, or by 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.
 - c. National Honorary Members: National Honorary Members are nominated by five Voting Members of the Guild in good standing and elected by the National Council. Such members are not required to pay any dues or fees.

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 every Voting and Non-Voting Member at the address on file at National 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 Headquarters.
 - b. The last issue of the official journal to which a Voting Member shall be entitled will be the November issue following each Chapter fiscal year for which dues are paid.
 - c. A National Subscribing Member shall receive twelve successive issues per subscription year, beginning with the issue dated the second month following receipt of dues.
 - d. A National Honorary Member shall receive every issue until notification is received by National Headquarters of cancellation or the death of the member.

III. Professional Certification

- A. Professional certification by the Guild at the various levels set forth in the Bylaws shall be granted to 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 (see 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 Secretary

/S/ Examiner
/S/ Examiner

/S/ Director, Committee on Professional Certification

- 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/ National President
/S/ National Secretary
/S/ Director, Committee on Professional Certification

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

A. National Council (Ref. Bylaws, Article IV, Sections 2-7):

1. Membership: In addition to the members defined in the Bylaws, the immediate past President will be a member of the National Council 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. The Regional Councillors will meet with the National Council at least once per 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 conduct any other necessary business.
4. 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 National Officers, Councillors, and Committees; Unfinished Business; New Business; Amendments to Bylaws and Operating Procedures; Schedule of Meetings; and Adjournment.
5. Attendance: Any member of the National Council who shall be absent from two consecutive regular meetings without excuse approved by a majority of the remainder of the Council shall be considered to have forfeited the office to which elected.
6. Financial Contribution: Every National or Regional Councillor is expected to contribute to the Annual Fund to the fullest extent of his or her financial ability. Councillors will also encourage directors and members of committees in their respective areas to contribute generously to the Annual Fund. The value and importance of total financial support from Councillors and members of committees cannot be overemphasized.
7. 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 National Council 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 a two-thirds majority vote of the Council.
8. 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 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 National Officers and Councillors: The President, in consultation with the National Nominating Committee, shall recommend one or more candidates for the office vacated. The Council shall elect one from among the recommended candidates to fill the vacated office until the next national election.
 - c. Regional Councillors: The President, in consultation with the appropriate Regional Nominating Committee, shall recommend one or more candidates for the office vacated. The Council shall elect one from among the recommended candidates to fill the vacated office until the next regional election.
 - d. If such appointment is made during the first twelve months of a term, it shall be considered a full term, so that the newly appointed National Officer or Councillor shall be eligible to serve only two additional terms. If the appointment is made after the first twelve months of a term, the newly appointed National Officer or Councillor shall be eligible to serve three additional terms.
9. Temporary Absence: In case of the temporary absence of the President from any meeting of the National Council, the following order of succession to the Chair shall prevail: Vice President, Secretary, Treasurer, and Councillor for Membership. In case of the temporary absence of the Secretary from any meeting, those duties may be assigned to another member of the Council at the discretion of the President or the presiding officer.
10. National Chaplain: A National Chaplain, an honorary National Officer, may be appointed by the National Council upon nomination by the President.
- 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 or the National Council.
 - iii. Serve in any other way deemed appropriate by the President or the National Council.
 - d. Expenses and per diem for travel to national meetings will be paid by National Headquarters. 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.8 will apply.
- B. Committees and Task Forces (Ref. Bylaws, Article IV, Sections 9-11):
1. Appointment of Members and Terms of Office:
 - a. National Nominating Committee:

- i. Candidates for the three vacant positions on the National Nominating Committee shall be recommended by the President for election by the National Council at its fall meeting following each national election.
 - ii. Each member of the National Nominating Committee shall serve a single four-year term. The President will recommend a Director of the National Nominating Committee for appointment by the National Council at its fall meeting following each national election.
- b. Other Standing Committees:
 - i. Members: Candidates for membership on each National Committee will be recommended by the current Committee Director, the President, or appropriate National Officer or Councillor for appointment by the National Council.
 - ii. Directors: From among the members appointed to each committee, the President or appropriate National Councillor will recommend a candidate for Director for appointment by the National Council. Any Director 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 National Nominating Committee, the Committee on Competitions, and the Personnel Committee, whose terms will begin on July 1 of 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 single four-year terms. Members of National Committees may serve three consecutive terms.
 - iv. Mid-Term Appointments: In the event a National Committee member needs to be replaced because of resignation or removal from the committee, one of the following procedures will apply:
 - (a) If the new appointment is made during the first twelve months of a term, it shall be considered a full term, so that the newly appointed member may be reappointed only twice.
 - (b) If the appointment is made after the first twelve months of a term, the newly appointed member may be reappointed three times.
 - v. New Committees: The limits for consecutive terms of members of new National Committees shall be determined by lot, to assure rotation of committee membership.
- c. 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 Officer or Councillor will recommend candidates for membership and directorship of Task Forces for appointment by the National Council.
- d. Removal from Office: An appointed member of any National 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 National Council 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 a two-thirds majority vote of the Council.

2. Meetings of Committees:

- a. National Nominating Committee: The National Nominating Committee will meet in the summer or fall of each odd-numbered year (see Exhibit 4).
- b. 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 National Committee or Task Force, with the exception of the National Nominating Committee, will be enabled to meet at least once per year, either in person or by teleconference.

3. Relationship with National Council:

- a. Each National Committee and Task Force will report to the National Council through the appropriate National Officer or Councillor (see Responsibilities of Elected and Appointed Officials). The appropriate National Officer or Councillor will serve, ex officio, as a member of all committees assigned to that area.
- 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 National Officer or Councillor.
- c. Each standing committee of the Guild shall submit an annual report directly to the National Council prior to its spring meeting. This report shall detail the ongoing work of the committee over the previous year, the strengths and weaknesses of the committee, any successes or non-successes over the previous year, and the goals for the following year. The report will be made available to the appropriate National Officer or Councillor no later than 21 days before the spring meeting of the National Council and will be distributed by the National Officer or Councillor as a part

of his or her report to that meeting.

- d. 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 otherwise specified.

C. Regional Structure (Ref. Bylaws, Article IV, Section 8, and Articles VI and VII):

1. Assignment of Chapters to Districts and Regions: Assignment of Chapters is determined by the National Council and published annually in November as an official notice in the Guild journal. Assignment of Independent Members is determined by the National Council; an Independent Member will normally be assigned to the District and Region that are most closely indicated by the member's address.
2. Regional Councillors:
 - a. Nomination and Election: Regional Councillors are placed in nomination for office by the respective Regional Nominating Committees (see Exhibit 4). 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 a Regional Councillor is as follows:
 - i. Each Regional Nominating Committee shall consist of at least five Voting Members assigned to the respective Region, who may serve a maximum of two terms of two years per term. The Regional Councillor will present a slate of nominees for the Regional Nominating Committee for consideration and approval by the National Council at its spring meeting in every even-numbered year.
 - ii. Each Regional Nominating Committee will report its slate of two candidates to the National Nominating Committee by August 1 of every odd-numbered year, 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.
 - 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 a Regional Nominating Committee will sign a pledge of confidentiality to this effect at the beginning of each term.
 - b. Duties: The duties of Regional Councillors are detailed in the Responsibilities of Elected and Appointed Officials.
 - c. Meetings: The Regional Councillors will meet in person or by teleconference as often as deemed necessary to conduct their joint work, depending on the funding provided in the annual operating budget.
 - d. Relationship with National Council: Regional Councillors will report to the National Council through the Councillor for Membership, who will also preside as Convener at any meetings of the Regional Councillors. The Regional Councillors will meet with the National Council at least once per

year.

e. Financial Matters:

- i. In consultation with the Executive Director and Treasurer, each Regional Councillor will recommend an annual expense budget for the Region to the Treasurer 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 Regional Councillors include those for telephone, clerical assistance, photocopying, travel, meals, lodging, and other expenses incurred in conjunction with visiting and communicating with the Chapters and members assigned to the Region.
- ii. The Regional Councillor is chief financial officer of the Region. In this capacity, the Regional Councillor must authorize the reimbursement of any expenditures undertaken on behalf of the Guild in the Region, including those of District Conveners and other appointed Regional officials. Requests for reimbursement are to be submitted by each Regional Councillor in a timely manner.

3. District Conveners:

- a. Appointment and Term of Office: The Regional Councillor will nominate candidates for a Convener in each District within the Region for consideration and approval by the National Council at its spring meeting in each odd-numbered year. Each District Convener will serve a term of two years, beginning on July 1 of odd-numbered years and ending on June 30 of odd-numbered years, or when his or her successor has been appointed. District Conveners 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 their respective Regional Councillors. Reimbursement for authorized expenses (see IV.C.2.e. above) will be requested from the appropriate Regional Councillor in a timely manner.
- 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 new appointment is made during the first twelve months of a term, it shall be considered a full term, so that the newly appointed Convener may be reappointed only twice.
 - ii. If the appointment is made after the first twelve months of a term, the newly appointed Convener may be reappointed three times.

4. Regional Coordinators:

- a. Appointment and Term of Office: In consultation with the appropriate National Councillors, the Regional Councillors will nominate candidates for the positions of Regional Coordinators for Education and Professional Development for consideration and approval by the National Council at its

regular spring meeting in each odd-numbered year. Each Regional Coordinator will serve a term of two years, beginning on July 1 of odd-numbered years and ending on June 30 of odd-numbered years, or when his or her successor has 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: Each Regional Coordinator will operate within the Region under the direction of the Regional Councillor, in coordination with the appropriate National Councillor. Reimbursement for authorized expenses will be approved by the appropriate Regional Councillor. 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 new appointment is made during the first twelve months of a term, it shall be considered a full term, so that the newly appointed Coordinator 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.

D. Chapters (Ref. Bylaws, Article VII):

- 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, which is incorporated into this document 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 at a meeting prior to the election.
 - 2. Distribution of Ballots: Ballots will be distributed to all Voting Members by a separate mailing and by e-mail.
 - 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 National Council. Ballots will be verified and counted by a person or persons designated for that purpose by the 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. National and Regional Programs

A. Conventions:

1. National Conventions:

- a. National Conventions of the Guild will be held in even-numbered years. The Committee on 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 (see Exhibit 5).

2. Regional Conventions:

- a. Conventions in each Region of the Guild will be held in odd-numbered years. Each Regional Councillor will recommend at least one host Chapter to the Committee on 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 convention.
- b. Complete procedures for site selection, planning, and operation of Regional Conventions are detailed in the Guidelines for Regional Conventions (see Exhibit 6).

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 Committee on Competitions for approval by the National Council and published as an official notice in the Guild journal in August of each even-numbered year (see Exhibit 7).
- b. The National Council, on recommendation of the Vice President/Councillor for Competitions and New Music, will appoint a Director of the NYACOP. The Director will serve a term of two years, and may be reappointed for two additional terms, as long as he or she is eligible to serve on the Committee on Competitions.

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. The rules for the next competition shall be recommended by the Committee on Competitions for approval by the National Council and published as an official notice in the Guild journal in July of each even-numbered year (see Exhibit 8).
- b. The National Council, on recommendation of the Vice President/Councillor for Competitions and New Music, will appoint a

Director of the RCYO. The Director will serve a term of two years, and may be reappointed for two additional terms, as long as he or she is eligible to serve on the Committee on Competitions.

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. The rules for the next competition shall be recommended by the Committee on Competitions for approval by the National Council and published as an official notice in the Guild journal in June of each even-numbered year (see Exhibit 9).
 - b. The National Council, on recommendation of the Vice President/Councillor for Competitions and New Music, will appoint a Director of the NCOI. The Director will serve a term of two years, and may be reappointed for two additional terms, as long as he or she is eligible to serve on the Committee on Competitions.
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, approved by the National Council, and published as an official notice in the Guild journal in September of each even-numbered year (see Exhibit 10).
 - b. The National Council, on recommendation of the Vice President/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 or 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, approved by the National Council, and published as an official notice in the Guild journal in October of each even-numbered year (see Exhibit 11).
 - b. The Director of the Committee on New Music Competitions and Commissions is appointed as described in VI.B.4.b. above.

VII. Administrative and Financial Procedures

A. Headquarters:

1. Offices housing the staff and functions of the National Headquarters of the Guild are maintained at:

475 Riverside Drive, 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 12): An Executive Director shall be employed by the Guild as the head of staff at National Headquarters (see Exhibit 12). The individual so employed shall be recommended by the Personnel Committee or a special Search Committee and approved by the National Council.
 - b. Editor: An Editor shall be employed by the Guild to head the staff of the official journal of the Guild (see Exhibit 13). The individual so employed shall be recommended by the Executive Director and the Personnel Committee and approved by the National Council.
 - 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 annual operating budget.
3. Personnel Committee:
 - a. The Personnel Committee shall consist of the President, Vice President, Treasurer, and one Regional Councillor to be appointed by the President. Their terms will be concurrent with their membership on the National Council. The committee will develop policies for employment and evaluation of the National 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. No later than the fall meeting of the Council each year, following an evaluation of each member of the staff by the Executive Director, the Executive Director will recommend for approval by the Personnel Committee an annual salary for each member of the staff. Thereafter, and before December 15, the Personnel Committee will recommend to the Budget Committee a total sum for staff salaries and benefits to be used in budget deliberations for the following fiscal year.
 - 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 in 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 National Headquarters staff to administer the programs and services authorized by the National Council.
- c. Publications: It will be the responsibility of the National 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, whether printed or audiovisual, that are authorized by other committees.

B. Financial Procedures:

1. Fiscal Year: The fiscal year of the Guild will be September 1 through August 31. Any Chapter may elect to maintain 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 (see Exhibit 14).
- ii. The Guild is also classified under section 509(a)(1) of the Internal Revenue Code as “not a private foundation” (see Exhibit 15).
- 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 to the names, leaders, and 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 Employer 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 taxes according to the provisions of the Tax Law. Certificate Number: EX-100569, issued June 1, 1971 (see Exhibit 16).

3. Gifts, Grants, and Contributions: 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.”

a. 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 (see Exhibit 17).

b. Unrestricted Funds: Gifts, grants, and contributions designated as unrestricted will be expended to defray current operating expenses in accordance with the annual operating budget.

- c. **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.
4. **Budget:**
 - a. The National Council will adopt an annual operating budget of anticipated revenue and expenses. Each National Officer or Councillor and Regional Councillor will submit a budget for committees under his or her aegis to the Treasurer no later than December 15 of each year. The budget will be drafted by the Committee on Finance and Development for approval by the National Council at its regular spring meeting.
 - b. The National Council will review revenue and expenditures in comparison with budgeted projections at each meeting. The annual operating budget may be revised during the fiscal year to which it pertains by action of the National Council.
5. **Financial Statements:**
 - a. It will be the responsibility of the Executive Director to prepare for presentation by the Treasurer 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:** No more than 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 at least 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 and the Committee on Finance and Development, and approved by the National Council by means of corporate resolution.
 - b. Checks and other authorized instruments for the withdrawal of Guild funds of \$2,500 or more shall require the signatures of two officials of the Guild authorized by the National Council. Checks for lesser amounts shall 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 Committee on Finance and Development. Such investments will be recommended by the Executive

Director, reviewed by the Treasurer and the Committee on Finance and Development, and approved by the National Council.

9. Reimbursement of Expenses:

- a. Travel and Housing: Expenses for travel and housing incurred by National Officers and Councillors, Regional Councillors and Coordinators, and members of National Committees or Task Forces 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 a substitute must be hired by a National Officer or Councillor, Regional Councillor or Coordinator, or member of a National Committee or Task Force to engage in Guild work, the cost of the substitute will be paid by the Guild. Each reimbursement must be approved by the Executive Director.
- c. Specific Projects: When a fee is to be paid for a specific project or task proposed by a National Officer or Councillor, National Committee, or Task Force to be performed by a Guild member, non-member, or outside consultant, 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 any amount to be reimbursed 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. Reimbursement for travel to and from the convention, housing, and an amount for per-diem expenses (as set by the National Council) will be provided for each National Officer and Councillor. Registration for the convention (but not convention transportation) is provided by the convention.
 - ii. Newly elected National Officers and Councillors who will be installed in office at the Annual Meeting will be provided an amount for general expenses (as set by the National Council).
 - iii. National Officers and Councillors who present convention workshops pertaining to their area of Guild responsibility will be provided per-diem reimbursement for the days of the workshops (as set and paid for by the convention), but no fee.
 - iv. Each National Councillor with committees participating in workshops will be provided a lump sum, to be negotiated between the National Council and the convention, for expenses of such committee members.

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 18.

3. Motto: The motto of the Guild shall be “Soli Deo Gloria.”
 4. Chapter Installation Ceremonies: See Exhibit 19.
- B. Use of Logotype: The official logotype (see Exhibit 20), 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, Regions, and Chapters.
- C. Unless otherwise specified, meetings may be held electronically at the discretion of the convener.

INDEX OF EXHIBITS

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Discipline
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