

OPERATING PROCEDURES TO GOVERN THE WESTCHESTER COUNTY CHAPTER

American Guild of Organists

On this February 6, 2022, 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 July 2, 2012.

SECTION 1. 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.

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

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

SECTION 4. CHAPTER GOVERNANCE.

1. OFFICERS. The officers of the Chapter shall be the Dean, Sub-Dean, Secretary, Treasurer, Registrar, and four (4) Members at Large consisting of two (2) classes of two (2) individuals each. These officers are elected by the Chapter General Membership. The Dean shall appoint, with the approval of the Executive Committee, a Newsletter Editor(s), Placement Coordinator(s), Webmaster(s), and Committee Director(s). The Dean may also appoint, with the approval of the Executive Committee, a Chaplain(s), Historian(s), and additional officers as appropriate to meet the needs of the Chapter. The immediate past Dean shall serve as ex officio member of the Executive Committee for a single two (2) year term.

(NOTE: "Ex officio" means "by virtue of office held," and carries no implication that the ex officio member has no vote.)

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 when present.
- b. Formulate and plan the Chapter's programming and submit for approval by the Executive Committee.
- 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 ex officio member of all committees, excluding the Nominating Committee.
- g. 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.
- 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 the Dean shall deem necessary, or that policies of the Chapter or Executive Committee may require.
- i. 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.
- j. 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.
- k. Remain in office for a single term of two (2) years, without the possibility of nomination for re-election.
- l. Perform such other duties as are incidental to the execution of this office or that may be required by the Executive Committee.

3. DUTIES OF THE SUB-DEAN.

- a. In the absence of the Dean of the Chapter, exercise all the powers and perform all the duties of the Dean of the Chapter.
- b. Serve as a member of the Finance Committee.
- c. In case of the Dean's death, resignation or removal, succeed to the office of Dean for the remainder of the Dean's elected term.
- d. Remain in office for a term of two (2) years, with the possibility of nomination for re-election.
- e. Perform such other duties as are incidental to the execution of this office or that may be required by the Executive Committee.

4. DUTIES OF THE SECRETARY.

- a. Keep records belonging to the Chapter and have custody of the minutes of the meetings of the Executive Committee and of general meetings of the Chapter.
- b. Record minutes of meetings. 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.
- c. At the direction of the Dean, issue notices for all meetings of the Executive Committee.
- d. Act as liaison with the AGO for the purpose of submitting timely descriptions and photos of the Chapter's activities for placement in the AGO's publications.
- e. Prepare and distribute ballots for Chapter elections.
- f. Remain in office for a term of two (2) years, with the possibility of nomination for re-election.
- g. Perform such other duties as are incidental to the execution of this office or that may be required 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 of and to the credit of the Chapter in such accounts and depositories as may be designated by the Executive Committee.
- c. Serve as liaison between the Chapter and the membership system designated by the AGO National Council.
- d. 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.
- e. Prepare and submit such reports or statements of the Chapter's finances and accounts as may be requested by the Executive Committee.
- f. Report on the Chapter's finances and accounts to the General Membership annually.
- g. Sign and/or countersign such instruments requiring their signature.
- h. Keep the list(s) of signatories for all Chapter accounts and depositories up-to-date.
- i. Serve as a member of the Finance Committee.
- j. Remain in office for a term of two (2) years, with the possibility of nomination for re-election.
- k. Perform such other duties incidental to the execution of this office that may be required by the Executive Committee.

6. DUTIES OF THE NEWSLETTER EDITOR. The Editor of the Chapter Newsletter, *The Trompette*, shall have responsibility for publishing all necessary items and information for the benefit of the members of the Chapter as submitted by the Chapter membership. Such items and information may include 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 shall work with Publicity Committee to ensure publication of the newsletter.

7. DUTIES OF THE PLACEMENT COORDINATOR. The Placement Coordinator shall be the primary conduit through which information regarding available positions and substitute availability shall flow. This shall include receiving and disseminating all available pertinent information concerning short- and long-term job vacancies, maintaining a current list of Chapter members willing to act as substitute musicians, and informing the Webmaster whenever there are changes to the substitute list so that the listing may be updated.

8. DUTIES OF THE WEBMASTER. The Chapter Webmaster shall have responsibility for maintaining the Chapter Website with the most current information possible. The Website shall include 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 Website

<http://www.agohq.org>; and any other information deemed appropriate by the Executive Committee. The Webmaster shall work with Publicity Committee to ensure the publication of material on the Chapter webpage, and the maintenance of domain name(s) and web hosting arrangements.

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. Such archives shall be kept in a manner to be reasonably accessible to any member upon request. It is permissible for this office to remain vacant.

10. DUTIES OF THE CHAPLAIN. The Chaplain shall perform those duties deemed appropriate to the office by the Executive Committee. They shall possess valid ordination from their faith tradition or denomination. It is permissible for this office to remain vacant.

11. 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 appointed members of the Executive Committee. All District, Regional, and National Officers who are members of the Chapter may attend Chapter Executive Committee meetings with voice, but no vote.

12. EXECUTIVE COMMITTEE MEETINGS. The Executive Committee shall ordinarily meet no more than once per month and no less than quarterly. Meetings may also be scheduled for other times as shall be deemed necessary by the Dean. The Dean shall provide no less than a fourteen (14) day notice of any meeting of the Executive Committee. Attendance by Executive Committee members is expected at all meetings.

13. 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. A general meeting may take place at such other time as deemed necessary, with approval of the Executive Committee. No less than fourteen (14) days notice shall be given for any general meeting of the Chapter. 10 percent of the Chapter membership shall be necessary and sufficient to constitute a quorum for the transaction of the business of the Chapter.

SECTION 5. DUES OF THE CHAPTER. The AGO National Council determines annual dues for membership in the American Guild of Organists.

SECTION 6. ELECTION PROCEDURES.

1. NOMINATING COMMITTEE

The Nominating Committee shall consist of no less than three (3) and no more than five (5) persons who are voting members of the Chapter in good standing. A majority of the Nominating Committee shall be composed of non-members of the Executive Committee, and neither the Dean nor the Sub-Dean shall serve on the Nominating Committee. The Nominating Committee is appointed by vote of the Executive Committee upon the recommendation of the Dean (see Section I.2.c). Notwithstanding the foregoing, a majority of the Nominating Committee shall not have served the previous election cycle, and the Nominating Committee Chair shall be ineligible

to serve in any role on the Committee the following election cycle. 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 Nominating Committee shall present the slate to the Executive Committee. The slate of candidates shall be recorded in the minutes, published to all chapter members and announced to the general membership according to the schedule required in the National Bylaws. Additional nominations may be made by petition if each petition is signed by five (5) voting 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 biennial election of Chapter leaders, both Officers and members at-large of the Executive Committee, shall take place by May 31 during even-numbered years. Ballots including the Chapter Nominating Committee slate and candidates nominated by qualified petition shall be prepared by the Secretary and distributed either by mail or electronically (in the form of proxies) or at a general Chapter meeting. Sufficient care must be taken to ensure that either the mailed/electronic ballot or notification of the meeting at which voting is to take place reaches every eligible Voting Member. The ballots are to be opened and counted only in the presence of at least two Chapter members in good standing including one member who is not currently serving on the Executive Committee. A plurality of votes cast shall be sufficient for election. Newly elected Chapter leaders shall be installed at the next general meeting of the Chapter. Terms of office begin on July 1.

3. ELECTION OF EXECUTIVE COMMITTEE MEMBERS AT LARGE

The duly elected Members at Large of the Executive Committee shall be divided into two (2) classes, classes of two (2) individuals each. Elections for Members at large on the Executive Committee are held biennially in even-numbered years. 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. Elected Members at Large who have served one (1) term are eligible for re-election; elected Members at Large who have served two (2) terms are eligible for nomination to other Executive Committee offices, but are ineligible for election to a third consecutive term as an elected Member at Large.

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:

- a. By simple majority vote the Executive Committee shall authorize the Dean or other officer designated by the Executive Committee to send a formal written notice to the officer or member-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.
- b. 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 7. PROGRAMMING POLICY

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

SECTION 8. 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 their committee. The Dean serves as an ex officio member of all standing committees.

1. FINANCE COMMITTEE

The Finance Committee shall consist of the Treasurer, the Dean, a member of the Executive Committee, and the Sub-Dean. The Executive Committee 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 no later than March 1 to the Executive Committee for approval. In addition to the annual budget the Committee shall recommend to the Executive Committee policies for financial responsibility relevant to future years.

2. HOSPITALITY COMMITTEE

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

3. PUBLICITY COMMITTEE

The Publicity Committee shall be responsible for all aspects of the Chapter's presence in print

and online, especially the publication and maintenance of the Chapter newsletter, webpage, and social media accounts.

SECTION 9. 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. The Dean nominates committee Directors, and each committee Director appoints the members of their committee. The Dean serves as an ex officio member of all ad hoc committees. Notwithstanding the foregoing, any and all clauses pertaining to the Nominating Committee in Section 6.1 shall take precedence over any and all clauses in this section.

SECTION 10. 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 (name of Chapter) of the American Guild of Organists, do hereby adopt the above and foregoing OPERATING PROCEDURES to govern the (name of Chapter) of the American Guild of Organists, the first day and date mentioned above.

Dean Date

Sub-Dean Date

Secretary Date

Treasurer Date

i ARTICLE II
MISSION STATEMENT

Section 1. The mission of the American Guild of Organists is to foster a thriving community of musicians who share their knowledge and inspire passion for the organ.

ii ARTICLE III
CLASSES OF MEMBERSHIP

Section 1. The membership of the Guild shall be divided into two classes: Voting Members and Non-Voting Members. All individuals shall be eligible for membership and participation in the American Guild of Organists. The Guild (its Headquarters, Regions, Districts and Chapters) shall not discriminate on the basis of race, national origin, age, religious affiliation, gender, marital status, sexual orientation, disability or medical condition (including, but not limited to, Acquired Immune Deficiency Syndrome).

VOTING MEMBERS

Section 2. The Voting Members shall consist of General Members, Independent Members and Certificated Members.

(a) **General Members.** General Members shall consist of organists and choral conductors and other individuals who support the purposes of the Guild who shall (I) be approved by a Chapter; (II) be elected to membership by the National Council; and (III) have paid the dues and fees set by the National Council. As long as they maintain their standing as Members of the Guild, General Members shall be eligible to (I) take the Guild examinations for certification; (II) be nominated for election to Chapter, Regional, and National Office, and to the National Council; (III) serve on National Committees; (IV) vote in Chapter, Regional, and National elections; and (V) receive the official journal of the Guild.

(b) **Independent Members.** Independent Members shall consist of organists and choral conductors and other individuals who support the purposes of the Guild who shall (I) be elected to membership by the National Council without a chapter affiliation; and (II) have paid the dues and fees set by the National Council. As long as they maintain their standing as Members of the Guild, Independent Members shall be eligible to (I) take the Guild examinations for certification; (II) be nominated for election to Regional and National Office; (III) serve on National Committees; (IV) vote in Regional and National elections; and (V) receive the official journal of the Guild. For purposes of utilizing the Guild's Discipline, Independent Members shall be considered members of the Chapter which is nearest to their primary residence. "Nearest" shall be defined as the residence of the closest Chapter Dean at the time an incident occurred that gave rise to the use of the Discipline.

(c) **Certificated Members.** Certificated Members shall consist of those General Members and Independent Members in good standing who have passed appropriate examinations and have been granted appropriate certificates as designated by the National Council. Choir Masters, Associates, and Fellows shall be known as the Academic Membership. The levels of certification are:

1. **Service Playing.** Holders of the Service Playing Certificate have passed a test designed to demonstrate basic competence in organ playing in the setting of religious services. Holders of the Service Playing Certificate shall be entitled to affix to their names the letters SPC.

2. **Colleague.** Colleague Certification is awarded to those General Members and Independent Members who have passed an examination designed to demonstrate competence in organ playing and musical knowledge and ability at a level preliminary to that required of Academic Membership. Holders of the Colleague Certificate shall be known as Colleagues and shall be entitled to affix to their names the letters CAGO.

3. **Choir Master.** Those General Members and Independent Members who have passed an examination designed to demonstrate a high level of knowledge and competence in choral and conducting techniques and knowledge of the literature and theory of music shall be known as Choir Masters. Choir Masters shall be entitled to affix to their names the letters ChM, or to append the letters ChM to their other certificate designations as follows: FAGO, ChM; AAGO, ChM; or CAGO, ChM.

4. **Associate.** Those General Members and Independent Members who have passed an examination designed to demonstrate an advanced level of competence in organ performance, knowledge of the organ and its literature, and the history, philosophy, theory, and practice 2 of music shall be known as Associates. Associates shall be entitled to affix to their names the letters AAGO.

5. **Fellow.** Those Certificated Members who hold the Associate Certificate of the Guild, or who have earned the Associate or Fellowship Certificate from the Royal College of Organists or the Royal Canadian College of Organists, and who have passed an examination designed to demonstrate theoretical and practical attainments as organists and scholarly musicians at the highest level shall be known as Fellows. Fellows shall be entitled to affix to their names the letters FAGO.

(d) **Lifetime Members.** Lifetime membership is open to anyone upon payment of such monetary amount as may be established by National Council. This membership carries the full rights and privileges of the Voting Member throughout the lifetime of the member.

NON-VOTING MEMBERS

Section 3. Non-Voting Members shall consist of National Subscribing Members, National Honorary Members, and Organizational Affiliate Members.

(a) **National Subscribing Members.** National Subscribing members shall consist of those individuals who (I) are not organists or choral conductors, but who (II) are interested in the work of the Guild, and (III) have paid the dues and fees set by the National Council. The privileges of this class of membership shall be limited to eligibility to receive the official journal of the Guild.

(b) **National Honorary Members.** National Honorary Members shall consist of those individuals not otherwise members of the Guild who have made a distinguished contribution to the furtherance of the purposes of the Guild. National Honorary Members shall be nominated by five Voting Members of the Guild in good standing and shall be elected by the National Council. Such members shall not be required to pay any dues or fees. The privileges of this class of membership shall include the right to participate in all Guild activities and to receive the official journal of the Guild. National Honorary Members shall not be eligible to hold office and they shall have no vote.

(c) **Organizational Affiliate Members** shall consist of individuals who (I) are members of other organizations which, by action of the National Council, are affiliated with the Guild or participate in the publication of the official journal of the Guild, and (II) pay dues and fees as set by mutual agreement between the Guild and such other organizations. The privileges of this class of membership shall be limited to eligibility to receive the official journal of the Guild.

iii ARTICLE VII CHAPTERS

Section 3. Membership. The membership of a Chapter shall consist of Voting and Non-Voting Members as defined in Article III, and Dual Members, Chapter Friends, and Chapter Honorary Members.

(a) **Dual Members.** Dual Members shall consist of those Voting Members who (I) have established primary membership through another Chapter, (II) are approved by the Chapter, and (III) have paid the dues and fees set by the National Council. Dual Members are eligible to vote and hold

office in both the primary and secondary Chapter, though each Member has only one vote in National and Regional elections.

(b) **Chapter Friends.** Chapter Friends shall consist of those individuals who (I) support the purposes of the Guild, (II) are not organists or choral conductors, and (III) have paid the dues and fees set by the Chapter. Chapter Subscribing Members shall require no election to membership and shall have no vote. The privileges of this class of membership shall be (I) participation in Chapter activities and (II) receipt of Chapter publications. (c) **Chapter Honorary Members.** Chapter Honorary Members shall consist of those individuals who have made a distinguished contribution to the furtherance of the purposes of the Guild and the Chapter. They shall be nominated by two Voting Members of the Chapter in good standing and elected by the Chapter. Such members shall not be required to pay any dues or fees set by the National Council. The privileges of this class of membership shall include the right to participate in all Chapter activities and to receive Chapter publications. If the Chapter pays dues and fees set by the National Council, Chapter Honorary Members may have the privileges of Voting Membership; otherwise, the Chapter Honorary Members shall not be eligible for election to Chapter or Guild office and they shall have no vote. The privileges of this class of membership shall be (I) participation in Chapter activities and (II) receipt of Chapter publications.

(c) **Chapter Honorary Members.** Chapter Honorary Members shall consist of those individuals who have made a distinguished contribution to the furtherance of the purposes of the Guild and the Chapter. They shall be nominated by two Voting Members of the Chapter in good standing and elected by the Chapter. Such members shall not be required to pay any dues or fees set by the National Council. The privileges of this class of membership shall include the right to participate in all Chapter activities and to receive Chapter publications. If the Chapter pays dues and fees set by the National Council, Chapter Honorary Members may have the privileges of Voting Membership; otherwise, the Chapter Honorary Members shall not be eligible for election to Chapter or Guild office and they shall have no vote.