

OPERATING PROCEDURES

CLEVELAND CHAPTER – AMERICAN GUILD OF ORGANISTS

May 2, 2010

Revised: January 6, 2016

Items in italics are quoted from the National Bylaws

SECTION 1. NAME.

The name of this organization shall be the Cleveland 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 are in New York, New York.

SECTION 2. MISSION STATEMENT. (National Bylaws, Article II, Section 1) *quoted*

a. The mission of the American Guild of Organists and the Cleveland Chapter is to enrich lives through organ and choral music.

To achieve this, we:

- Encourage excellence in the performance of organ and choral music; Inspire, educate, and offer certification for organists and choral conductors; Provide networking, fellowship, and mutual support;*
- Nurture future generations of organists;*
- Promote the organ in its historic and evolving roles; and*
- Engage wider audiences with organ and choral music.*

b. 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 this mission.

c. The Cleveland Chapter, AGO is organized exclusively for charitable, religious, educational, and scientific purposes, including, for such purposes, the making of distributions to organizations that qualify as exempt organizations under section 501(c)(3) of the Internal Revenue Code, or corresponding section of any future federal tax code.

No part of the net earnings of the organization shall inure to the benefit of, or be distributable to its members, trustees, officers, or other private persons, except that the organization shall be authorized and empowered to pay reasonable compensation for services rendered and to make payments and distributions in furtherance of the purposes set forth in the purpose clause hereof. No substantial part of the activities of the organization shall be the carrying on of propaganda, or otherwise attempting to influence legislation, and the organization shall not participate in, or intervene in (including the publishing or distribution of statements) any political campaign on behalf of any

candidate for public office. Notwithstanding any other provision of this document, the organization shall not carry on any other activities not permitted to be carried on (a) by an organization exempt from federal income tax under section 501(c)(3) of the Internal Revenue Code, or (b) by an organization, contributions to which are deductible under section 170(c)(2) of the Internal Revenue Code, or corresponding section of any future federal tax code. Notwithstanding any other provision in this document, the purposes will be limited exclusively to exempt purposes within the meaning of section 501(c)(3) of the Internal Revenue Code, or corresponding section of any future federal tax code.

d. In the event of disbandment of the Cleveland Chapter we will fully comply with Article VII, Section 7 of the national Guild by-laws. The assets and property of the Chapter remaining after payment of expenses and satisfaction of all liabilities shall accrue to the national office of the Guild for distribution as determined by the National Council for the nonprofit purposes of the Guild.

SECTION 3. CLASSES OF MEMBERSHIP.

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).

a. **General Members.** General Members shall consist of organists and choral conductors and other individuals who support the purposes of the Guild, are approved by the Executive Committee, and have paid the dues and fees set by the National Council and this chapter.

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; (V) participate in all chapter programs; and (VI) receive the official journal of the Guild.

b. **Certificated Members.** General members who have passed guild examinations and received certificates enjoy the additional privilege of having their certificate letters appended to the names in chapter documents and publications (e.g. directories, printed programs, annual reports, website, etc.). The certificates and their letters are:

1. Service Playing—SPC
2. Colleague—CAGO
3. Choir Master—Ch.M.
4. Associate—AAGO
5. Fellow—FAGO

The Choir Master letters may also be appended to CAGO, AAGO, or FAGO designations.

c. **Lifetime Members.** Lifetime members of the national organization who designate membership in the Cleveland Chapter will have their chapter dues paid by national. They will enjoy all benefits of general members of the chapter.

d. **Dual Members.** Dual Members are guild members who (I) have established and paid primary membership through another Chapter and (II) paid additional chapter dues to the Cleveland Chapter. Dual Members enjoy all benefits of general members in both the primary and secondary Chapter, though each member has only one vote in National and Regional elections.

e. **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 Friends 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. This class of membership has no national guild benefits.

f. **Chapter Honorary Members.** *Chapter Honorary Members are those individuals who have (I) made a distinguished contribution to the furtherance of the purposes of the Guild and the Chapter, and (II) been duly elected by the Chapter. Such members shall not be required to pay any dues or fees set by the National Council.*

The Cleveland Chapter pays the national dues for these members and as such they enjoy all the privileges of General Members.

SECTION 4. CHAPTER GOVERNANCE.

The elected officers of the Chapter shall be Dean, Sub-Dean, Secretary and Treasurer. Nine (9) members of the Chapter shall be elected to the Executive Committee, according to the provisions of Paragraph 13 below. In addition, the Dean shall appoint a Registrar, a Newsletter Editor, Webmaster, and Historian and such other officials as the Executive Committee shall deem necessary.

Election of officers shall be by secret ballot, counted and witnessed, and shall take place before the annual meeting.

Should an officer not satisfactorily perform the duties of the office, five chapter members in good standing may petition the Executive Committee to remove the officer from the office. The Executive Committee will consider the petition, and if the Executive Committee approves the petition, the Executive Committee will require the Dean to appoint an ad hoc committee whose charge it will be to conduct a special written election. A two-thirds majority of members voting will be required for removal from office. The ad hoc committee will report the results of the special election to the Executive Committee.

DUTIES OF ELECTED OFFICERS.

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:
 - a. Preside and submit reports at all meetings of the Chapter and Executive Committee when present;
 - b. Appoint Coordinators of all standing committees, subject to the approval of the Executive Committee;
 - c. Appoint a person or persons to fill vacancies that may occur, subject to the approval of the Executive Committee.
 - d. Appoint Coordinators to form ad hoc committees; correlate the work of the officers and standing committees;
 - e. Serve as an ex officio member of all committees, excluding the Nominating Committee;
 - f. Sign or countersign all contracts and other documents 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;
 - g. Receive annual summaries from the Secretary and Treasurer and place them in the permanent archival file;
 - h. Perform such other duties as are incidental to the execution of this office or which may be required of him/her by the Executive Committee.

The Dean shall remain in office for a term of one (1) year, with the possibility of nomination for re-election for an additional year.

2. **DUTIES OF THE SUB-DEAN.** In the absence of the Dean of the Chapter, the Sub-Dean 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 (See Section 5.1.D below) for the following year, and as such, be responsible for planning the program for that year.

The Sub-Dean shall remain in office for a term of one (1) year, with the possibility that he/she may serve for an additional year if nominated and elected. The Sub-Dean shall perform such other duties as are incidental to the execution of this office or that which may be required by the Executive Committee.

In case of the Dean's resignation, death, or removal from office, the Sub-Dean will succeed to the office of Dean.

3. DUTIES OF THE SECRETARY. The Secretary shall record minutes and have custody of all record books 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 the Treasurer and Registrar. These reports shall be submitted to the Dean annually. 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 which may be required by the Executive Committee.

The Secretary shall remain in office for a term of one (1) year, with the possibility of nomination and election for a longer period.

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:

- 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. Those shall include:
 1. Assets, liabilities and fund balances
 2. Revenue and operating expenses
 3. Program income and expenses
 4. All other financial records and documents deemed necessary by the Executive Committee
- b. Review the national ONCARD system on a monthly basis, recording dues payments and member donations received through ONCARD. Copies of the ONCARD transmittal reports should be printed or saved electronically at the local chapter to reconcile ONCARD with the direct deposits.
- c. Receive all monies other than dues;
- d. Cause all monies and credits, including investments and holdings, 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;
- e. Forward any membership dues received locally to National for processing through ONCARD system.
- f. Disburse, or supervise the disbursement of, all funds of the Chapter; in accordance with the authority granted by the Executive Committee, taking proper vouchers to correspond to the disbursement;
- g. Prepare and submit such reports or statements of the Chapter's finances and accounts as may be requested by the Executive Committee; (Recommendation:

statements of both the operating funds and other investments should be made available to the Executive Committee on a monthly basis.)

- h. Sign and/or countersign such documents requiring his/her signature;
- i. Serve as Director of any committee involving Budget or Finance;
- j. Perform such other duties incidental to the execution of this office which may be required by the Executive Committee;
- l. Provide the Chapter's financial records for an outside biennial audit, to take place no later than 60 days following the end of even numbered fiscal years (July 1 – June 30). An outside audit is preferred, but audit by members of the chapter not serving on the executive committee or related to executive committee members during the two-year audit term is acceptable.

The Treasurer shall remain in office for a term of one (1) year, with the possibility of nomination and election for a longer period.

DUTIES OF APPOINTED OFFICERS.

5. DUTIES OF THE REGISTRAR. The Registrar shall be custodian of the membership records of the Chapter, and as such, shall perform the following duties and responsibilities:

- a. Maintain appropriate and necessary contact with the ONCARD system as to support the chapter members and leadership.
- b. Assist members in gaining access to the AGO ONCARD system for renewal.
- c. Provide opportunities for chapter members to renew using ONCARD at chapter meetings.
- d. Distribute the AGO Prospective Member Card to those interested.
- e. Understand and be able to retrieve records of the chapter membership from the AGO's Membership data base through the ONCARD system.
- f. Serve as Registrar for special events as requested.
- g. Perform such other duties incidental to the execution of this office which may be required by the Executive Committee.

6. 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 other Chapter publication. The Chapter Historian shall keep the history of the AGO Chapter in such a place that it shall be accessible to all members (at the annual meeting and available to Chapter members upon request.) Every

two years the Chapter Historian shall act in the capacity of Archivist by making a presentation to the Executive Committee as to what items will be placed in the Chapter's collection at the Cleveland Public Library.

7. 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, Subscription Series events, 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 suggested by the Executive Committee. Publication times and dates are to be established by the Executive Committee.

8. 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.

9. EXECUTIVE COMMITTEE. The Executive Committee shall consist of the elected officers of the Chapter, and nine elected members each of whom shall have a vote. 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.

10. ELECTION OF EXECUTIVE COMMITTEE MEMBERS. There shall be nine Executive Committee members, three of whom shall be elected each year for a three-year term.

11. VACANCIES ON THE EXECUTIVE COMMITTEE. Any member of the Executive Committee may resign, with such resignation submitted in writing to the Dean, effective immediately upon its acceptance by the Executive Committee. Vacancies on the Executive Committee shall be filled by appointment by the Dean, subject to the approval of the Executive Committee (see Duties of the Dean c.). A person appointed to fill such a vacancy shall meet all qualifications to hold office and shall serve for the unexpired term, and until the successor has been duly elected and officially installed.

SECTION 5. STANDING COMMITTEES/COORDINATORS. These Standing Committees/Coordinators shall be determined by the size of the Chapter as necessary for the Chapter's efficient operation.

A coordinator may recruit other members to form a committee if needed.

The Standing Committees, subject to Executive Committee approval, shall include:

- a. Budget/Finance
- b. Membership
- c. Nominating
- d. Program

The Standing Committees/Coordinators, subject to Executive Committee approval, may include:

- a. Archives
- b. Hospitality
- c. Member care
- d. Placement
- e. Professional development
- f. Publicity
- g. Scholarship
- h. Competition
- i. Membership directory
- j. AGO professional certification
- k. Reporter

- and/or such other committees/coordinators as the Dean and Executive Committee may approve from time to time.

1. DESCRIPTIONS OF MANDATORY COMMITTEES.

a. Budget/Finance Committee. The Treasurer of the Chapter shall serve as Coordinator of the Budget/Finance Committee. This committee shall also consist of the Dean of the Chapter, the Coordinator of the Program Committee, and others that the Dean may deem necessary. The Budget/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. An audit of the Chapter's books shall be made biennially by the end of August.

b. Membership Committee. The Membership Coordinator shall assist the Registrar in obtaining new members, and shall send to new and/or prospective members the National

membership application and any appropriate literature describing the Chapter and its activities.

c. Nominating Committee. The Nominating Committee shall consist of five (5) persons who are members of the Chapter in good standing. Not more than two (2) may be members of the Executive Committee. The Nominating Committee is appointed by vote of the Executive Committee upon the recommendation of the Dean (see Section I.5.c). The Nominating Committee shall nominate one (1) or more candidates for each office and an excess of candidates for membership at-large on the 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 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 or any member thereof, including the Dean. Recommendation: The nominating process should commence early enough so that a slate of officers can be presented to the Executive Committee no later than January 31.

d. Program Committee. The Program Committee, of which the Sub-Dean is the Coordinator, shall be responsible for all programming by the Chapter, including but not limited to Chapter meetings, special concerts, recitals, lectures, etc. This committee shall be responsible for proposing a program calendar and budget for the season to the Executive Committee, and carrying out the appropriate logistics and making all arrangements to ensure the smooth coordination of Chapter events.

Any organization wishing to co-sponsor a program with the Chapter should submit such a proposal to the Program Committee in a timely fashion, with the understanding that confirmation of the event cannot be given until it is approved by the Executive Committee.

Members of the Cleveland Chapter shall not be paid for participation in monthly chapter programs.

Special expenses for programs are subject to the approval of the Executive Committee. However, under extraordinary circumstances, a Chapter member may receive an honorarium subject to the approval of the Executive Committee.

After each election of officers, it is assumed that the Program Committee will begin to function immediately in order to plan for the succeeding program year.

2. DESCRIPTIONS OF OPTIONAL COMMITTEES/COORDINATORS.

a. Archives Coordinator. The Archives Coordinator shall receive data and memorabilia and decide what to keep, where to keep it, and for how long.

b. Hospitality Coordinator. The Hospitality Coordinator shall be responsible for all social events of the Chapter, making all provisions that the Dean shall deem necessary.

c. Member Care Coordinator. The Member Care Coordinator shall accept information regarding members needing care, and dispenses (makes) telephone calls, sends cards or flowers as appropriate.

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

e. Professional Development Coordinator. The Professional Development Coordinator 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.

f. Publicity Coordinator. The Publicity Coordinator shall be responsible for all non-newsletter publicity concerning general meetings, subscription series programs, recitals and any other activities of the Chapter as the executive Committee or Dean shall deem necessary. The logo of the American Guild of Organists shall be used with all publicity and is provided by National Headquarters.

g. Scholarship Coordinator. The Scholarship Coordinator shall be responsible for awarding scholarships to those who reside or study in the greater Cleveland area. The Scholarship Committee shall follow procedures conforming to the Chapter's rules as adopted by the Executive Committee.

h. Competition Coordinator. The Competition Coordinator shall be responsible for conducting the Chapter Competition in Organ Performance. Local competitions held in odd-numbered years shall be governed by the rules of the AGO/Quimby Regional Competitions for Young Organists, such rules being published in the June issue of the previous even-numbered year in THE AMERICAN ORGANIST.

i. Membership Directory Coordinator. The Membership Directory Coordinator shall publish the Annual Chapter Directory. Information which may be included: Official addresses of local Chapter and National Headquarters; Officers and Committee Directors; Regional Councillors and District Conveners; Membership Roster; AGO Code of Ethics

and Code of Professional Standards; and any other material that the Executive Committee deems necessary.

j. AGO Professional Certification Coordinator. The AGO Professional Certification Coordinator shall be responsible for devising ways to aid members of the Chapter in their efforts to prepare themselves for the AGO examinations. The Director shall be responsible for conducting AGO examinations if the Chapter becomes a national examination center.

k. 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.

SECTION 6. ANNUAL MEETING SCHEDULE OF THE CHAPTER. The Annual meeting of the Chapter shall take place each year between April 1 and May 31. Additional general meetings may be called at such time as deemed necessary, with approval of the Executive Committee. Twenty-five members or 25% of the membership, whichever is fewer, shall constitute a quorum for the transaction of any business. Election of officers and Executive Committee shall be announced at the prescribed annual meeting. The officers whose election has been announced at this meeting shall assume office on July 1.

SECTION 7. EXECUTIVE COMMITTEE MEETINGS. The Executive Committee shall be called for meetings at the discretion of the Dean. A majority of the Executive Committee shall constitute a quorum.

SECTION 8. DUES OF THE CHAPTER. The National dues are determined by National Headquarters and shall be collected and reported according to the instructions issued annually from National Headquarters. Local dues shall be determined by the Executive Committee.

SECTION 9. AMENDMENTS TO THESE OPERATING PROCEDURES. MANDATE: The Executive Committee shall review these OPERATING PROCEDURES every five years (2015, 2020, etc.).

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 75% of the entire Executive Committee. This percentage 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 Cleveland Chapter of the American Guild of Organists, do hereby adopt the above and foregoing OPERATING PROCEDURES to govern the Cleveland Chapter of the American Guild of Organists, the first day and date mentioned above.

Dean	Date
Sub-Dean	Date
Secretary	Date
Treasurer	Date
