



## **Operating Procedures to Govern the Sarasota-Manatee Chapter American Guild of Organists**

On this the 6<sup>th</sup> day of May 2019, the undersigned members of the Executive Committee of the Sarasota-Manatee 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 June 20, 2016.

**Section I. NAME:** The name of this organization shall be the **Sarasota-Manatee 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. In addition to the officers, other positions may be included as noted below. Chapter officers shall serve for a term of one (1) year with the possibility of nomination for reelection, in conformance with Section VI of this document.

**1.1.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:

- 1.1.1. Preside at all meetings of the Chapter and Executive Committee when present.
- 1.1.2. Nominate the directors of all standing committees for appointment by the Executive Committee.
- 1.1.3. 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.

- 1.1.4. Create, with the approval of the Executive Committee, committees and correlate the work of the officers and standing committees.
- 1.1.5. Serve as ex officio member of all committees, excluding the Nominating Committee.
- 1.1.6. 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.
- 1.1.7. 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.
- 1.1.8. 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.
- 1.1.9. 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.
- 1.1.10. 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.

**1.2. 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 010 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 one (1) year, with the possibility of nomination for re-election. 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.

**1.3. 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 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 all committees. The Secretary shall issue notices for all meetings of the Executive Committee. The Secretary shall make such reports and perform such other duties as are incidental to the execution of this office or as required by the Executive Committee. The Secretary may also be the recorder of minutes of meetings.

**1.4. 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:

- 1.4.1. 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
- 1.4.2. Assets, liabilities and fund balances.
- 1.4.3. Revenue and operating expenses.
- 1.4.4. All other financial records and documents deemed necessary by the Executive Committee.
- 1.4.5. 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.
- 1.4.6. Work with National Headquarters in matters of members' dues, according to ONCARD procedures or whatever current dues structure of the American Guild of Organists is approved by National Council.
- 1.4.7. 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.
- 1.4.8. Prepare and submit such reports or statements of the Chapter's finances and accounts as may be requested by the Executive Committee.
- 1.4.9. Sign and/or countersign such instruments requiring his/her signature
- 1.4.10. Serve as a member of the Finance Committee. In the absence of a Finance Committee, the Treasurer shall make periodic recommendations to the Executive Committee on determining an annual budget for the Chapter and on management of the Chapter's assets. (ref. Section VIII, paragraph 5 below)
- 1.4.11. Perform such other duties incidental to the execution of this office that may be required by the Executive Committee.

## **2. ADDITIONAL POSITIONS**

- 2.1.1. **DUTIES OF THE REGISTRAR-MEMBERSHIP COORDINATOR:** The Registrar shall be custodian of the membership records of the Chapter and, as such, shall have the following duties and responsibilities that should include, but are not limited to the following: Develop and administer a process for identifying and recruiting new members and ensuring that they are registered in a timely fashion.
- 2.1.2. Analyze the demographics of the current membership and recommend and implement steps to maximize retention of those members.
- 2.1.3. Serve as key contact person for members and prospects seeking information about membership categories, benefits, dues, etc.
- 2.1.4. Help ensure that current members participate in the chapter's social, musical, and professional development programs.
- 2.1.5. Take an active role in ensuring that all chapter members are welcomed cordially at meetings and integrated seamlessly into the fabric of the chapter.
- 2.1.6. Set the standards for hospitality and teach them to others.
- 2.1.7. Gather current information for the Chapter Yearbook or Directory and provide this information to the Treasurer, the Yearbook or Directory Editor, the Newsletter Editor and/or the Webmaster. (ref. Section VIII, paragraph 4 below)

- 2.1.8. Advise in matters of membership applications and renewals in conformance with National Headquarters procedures of the American Guild of Organists as approved by National Council.
  - 2.1.9. Sign and distribute membership cards, if used by the chapter.
  - 2.1.10. Serve as Director of the Membership Committee (ref. Section VIII, Paragraph 7 below).
  - 2.1.11. Perform such other duties as are incidental to the execution of this office or tasks that the Executive Committee may direct.
- 2.2. DUTIES OF THE CHAPTER HISTORIAN:** The Chapter Historian shall, as far as is possible, 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.
- 2.3. DUTIES OF THE NEWSLETTER EDITOR:** The Editor of the Chapter Newsletter, the *Montre* 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 Executive Committee. The Editor may also work with the Treasurer and Advertising Manager of the Chapter in soliciting paid advertising.
- 2.4. 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 Executive Committee deems necessary. The logo of the American Guild of Organists shall be used in all printed publicity materials. The Publicity Officer shall work closely with the Advertising Manager.
- 2.5. DUTIES OF THE ADVERTISING MANAGER:** The Advertising Manager shall have responsibility for selling classified, spot, and subscription advertising for the Chapter's printed publications, radio, television, the Chapter's Web site and other media. The Advertising Manager shall work closely with the Treasurer, Webmaster, Publicity Officer, and Executive Committee to establish and clarify the responsibilities and procedures for the solicitation and collection of payments and related matters.
- 2.6. 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. (ref. Section VIII, paragraph 12 below)

**2.7. DUTIES OF THE CHAPLAIN:** The Chaplain shall be nominated by the Dean and appointed by the Executive Committee and shall serve a term of one (1) year, with eligibility for appointment to successive terms. The Chaplain shall perform those duties deemed appropriate to the office.

**2.8. DUTIES OF THE CHAPTER EDUCATION COORDINATOR:** This Chapter Education Coordinator shall have responsibility for devising ways to aid members of the Chapter in preparing themselves for the AGO examinations. (ref. Section VIII, paragraph 1 below)

### **3. COMMITTEE AND MEMBER MEETINGS**

**3.1. 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 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.

**3.1.1. EXECUTIVE COMMITTEE MEETINGS:** The Executive Committee shall meet preceding the regularly scheduled general meetings and shall meet at least three times per Chapter 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 Executive Committee. Attendance by Executive Committee members is expected at all meetings.

Executive Committee meetings shall be conducted according to Robert's Rules of Order.

A quorum of Executive Committee members must be present to transact business.

Voting by electronic mail (email) is permitted under these Operating Procedures. Such calls for of vote are to be reserved for issues of importance. This may arise, for example, in the event a quorum is not present at a formal meeting, or in the event that Executive Committee action is considered desirable at a time between regularly scheduled meetings. In such cases all Executive Committee members have the right to submit a vote within a specified time period (no less than 48 hours, no more than seven (7) calendar days). Vote by email will be conducted in the following manner:

a. the Dean or any three (3) Executive Committee members may request a vote via email. Members shall have three (3) options regarding their vote:

i. Vote to pass the motion

- ii. Vote to reject the motion
- iii. Express the opinion that the motion is not amenable to an electronic vote.

b. If any member objects to the electronic vote, the motion would remain subject to the “in person” quorum voting rules. If no objections are received, a simple majority of all Executive Members is required to pass the vote.

c. All Executive Members must have access to electronic mail, and it is the responsibility of each member to inform the Dean and Secretary of the correct email address for purposes of correspondence and email voting.

**3.2. GENERAL MEETINGS OF THE CHAPTER:** General meetings of the Chapter shall be held from October through May on dates and times set by the Executive Committee. A minimum of 25 percent of membership shall be necessary and sufficient to constitute a quorum for the transaction of the business of the Chapter. The Chapter shall hold at least one general meeting each year.

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

The AGO National Council determines and collects annual dues for membership in the American Guild of Organists.

## **SECTION VI. ELECTION PROCEDURES**

**1. NOMINATING COMMITTEE:** For ensuring participation to the fullest extent possible, the Nominating Committee shall actively encourage the recruitment of candidates from the entire Chapter membership. The Nominating Committee shall consist of four (4) persons who are members of the Chapter in good standing. Not more than one (1) may be a member of the Executive Committee. The Nominating Committee is appointed by vote of the Executive Committee upon the recommendation of the Dean (see Section 1.1.3). 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. All nominees must be current voting members of the Chapter. No member of the Nominating Committee shall be eligible as a candidate. The Nominating Committee shall present the slate to the Executive Committee. 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 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 annual election of Chapter leaders, both Officers and members at-large of the Executive Committee, shall take place April 1 of each year. Members shall vote by mail ballot, electronic mail or any other means of electronic transmission approved by the Executive Board. The Secretary, or other officer, but not the Dean, of the Chapter is authorized to oversee the distribution and collection of the ballots. The votes are to be verified 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. If there are no more nominees for vacant positions than vacancies, the nominees are duly elected and no vote is required. Newly elected Chapter leaders shall be installed at the May general meeting of the Chapter. Terms of office begin on July 1.
3. **ELECTION OF EXECUTIVE COMMITTEE MEMBERS AT-LARGE:** Elections for members at-large on the Executive Committee 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. The duly elected members at-large of the Executive Committee shall be divided into three (3) classes, each class having equal numbers of members numbering two (2). Elected members at-large of the Executive Committee shall hold office only for the term in which they are elected and shall serve until their successors are duly elected and officially installed.
4. **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.
5. **REMOVAL FROM OFFICE:** A duly elected Officer or duly elected member at-large 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:
  - 5.1. 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-at-large 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.
  - 5.2. The Executive Committee shall request a response from the Officer or member at-large

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 written proposal to Program Committee Chair (Sub-dean). No event shall be confirmed prior to its approval by majority vote of the Executive Committee.

## **SECTION VIII. STANDING COMMITTEES**

The Executive Committee 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. Standing committees may include, but are not limited, to those listed below:

1. **AGO PROFESSIONAL CERTIFICATION COMMITTEE:** The Chapter Education Coordinator shall be the Director of this 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 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.
3. **COMPETITION COMMITTEE:** The Competition Committee shall be responsible for conducting any 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* magazine. The Chapter shall sponsor competitions held in even-numbered years 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 Executive Committee 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 Executive Committee, 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.

4. **YEARBOOK COMMITTEE (DIRECTORY COMMITTEE):** The Chapter's website contains all the information traditionally contained in the Yearbook. As an option, however a Yearbook Committee may publish an annual Chapter Yearbook (or Chapter Directory). The Yearbook, if published, 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 Yearbook may 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 Yearbook may 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 Executive Committee shall deem necessary or helpful to the membership. In the absence of a regularly maintained website a Yearbook shall be published.
5. **FINANCE COMMITTEE:** The Finance Committee shall consist of the Treasurer, the Dean, a member of the Executive Committee, and the Sub-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 no later than the February meeting of the Executive Committee. In addition to the annual budget the Committee shall recommend to the Executive Committee 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. An annual membership drive is to be conducted in April/May each year.
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 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 personal contact with the Director of the Committee. The Committee 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 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. Details of programs including, but limited to, articles and brochures should be passed to the Chapter Historian.
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 such other reporting as may be deemed necessary by the Executive Committee.
12. **INFORMATION TECHNOLOGY COMMITTEE:** The Information Technology Committee, of which the Webmaster is the Director, shall be responsible for all aspects of the Chapter's presence on the World Wide Web, especially the maintenance of the Chapter web site. The Committee shall also be responsible for coordination of Chapter needs for audiovisual equipment, computer hardware or software and any other equipment or technology needed by the Chapter to carry out its activities. The Information Technology Committee shall also advise the Executive Committee on matters of Information Technology, including but not limited to acquisition or lease of computer or audiovisual equipment, purchase of software, web site policy, or any other technology-related matter than may affect the Chapter.

**SECTION IX. AMENDMENTS TO OPERATING PROCEDURES:** Following adoption by the Executive Committee 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 Executive Committee. 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 Sarasota-Manatee Chapter of the American Guild of Organists, do hereby adopt the above and foregoing

OPERATING PROCEDURES to govern the Sarasota-Manatee Chapter of the American Guild of Organists, the first day and date mentioned above.

Nancy Lubecker May 6, 2019  
Dean Date

Amy Crompton May 6 2019  
Sub-Dean Date

Susan Crompton May 6 2019  
Treasurer Date

Cynthia D. Pen May 6 2019  
Secretary Date

Richard Benedum May 6 2019  
Executive Committee Member Date

Ann Culver May 6 2019  
Executive Committee Member Date