

Operating Procedures to Govern the Seattle Chapter, American Guild of Organists

On the 9th day of November 2023, the members of the Executive Committee of the Seattle Chapter of the American Guild of Organists adopted the following as OPERATING PROCEDURES, which are in accordance and agreement with the National Bylaws of the American Guild of Organists, as adopted April 13, 1896 and as amended through October 16, 2023. The document was subsequently reviewed by the chapter membership as a whole.

SECTION 1. NAME The name of this organization shall be the Seattle 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 1 of the National Bylaws is incorporated by reference, as if fully set out herein. Nothing in these Operating Procedures and none of the chapter’s activities pursuant to these OPERATING PROCEDURES shall be read, undertaken or executed in a manner inconsistent with the fundamental purposes of the Guild.

SECTION 3. 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 4. CHAPTER GOVERNANCE

1. OFFICERS The Officers of the Chapter shall be: Dean, Dean-elect, Secretary, Treasurer, Membership Officer and Communications Officer. There are six Members-at-large of the Executive Committee who serve staggered terms. All officers and members-at-large are voting members of the Chapter and the Executive Committee.

2. DUTIES OF THE DEAN

The Dean is the chief executive officer of the Chapter, and has the following responsibilities:

Duties include:

- a). Preside at all meetings of the chapter and Executive Committee when present.
- b). Nominate the directors of all standing committees for appointment by the Executive Committee
- c). 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.
- d). Create, with the approval of the Executive Committee, committees and correlate the work of the officers and standing committees.
- e). Serve as *ex officio* member (with vote) of all committees, excluding the Nominating Committee.
- f). Appoint members of the Nominating Committee no later than December 31 of each calendar year.
- g). Report information to the chapter that s/he considers appropriate for the membership as a whole.
- h). Carry into effect all directions and resolutions of the chapter and Executive Committee and makes such other reports to them that s/he 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.) Has an updated signature on file with the chapter's bank account and account-holder access to the account.
- k.) Serve as primary chapter liaison with regional leadership.
- l.) Serve as the Chapter Education Coordinator or nominate a person to be appointed by the Executive Committee to serve in that role to support members working toward AGO Certification.
- m). Perform other duties as are incidental to the execution of this office or that may be required of the dean by the Executive Committee.
- n). Remain in office for a term of one year.

3. DUTIES OF THE DEAN-ELECT

The Dean-elect, in the absence of the Chapter Dean, shall exercise all the powers and perform all the duties of the Dean.

Other duties include:

- a). Serve as chair of the Program Committee and be responsible for planning the annual program activities of the chapter.
- b). Work with the treasurer, dean and the Executive Committee in setting the yearly budget and maintaining the yearly budget in the planning of programs.
- c). On taking office, immediately appoint a Program Committee to plan programs for the coming year. Programs may also be planned as needed for the following program year.
- d). Succeed to the office of dean for the remainder of his or her elected term in case of the dean's death, resignation or removal.
- e). Remain in office for a term of one year.

4. DUTIES OF THE PAST-DEAN

The Past Dean shall be a voting member of the Executive Committee for a term of one year. He or she shall support the current dean, helping to provide continuity of leadership.

5. DUTIES OF THE SECRETARY

The Secretary keeps records belonging to the Chapter and has custody of Executive Committee minutes. The Secretary issues notices for all meeting of the Executive Committee.

Duties include:

- a). Record all Executive Committee minutes. Minutes shall include the names of members who are present and absent as well as copies of reports from all committees. These records should be preserved in a digital format as well as written.
- b). Add to the minutes of the next regular meeting any votes taken electronically between meetings.
- c). Prepare other documents as needed for official business.
- d). Remain in office for a term of two years with the possibility of nomination for reelection.

6. DUTIES OF THE TREASURER

The Treasurer is custodian of all financial records of the chapter, and as such, has the following duties and responsibilities: The treasurer and the dean are both responsible to review the chapter's bank card, to show both of their signatures. Both the treasurer and dean must have full access to view the status of the account.

Duties include:

- a). Supervise and have custody of all financial records of the chapter and keep a full and accurate account of the receipts and disbursements of the chapter. These shall include:
 - (1) Assets, liabilities and fund balances.
 - (2) Revenue and operating expenses.
 - (3) All financial records and documents deemed necessary by the Executive Committee.

- b). Deposit all monies and credits 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). 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.
- d). Prepare and submit reports or statements of the chapter's finances and accounts as may be requested by the Executive Committee.
- e). Sign and/or countersign all instruments requiring the treasurer's signature.
- f). Serve as a member of the Finance Committee, making recommendations to the Executive Committee on determining an annual budget for the chapter and on management of the Chapter's assets.
- g). Serve as registered agent of the chapter as a Washington non-profit corporation, filing all report and pay all taxes and fees required by law.
- h). Maintain chapter business license and other required registrations.
- i). Prepares receipts for tax-deductible contributions to the chapter.
- j). Perform other duties incidental to the execution of this office that may be required by the Executive Committee.
- k). Prepare annual IRS Forms 1099 and N990.
- l). Remain in office for a term of two years with the possibility of nomination for reelection.

7. DUTIES OF THE MEMBERSHIP OFFICER

The Membership Officer shall keep records of chapter membership.

Duties include:

- a). Maintain a data base of current members: Regular, Special, Dual, Young and Chapter Friends.
- b). Report membership information to the Executive Committee on a regular basis.
- c). Prepare a Membership Directory for distribution to chapter members annually or upon request.
- d). Contact lapsed members and encourage them to renew.
- e). Send membership information to the Newsletter Editor for publication in the monthly newsletter.
- f). Communicate with National AGO Membership officers and assist chapter members with ONCARD (*or its successor*) as needed
- g). Contact and welcome new chapter members and provide them information about the chapter and the benefits of membership.
- h). Notify the Communications Officer of all new and cancelled members.
- i). Keep a record of all new organists under the age of 30 joining or leaving the chapter and sends this information to the Young Organist Coordinator.
- j). Perform other duties incidental to the execution of this office that the Executive Committee may direct.
- k). Remain in office for a term of two years with the possibility of nomination for reelection.

8. DUTIES OF THE COMMUNICATIONS OFFICER

The Communications Officer has responsibility for all publicity concerning Chapter events, public programs, recitals and other activities the Executive Committee deems necessary. S/he is responsible for promoting chapter events through various media. The AGO logo should be included in all media when promoting an event.

Duties include:

- a). Maintain an e-mail distribution list of current, former and prospective members, as well as others who may wish to attend organ-related events.

- b). Send notices of upcoming recitals and other events on e-mail on a regular basis.
- c). Send welcoming e-mail with a copy of the current chapter newsletter to all new members
- d). Maintain a post-office box for chapter use and distribute all mail to the appropriate individual.
- e). Monitor the chapter e-mail line and distribute incoming messages to the appropriate person.
- f). Work closely with the Newsletter Editor to assure that announcements of upcoming chapter program events are included in the monthly publication. Assist with lay-out, proofreading and distribution as needed.
- g). Work closely with the chapter Webmaster to assure that information on the web-site is current and has a link to the National AGO website <http://www.agohq.org> and any other information useful to individuals interested in contacting the chapter through the internet.
- h). Perform other duties incidental to the execution of this office that the Executive Committee may direct.
- i) Remain in office for a term of two years with the possibility of nomination for reelection..

9. DUTIES OF THE EXECUTIVE COMMITTEE

The Executive Committee is the governing body of the chapter and comprised of duly elected officers and members-at-large. Chapter Friends may not serve as officers and do not have voting privileges. The Executive Committee conducts the business of the chapter when the full membership is not present. It meets a minimum of four times a year or more frequently as necessary to conduct chapter business. The dean shall provide no less than 14 days notice of any meeting and attendance is expected by all members. 50% of Executive Committee members constitutes a quorum for the transaction of chapter business.

Members-at-large of the Executive Committee should be involved in any duties that support the functions and vitality of the chapter.

Regional and National Officers who are members of the chapter may attend chapter Executive Committee meetings with voice, but no vote; with the exception of the National AGO President who has voice and vote in every chapter executive committee.

Duties include:

- a.) The Executive Committee shall meet from September through June, with one meeting held during the summer. Meetings are set by the dean and may be held in person or on Zoom.
- b). Members shall attend all Executive Committee meetings unless excused. Any changes in meeting dates and/or times requires a two weeks notice.
- c). A quorum of members (50%) is required for voting or transacting business at a meeting.
- d). Members-at-large of the Executive Committee are elected for a term of three years, with one-third of the total number of six selected in each annual election.
- e). Any Executive Committee member with excessive unexcused absences may be subject to dismissal. A simple majority vote of the committee-as-a-whole will authorize the dean to contact the member in question and ask whether he or she wishes to continue on the committee or resign the position. A response is required within two weeks.
- e). A member of the Executive Committee may voluntarily resign his or her position following written notice presented to the Committee. A qualified replacement may be appointed by the Dean and serve the unexpired term of his/her predecessor. A similar process is followed if an office is vacated by death.

*The Executive Committee has the authority to create **Standing Committees**, (committees expected to have an on-going life span in order to sustain the long-term goals of the chapter), and **Task Forces** to accomplish short-term goals. Pipe Organ Encounters (POE) is an example of a Task Force. The Dean may nominate chairpersons, coordinators, etc. subject to approval by the Executive Committee. Each committee or Task Force chair may then appoint members of his/her committee. The dean serves as an ex officio member with vote on all committees except the Nominating Committee.*

10. AUDITORS

There shall be two Auditors who may be elected or appointed. They may attend Executive Committee meetings with voice, but no vote.

Duties include:

- a). Examine the financial records of the chapter annually following the close of the fiscal year on June 30.
- b). Prepare a summary report for the dean to present to the Executive Committee.
- c). Remain in office for a term of two years.

SECTION 5. STANDING COMMITTEES/COORDINATORS/TASK FORCES

1. Operating Procedures Coordinator

Duties include:

- a). Review and advise the Executive Committee of any changes in the National Bylaws, particularly as to the effect of these changes would have on the Chapter's Operating Procedures.
- b). Revise and update the Chapter's Operating Procedures as needed. Following adoption by the Executive Committee, the Chapter Operating Procedures may be amended at any time. A majority of votes cast shall be sufficient to amend any provision of addition to these Operating Procedures.
- c). *Assure that a copy of current chapter Operating Procedures is sent to AGO headquarters.*

2. Education/Professional Certification Coordinator

Duties include:

- a). Promote AGO Certification Examinations and assist members working towards their attainment.
- b). Work with National Headquarters in the event the chapter decides to become an AGO Examinations Center.
- c). Coordinate scholarship auditions and collaborate with the Program Chairman to promote student recitals and other events.

3. Newsletter Editor

Duties include:

- a). Publish a schedule of publication and deadline dates.
- b). Gather and publish information such as announcements of upcoming chapter events, a calendar of future organ and/or choral events or programs in the community, a list of positions available for church musicians, a list of any new members and a letter from the Dean or Program Chairman, etc.
- c). Work closely with the Communications Officer in the publishing and distribution of the monthly newsletter.
- d). Communicate with the Chapter Webmaster to assure the current newsletter content is published on the chapter website.
- e). Include the AGO logo on all printed publicity materials.

4. Outreach Coordinator

Duties include:

- a). Send cards or messages to members who are ill, serving as a caring voice from the chapter.
- b). Send cards or messages to families of members who have died.
- c). As able, write and send short obituaries of deceased members to the Newsletter Editor.
- d). Send information to the Newsletter Editor of scheduled memorial services or concerts to honor deceased members.
- e). As able, acknowledge milestone birthdays, retirements or other significant life events to chapter members.

5. Placement Coordinator

Duties include:

- a). Maintain a current list of positions available for church musicians, with pertinent information, and make that information available to all Seattle chapter and other AGO members by publication or personal contact.
- b). Publish a list of available positions in the monthly Chapter Newsletter and send time-sensitive job listings to members on email on request.
- c). Publish available information regarding newly-filled positions in the Chapter Newsletter.
- d). Maintain and publish a list of organists and/or choir directors who are available as substitutes. Distribute the list on request to both churches and AGO members.

6. Program Committee

The Program Committee is chaired by the Dean-elect. It is responsible for all chapter program events, including, but not limited to: recitals, concerts, lecture demonstrations, master classes or other special presentations. There should be an adequate number of committee members for the work to be shared. Other duties:

- a). Prepare and present a program calendar and budget to the Executive Committee at the beginning of the program year.
- b). Plan, as needed, programs for the following program year.
- c). Carry out appropriate logistics and arrangements to ensure the smooth coordination of chapter events.

7. Webmaster

The Chapter Webmaster is responsible for maintaining the Chapter Website with the most current information possible. Duties include:

- a). Publish a full listing of chapter events for the current program year.
- b). Publish contact information for chapter leaders.
- c). Publish a link to the National AGO Website <http://www.agohq.org>
- d). Assure that National Headquarters has the Seattle Chapter 's web address to enable access to the chapter from a link on the National AGO website.
- e). Update the website with information from the Communications Officer or the monthly Chapter newsletter.

8. Young Organist Coordinator

Duties include:

- a). Maintain a list of chapter members under the age of 30 and coordinate meetings for social events, organ crawls and informal recitals.
- b). Communicate with the Education and Program Committee chairs to encourage Young Organist recitals as part of chapter program events.

9. Special Projects Advisory Committee (SPAC)

This committee has its own Operating Procedures (Addendum B.) Membership includes five (5) chapter members in good standing with one selected as chairperson. The chapter dean and treasurer are ex officio non-voting members of SPAC. The committee reviews all projects and requests to be supported by SPAC funds and makes recommendations to the Executive Committee. Special projects may include (but are not limited to) scholarship aid; research grants; organ-related educational projects; local, regional and national AGO conventions, meetings, workshops; Events or concerts for enhancing public awareness of the organ and organ music; music libraries, and commissions for new music. These recommendations are subject to approval by SPAC funds and are voted on by the Executive Committee.

10. The American Organist (TAO) Reporter

Duties include:

a). Send information and photos of chapter programs each month to national headquarters for publication in THE AMERICAN ORGANIST journal.

11. Nominating Committee

This committee also has its own Operating Procedures (Addendum A.) Membership includes five (5) persons (a chairperson and four members) all of whom are voting members of the chapter. Not more than two (2) may be members of the Executive Committee. Members are appointed by the dean. The dean has neither voice nor vote in committee deliberations. Members of the committee are appointed by the end of each calendar year. Nominating Committee procedures are established by National AGO and the Seattle Chapter Procedures are Addendum A to this document.

a). The Nominating Committee chairperson and members nominate one (1) or more candidates for each expired office and an excess of candidates for Executive Committee members-at-large of those whose terms are about to expire

b). The chairperson presents the slate of candidates to the Executive Committee at its March meeting and sends the report to the Newsletter editor in time for publication in the April newsletter. The slate of candidates is for information only and not subject to discussion and/or approval by the Executive Committee.

c). The NC chairperson assures that any additional nominations from the membership are included on the final ballot. Additional nominations may be made by petition if each is signed by five (5) voting members in good standing and sent to the NC chairperson within thirty (30) days of the announcement of the slate to the chapter membership.

d). The NC chairperson assures that ballots are distributed electronically (or by mail to those members who do not have internet access) and counted by two Nominating committee members in good standing. A plurality of votes cast is sufficient for election. Election results are reported to the dean.

e). The NC chairperson coordinates with the Program chairman to have newly-elected candidates installed at the Annual Meeting of the Membership in June.

Terms of office begin on July 1 and further information can be found in the Chapter Management Handbook.

SECTION 6 AMENDMENTS TO OPERATING PROCEDURES

Following adoption by the Seattle AGO Executive Committee and approval by the Chapter membership, the Regional Councilor, 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.

Effective Date: These Operating Procedures shall be considered a reinstatement in entirety of the Chapter Operating Procedures of August 13, 2012 as amended in September 2015.

Wherefore, we, the undersigned officers and members of the Executive Committee of Seattle Chapter, American Guild of Organists, do hereby adopt the above and foregoing OPERATING PROCEDURES to govern the Seattle Chapter of the American Guild of Organists, the first day and date mentioned above.

Dean /s/ Michael Monnikendam Date _____

Secretary /s/ Tyleen Stults Date _____

Treasurer /s/ David Nichols Date _____