

San Diego AGO Operating Procedures
Operating Procedures to Govern the San Diego Chapter, American Guild of Organists

On this 16th day of January, 2018, the members of the Executive Committee of the San Diego Chapter of the American Guild of Organists do adopt the following as revised and updated OPERATING PROCEDURES, which are in accordance and agreement with the National Bylaws of the American Guild of Organists, as adopted April 13, 1896 and amended through June 20, 2016.

SECTION 1. NAME The name of this organization shall be the San Diego Chapter of the American Guild of Organists (hereinafter, "Chapter"), a subordinate unit of the national organization known as the American Guild of Organists.

SECTION 2. MISSION STATEMENT Article II, Section 1 of the National Bylaws is incorporated by reference, as if fully set out herein. Nothing in these Operating Procedures shall be read, and none of the Chapter's activities pursuant to these OPERATING PROCEDURES shall be undertaken or executed, in a manner inconsistent with the fundamental purposes of the Guild.

SECTION 3. CLASSES OF MEMBERSHIP Article III, Sections 1-3 and Article VII, Section 3 of the National Bylaws of the American Guild of Organists are incorporated by reference, as if fully set out herein.

SECTION 4. CHAPTER GOVERNANCE

- 1. OFFICERS** The officers of the Chapter shall be the Dean, Sub-Dean, Secretary, Treasurer, Registrar, Membership Coordinator, Hospitality Coordinator, Chapter Life Coordinator, Newsletter Editor/Webmaster, Placement Coordinator, and Education Coordinator.
- 2. DUTIES OF THE DEAN** The Dean shall be the chief executive officer of the Chapter, and as such shall have the following duties and responsibilities:
 - a. Preside at all meetings of the Chapter and the Executive Committee when present.
 - b. Nominate the directors of the Investment Committee, the Operating Procedures Committee, and the Nominating Committee.
 - c. Nominate, for appointment by the Executive Committee, a person or persons to fill vacancies that may occur as the result of death, resignation, incapacity, removal or disqualification of any officer or duly elected member of the Executive Committee.
 - d. Create, with the approval of the Executive Committee, committees and coordinate the work of the officers and standing committees.
 - e. Serve as ex officio member with vote of all committees, excluding the Nominating Committee.

- f. Submit reports at the general meetings of the Chapter, including issues and recommendations the Dean considers appropriate for consideration by the members of the Chapter.
- g. Carry into effect all directions and resolutions of the Chapter and Executive Committee and make such other reports to the Chapter and Executive Committee that the Dean shall deem necessary, or that policies of the Chapter or Executive Committee may require.
- h. Sign and countersign all contracts and other instruments for and on behalf of the Chapter pertaining to usual, regular and ordinary affairs of the Chapter, as may be authorized by the Executive Committee.
- i. Serve as primary Chapter liaison with the District Convener, Regional Coordinator for Professional Development, Regional Coordinator for Education, Regional Competition Coordinator, Regional Councillor and Executive Director of the Guild.
- j. Perform such other duties as are incidental to the execution of this office or that may be required of the Dean by the Executive Committee.
- k. The Dean shall remain in office for a term of two (2) years, with the possibility of nomination for re-election.

3. DUTIES OF THE SUB-DEAN The Sub-Dean, in the absence of the Dean of the Chapter, shall exercise all the powers and perform all the duties of the Dean of the Chapter.

- a. The Sub-Dean will serve as Director of the Program Committee (ref. Section VIII, paragraph 8 below) and as such be responsible for planning the annual program of activities for the Chapter, with the exception of scholarship auditions, student recitals, and other events which fall under the aegis of the Education Committee.
- b. The Sub-Dean will work with the Treasurer and the Dean in planning the budget and is responsible for furnishing copies of contracts to the Dean and any Co-Sponsors.
- c. The Sub-Dean shall perform such other duties as are incidental to the execution of this office or that may be required of him/her by the Executive Committee. In case of the Dean's death, resignation or removal, the Sub-Dean will succeed to the office of Dean for the remainder of the Dean's elected term.
- d. The Sub-Dean shall remain in office for a term of two (2) years, with the possibility of nomination for re-election.

4. DUTIES OF THE SECRETARY The Secretary shall keep records belonging to the Chapter and have custody of the minutes of the meetings of the Executive Committee and of general meetings of the Chapter.

- a. The Secretary shall be the recorder of minutes of all Executive Committee and Chapter business meetings. Such minutes of the Executive Committee and Chapter business meetings shall include the names of those members who are present and absent as well as copies of the reports from all committees. The Secretary shall issue notices for all meetings of the Executive Committee and Chapter business

meetings. and make such reports and perform such other duties as are incidental to the execution of this office or that may be required by the Executive Committee.

- b. The Secretary shall remain in office for a term of two (2) years, with the possibility of nomination for re-election.

5. DUTIES OF THE TREASURER. The Treasurer shall be custodian of all financial records of the Chapter, and as such, shall have the following duties and responsibilities:

- a. Supervise and have custody of all financial records of the Chapter and keep full and accurate accounts of the receipts and disbursements of the Chapter. These shall include:
 - i. Assets, liabilities and fund balances.
 - ii. Revenue and operating expenses.
 - iii. All other financial records and documents deemed necessary by the Executive Committee.
- b. Cause all monies and credits to be deposited in the name of and to the credit of the Chapter in such accounts and depositories as may be designated by the Executive Committee.
- c. Disburse, or supervise the disbursement of, all other funds of the Chapter, in accordance with the authority granted by the Executive Committee, utilizing proper vouchers to correspond to the disbursements and keeping accurate records thereof.
- d. Prepare and submit such reports or statements of the Chapter's finances and accounts as may be requested by the Executive Committee.
- e. Sign and/or countersign such instruments requiring his/her signature
- f. Send acknowledgements to all donors as well as to the honorees or family thereof, if any.
- g. Serve as a member of the Investment Committee.
- h. Perform such other duties incidental to the execution of this office that may be required by the Executive Committee
- i. The Treasurer shall remain in office for a term of two (2) years, with the possibility of nomination for re-election.

6. DUTIES OF THE REGISTRAR The Registrar shall be custodian of the membership records of the Chapter and, as such, shall have the following duties and responsibilities:

- a. Report to the Executive Committee current membership numbers and names of lapsed members.
- b. Contact lapsed members and encourage them to renew.
- c. Assist members with ONCARD as needed.
- d. Provide information as requested to the editors of the Southern California AGO directory.
- e. Perform such other duties as are incidental to the execution of this office or task that the Executive Committee may direct.

- f. The Registrar shall remain in office for a term of two (2) years, with the possibility of nomination for re-election.

7. DUTIES OF THE MEMBERSHIP COORDINATOR The Membership Coordinator shall be responsible for activities focused on recruiting and retaining chapter membership. These activities will include, but are not limited to the following:

- a. Develop and administer a process for identifying and recruiting new members.
- b. Serve as key contact person for organists who are not currently members.
- c. Set the standards for hospitality and teach them to others.
- d. Send prospective members information on membership categories and
- e. membership benefits, and assist them as needed in joining via ONCARD.
- f. Perform such other duties as are incidental to the execution of this office
- g. or tasks that the Executive Committee may direct.
- h. The Membership Coordinator shall remain in office for a term of two (2) years, with the possibility of nomination for re-election.

8. DUTIES OF THE HOSPITALITY COORDINATOR The Hospitality Coordinator shall be responsible for creating a welcoming environment at all Chapter events.

- a. Ensure that all chapter members are welcomed cordially at meetings and integrated seamlessly into the fabric of the chapter.
- b. Organize receptions and meals as requested.
- c. The Hospitality Coordinator shall remain in office for a term of two (2) years, with the possibility of nomination for re-election.

9. DUTIES OF THE CHAPTER LIFE COORDINATOR The Chapter Life Coordinator shall share stories and significant events from the lives of chapter members.

- a. List birthdays, retirements, deaths, and other significant events in the Chapter newsletter.
- b. Interview new members and provide short biographical sketches of them to the Newsletter Editor.
- c. Encourage members to share stories and anecdotes from their careers.
- d. shall keep a copy of all Chapter programs and any Chapter publications.
- e. The Chapter Life Coordinator shall remain in office for a term of two (2) years, with the possibility of nomination for re-election.

10. DUTIES OF THE NEWSLETTER EDITOR/WEBMASTER The Editor of the Chapter Newsletter/Webmaster shall have responsibility for gathering and publishing all necessary items and information for the benefit of the members of the Chapter and maintaining the Chapter website.

- a. The web site shall include, but not be limited to, the following: a full listing of chapter events for the current year; contact information for Chapter leaders as determined by the Executive Committee; a link to the National AGO web site <http://www.agohq.org>; and any other information useful to individuals interested in contacting the Chapter through the Internet.
- b. The Chapter Webmaster shall forward the Chapter's web address to National Headquarters to enable interested parties to reach the Chapter from a link on the National AGO web site.
- c. The Newsletter Editor/Webmaster shall remain in office for a term of two (2) years, with the possibility of nomination for re-election.

11. DUTIES OF THE EDUCATION COORDINATOR The Education Coordinator shall serve as Director of the Education Committee and as such be responsible for planning the annual program of student activities for the Chapter, including but not limited to scholarship auditions and student recitals.

- a. The Education Coordinator also serves as a member of the Investment Committee.
- b. The Education Coordinator shall remain in office for a term of two (2) years, with the possibility of nomination for re-election.

12. DUTIES OF THE PLACEMENT COORDINATOR The placement coordinator shall be responsible for maintaining a current list of positions available for church and synagogue musicians and publicizing that list to all Chapter members on a regular basis.

- a. The placement coordinator shall remain in office for a term of two (2) years, with the possibility of nomination for re-election.

13. EXECUTIVE COMMITTEE The executive committee is the representative governing body of the Chapter. The executive committee conducts the business of the Chapter when the full membership is not present. The executive committee shall consist of all elected officers and coordinators of the Chapter.

14. EXECUTIVE COMMITTEE MEETINGS The Executive Committee shall meet in alternate months as determined by the Dean. The Dean shall provide no less than fourteen (14) days notice of any meeting of the Executive Committee. Attendance by executive committee members is expected at all meetings. At all meetings of the Executive Committee, the presence at the commencement of such meetings of not less than a majority of the members of the Executive Committee shall be necessary and sufficient to constitute a quorum for the transaction of any business.

15. GENERAL MEETINGS OF THE CHAPTER The Chapter shall hold one general meeting per year, with reports from the Officers and Executive Committee on the condition of the Chapter, and the transaction of any other business that shall come before the Chapter. At such meetings of the Chapter the presence at the commencement of such meeting of not less than twenty-five percent of the

membership, or twenty-five members, whichever is fewer, shall be necessary and sufficient to constitute a quorum for the transaction of any business.

SECTION V. DUES OF THE CHAPTER The AGO National Council determines annual dues for membership in the American Guild of Organists. Dues are collected via ONCARD.

SECTION VI. ELECTION PROCEDURES

1. NOMINATING COMMITTEE The Nominating Committee shall consist of at least three (3) members who are voting members of the Chapter in good standing. A majority of the members of the Nominating Committee shall not be members of the Chapter Executive Committee. The Nominating Committee is approved by vote of the Executive Committee upon the recommendation of the Dean. The Nominating Committee shall nominate at least candidate for each Chapter Office. The Nominating Committee shall present the slate to the Executive Committee at the March meeting. The slate of candidates shall be recorded in the minutes, published to all chapter members and announced to the general membership according to the schedule required in the National Bylaws. Additional nominations may be made by petition if each petition is signed by at five (5) voting members of the chapter in good standing. And submitted to the Chapter Secretary within thirty (30) days after the announcement of the slate to the Chapter membership. The slate of candidates prepared by the Nominating Committee and the names of any candidate duly submitted by petition are not subject to discussion or approval by the Executive Committee and may not be vetoed by the Executive Committee or any member thereof, including the Dean.

2. ELECTION AND INSTALLATION OF CHAPTER LEADERS The biennial election of Chapter leaders shall take place via by May 31 of election years (even-numbered years). Ballots including the Chapter Nominating Committee slate and candidates nominated by qualified petition shall be prepared by the Secretary and distributed either by mail or electronically (in the form of proxies) or at a general Chapter meeting. Sufficient care must be taken to ensure that either the mailed/electronic ballot or notification of the meeting at which voting is to take place reaches every eligible Voting Member. The ballots are to be opened and counted only in the presence of at least two Chapter members in good standing, including one member who is not currently serving on the Executive Committee. A plurality of votes cast shall be sufficient for election. Newly-elected Chapter leaders shall be installed at the June meeting of the Chapter. Terms of office begin on July 1.

3. VACANCIES ON THE EXECUTIVE COMMITTEE Any member of the Executive Committee may resign from his/her position with such resignation submitted in writing to the Executive Committee. The resignation is effective immediately upon its acceptance by the Executive Committee. A vacancy on the Executive Committee that may result from, but not be limited to, resignation or death of a member, or removal of a member for failure to fulfill responsibilities may be filled through appointment by the Dean. Any Chapter member appointed to fill such a vacancy

shall meet all qualifications to hold office and shall serve for the unexpired term of his/her predecessor or for the predetermined term length until the successor has been duly elected and officially installed.

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

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

SECTION VII. PROGRAMMING POLICY

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

SECTION VIII. STANDING COMMITTEES

The Executive Committee has the power to create standing committees (committees expected to have a long lifespan in order to sustain the long-term goals of the chapter in specific initiatives) and task forces (to accomplish short term goals) and appoint their Directors except in cases where the directors are elected by the membership. The Dean nominates committee and task force Directors, the Executive Committee approves them, and each committee/task force Director appoints the members of his/her committee. The Dean serves as an ex officio member with vote of all committees and task forces.

1. OPERATING PROCEDURES COMMITTEE The Operating Procedures Committee shall be responsible for keeping the Executive Committee advised of the contents of the National Bylaws, particularly as to the effect of any changes upon the Chapter's own Operating Procedures. This Committee advises the Executive Committee on necessary revisions to Operating Procedures and keeps records of all such policies and procedures as adopted by the Executive Committee, including such

amendments and additional policies created by Executive Committee action, with indication of the dates of such actions.

2. PROGRAM COMMITTEE The Program Committee, of which the Sub-Dean shall be the Director, shall be responsible for all programming in the Chapter, including but not limited to recitals, concerts, lectures or other special presentations. This Committee shall be responsible for proposing a program calendar and budget to the Executive Committee. This Committee shall also be responsible for carrying out appropriate logistics and making all arrangements to ensure the smooth coordination of Chapter events. One member of the Program Committee shall serve as the Reporter. The Reporter shall gather information about the Chapter and its activities and events each month and forward such information to National Headquarters for publication in THE AMERICAN ORGANIST.

3. EDUCATION COMMITTEE The Education Committee, of which the Education Coordinator shall be the Director, shall be responsible for coordinating the annual scholarship auditions, student recital(s), and other Chapter student events.

4. INVESTMENT COMMITTEE The Investment Committee shall consist of the Treasurer, Education Coordinator, and two other members (one of whom shall serve as the director) appointed by the Dean. The Investment Committee shall be responsible for making recommendations to the Executive Committee regarding the investment of chapter funds.

SECTION IX. AMENDMENTS TO OPERATING PROCEDURES Following adoption by the Executive Committee these OPERATING PROCEDURES and any provision thereof may be amended at any time by action of the Executive Committee. A majority of votes cast shall be sufficient to amend any provision of or add to these OPERATING PROCEDURES.

EFFECTIVE DATE: These Operating Procedures shall be considered a reinstatement in entirety of the Chapter Operating Procedures of July 1, 2009, as amended by the Chapter Executive Committee on January 16, 2018. These Operating Procedures are effective beginning January 17, 2018.