

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

On this ___ day of _____, 2019, the undersigned members of the Executive Committee of the Tampa Chapter of the American Guild of Organists do adopt the following as OPERATING PROCEDURES, which are in accordance and agreement in general with the National Bylaws of the American Guild of Organists, as adopted April 13, 1896, and amended through October 4, 2013.

SECTION I. NAME

The name of this organization shall be the Tampa Chapter of the American Guild of Organists (hereinafter 'Chapter'), a subordinate unit of the national organization known as the American Guild of Organists.

SECTION II. MISSION STATEMENT

Article II, Section I of the National Bylaws is incorporated here 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, naming qualifications for voting members and non-voting members. Additionally the Chapter may solicit and enroll subscribing members- for an annual fee set by the Board-who may receive all local publications and attend all programs, but not have the right to vote or serve as officers or committee members of the Chapter. These members should not be employed in any regular church organists position, but may be simply substitutes, pastors, choir directors or interested citizens. They do not receive THE AMERICAN ORGANIST magazine.

SECTION IV. CHAPTER GOVERNANCE

1. OFFICERS. The officers of the Chapter shall be the Dean, Sub-Dean, Secretary and Treasurer. Three (3) members of the Chapter shall be elected to the Executive Committee as Members-at-Large, according to the provisions of Section VI (C) below which sets terms. (There may also be a Chaplain, who shall be appointed by the Dean, and such other officers as the Executive Committee shall deem necessary, such as an Immediate Past-Dean.)

The Executive Committee, all elected by the membership, shall meet at the call of the Dean at least quarterly or whenever it is imperative to continue the work of the Chapter in a timely manner. This Committee may make decisions in interim periods when the full Board is unable to be constituted.

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 a 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 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 Committee and make such other reports 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 Councilor and Executive Director of the Guild.
- (j). Remain in office for a term of two (2) years, 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 Chairman of the Program Committee (see Section IV, 3, B 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 two (2) years, 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 the Dean for the remainder of the Dean's elected term. The Sub-Dean shall record the minutes of all meetings of the Chapter Executive Committee and submit them for approval at the subsequent Executive Committee meeting.

4. DUTIES OF THE SECRETARY: The Secretary shall keep record books 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.

The Secretary shall also have the following duties and responsibilities:

(a). Chair the Membership Committee of the Chapter, serve on the Yearbook Committee and may act as Historian for the Chapter unless another person has so been appointed, keeping a copy of any Chapter program, any article appearing in the press, and any announcements of programs concerning members, utilizing the Guild's library as a permanent depository of same for easy access to all members.

(b) . Act as reporter, gathering information about the Chapter and its activities and events each month and forwarding such information to National Headquarters for publication in THE AMERICAN ORGANIST, coordinating with a member what has been designated by the Dean to act as official photographer.

(c). Assist the Registrar/Treasurer in any duties connected with membership registration and reporting, as well as helping to proof members' information in the yearly directory.

5. DUTIES OF THE REGISTRAR/TREASURER: The Treasurer shall be custodian of all financial records of the Chapter, act as Registrar, 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). Provide membership forms upon request, which shall include the national membership application, national reinstatement form and Chapter membership form, especially to new and/or prospective members, as well as any literature the Executive Committee may publish about the Guild.

(d). Collect all dues of the Chapter and 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, subscribing member), 2) information on membership history (renewal, new member, reinstatement of lapsed member) and 3) dues category (student, regular, senior, partner, etc.).

(e) Send to National Headquarters the portion of members' dues required, according to the current dues structure of the American Guild of Organists as approved by National Council.

(f). Disburse, or supervise the disbursement of, all other funds of the Chapter, in accordance with the authority granted by the Executive Committee and recommended by the

Finance Committee, utilizing proper vouchers to correspond to the disbursements and keeping accurate records thereof.

(g). Prepare and submit such reports or statements of the Chapter's finances and accounts as may be requested by the Executive Committee.

(h). Sign and/or countersign such instruments requiring his/her signature.

(i). Serve as a member of the Finance Committee; or, in the absence of a Finance Committee, make periodic recommendations to the Executive Committee on determining an annual budget for the Chapter and on management of the Chapter's assets.

(j). Gather current information for the Chapter Yearbook and provide this information to the Yearbook Editor and the Newsletter Editor.

(k). Provide membership forms upon request. This shall include the national membership application, national reinstatement form and Chapter membership renewal form.

(l). On a timely basis, send Chapter membership renewal forms and dues statements to all Chapter members.

(m). Perform such other duties as are incidental to the execution of this office or task that the Executive Committee may direct.

6. 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.

7. 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 fourteen (14) days' notice of any meeting of the Executive Committee. Attendance by Executive Committee members is expected at all meetings.

8. GENERAL MEETINGS OF THE CHAPTER. General meetings of the Chapter shall be held at such times and places designated by the Program Committee, customarily between September and June. 25% of the Voting Members shall be necessary and sufficient to constitute a quorum for the transaction of the business of the Chapter.

SECTION V. DUES OF THE CHAPTER

The AGO National Council determines annual dues for membership in the American Guild of Organists. The Chapter shall collect and report membership dues according to these policies as embodied in the instructions issued annually from National Headquarters.

SECTION VI. ELECTION PROCEDURES

1. **NOMINATING COMMITTEE:** The Nominating Committee shall consist of three (3) persons who are members of the Chapter in good standing. Not more than one (1) may be a member of the Executive Committee. The Nominating Committee is appointed by vote of the Executive Committee upon the recommendation of the Dean. The Nominating Committee shall nominate one (1) or more candidates for each office and 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 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 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 via U.S. Mail by April 1 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 across the envelope seal. 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 May general meeting of the Chapter. Terms of office begin on July 1.

3. **ELECTION OF EXECUTIVE COMMITTEE MEMBERS-AT-LARGE:** Elections for members at-large on the Executive Committee held annually. Each member at-large is elected for a term of three (3) years, one-third of the total number of members at-large being selected in each election year.

4. **VACANCIES ON THE EXECUTIVE COMMITTEE:** Any member of the Executive Committee may resign from his/her position with such resignation submitted in writing to the Executive Committee. The resignation is effective immediately upon its acceptance by the Executive Committee. A vacancy on the Executive Committee that may result from, but not be limited to, resignation or death of a member, or removal of a member for failure to fulfill responsibilities may be filled through appointment by the Dean. Any Chapter member appointed to fill such a vacancy shall meet all qualifications to hold office and shall serve for the unexpired term of his/her predecessor or for the predetermined term length until the successor has been duly elected and officially installed.

5. REMOVAL FROM OFFICE: A duly elected Officer or duly elected member at-large of the Executive Committee may be removed from office due to inability or failure to fulfill his/her responsibilities only by action of the Chapter Executive Committee as follows:

(A). By simple majority vote the Executive Committee shall authorize the Dean or other officer designated by the Executive Committee to send a formal written notice to the officer or member-at large in question, stating that action to remove such officer from elected position is pending before the Executive Committee. In the event of such action against the Dean of the Chapter, the Sub-Dean shall act as the Chapter's executive officer.

(B). The Executive Committee shall request a response from the Officer or member at-large in question within two (2) weeks, or until the next meeting of the Executive Committee, whichever is later. After such time action to remove said Officer or member at-large shall require a two-thirds majority vote of the Executive Committee.

SECTION VII. 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 VIII. 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. 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.

2. 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.

3. EDUCATION/OUTREACH/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. The Coordinator and Committee shall recommend to the Executive Committee criteria for the competition for the Margaret Smith McAlister Scholarship Fund for young organists.

4. 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.

5. PLACEMENT/SUBSTITUTE 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 with the institution name, contact person's name and number, title or position, salary and benefits, and all other pertinent information available. The Coordinator of the Committee is nominated by the Dean and approved by the Executive Committee. This person may also act as the Chapter's librarian and historian in conjunction with the Secretary.

Additionally, the Coordinator shall be responsible for maintaining a current list of members available as substitutes. He/she shall not recommend persons for positions or substitutions unless the person is at least a subscribing member of the Chapter.

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. YEARBOOK/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 Councilors 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 the Executive Committee deem necessary or helpful to the membership. Ads may be solicited to defray cost of publication. If coordination with the other two chapters in the Tampa Bay area is possible, all diligence must be made to ensure accurate proofing.

9. NEWSLETTER COMMITTEE: The newsletter shall be published at the direction of the Dean and Executive Committee. Those responsible for its timely publication (during the first week of every month September - May) shall insure that information therein for the benefit of members shall include, but not be limited to, announcements of the forthcoming general meetings of the Chapter or Programs (from the Program Committee), calendar of coming programs and events in the community (from a designated person to compile and submit), list of vacancies for church and synagogue musicians (Placement/Substitute Coordinator), message from the Dean, Treasurer's report and/or reports from other officers or committee chairs plus any other items of interest as may be deemed appropriate. The committee shall be comprised of those members willing to do so in any given year. Newsletters may be distributed [electronically] to all members with e-mail addresses as a cost-saving measure.

10. 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 web site. 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, web site policy, or any other technology-related matter than may affect the Chapter.

11. A LIBRARIAN/HISTORIAN may be appointed to oversee all documents that have been donated to the Chapter and placed on the shelves in the Chapter room for distribution to the membership. Additionally, this person shall maintain all publicity efforts, pictures, etc. regarding events of the Chapter for preservation in the Chapter library. This position may be filled by either the Secretary or another member working in conjunction with the Secretary.

SECTION IX. 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 Tampa Chapter of the American Guild of Organists, do hereby adopt the above and foregoing OPERATING PROCEDURES to govern the Tampa Chapter of the American Guild of Organists, on the first day and date mentioned above.

Dean _____ Date

Sub-Dean _____ Date

Secretary _____ Date

Registrar/Treasurer _____ Date