

# DAYTON, OH CHAPTER OPERATING PROCEDURES

## OPERATING PROCEDURES TO GOVERN DAYTON, OHIO CHAPTER AMERICAN GUILD OF ORGANISTS

On September 9, 2005, the undersigned members of the Executive Committee of the Dayton, Ohio 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 as amended through October 17, 1988.

**SECTION I. NAME.** The name of this organization shall be the Dayton, Ohio Chapter of the American Guild of Organists (hereinafter, "Chapter"), a subordinate unit of the national organization known as the American Guild of Organists, whose headquarters is in New York NY.

**SECTION II. STATEMENT OF FUNDAMENTAL PURPOSES.** 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 are incorporated by reference, as if fully set out herein.

**SECTION IV. CHAPTER GOVERNANCE.**

1. **OFFICERS.** The elected officers of the Chapter shall be Dean, Sub-Dean, Secretary, and Treasurer. The Dean shall appoint a Membership Officer, Historian, Newsletter Editor, Publicity Officer, and Auditor. Nine (9) members of the Chapter shall be elected to the Executive Committee, according to the provisions of Section VI. 3 below. There shall also be a Chaplain, appointed by the Dean and such other officers as the Executive Committee shall deem necessary.
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 Executive Committee at which he/she may be present;
  - b. Be responsible, with the approval of the Executive Committee, for planning the program for the year;
  - c. Nominate the directors of all standing committees for appointment by the Executive Committee;
  - d. 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;
  - e. Create, with the approval of the Executive Committee, committees and correlate the work of the officers and standing committees;
  - f. Serve as an ex officio member of all committees, excluding the Nominating Committee;
  - g. Submit reports at the general meetings of the Chapter covering such matters and making such recommendations as he/she feels should be brought to the attention or consideration of the members of the Chapter;
  - h. 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 he/she shall deem necessary, or that may be required by the policies of the Chapter or Executive Committee;
  - i. Sign and countersign all contracts and other instruments for and in behalf of the Chapter pertaining to usual, regular, and ordinary affairs of the Chapter, as may be authorized by the Executive Committee;
  - j. Remain in office for a term of two (2) years;
  - k. 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.
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. He/She shall perform such other duties as are incidental to the execution of the office of Sub-Dean or that may be required of him/her by the Executive Committee.

The Sub-Dean shall remain in office for a term of two (2) years. Upon completion of the regular term of the Chapter Dean, the Sub-Dean shall be automatically nominated for the Office of Dean. In case of the Dean's resignation or death, the Sub-Dean will immediately succeed to the office of Dean.

4. **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 Executive Committee and general meetings of the Chapter. Such minutes of the Executive Committee are to include the names of those members who are present and absent and copies of the reports from all committees, if applicable. The Secretary shall issue notices for all meetings of the Executive Committee. He/She shall make such reports and 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.
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:
    - (1) Assets, liabilities, and fund balances
    - (2) Revenue and operating expenses
    - (3) All other financial records and documents deemed necessary by the Executive Committee
  - b. Cause all monies and credits to be deposited in the name and to the credit of the Chapter in such accounts and depositories as may be designated by the Executive Committee;
  - c. Send to National Headquarters the portion of membership dues that must be sent to National Headquarters;
  - d. Disburse, or supervise the disbursement of, all other funds of the Chapter, in accordance with the authority granted by the Executive Committee, taking proper vouchers to correspond to the disbursements;
  - e. Prepare and submit such reports or statements of the Chapter's finances and accounts as may be requested by the Executive Committee;
  - f. Sign and/or countersign such instruments requiring his/her signature;
  - g. Perform such other duties incidental to the execution of this office that may be required by the Executive Committee.
6. **DUTIES OF THE MEMBERSHIP OFFICER.** The Membership Officer 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 of the Chapter.
  - b. Report to the National Membership Coordinator the names of all members who have paid dues, such a list to include the class of membership (renewal, new member, reinstatement, subscribing, etc.) of each member, a copy of such list to be sent to the Treasurer of the Chapter;
  - c. Gather the information for the Chapter Directory, copies of such information to be sent to the Treasurer and the Newsletter Editor.
  - d. Provide membership forms upon request, which shall include the national membership application, national reinstatement form, and Chapter membership renewal form;
  - e. Sign and distribute all membership cards;
  - f. Send the following items and other such items as may be deemed necessary by the Executive Committee:
    - (1) Dues statement (on a timely basis)
    - (2) Chapter membership renewal form
  - g. Send the National membership application to new and/or prospective members;
  - h. Serve as Chairperson of the Membership Committee (see Section VIII, Paragraph 8, below);
  - i. Perform such other duties as are incidental to the execution of this office or that may be required by the Executive Committee.
7. **DUTIES OF THE HISTORIAN.** The Historian shall keep a copy of each Chapter recital program, any article appearing in a newspaper or magazine concerning the Chapter, any Chapter publication, and any book, score, or concert program submitted by a member of the Chapter. The Historian shall keep the history of the Guild in such a place that it shall be accessible to all members. As the Chapter accumulates data, a permanent archive may be established.
8. **DUTIES OF THE NEWSLETTER EDITOR.** The Editor of the Chapter Newsletter shall be responsible 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 announcements of the forthcoming general meetings of the Chapter, calendar of future programs and events, list of vacancies for church and synagogue musicians, letter from the Dean, and any other item of interest to the Chapter as may be deemed appropriate by the Executive Committee.
9. **DUTIES OF THE PUBLICITY OFFICER.** The Publicity Officer shall be responsible for all publicity concerning general meetings, programs, recitals, and any other activities of the Chapter as the Executive Committee shall deem necessary. The logo of the American Guild of Organists shall be used with all publicity.
10. **DUTIES OF THE AUDITOR.** The Auditors shall examine the books of the Chapter that are maintained by the Treasurer. This examination shall take place as soon as possible following the close of the fiscal year of the Chapter, which must correspond with that of the national organization (July 1-June 30).

11. **DUTIES OF THE CHAPLAIN.** The Chaplain shall be nominated by the Dean and appointed by the Executive Committee, shall serve a term of two (2) years, and shall be eligible to be appointed to successive terms. The Chaplain shall perform those duties deemed appropriate to the office.
12. **EXECUTIVE COMMITTEE.** The Executive Committee is the governing body of the Chapter. It conducts the business of the Chapter when the full membership does not meet. Its actions are subject to review by the Chapter membership. The Committee shall consist of all elected officers of the Chapter and all duly elected members of the Executive Committee. All directors of standing committees and all District, Regional, and National officers who are members of the Chapter may attend Chapter Executive Committee meetings with voice, but no vote.
13. **EXECUTIVE COMMITTEE MEETINGS.** The Executive Committee shall meet regularly twice per year, once immediately following the close of the program year (usually May) and once midway through the program year (usually January). Meetings may also be scheduled for such other times as shall be deemed necessary by the Dean. Regular attendance by the Executive Committee members is expected at Executive Committee meetings.
14. **GENERAL MEETINGS OF THE CHAPTER.** General meetings of the Chapter, when necessary for the transaction of any business, shall be held in conjunction with regularly scheduled chapter program events. Advance notification will be provided to all Chapter members regarding the scheduling of a general meeting. A general meeting may take place at such other time as deemed necessary, with the approval of the Executive Committee. Fifteen percent (15%) of the voting members shall be necessary and sufficient to constitute a quorum for the transaction of any business.

**SECTION V. DUES OF THE CHAPTER.** Dues are determined by the National Council of the American Guild of Organists, and shall be collected and reported according to the instructions issued annually from the National Headquarters. The dues of the Chapter Subscribing Members are set annually by the Chapter Executive Committee.

#### **SECTION VI. ELECTION PROCEDURES.**

1. **NOMINATING COMMITTEE.** The Nominating Committee shall consist of three (3) persons, not more than one (1) of whom may be a member of the Executive Committee. It is customary for past Chapter Deans to serve on the Nominating Committee. The Nominating Committee shall nominate one (1) or more candidates for each office and an excess of candidates for membership at-large on the Executive Committee in place of those whose terms of office are about to expire. The slate prepared by the Nominating Committee shall be submitted to the Executive Committee, recorded in the minutes, published in the Newsletter, and announced to the general membership according to the schedule required by the National Bylaws. Additional nominations may be made by petitions signed by at least five (5) members of the Chapter in good standing and submitted to the Secretary within thirty (30) days of the announcement of the Nominating Committee's slate to the membership.
2. **ELECTION AND INSTALLATION OF OFFICERS.** The annual election of officers shall take place via U.S. Mail by May 1. Ballots shall be unsigned, and shall be returned in an envelope with the member's signature on the outside. A plurality of votes cast shall be sufficient for election. The officers who are elected shall be installed at the May general meeting, and the term of office shall begin July 1.
3. **ELECTION OF EXECUTIVE COMMITTEE MEMBERS.** The duly elected members of the Executive Committee shall be divided into three (3) classes, each class having three (3) members. The members of Class I shall be elected to hold office for a term of one (1) year; the members of Class II shall be elected to hold office for a term of two (2) years; the members of Class III shall be elected to hold office for a term of three (3) years. Elected members of the Executive Committee shall hold office only for the term for which they were elected and shall serve until their successors are elected and officially installed. After the initial election of Executive Committee members, these members at large shall serve a term of three years, one third of the members at large being elected at each election.
4. **VACANCIES ON THE EXECUTIVE COMMITTEE.** Any member of the Executive Committee may resign from his/her post with such resignation submitted in writing, effective immediately upon its acceptance by the Executive Committee. Vacancies on the Executive Committee that may result from but not be limited to resignation or death of a member, removal of a member for failure to fulfill his/her responsibilities, or an increase in the number of members of the Executive Committee may be filled by appointment to the Executive Committee upon nomination by the Dean. A person appointed to fill such a vacancy shall meet all qualifications to hold office and shall serve for the unexpired term of his/her predecessor, and until the successor has been duly elected and officially installed.

5. **REMOVAL FROM OFFICE.** An 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:
  1. A simple majority vote of the Executive Committee shall authorize the Dean (or other officer designated by the Executive Committee) to send a formal written notice to the officer in question, stating the action is pending before the Executive Committee to remove him/her from office. In the event of such action against the Dean, the Sub-Dean shall act as the Chapter's executive officer.
  2. The officer in question shall have a maximum of two weeks to respond (or until the next meeting, whichever occurs later), after which time action to remove said officer shall require a two-thirds majority vote of the Executive Committee.

#### SECTION VII. PROGRAMMING POLICY.

1. All programs sponsored by the Chapter must have the approval of the Executive Committee. The dates and costs of such programs must also be approved by the Executive Committee. Any organization wishing to co-sponsor a program with the Chapter should submit such a proposal to the Executive Committee with the understanding that confirmation of the event cannot be given until it is approved by the Executive Committee.
2. The Executive Committee shall have the power to set policy regarding payment for use of facilities for Chapter events. The Executive Committee shall also have the power to decide if Chapter members will receive a fee for performing or participating in any Chapter-sponsored program.

#### SECTION VIII. STANDING COMMITTEES.

1. The standing committees of the Chapter shall be selected from the categories listed in this Section as deemed necessary for the efficient operation of the Chapter.
2. The Executive Committee has the power to appoint all standing committees and committee chairpersons. Committee Chairpersons are nominated by the Dean, and each chairperson appoints the members of his/her committee. The Dean will serve as an ex officio member of all committees.
3. **AGO PROFESSIONAL CERTIFICATION COMMITTEE.** The Chapter Educational Concerns Coordinator shall be the Chairperson of this Committee. This Committee shall be responsible for devising ways to aid members of the Chapter in their efforts to prepare themselves for the AGO examinations. The Chairperson shall be responsible for conducting AGO examinations if the Chapter becomes an Examination Center.
4. **SCHOLARSHIP COMMITTEE.** The Scholarship Committee shall be responsible for conducting the annual scholarship auditions in organ performance. The amount of scholarship money to be awarded shall be approved by the Executive Committee. The Scholarship Committee shall inform the general membership and any prospective applicants no later than November of each year. The Chairperson of the Scholarship Committee shall have the responsibility of appointing three (3) judges for auditions, with the understanding that a current teacher of any auditioning student may not serve as a judge.
5. **DAYTON ORGAN ACADEMY COMMITTEE.** The Dayton Organ Academy Committee shall be responsible for conducting annual auditions in piano or organ performance for admission to the Academy. The Committee shall inform the general membership and any prospective applicants no later than August of each year. The Chairperson of the Committee shall have the responsibility of appointing three (3) persons to conduct and evaluate Academy applicants, with a plurality of affirmative audition evaluations required for admission of an applicant to the Academy. All instructors currently active in the Dayton Organ Academy shall provide lessons free of charge to Academy students and have all Chapter membership dues waived for the current year.
6. **FINANCE COMMITTEE.** The Finance Committee shall consist of the Treasurer, the Dean, Sub-Dean, several members of the Executive Committee, and others that may be deemed necessary. The Chairperson of the Committee shall be appointed by the Executive Committee on nomination by the Dean. The Finance Committee shall submit a budget for each year and shall recommend policies for financial responsibility for future years. The budget shall be presented for approval to the Executive Committee on a timely basis.
7. **HOSPITALITY COMMITTEE.** The Hospitality Committee shall be responsible for all social events, making all provisions that the Dean shall deem necessary.
8. **MEMBERSHIP COMMITTEE.** The Membership Committee, of which the Membership Officer is the Chairperson, shall assist the Membership Officer in obtaining and welcoming new members.

9. CHURCH MUSIC WORKSHOP COMMITTEE. The Church Music Workshop Committee shall be responsible for the planning of the annual Dayton Church Music Workshop, procuring recitalists and clinicians, and working with the staff of Westminster Presbyterian Church in Dayton, the main venue for the event. The committee shall develop a budget for each annual event, set registration fees, vendor fees and any other associated fees. The budget shall be approved by the Executive Committee. The Workshop Committee shall submit the report of the workshop to the Executive Committee after the event.
10. PROFESSIONAL CONCERNS COMMITTEE. The Professional Concerns Committee shall be responsible for developing Chapter policy and establishing relations with institutions in the community regarding the ethical and professional conduct of the Chapter's members. The Chairperson of this Committee shall be the Chapter's Professional Concerns Coordinator. This Committee shall also be responsible for carrying out the policies set forth in the National AGO Code of Ethics, including the Discipline.
11. PLACEMENT COMMITTEE. The Placement Committee 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 direct personal contact with the Placement Chairperson) and publishing such positions in the Newsletter. This list may include: name of church or institution, title or position, salary and benefits, type of organ, and all other pertinent information available.
12. PROGRAM COMMITTEE. The Program Committee, of which the Dean shall be the Chairperson, shall consist of all Chapter officers and members of the Executive Committee. The committee shall be responsible for all programming by the Chapter, including but not limited to the Subscription Series, special concerts, recitals, and lectures. This Committee shall be responsible for proposing a program calendar and budget for the season, and carrying out the appropriate logistics and making all arrangements to ensure the smooth coordination of Chapter events.
13. 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 do such other reporting as may be deemed necessary by the Executive Committee.

SECTION IX. AMENDMENTS TO OPERATING PROCEDURES. Following adoption by the Executive Committee and approval of the Chapter, Regional Councillor, and National Councillor for Organizational Concerns, these OPERATING PROCEDURES and any provision thereof may be amended at any time by action of the Executive Committee, with a majority of votes cast being 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 Dayton Chapter of the American Guild of Organists, do hereby adopt the above and foregoing OPERATING PROCEDURES to govern the Dayton Chapter of the American Guild of Organists, the first day and date mentioned above.

<p><u>Yue K. Kim</u> Dean</p>	<p><u>Donna Willoughby</u></p>
<p><u>Carly Mow</u></p>	<p><u>Ellen Bagley Barnett</u></p>
<p><u>Phyllis Warner</u></p>	<p><u>Charles Robinson</u></p>
<p><u>Alma S. [unclear]</u></p>	<p>_____</p>
<p><u>Priscilla Acuff</u></p>	<p>_____</p>