

**OPERATING PROCEDURES TO GOVERN
THE NORTHWEST ARKANSAS CHAPTER**
American Guild of Organists

On May 16, 2017, the undersigned members of the Executive Committee of the Northwest Arkansas 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 Northwest Arkansas Chapter of the American Guild of Organists (hereinafter, "Chapter" or "NWACAGO"), 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 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 1-3 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 the Dean, Sub-Dean, Secretary, and Treasurer. The Past Dean serves on the Executive Committee for one year after the expiration of his/her term to provide continuity to the chapter. The quorum for an Executive Committee meeting shall be three (3). The following non-Executive Committee positions are appointed by the Executive Committee: Chaplain, Historian, and Education Coordinator.

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

- 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 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.
- 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 Committee.
- i. 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.
- j. Remain in office for a term of one (1) year, with the possibility of nomination for re-election.
- 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 Committee.

3. DUTIES OF THE SUB-DEAN. The Sub-Dean, in the absence of the Dean of the Chapter, shall exercise all the powers and perform all the duties of the Dean of the Chapter. The Sub-Dean will serve as Director of the Program Committee (ref. Section VIII, paragraph 10 below) and as such be responsible for planning the annual program of activities for the Chapter.

The Sub-Dean shall remain in office for a term of one (1) year, with the possibility of nomination for re-election. The Sub-Dean shall perform such other duties as are incidental to the execution of this office or that may be required of him/her by the Executive Committee. In case of the Dean's death, resignation or removal, the Sub-Dean will succeed to the office of Dean for the remainder of the Dean's elected term.

4. DUTIES OF THE SECRETARY. The Secretary shall 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. Such minutes of the Executive Committee shall include the names of those members who are present and absent as well as copies of the reports from all committees. The Secretary shall issue notices for all meetings of the Executive Committee. The Secretary shall make such reports and perform such other duties as are incidental to the execution of this office or 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. 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 such reports or statements of the Chapter's finances and accounts as may be requested by the Executive Committee.
- e. Sign and/or countersign such instruments requiring his/her signature.
- f. Serve as a member of the Finance Committee.
- g. Perform such other duties incidental to the execution of this office that may be required by the Executive Committee

6. DUTIES OF THE REGISTRAR. The duties of the Registrar shall be performed by the Treasurer. The Registrar shall be custodian of the membership records of the Chapter and, as such, shall have the following duties and responsibilities:

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

7. DUTIES OF THE MEMBERSHIP COORDINATOR. The duties of the Membership Coordinator shall be shared among the Executive Committee. 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 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 Committee.
- h. Serve as Director of the Membership Committee (Section VIII, Paragraph 7, below).
- i. Perform such other duties as are incidental to the execution of this office or tasks that the Executive Committee may direct.

8. 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.

9. DUTIES OF THE NEWSLETTER EDITOR. The duties of the Newsletter Editor shall be performed by the Secretary. The Editor of the Chapter Newsletter, *En Chamade*, shall have responsibility for gathering and publishing all necessary items and information for the benefit of the members of the Chapter. Such items and information shall include, but not be limited to, the following: announcements of forthcoming meetings of the Chapter; notices of upcoming Chapter program events; a calendar of future programs or events in the community; a list of positions available for church and synagogue musicians; a letter from the Chapter Dean; and any other item deemed appropriate by the Executive Committee. The Editor should work closely with the chapter webmaster to insure publication of the newsletter content properly and in a timely manner on the chapter website.

10. DUTIES OF THE PUBLICITY OFFICER. The duties of the Publicity Officer shall be shared amongst the Executive Committee. The Publicity Officer shall have responsibility for all publicity concerning Chapter meetings, public programs, recitals and any other activities of the Chapter, as the Executive Committee deems necessary. The logo of the American Guild of Organists should be included on all printed publicity materials. *(NOTE: Camera-ready copies of the AGO logo can be obtained from the AGO website. The Chapter may wish to develop and use its own logo in addition to the AGO image, without supplanting it.)*

11. DUTIES OF THE WEBMASTER. The duties of the Publicity Officer shall be shared amongst the Executive Committee. The Chapter Webmaster shall have responsibility for maintaining the Chapter Website with the most current information possible. The Website 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 Website <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 Website.

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

13. EXECUTIVE COMMITTEE. The Executive Committee is the representative governing body of the Chapter. The Executive Committee conducts the business of the Chapter when the full membership is not present. The Committee shall consist of all elected officers of the Chapter and all duly elected members of the Executive Committee. All Directors of standing committees and all District, Regional, and National Officers who are members of the Chapter may attend Chapter Executive Committee meetings with voice, but no vote.

14. EXECUTIVE COMMITTEE MEETINGS. The Executive Committee shall meet preceding the regularly scheduled general meetings of the Chapter in the months of October, January, March and May. 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

15. GENERAL MEETINGS OF THE CHAPTER. General meetings of the Chapter shall be held from September to May inclusive. A general meeting may take place at such other time as deemed necessary, with approval of the Executive Committee. Fifteen percent (15%) of members 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 three (3) persons who are voting members of the Chapter in good standing. Not more than one (1) may be members of the Executive Committee. The Dean may not be a member of 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). 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 annual election of Chapter leaders, both Officers and members at-large of the Executive Committee, shall take place by May 31 of each year. 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.

For Chapters holding the first election cycle and holding elections annually:

The duly elected members at large of the Executive Committee shall be divided into three (3) classes, each class having equal numbers of members numbering not less than one (1) and not more than three (3). Those in Class I shall be nominated for and elected to hold office for a term of one (1) year; those in Class II shall be nominated for and elected to hold office for a term of two (2) years; those in Class III shall be nominated for and elected to hold office for a term of three (3) 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.

4. Elections for members at large on the Executive Committee are held [annually] [in odd numbered years] [in even-numbered years]

5. 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.

6. 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 his/her committee. The Dean serves as an ex officio member of all committees.

1. AGO PROFESSIONAL CERTIFICATION COMMITTEE

The Chapter Education Coordinator shall be the Director of this Committee. This Committee has responsibility for devising ways to aid members of the Chapter in preparing themselves for the AGO examinations. Should the Chapter be chosen as an AGO Examination Center the Director is responsible for conducting AGO Certification Exams according to the guidelines provided from National Headquarters.

2. OPERATING PROCEDURES COMMITTEE

The Operating Procedures Committee shall be responsible for keeping the Executive Committee advised of the contents of the National Bylaws, particularly as to the effect of any changes upon the Chapter's own Operating Procedures. This Committee advises the Executive Committee on necessary revisions to Operating Procedures and keeps records of all such policies and procedures as adopted by the Executive Committee, including such amendments and additional policies created by Executive Committee action, with indication of the dates of such actions.

3. COMPETITION COMMITTEE

The Competition Committee shall be responsible for conducting 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. Competitions held in even-numbered years shall be sponsored by the Chapter and shall follow procedures conforming to the Chapter's own rules as adopted by the Executive Committee.

In such competitions as are governed by national rules, the Director of the Competition Committee shall keep the Executive Committee advised as to the contents of the national rules, especially the financial obligation of the Chapter to the respective Region of the AGO. The amount of prize money, if any, shall be determined by vote of the Executive Committee, based on recommendation from the Finance Committee. The Competition Committee shall inform prospective competitors of the competition by announcing the date, location and any other pertinent information in October of each year and shall announce the competition to the general membership of the Chapter no later than November. The Competition Committee is responsible for publicizing the competition. All press releases and informational mailings or

circulars shall bear the logo of the American Guild of Organists and the name of the local Chapter with clearly legible contact information.

The Competition Committee shall submit to the Executive Committee the names of four (4) or more persons to serve as judges for all competitions. The Executive Committee shall approve three (3) judges by way of majority vote. Judges may not include current or former instructors or family members of any competitors.

The Competition Committee may be also be asked to supervise the chapter's scholarship auditions, should the chapter choose to hold such an event. The Competition Committee may be organized for the sole purpose of such an event. Scholarship auditions would not need to be governed by the AGO/Quimby Regional Competitions and would not be considered part of the AGO Quimby Regional Competition selection process.

4. YEARBOOK COMMITTEE (DIRECTORY COMMITTEE)

The Yearbook Committee shall publish the annual Chapter Yearbook (or Chapter Directory). The Yearbook shall include names of all current chapter members in good standing with addresses and other contact information that individual members have authorized to be included. The Yearbook shall also include official addresses and contact information for the Chapter and for National Headquarters, for Chapter officers and committee Directors, and for Regional Councillors and District Conveners. The Yearbook shall also include the following: a schedule of Chapter programs for the year; general information about the Chapter including instructions on using the Chapter placement and substitute organist lists; a listing of names of patrons and sponsors of the Chapter and its activities; the AGO Code of Ethics and Code of Professional Standards; and any other material that the Executive Committee shall deem necessary or helpful to the membership. A chapter may choose to publish its Yearbook online. If so, the Yearbook Committee is responsible for assuring that information so published is secure and available only to chapter members. The Yearbook Committee should ensure that all chapter members have access to the Yearbook.

5. 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 the February meeting of the Executive Committee. In addition to the annual budget the Committee shall recommend to the Executive Committee policies for financial responsibility relevant to future years.

6. HOSPITALITY COMMITTEE

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

7. MEMBERSHIP COMMITTEE

The Membership Committee, of which the Membership Coordinator or Registrar is Director,

shall assist the Membership Coordinator/Registrar in recruiting new members and retaining current members.

8. PROFESSIONAL DEVELOPMENT COMMITTEE

The Professional Development Committee shall be responsible for developing Chapter policy and furthering the Guild's Mission through providing information to members about job expectations, salary guidelines and any other assistance that enables members and their employers to reach agreement concerning compensation and duties. The Committee shall also develop and nurture relationships with institutions in the community especially regarding ethical and professional dealings with, and conduct of, the Chapter's members. The Committee shall also be responsible for carrying out the policies and procedures set forth in the AGO Code of Ethics, including the Discipline.

9. PLACEMENT COMMITTEE

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

10. PROGRAM COMMITTEE

The Program Committee, of which the Sub-Dean shall be the Director, shall be responsible for all programming in the Chapter, including but not limited to recitals, concerts, lectures or other special presentations. This Committee shall be responsible for proposing a program calendar and budget to the Finance Committee and Executive Committee. This Committee shall also be responsible for carrying out appropriate logistics and making all arrangements to ensure the smooth coordination of Chapter events.

11. REPORTER

The Reporter shall gather information about the Chapter and its activities and events each month and forward such information to National Headquarters for publication in THE AMERICAN ORGANIST, and such other reporting as may be deemed necessary by the Executive Committee.

12. SUBSCRIPTION SERIES COMMITTEE

The Subscription Series is an annual cycle of programs consisting of special concerts, recitals and lectures, support for which derives from Chapter solicitation of funding other than the Chapter portion of AGO dues. The Subscription Series Committee shall be responsible for soliciting and gathering in funds to underwrite the Subscription Series. All monies collected through solicitation by the Subscription Series Committee shall be turned over to the Treasurer, who will first handle all settlements for payments concerning fund-raising expenses, then record the total proceeds as a credit to the Subscription Series. The Subscription Series Committee shall be responsible for advertising the Subscription Series as prepared by the Program Committee, as well as obtaining and maintaining the contact list for the Subscription Series. The Subscription Series Committee Director shall also maintain a roster of all contributors to the Subscription Series and see that the names are published in the printed program of each event of the Series.

13. INFORMATION TECHNOLOGY COMMITTEE

The Information Technology Committee, of which the Webmaster is the Director, shall be responsible for all aspects of the Chapter's presence on the World Wide Web, especially the maintenance of the Chapter Website. The Committee shall assist members with the renewal process as offered by the AGO's ONCARD system when such assistance is required and shall assist the chapter officers in their duties as it relates to ONCARD technology.

The Committee shall also be responsible for coordination of Chapter needs for audiovisual equipment, computer hardware or software and any other equipment or technology needed by the Chapter to carry out its activities. The Information Technology Committee shall also advise the Executive Committee on matters of Information Technology, including but not limited to acquisition or lease of computer or audiovisual equipment, purchase of software, Website policy, or any other technology-related matters that may affect the Chapter.

SECTION 9. 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 Northwest Arkansas Chapter of the American Guild of Organists, do hereby adopt the above and foregoing OPERATING PROCEDURES to govern the Northwest Arkansas Chapter of the American Guild of Organists, the first day and date mentioned above.

Dean	<u>Bro. A. Hite</u>	Date	<u>May 16, 2017</u>
Sub-Dean	<u>Jessie A. Lee</u>	Date	<u>May 16, 2017</u>
Secretary	<u>Karen M. Frazier</u>	Date	<u>May 25, 2017</u>
Treasurer	<u>Charles A. Torgish</u>	Date	<u>May 26th, 2017</u>
Past Dean	<u>Ernest M. Hill</u>	Date	<u>16 May 2017</u>