

**OPERATING PROCEDURES
TO GOVERN
THE SEATTLE CHAPTER
OF THE AMERICAN GUILD OF ORGANISTS**

On this day of March 22, 2010, the undersigned members of the Executive Board of the Seattle 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 as amended through April 18, 2009.

SECTION I. NAME. The name of this organization shall be the Seattle Chapter of the American Guild of Organists ("Chapter"), a subordinate unit of the national organization known as the American Guild of Organists, ("Guild").

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 are incorporated by reference, as if fully set out herein.

SECTION IV. CHAPTER GOVERNANCE.

1. **OFFICERS.** The officers of the Chapter shall be Dean, Dean-Elect, Past Dean, Secretary, Treasurer, Registrar, Membership Coordinator, two (2) Auditors, and the six (6) Members-at-Large of the Executive Board. All officers with the exception of the two (2) Auditors are voting members of the Executive Board. Other Chapter offices may be created by the Executive Board as it deems necessary. Election, interim appointment, and vacancies regarding such other officers shall be governed by the provisions of Section VI.
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 Board when present;
 - b. Nominate the chairs of all standing and ad hoc committees and coordinators for a term of two years, subject to approval by the Executive Board;
 - c. Appoint, in consultation with the Dean-Elect and subject to approval by the Executive Board, 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 Board;
 - d. Create, subject to approval by the Executive Board, committees and correlate the work of the officers and standing and/or ad hoc committees;
 - e. Serve as an ex officio member of all committees, excluding the Nominating Committee;
 - f. 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;
 - g. Carry into effect all directions and resolutions of the Chapter and Executive Board and make such other reports to the Chapter and Executive Board that the Dean shall deem necessary, or that policies of the Chapter or Executive Board may require;
 - h. 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 Board;
 - i. Serve as primary Chapter liaison with the District Convener, Regional Coordinator for Professional Development, Regional Coordinator for Education, Regional Councilor, and the Executive Director of the Guild;
 - j. Remain in office for a term of one (1) year;
 - k. Perform such other duties as are incidental to the execution of this office or that may be required of the Dean by the Executive Board.
3. **DUTIES OF THE DEAN-ELECT.** The Dean-Elect, 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 Dean-Elect will serve as Chair of the Program Committee (see Section VIII, Paragraph 8, below) and as such be responsible, together with

the program committee, for planning the annual program of activities for the Chapter. The Dean-Elect shall remain in office for a term of one (1) year. The Dean-Elect 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 Board. In case of the Dean's death, resignation, or removal, the Dean-Elect will succeed to the office of Dean. Upon the expiration of the Dean's term of office, the Dean-Elect shall automatically succeed to the office of Dean.

4. DUTIES OF THE PAST DEAN. The Past Dean shall be a member of the Executive Board with voice and vote. The Past Dean shall support the current Dean, providing continuity of leadership. The Past Dean shall remain in office for a term of one (1) year.
5. DUTIES OF THE SECRETARY. The Secretary shall keep record books belonging to the Chapter. The Secretary shall record and have custody of the minutes of the meetings of the Executive Board and of general meetings of the Chapter. Such minutes of the Executive Board shall include the names of those members who are present and absent. The Secretary shall issue notices for all meetings of the Executive Board. The Secretary 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. The archive shall be accessible to all members. The Secretary shall assist the Executive Board with publicity concerning Chapter meetings, public programs, recitals, and any other activities of the Chapter, as the Executive Board deems necessary. The logo of the American Guild of Organists shall be used in all printed publicity materials. The Secretary shall make such reports and perform such other duties as are incidental to the execution of this office or that may be required by the Executive Board. The Secretary shall remain in office for a term of one (1) year.
6. 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. Receive all membership dues from the Registrar;
 - b. 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 Board;
 - c. 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 Board;
 - d. Send to National Headquarters the portion of members' dues required, according to the current dues structure of the Guild as approved by the National Council;
 - e. Disburse, or supervise the disbursement of, all other funds of the Chapter, in accordance with the authority granted by the Executive Board, utilizing sufficient documentation to correspond to the disbursements and keep accurate records thereof;
 - f. Prepare and submit such reports or statements of the Chapter's finances and accounts as may be requested by the Executive Board;
 - g. Sign and/or countersign such instruments requiring his/her signature;
 - h. Serve as a member of the Finance Committee;
 - i. Recommend to the Executive Board any assistance, professional or otherwise, required to perform the above duties;
 - j. Perform such other duties incidental to the execution of this office that may be required by the Executive Board;
 - k. The Treasurer shall remain in office for a term of one (1) year.
7. DUTIES OF THE REGISTRAR. The Registrar shall be custodian of the membership records of the Chapter and, as such, shall have the following duties and responsibilities:
 - a. Collect all dues and deliver said monies to the Treasurer;
 - b. Report to AGO National Headquarters the names of all members who have paid dues, including information on 1) class of membership (voting member, chapter friend, dual member), 2) information on membership history (renewal, new member, reinstatement of lapsed member), and 3) dues category (student, regular, senior, partner, etc.) A copy of this list is also provided to the Chapter Treasurer;
 - c. Gather current information for, prepare, and distribute the Annual Chapter Directory;
 - d. Provide membership forms upon request. This shall include the national membership application, national reinstatement form, and Chapter membership renewal form;
 - e. Sign and distribute membership cards, if used by the chapter;
 - f. On a timely basis, send Chapter membership renewal forms and dues statements to all Chapter members;

- g. Perform such other duties as are incidental to the execution of this office or task that the Executive Board may direct.
 - h. The Registrar shall remain in office for a term of one (1) year.
8. DUTIES OF THE MEMBERSHIP COORDINATOR. The Membership Coordinator shall be responsible for activities focused on recruiting and retaining chapter membership. These activities will include, but are not limited to the following:
- a. Develop and administer a process for identifying and recruiting new members and ensuring that they are registered in a timely fashion;
 - b. Analyze the demographics of the current membership and recommend and implement steps to maximize retention of those members;
 - c. Serve as key contact person for members and prospects seeking information about membership categories, benefits, dues, etc.;
 - d. Help to ensure that current members participate in the chapter's social, musical, and professional development programs;
 - e. Take an active role in ensuring that all chapter members are welcomed cordially at meetings, and integrated seamlessly into the fabric of the chapter;
 - f. Set the standards for hospitality and teach them to others;
 - g. Send National and Chapter membership applications to prospective members, as determined by the Executive Board;
 - h. Serve as Director of the Membership Committee (Section VIII, Paragraph 5 below);
 - i. Perform such other duties as are incidental to the execution of these responsibilities that the Executive Board may direct.
 - j. The Membership Coordinator shall remain in office for a term of one (1) year.
9. DUTIES OF THE AUDITORS. There shall be two (2) Auditors. They shall examine the books of the Chapter that are maintained by the Treasurer. This examination shall take place as soon as possible following the close of the fiscal year of the Chapter, which corresponds with that of the Guild (July 1-June 30). Auditors may attend Executive Board meetings with voice, but no vote. Each Auditor shall remain in office for a term of one (1) year.
10. EXECUTIVE BOARD. The Executive Board is the representative governing body of the Chapter. It conducts the business of the Chapter when the full membership does not meet. The Executive Board shall consist of the Dean, Dean-Elect, Past Dean, Secretary, Treasurer, Registrar, Membership Coordinator, and six (6) duly-elected Members At-Large. All Directors of standing committees, coordinators, and all District, Regional, and National Officers may attend Chapter Executive Board meetings with voice, but no vote.
11. EXECUTIVE BOARD MEETINGS. The Executive Board shall meet on a monthly basis, during the months of August through June. Meetings may also be scheduled for such other times as shall be deemed necessary by the Dean. The attendance of at least 50% of voting Executive Board members is required to conduct chapter business. Regular attendance by the Executive Board members at Executive Board meetings is expected. Board members with excessive unexcused absences may be subject to dismissal.
12. GENERAL MEETINGS OF THE CHAPTER. A minimum of one (1) general meeting of the Chapter shall be held each year with the approval of the Executive Board and reasonable notice given to chapter members. Ten percent of voting members shall be necessary and sufficient to constitute a quorum for the transaction of any business requiring a vote of the general membership, other than the election of officers, which is governed by Section VI.

SECTION V. DUES OF THE CHAPTER. The AGO National Council determines annual dues for membership in the Guild. The Chapter shall collect and report membership dues according to these policies as embodied in the instructions issued annually from National Headquarters. Dues of Chapter Friends are set annually by the Chapter Executive Board.

SECTION VI. ELECTION PROCEDURES.

- 1. NOMINATING COMMITTEE. The Nominating Committee shall consist of not fewer than five (5) persons who are members of the Chapter in good standing. Not more than two (2) may be members of the Executive Board. The Dean shall not be a member of the Nominating Committee. The Nominating Committee Chair is appointed by vote of the Executive Board upon the recommendation of the Dean. Members in good standing are eligible to be nominated for office. The Nominating Committee shall nominate one (1) or more candidates for each office (Dean-Elect, Secretary, Treasurer, Registrar, Membership Coordinator, two (2) Auditors) and an excess of candidates for

Members-at-Large on the Executive Board in place of those whose terms of office are about to expire. The slate prepared by the Nominating Committee shall be submitted to the Executive Board, 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 at least 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 name of any candidate duly submitted by petition are not subject to discussion or approval by the Executive Board and may not be vetoed by the Executive Board or any member thereof.

2. **ELECTION AND INSTALLATION OF OFFICERS.** The annual election of officers shall take place via U.S. Mail by May 31 of each year. The Secretary of the Chapter shall distribute and collect the ballots. Ballots shall be unsigned and shall be returned in an envelope with the member's signature on the outside. 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 Board. A plurality of votes cast shall be sufficient for election. Newly elected Chapter officers shall be installed at the June meeting of the Chapter. Terms of office shall begin July 1.
3. **EXECUTIVE BOARD MEMBERS-AT-LARGE.** Elections for Members-at-Large on the Executive Board 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 at each election year.
4. **VACANCIES ON THE EXECUTIVE BOARD.** Any member of the Executive Board may resign from his/her position with such resignation submitted in writing to the Executive Board. The resignation is effective immediately upon its acceptance by the Executive Board. A vacancy on the Executive Board 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 installed.
5. **REMOVAL FROM OFFICE.** Any member of the Executive Board may be removed from office only by action of the Executive Board due to inability or failure to fulfill his/her responsibilities as follows:
 - A. A simple majority vote of the Executive Board shall authorize the Dean (or other officer designated by the Executive Board) 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 Board. In the event the Dean is removed from office, the Dean-Elect shall act as the Chapter's executive officer.
 - B. The officer in question shall have a maximum of two (2) weeks to respond or until the next Executive Board meeting, 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 Board.

SECTION VII. PROGRAMMING POLICY. All programs sponsored by the Chapter must have the approval of the Executive Board. The dates and costs of such programs must also be approved by the Executive Board. Any organization wishing to co-sponsor a program with the Chapter shall submit a proposal to the Program Committee, with the understanding that confirmation of the event cannot be given until it is approved by the Executive Board.

SECTION VIII. STANDING COMMITTEES/COORDINATORS. The Executive Board shall have the power to authorize all Standing Committees, Standing Committee Chairs, and Coordinators. Standing Committee Chairs and Coordinators are nominated by the Dean, and each Chair/Coordinator appoints the members of his/her committee. The Dean will serve as an ex officio member of all committees, excluding the nominating committee. The following are permanent Standing Committees/Coordinators of the Chapter.

1. **OPERATING PROCEDURES COORDINATOR.** The Operating Procedures Coordinator shall be responsible for keeping the Executive Board advised of the contents of the National Bylaws, particularly as to the effect of any changes upon the Chapter's own Operating Procedures. The Coordinator advises the Executive Board on necessary revisions to Operating Procedures and keeps record of all such policies and procedures as adopted by the Executive Board, including such amendments and additional policies created by Executive Board action, with indication of the dates of such actions.
2. **COMPETITION COMMITTEE.** The Competition Committee shall be responsible for conducting chapter competitions in organ performance. Local competitions shall be governed by the rules of the Regional

Competition for Young Organists published in THE AMERICAN ORGANIST in even-numbered years. The Chair shall keep the Executive Board advised as to the contents of the national rules, especially the financial obligation of the Chapter. The amount of prize money may be determined by the Finance Committee, subject to approval by the Executive Board. The Competition Committee shall inform chapter members and any prospective competitors of the competition, giving the date, location, and any other pertinent information in October prior to the competition. The Competition Committee shall be 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 Seattle Chapter with accurate contact information. The Committee shall submit to the Executive Board the names of four (4) or more persons to serve as judges from which the Executive Board shall select three (3) plus one (1) alternate judge by majority vote. Judges may not include current or former instructors or family members of any competitors.

3. FINANCE COMMITTEE. The Finance Committee shall consist of the Treasurer, the Dean, one (1) member of the Executive Board, the Dean-Elect who also serves as Program Chairman, and others as designated by the Executive Board at its discretion. The Finance Committee shall submit a budget for each year based on a fiscal year of July 1 to June 30. The budget shall be presented for approval to the Executive Board on a timely basis. The Finance Committee shall also recommend policies for financial responsibility for future years.
4. HOSPITALITY COMMITTEE. The Hospitality Committee shall be responsible for all social events and program receptions, making all provisions that the Dean and/or Dean-Elect shall deem necessary.
5. MEMBERSHIP COMMITTEE. The Membership Committee, of which the Membership Coordinator is Director, shall assist the Membership Coordinator in recruiting new members and retaining current members.
6. 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 Coordinator 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 Coordinator shall also be responsible for carrying out the policies and procedures set forth in the AGO Code of Ethics, including the Discipline.
7. PLACEMENT COORDINATOR. The Placement Coordinator 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 direct personal contact with the Placement Coordinator. The coordinator shall make announcements of such positions as appropriate, including publishing them in the Chapter Newsletter. This list may include the name of church or institution, contact person's name and telephone number/e-mail address, title or position, salary and benefits, type of organ, and other pertinent information available.
8. PROGRAM COMMITTEE. The Program Committee, of which the Dean-Elect shall be the Chair, shall be responsible for all programming by the Chapter, including but not limited to concerts, recitals, lectures, or other special presentations. This Committee shall be responsible for proposing a program calendar and budget to the Finance Committee and Executive Board. The committee shall make arrangements to ensure the smooth coordination of Chapter events.
9. TAO REPORTER. The TAO Reporter shall gather information about the Chapter and its activities and events 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 Board.
10. OUTREACH COORDINATOR. The Outreach Coordinator shall serve as a caring voice on behalf of the Chapter to members who are ill or have experienced loss and to families of members who have died. The coordinator shall also convey commendations to members as appropriate.
11. SPECIAL PROJECTS. The Special Projects Advisory Committee (SPAC) shall recommend to the Chapter Executive Board projects to be supported using SPAC funds. The recommendations, subject to approval by the Executive Board, shall be in compliance with SPAC operating procedures.
12. AGO PROFESSIONAL CERTIFICATION COORDINATOR. The AGO Professional Certification Coordinator will promote AGO Certification Examinations and assist members working towards the attainment of AGO Certification. If the Chapter elects to become an Examination Center, the Coordinator shall be responsible for arranging for conducting AGO Certification Exams according to the guidelines provided from National Headquarters.
13. NEWSLETTER EDITOR. The Editor of the Chapter Newsletter 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 Board. The Newsletter Editor will see to the timely production of the Chapter Newsletter, including layout, proof-reading, printing, and mailing.

14. NOMINATING COMMITTEE. See Section VI.1.

SECTION IX. AMENDMENTS TO OPERATING PROCEDURES. Following adoption by the Executive Board 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 Board. A majority vote 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 Board of the Seattle Chapter of the 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 Richard Lind Date _____

Past-Dean David Lepse Date _____

Dean-Elect Carl Kishline Date _____

Secretary Lora Lee Brown Date _____

Treasurer LaDonna Bowers Date _____

Member-At-Large Marion Anderson Date _____

Member-At-Large Jo Baim Date _____

Member-At-Large Carol Foster Date _____

Member-At-Large David Nichols Date _____

Member-At-Large Sylvia Oines Date _____

Member-At-Large James Van Horn Date _____