Operating Procedures
To Govern
Fox Valley Chapter
American Guild of Organists

On this date, June 17, 2013, the undersigned members of the Board of the Fox Valley Chapter of the American Guild of Organists do adopt the following as 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 July 2, 2012, http://www.agohq.org/docs/pdf/BylawsRevisionApprovedinNashvilleJuly-2-2012.pdf

Section I. NAME. The name of this organization shall be the Fox Valley Chapter of the American Guild of Organists (hereinafter, “Chapter”), a subordinate unit of the national organization known as the American Guild of Organists.

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

Section IV. CHAPTER GOVERNANCE.

1. OFFICERS. The officers of the Chapter shall be the Dean, Sub-Dean, Secretary, and Treasurer. They constitute the Executive Committee. The Executive Committee conducts the business of the chapter when the board is not present.

2. GOVERNING BOARD. The governing board of the Chapter, hereinafter referred to as “Board,” is the representative governing body of the Chapter. The Board conducts the business of the Chapter. The Board shall consist of all elected officers of the Chapter and all duly elected members-at-large. All Directors of standing committees and all District, Regional, and National Officers who are members of the Chapter may attend Board meetings with voice, but no vote.

3. 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 Board when present.

b. Nominate the directors of all standing committees for appointment by the Board.

c. Nominate, for appointment by the Board, 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 Board.

d. Create, with the approval of the Board, committees and correlate the work of the officers and standing committees.

e. Serve as ex officio member 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 Board and make such other reports to the Chapter and Board that the Dean shall deem necessary, or that policies of the Chapter or Board 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 Board.
i. Serve as primary Chapter liaison with the District Convener, Regional Coordinator for Professional Development, Regional Coordinator for Education, Regional Councillor and Executive Director of the Guild.
j. Remain in office for a term of two (2) years, with the possibility of nomination for a second term.
k. Perform such other duties as are incidental to the execution of this office or that may be required of the Dean by Board.

4. 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. 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.

The Sub-Dean shall remain in office for a term of two (2) years, with the possibility of nomination for a second term. 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.

5. DUTIES OF THE SECRETARY. The Secretary shall keep record books belonging to the Chapter and have custody of the minutes of the meetings of the Board and of general meetings of the Chapter. Such minutes of the Board 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 Board. The Secretary shall make such reports and perform such other duties as are incidental to the execution of this office or that may be required by the Board. The Secretary shall remain in office for a term of two (2) years, with the possibility of nomination for a second term.

6. 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
   (1) Assets, liabilities and fund balances.
   (2) Revenue and operating expenses.
   (3) All other financial records and documents deemed necessary by the Board.

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 Board. Send to National Headquarters the portion of members’ dues required, according to the current dues structure of the American Guild of Organists as approved by National
Council.
d. Disburse, or supervise the disbursement of, all other funds of the Chapter, in accordance with the authority granted by the Board utilizing proper vouchers to correspond to the disbursements and keeping accurate records thereof.

e. Prepare and submit such reports or statements of the Chapter's finances and accounts as may be requested by the Board.

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

g. Make recommendations to the Board on determining an annual budget for the Chapter and on management of the Chapter's assets.

h. Perform such other duties incidental to the execution of this office that may be required by the Board.

i. Remain in office for a term of two (2) years, with the possibility of nomination for a second term.

7. 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. Collect all dues and deliver said monies to the Treasurer.

b. Report to AGO National Headquarters the names of all members who have paid dues, including information on 1) class of membership (voting member, chapter friend, subscribing member), 2) information on membership history (renewal, new member, reinstatement of lapsed member) and 3) dues category (student, regular, senior, partner, etc.) A copy of this list also is provided to the Chapter Treasurer.

c. Gather current information for the Chapter Yearbook or Directory and provide this information to the Treasurer, the Yearbook or Directory Editor and the Newsletter Editor.

d. Provide membership forms upon request. This shall include the national membership application, national reinstatement form and Chapter membership renewal form.

e. On a timely basis, send Chapter membership renewal forms and dues statements to all Chapter members.

f. Perform such other duties as are incidental to the execution of this office or task that the Board may direct.

8. 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 and ensuring that they are registered in a timely fashion.

b. Analyze the demographics of the current membership and recommend and implement steps to maximize retention of those members.

c. Serve as key contact person for members and prospects seeking information about membership categories, benefits, dues, etc.

d. Help ensure that current members participate in the chapter's social, musical, and professional development programs.

e. Take an active role in ensuring that all chapter members are welcomed cordially at meetings and integrated seamlessly into the fabric of the chapter.

f. Set the standards for hospitality and teach them to others.
g. Send National and Chapter membership applications to prospective members, as determined by the Board.

h. Serve as Director of the Membership Committee (Section VIII, Paragraph 7, below).
i. Perform such other duties as are incidental to the execution of this office or tasks that the Board may direct.

9. DUTIES OF THE CHAPTER HISTORIAN. The Chapter Historian shall keep a copy of all Chapter programs, any published article concerning the Chapter appearing in a newspaper or magazine, any Chapter publication, and any book, score or concert program submitted by a member of the Chapter. The Chapter Historian shall keep the history of the AGO Chapter in such a place that it shall be accessible to all members.

10. DUTIES OF THE NEWSLETTER EDITOR. The Editor of the Chapter Newsletter shall have responsibility for gathering and publishing all necessary items and information for the benefit of the members of the Chapter. Such items and information shall include, but not be limited to, the following: announcements of forthcoming meetings of the Chapter; notices of upcoming Chapter program events; a calendar of future programs or events in the community; a list of positions available for church and synagogue musicians; a letter from the Chapter Dean; and any other item deemed appropriate by the Board. The Editor shall also work closely with the Treasurer of the Chapter and Advertising Coordinator to ensure paid advertising is appropriately placed in the Newsletter.

11. DUTIES OF THE PUBLICITY OFFICER. The Publicity Officer shall have responsibility for all publicity concerning Chapter meetings, public programs, recitals and any other activities of the Chapter, as the Board deems necessary. The logo of the American Guild of Organists shall be used in all printed publicity materials.

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

13. BOARD MEETINGS. The Board shall meet a minimum of four times a year. Meetings may also be scheduled for other times as shall be deemed necessary by the Dean. The Dean shall provide no less than fourteen- (14) days notice of any meeting of the Board. Attendance by Board members is expected at all meetings.

14. GENERAL MEETINGS OF THE CHAPTER. At least six general meetings or programs for the Chapter shall be offered annually, September – early June, with the annual meeting of the membership culminating the year’s activities in May or early June.

Section V. DUES OF THE CHAPTER

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

Section VI. ELECTION PROCEDURES

1. NOMINATING COMMITTEE. The Nominating Committee shall consist of five (5) persons who are members of the Chapter in good standing. Not more than two (2) may be members of the Board. The Nominating Committee is appointed by vote of the Board upon the recommendation of the Dean (see Section I.2.c). The Nominating Committee shall nominate one (1) or more candidates for each office and an excess of candidates for membership at-large on the Board in place of those whose terms of office are about to expire. The Nominating Committee shall present the slate to the Board. The slate of candidates shall be recorded in the minutes, published in the Chapter Newsletter and announced to the general membership according to the schedule required in the National Bylaws. Additional nominations may be made by petition if each petition is signed by five (5) members of the Chapter in good standing and submitted to the Chapter Secretary within thirty (30) days of the announcement of the slate to the Chapter membership. The slate of candidates prepared by the Nominating Committee and the names of any candidate duly submitted by petition are not subject to discussion or approval by the Board and may not be vetoed by the Board or any member thereof, including the Dean. Members of the Nominating Committee are ineligible for nomination except by write-in petition.

2. ELECTION AND INSTALLATION OF CHAPTER LEADERS. The annual election of Chapter leaders, both Officers and members at-large of the Executive Committee, shall take place during the annual meeting. The Secretary of the Chapter shall prepare the ballots and supporting biographical information and arrange for the distribution and secure return of the ballots. Ballots shall be unsigned and shall be returned in an envelope with the member’s signature across the envelope seal. 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 Board. A plurality of votes cast shall be sufficient for election. Terms of office begin on July 1.

3. ELECTION OF BOARD MEMBERS AT-LARGE. There shall be no less than 6 and no more than 9 members at-large on the Board at all times. Elections for members at-large are held annually. Each member at-large is elected for a term of three years, one-third of the total number of members at large being selected in each election year.

4. VACANCIES ON THE BOARD. Any member of the Board may resign from his/her position with such resignation submitted in writing to the Board. The resignation is effective immediately upon its acceptance by the Board. A vacancy on the Board 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.

5. REMOVAL FROM OFFICE. A duly elected Officer or duly elected member at large of the Board may be removed from office due to inability or failure to fulfill his/her responsibilities only by action of the Chapter Board as follows:
   A. By simple majority vote the Board shall authorize the Dean or other officer designated by the Board to send a formal written notice to the
officer or member-at-large in question, stating that action to remove such officer from
elected position is pending before the Board. 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 Board shall request a response from the Officer or member at
large in question within two (2) weeks, or until the next meeting of the Board whichever is
later. After such time action to remove said Officer or member
at large shall require a two-thirds majority vote of the Board.

SECTION VII. PROGRAMMING POLICY

All programs sponsored by the Chapter must have the approval of the Board. The Board 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 Board or the Chapter shall give confirmation of any event prior to its
approval by majority vote of the Board.

The Sub-Dean shall use prudence in selecting program locations and performers so as not to
exceed the annual programming budget allotment. Chapter members will not be paid for
performing unless such payment is previously approved by the Board. Instrument tuning fees
will not be covered unless previously approved and accepted by the Board as a normal cost of
programming.

SECTION VIII. STANDING AND AD-HOC COMMITTEES

The Board has the power to appoint all standing committees and committee Directors. The Dean
nominates committee Directors, and each committee Director appoints the members of his/her
committee. The Dean serves as an ex officio member of all committees, except the Nominating
Committee.

1. AGO PROFESSIONAL CERTIFICATION COMMITTEE.
This Committee has responsibility for devising ways to aid members of the Chapter in preparing
themselves for the AGO examinations. Should the Chapter be chosen as an AGO Examination
Center the Director is responsible for conducting AGO Certification Exams according to the
guidelines provided from National Headquarters.

2. OPERATING PROCEDURES COMMITTEE. The Operating Procedures Committee shall
be responsible for keeping the Board 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 Board on necessary revisions to Operating Procedures and keeps records of all such policies and
procedures as adopted by the Board, including such amendments and additional policies created by
Board action, with indication of the dates of such actions.

3. COMPETITION COMMITTEE. The Competition Committee shall be responsible for
conducting the Chapter Competition in Organ Performance. Local competitions held in odd-
numbered years shall be governed by the rules of the AGO/Quimby Regional Competitions for
Young Organists, such rules being published in the June issue of the previous even-numbered
year in THE AMERICAN ORGANIST. Competitions held in even-numbered years shall be
sponsored by the Chapter and shall follow procedures conforming to the Chapter’s own rules as
adopted by the Executive Committee.

In such competitions as are governed by national rules the Director of the Competition Committee shall keep the Board advised as to the contents of the national rules, especially the financial obligation of the Chapter to the respective Region of the AGO. The amount of prize money, if any, shall be determined by vote of the Board, based on recommendation from the Finance Committee. The Competition Committee shall inform any prospective competitors of the competition by announcing the date, location and any other pertinent information in October of each year and shall announce the competition to the general membership of the Chapter no later than November. The Competition Committee is responsible for publicizing the competition. All press releases and informational mailings or circulars shall bear the logo of the American Guild of Organists and the name of the local Chapter with clearly legible contact information.

The Competition Committee shall submit to the Board the names of four (4) or more persons to serve as judges for all competitions. The Board shall approve three (3) judges by way of majority vote. Judges may not include current or former instructors or family members of any competitors.

4. DIRECTORY COMMITTEE. The Directory Committee shall publish the annual Chapter Directory. The Directory shall include names of all current chapter members in good standing with addresses and other contact information that individual members have authorized to be included. The Directory shall also include official addresses and contact information for the Chapter and for National Headquarters, for Chapter officers and committee Directors, and for Regional Councillors and District Conveners. The Directory shall also include the following: a schedule of Chapter programs for the year; general information about the Chapter including instructions on using the Chapter placement and substitute organist lists; a listing of names of patrons and sponsors of the Chapter and its activities; the AGO Code of Ethics and Code of Professional Standards; and any other material that the Board shall deem necessary or helpful to the membership. The cost of publishing the Directory may be covered partially or in full through paid advertising.

5. FINANCE COMMITTEE. The Finance Committee shall consist of the Treasurer, the Dean, a member of the Board and the Sub-Dean. The Board shall appoint the Director after nomination by the Dean. The Finance Committee shall prepare a proposed budget for each fiscal year based upon a fiscal year beginning on July 1. The Committee shall submit the proposed budget at the first Board meeting following the Annual meeting of the full membership. In addition to the annual budget the Committee shall recommend to the Board policies for financial responsibility relevant to future years.

6. HOSPITALITY COMMITTEE. The Hospitality Committee shall be responsible for all social events of the Chapter, making all provisions that the Dean shall deem necessary.

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

8. PROFESSIONAL DEVELOPMENT COMMITTEE. The Professional Development Committee shall be responsible for developing Chapter policy and furthering the Guild’s Mission through providing information to members about job expectations, salary guidelines and any other assistance that enables members and their employers to reach agreement concerning compensation and duties. The Committee shall also develop and nurture
relationships with institutions in the community especially regarding ethical and professional dealings with, and conduct of, the Chapter’s members. The Committee shall also be responsible for carrying out the policies and procedures set forth in the AGO Code of Ethics, including the Discipline.

9. PLACEMENT COORDINATOR. The Placement Coordinator shall be responsible for maintaining a current list of positions available for church and synagogue musicians, such list to be available to all members by means of personal contact with the Placement Coordinator. The Placement Coordinator shall make announcements of such positions as appropriate, including publishing them in the Chapter Newsletter with the institution name, contact person’s name and number, title or position, salary and benefits, and all other pertinent information available.

10. 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 Finance Committee and Board. This Committee shall also be responsible for carrying out appropriate logistics and making all arrangements to ensure the smooth coordination of Chapter events.

11. 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, and other such reporting as may be deemed necessary by the Board.

SECTION IX. AMENDMENTS TO OPERATING PROCEDURES. Following adoption by the Board and approval by the Chapter membership, the Regional Councillor, and the national Vice President, these OPERATING PROCEDURES and any provision thereof may be amended at any time by action of the Board. A majority of votes cast shall be sufficient to amend any provision of or add to these OPERATING PROCEDURES. Any amendment or addition thereto shall be included in this document and added in numerical sequence in order of enactment, complete with the date of such enactment.

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

[Signatures]

Dean/Date
[Signature] June 17, 2013

Sub-Dean/Date
[Signature] 6/17/13

Secretary/Date
[Signature] 6/17/13

Treasurer/Date
[Signature] 6/17/13