

**Westchester County Chapter  
American Guild of Organists**

**OPERATING PROCEDURES**

On February 7, 2010, the undersigned members of the Executive Committee of the Westchester County 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 April 18, 2009.

**Article I. NAME**

The name of this organization shall be the Westchester County Chapter of the American Guild of Organists (hereinafter, "Chapter"), a subordinate unit of the national organization known as the American Guild of Organists, (hereinafter, "AGO").

**Article II. MISSION STATEMENT**

The purpose of the Chapter is to promote the organ in its historic and evolving roles, to encourage excellence in the performance of organ and choral music, and to provide a forum for mutual support, inspiration, education, and certification of AGO members.

A. The Chapter's activities shall be consistent with the AGO Bylaws and Code of Ethics, documents which may be found on the AGO website: <http://www.agohq.org/home.html>

**Article III. CLASSES OF MEMBERSHIP**

A. Individuals may apply for membership in the appropriate class, as set forth in the AGO Bylaws.

B. The Executive Committee determines the annual dues for Chapter Friends. The Executive Committee also determines the Chapter portion for new members joining in February and March, when the AGO offers reduced rates. (All other dues rates are set by the AGO.)

**Article IV. CHAPTER GOVERNANCE**

**A. OFFICERS**

1. The elected officers of the Chapter shall be the Dean, Sub-Dean, Secretary, Treasurer, Registrar, and six (6) Directors, or Members-at-Large, consisting of three (3) Classes, each Class consisting of two (2) individuals.
2. The appointed officers of the Chapter shall be Chaplain, Historian, Membership Coordinator, Newsletter Editor(s), Placement Coordinator, Professional

Development & Education Director(s), Publicity Coordinator, and Webmaster, all of whom shall be appointed by the Dean, with the approval of the Executive Committee.

3. The Dean shall appoint, with the approval of the Executive Committee, additional officers as appropriate to meet the needs of the Chapter.
4. The Immediate Past Dean shall be appointed *ex officio* to the new Executive Committee for one two (2) year term.

## **B. 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:

1. Preside at all meetings of the General Membership.
2. Preside at all meetings of the Executive Committee.
3. Nominate the Chairs of all standing committees for approval by the Executive Committee.
4. Nominate, for approval 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 member of the Executive Committee.
5. Create committees, with the approval of the Executive Committee, and correlate the work of the officers and standing committees.
6. Serve as *ex officio* member of all committees, with the exception of the Nominating Committee.
7. Submit reports at the general meeting(s) of the Chapter, including issues and recommendations the Dean considers appropriate for consideration by the members of the Chapter.
8. 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.
9. Sign and/or 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.
10. Countersign all checks issued by the Treasurer.
11. Serve as the Chair of the Finance Committee
12. Serve as the Chair of the Program Committee.
13. Serve as primary Chapter liaison with the District Convener, Regional Coordinator for Professional Development, Regional Coordinator for Education, Regional Councillor and Executive Director of AGO.
14. Remain in office for a term of two (2) years, without the possibility of nomination for re-election to a consecutive term.
15. Perform such other duties as are incidental to the execution of this office or that may be required by the Executive Committee.

## **C. DUTIES OF THE SUB-DEAN**

The Sub-Dean, in the absence of the Dean, shall exercise all the powers and perform all the duties of the Dean, and as such shall have the following duties and responsibilities:

1. Assist the Dean in formulating and planning the Chapter's programming.

2. **Serve as Chair of the Hospitality Committee.**
3. **Serve as Vice-Chair of the Program Committee.**
4. **Serve as a member of the Finance Committee and the Membership Committee.**
5. **In the event 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.**
6. **Remain in office for a term of two (2) years, with the possibility of nomination for re-election.**
7. **Perform such other duties as are incidental to the execution of this office or that may be required by the Executive Committee.**

#### **D. DUTIES OF THE SECRETARY**

**The Secretary shall supervise and have custody of all minutes of the meetings of the Chapter, and as such shall have the following duties and responsibilities:**

1. **Record and maintain the minutes of the meetings of the Executive Committee and of general meetings of the Chapter. Such minutes of the Executive Committee shall include the names of those members who are present and absent as well as copies of the reports from officers and committees.**
2. **Issue notices for all meetings of the Executive Committee.**
3. **Act as liaison with the AGO for the purpose of submitting, on a timely basis, descriptions and photos of the Chapter's activities for placement in the AGO's publications.**
4. **Prepare and distribute ballots for all Chapter elections.**
5. **Remain in office for a term of two (2) years, with the possibility of nomination for re-election.**
6. **Perform such other duties as are incidental to the execution of this office or that may be required by the Executive Committee.**

#### **E. DUTIES OF THE TREASURER**

**The Treasurer shall supervise and have custody of all financial records of the Chapter, and as such shall have the following duties and responsibilities:**

1. **Keep full and accurate financial accounts of all receipts and disbursements of the Chapter, including but not limited to:**
  - a) **records of assets, liabilities and fund balances;**
  - b) **revenue and operating expenses;**
  - c) **accounts for ongoing activities and projects; and**
  - d) **all other financial records and documents deemed necessary by the Executive Committee.**
2. **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.**
3. **Send to AGO the portion of members' dues required, according to the current dues structure of the AGO as approved by them.**
4. **Disburse, or supervise the disbursement of, all funds of the Chapter, in accordance with the authority granted by the Executive Committee, and keeping accurate records thereof.**
5. **Report the financial condition of the Chapter at each regular meeting of the Executive Committee, and to the general membership annually.**

6. Prepare and submit such reports or statements of the Chapter's finances and accounts as may be requested by the Executive Committee.
7. Serve as a member of the Finance Committee.
8. Ensure that bank signature cards are updated as required.
9. Remain in office for a term of two (2) years, with the possibility of nomination for re-election.
10. Perform such other duties as are incidental to the execution of this office or that may be required by the Executive Committee.

#### **F. 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:

1. On a timely basis, send Chapter membership renewal forms and dues statements to all Chapter members.
2. Collect all dues and deliver said monies to the Treasurer.
3. Report to AGO the names of all members who have paid dues, including information regarding:
  - a) class of membership
  - b) information on membership history
  - c) dues category.
 A copy of this list shall also be provided to the Treasurer and Dean.
4. Gather current information for the Chapter Yearbook/Directory and have it printed and distributed to the current membership in a timely manner.
5. Provide membership forms and Chapter Brochure upon request. This includes the national membership application, national reinstatement form and Chapter membership renewal form.
6. Follow up with individuals late in their renewal payments.
7. Provide mailing labels with current member addresses for use by the Newsletter Editor(s).
8. Serve as a member of the Finance and the Membership Committees.
9. Remain in office for a term of two (2) years, with the possibility of nomination for re-election.
10. Perform such other duties as are incidental to the execution of this office or that may be required by the Executive Committee.

#### **G. DUTIES OF THE DIRECTORS (MEMBERS-AT-LARGE)**

There shall be six (6) Directors, or Members-at-Large, consisting of three (3) Classes, each Class consisting of two (2) individuals. At an election taking place annually one Class shall be elected for a three (3) year term to replace that Class whose 3-year term is expiring. Directors' duties shall include the following:

1. Serve as a member of any of the Standing Committees, at their option, including Finance, Hospitality, Membership or Program Committees.
2. Serve as election ballot auditors as needed.
3. Hold office for a maximum of two (2) consecutive terms.
4. Perform such other duties as are incidental to the execution of this office or that may be required by the Executive Committee.

## **H. 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:

1. Develop and administer a process for identifying and recruiting new members and ensuring that they are registered in a timely fashion.
2. Analyze the demographics of the current membership and recommend and implement steps to maximize retention of those members.
3. With the Registrar, serve as contact person for members and prospects seeking information about membership categories, benefits, dues, etc.
4. Help ensure that current members participate in the Chapter's social, musical, and professional development programs.
5. Take an active role in ensuring that all chapter members are welcomed cordially at meetings and integrated seamlessly into the fabric of the Chapter.
6. Set the standards for hospitality and teach them to others.
7. With the Registrar, send AGO and Chapter membership applications to prospective members.
8. Serve as the Chair of the Membership Committee.
9. Perform such other duties as are incidental to the execution of this office or that may be required by the Executive Committee.

## **I. DUTIES OF THE CHAPTER HISTORIAN.**

The Chapter Historian shall be the primary archivist and custodian of the Chapter's historical records and documents. These activities will include, but are not limited to the following:

1. Determine, with the advice and consent of the Executive Committee, which Chapter materials shall be deemed appropriate for archiving.
2. Keep copies of all Chapter programs, photographs, 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.
3. Maintain the archives in such a manner that they shall be reasonably accessible to all members upon request.
4. Establish a summary list of archived materials.
5. Perform such other duties as are incidental to the execution of this office or that may be required by the Executive Committee.

## **J. DUTIES OF THE NEWSLETTER EDITOR(S)**

The Editor(s) of the Chapter Newsletter shall be responsible for the collection, editing (as necessary), organizing, formatting, publishing and distribution on a regular basis general and specific of information that is timely and pertinent to the membership. These responsibilities, which may be divided amongst two or more editors, will include, but are not limited to the following:

1. Gather from a variety of sources 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 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; paid advertisements; a letter from the Chapter Dean; and any other items deemed appropriate by the Executive Committee.

2. Acquire and renew postal permit for bulk mailings.
3. Receive current mailing labels and/or email addresses from the Registrar for newsletter distribution.
4. As approved by the Executive Committee, establish and promulgate to members deadlines for the receipt of items for publication.
5. Assist advertisers in formatting paid advertisements approved by the Executive Committee for inclusion in the newsletter, where payment has been made to the Treasurer.
6. Publish and distribute newsletter to insure information is received by members in a timely and cost effective manner.
7. Perform such other duties as are incidental to the execution of this office or that may be required by the Executive Committee.

#### **K. DUTIES OF THE PLACEMENT COORDINATOR**

The Placement Coordinator shall be the primary conduit through whom information regarding available positions and substitute availability shall flow. These activities will include, but are not limited to the following:

1. Receive and disseminate information concerning job vacancies, including the institution name, contact person's name and telephone and or email address, title or position, salary and benefits, and all other pertinent information available.
2. Maintain a current list of Chapter members willing to act as substitute musicians.
3. Receive information concerning the availability of temporary work and disseminate to the appropriate individuals and/or organizations.
4. Inform the Newsletter Editor whenever there are changes to the substitute list so that the new listing may be disseminated to the membership.
5. Perform such other duties as are incidental to the execution of this office or that may be required by the Executive Committee.

#### **L. DUTIES OF THE PUBLICITY COORDINATOR**

The Publicity Officer shall have responsibility for all publicity concerning Chapter meetings, public programs, recitals and any other activities of the Chapter. These activities will include, but are not limited to the following:

1. Maintain a current list of media outlets and contacts appropriate for the distribution of information about Chapter activities.
2. Ensure that the AGO logo be used in all printed publicity materials.
3. Distribute publicity information in written and/or electronic form as appropriate.
4. Collect articles, photographs, etc., about Chapter events from media outlets, and submit to the Secretary and/or Historian as appropriate.
5. Perform such other duties as are incidental to the execution of this office or that may be required by the Executive Committee.

#### **M. DUTIES OF THE WEBMASTER**

**The Chapter Webmaster shall have responsibility for the design and maintenance of the Chapter Web site with the most current information possible. These responsibilities will include, but are not limited to the following:**

- 1. Design and/or maintain an attractive Chapter website containing information, as approved by the Executive Committee, appropriate to the needs of the membership and the public.**
- 2. The Web site shall include, but not be limited to: 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 AGO Web site, and any other information useful to individuals interested in contacting the Chapter through the Internet.**
- 3. Assist advertisers in formatting paid advertisements approved by the Executive Committee for inclusion in the website, where payment has been made to the Treasurer.**
- 4. The Webmaster shall forward the Chapter's Web address to AGO to enable interested parties to reach the Chapter from a link on the AGO website.**
- 5. Perform such other duties as are incidental to the execution of this office or that may be required by the Executive Committee.**

#### **N. DUTIES OF THE CHAPLAIN**

**The Chaplain shall perform those duties as are incidental to the execution of this office or that may be required by the Executive Committee.**

#### **O. EXECUTIVE COMMITTEE**

**The Executive Committee is the representative governing body of the Chapter and conducts the business of the Chapter when the full membership is not present.**

- 1. The Executive Committee shall consist of the Dean (Chair) and all elected and appointed officers of the Chapter.**
- 2. All Chairs of standing and *ad hoc* 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.**
- 3. All meetings of the Executive Committee shall be conducted by the Dean, who will convene such meetings as necessary for the efficient administration of the business of the Chapter.**
- 4. No less than 14 days notice shall be given for any Executive Committee meeting.**

#### **P. GENERAL MEETINGS OF THE CHAPTER**

**The general meeting of the Chapter shall be held annually at a time and place determined by the Executive Committee.**

- 1. A general meeting may take place at such other time as deemed necessary, with approval of the Executive Committee.**
- 2. The Dean shall conduct all general meetings of the Chapter.**
- 3. No less than 14 days notice shall be given for any general meeting of the Chapter.**

4. Ten percent of the Chapter membership shall be necessary and sufficient to constitute a quorum for the transaction of the business at a general meeting of the Chapter.

#### **Q. VACANCIES IN THE EXECUTIVE COMMITTEE.**

1. Any member of the Executive Committee may resign from his/her position with such resignation submitted in writing to the Executive Committee.
2. The resignation is effective immediately upon its acceptance by the Executive Committee.
3. 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 and approval by the Executive Committee.
4. Any Chapter member appointed to fill such a vacancy shall serve for the unexpired term of his/her predecessor or for a predetermined term length until the successor has been duly elected and officially installed.

#### **R. REMOVAL FROM OFFICE.**

An Officer may be removed from office due to inability or failure to fulfill his/her responsibilities only by action of the Executive Committee as follows:

1. For Elected Officers, 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 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 the Sub-Dean shall act as the Chapter's executive officer.
2. The Executive Committee shall request a response from the Officer in question within two (2) weeks, or before 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.
3. For Appointed Officers, the Dean may recommend removal to the Executive Committee. Removal shall require a majority vote of the Executive Committee.
4. If the Executive Committee votes to remove the Officer, removal from office shall be effective immediately.

### **Article V. DUES OF THE CHAPTER**

The AGO determines annual dues for AGO members. The Chapter shall collect and report membership dues according to these policies as embodied in the instructions issued annually by AGO.

### **Article VI. ELECTION AND BALLOTING PROCEDURES**

#### **A. ELECTION PROCEDURES**

Elections for the offices of Dean, Sub-Dean, Secretary, Treasurer, and Registrar shall be held in April every two (2) years. Elections for Directors to replace Directors whose terms of office will expire in June of that year shall be held in April of each year.

1. In the year prior to the election, the Executive Committee shall, not later than December 31, appoint a Nominating Committee of at least three (3) members in good standing, a majority of whom shall not be members of the Executive Committee.
2. The Nominating Committee shall nominate one or more candidates for each office and the slate shall be delivered to the Executive Committee, recorded in the minutes and announced to the Members of the Chapter prior to March 1 of the election year.
3. Additional nominations may be made by petitions signed by at least five (5) voting members in good standing. Such petitions must be received by the Secretary prior to April 1, or within thirty (30) days after the notification of the members of the Nominating Committee's slate, whichever is later.
4. 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.
5. Ballots including the Nominating Committee slate and candidates nominated by qualified petition shall be prepared by the Secretary and distributed to the membership.
6. Completed ballots shall be mailed to the Secretary (see Balloting Procedures, below).
7. The election shall be concluded by May 31 of the election year. A plurality of votes shall be sufficient for election.
8. Any newly-elected member shall be invited to attend Executive Committee meetings held prior to their taking office on July 1, with voice but no vote.
9. Newly elected officers shall be installed at the annual general meeting of the Chapter, or at a time and place determined by the Executive Committee.

## **B. BALLOTING PROCEDURES**

1. Ballots shall either be sent directly to the membership or be included in the Chapter newsletter.
2. Voters shall be instructed to complete the ballot unsigned and mail it to the Secretary in a envelope on the outside of which shall appear "Ballot" along with the voter's name, and the voter shall sign his/her name across the envelope seal.
3. The Secretary and at least two Auditors (any Director(s) serving a current term and any Chapter member(s) in good standing who is not currently serving on the Executive Committee) shall open all of the envelopes which were received on or prior to the pre-determined deadline for returning the ballots.
4. Late ballots shall not be opened or counted.
5. To preserve the anonymity of the voter the ballots shall be placed in a separate pile from the envelopes prior to tallying.
6. Upon receipt, the names of the voters are checked off the voter roster (prepared by the Registrar). Envelopes bearing duplicate names (or no names) shall not be opened or counted.
7. The Secretary and Auditors shall tally the ballots, document and sign a summary of the election results and the Secretary shall notify the Executive Committee and Dean of the election results.

## **C. ELECTION TIMETABLE**

The dates listed are deadlines for the actions that shall be taken annually to complete the election process.

<b>Dec. 31</b>	<b>Executive Committee names a Nominating Committee.</b>
<b>Mar. 1</b>	<b>The Nominating Committee's slate must be submitted to the Executive Committee, recorded in the minutes, and announced to the membership.</b>
<b>Apr. 1</b>	<b>Additional nominations made by petition, if any, are due to the Secretary, or within 30 days of the announcement of the Nominating Committee slate, (whichever is later).</b>
<b>May 31</b>	<b>Election must be held by this date.</b>
<b>Jun. 30</b>	<b>End of term for Officers whose terms have expired.</b>
<b>Jul. 1</b>	<b>New Officers' begin term.</b>

## **Article VII. PROGRAMMING POLICY**

All programs sponsored by the Chapter must have the approval of the Executive Committee.

- 1. The Executive Committee must approve all programs, calendar dates and expenses of all programs sponsored by the Chapter.**
- 2. Any organization wishing to co-sponsor a program with the Chapter shall submit a proposal to the Dean, who shall make a recommendation to the Executive Committee for approval.**
- 3. 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.**

## **Article VIII. COMMITTEES**

The Executive Committee has the authority to approve all standing and *ad hoc* committees and committee Chairs, once appointed by the Dean.

### **A. STANDING COMMITTEES**

Standing Committees are permanent committees of the Chapter, and shall function uninterrupted from year to year.

#### **FINANCE COMMITTEE**

The Finance Committee shall consist of the Dean (Chair), Treasurer, Sub-Dean, Registrar, any Director, and others appointed by the Chair, and shall have the following responsibilities:

1. Prepare a budget outline for the current fiscal year and submit it to the Executive Committee for approval prior to the first program date of the new program season. The outline should contain a detailed estimate of the income and expenses anticipated for that fiscal year.
2. Shall recommend to the Executive Committee policies for financial responsibility relevant to future years.

#### **MEMBERSHIP COMMITTEE**

The Membership Committee shall consist of the Membership Coordinator (Chair), Registrar, Sub-Dean, and any Director, and others appointed by the Chair, and shall have the following responsibilities:

1. Assist the Membership Coordinator and Registrar in recruiting new members and retaining current members.
2. Ensure that the Chapter's marketing brochure is kept current, and arrange for the distribution of it at Chapter programs.
3. Identify and contact potential members, and provide them with appropriate information about the Chapter.

#### **PROGRAM COMMITTEE**

The Program Committee shall consist of the Dean (Chair), Sub-Dean (Vice-Chair), any Director, and others appointed by the Chair, and shall have the following responsibilities:

1. Formulate the programs for the Chapter, including but not limited to recitals, concerts, lectures or other special presentations.
2. Propose the program schedule and venues.
3. Submit the proposed programs and any anticipated Chapter expenses to the Executive Committee for approval.

#### **HOSPITALITY COMMITTEE**

The Hospitality Committee shall consist of the Sub-Dean (Chair), any Director, and others appointed by the Chair, and shall have the following responsibilities:

1. Coordinate the refreshments activities, and other social events of the Chapter, making all provisions that shall be deemed necessary.

#### **B. AD HOC COMMITTEES**

*Ad hoc* Committees are temporary committees of the Chapter, and shall function until the purpose of their creation has been completed and its results reported to the Executive Committee.

1. The Dean shall, as necessary, nominate committee Chairs, and each Chair shall appoint their committee members.
2. The Dean serves as an *ex officio* member of all committees, excluding the Nominating Committee.

### **Article IX. FISCAL YEAR**

The Chapter Fiscal Year shall begin on July 1<sup>st</sup>, and shall end on the following June 30<sup>th</sup>.

## **Article X. AMENDMENTS TO OPERATING PROCEDURES**

**Following adoption by the Executive Committee and approval by the Chapter membership, the Regional Councillor, and AGO Vice President, these OPERATING PROCEDURES and any provision thereof may be amended at any time by action of the Executive Committee.**

- 1. A majority of votes cast shall be sufficient to amend any provision of or add to these OPERATING PROCEDURES.**
- 2. Any amendment or addendum thereto shall be included in this document and added in numerical sequence in order of enactment, complete with the date of such enactment.**
- 3. Amendment of policies governing Chapter elections requires a vote of the Chapter membership.**

**WHEREFORE, we, the undersigned members of the Executive Committee of the Westchester County Chapter of the American Guild of Organists, following the approval of the General Membership at its Annual Meeting held on February 7, 2010, do hereby adopt these OPERATING PROCEDURES, which shall supersede any and all previous operating procedures, to govern the Westchester County Chapter of the American Guild of Organists.**

\_\_\_\_\_  
**Dean**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Sub-Dean**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Secretary**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Treasurer**

\_\_\_\_\_  
**Date**

**Final approval of these Operating Procedures was received on February 23, 2010.**