

Operating Procedures to Govern

Buffalo, New York Chapter, American Guild of Organists

On this day, August 28, 1992, the undersigned members of the Executive Committee of the Buffalo, New York Chapter of the American Guild of Organists, do adopt the following as Operating Procedures, to Govern the Buffalo, New York Chapter of the American Guild of Organists, which are in accordance and agreement with the National By-laws of the American Guild of Organists, adopted March 1987 (as amended).

Amended June 13, 2016

1. **Name.** The name of this organization shall be the Buffalo, New York Chapter of the American Guild of Organists, (hereinafter, Chapter) a subordinate unit of the national organization known as the American Guild of Organists, whose headquarters are in New York, New York.
2. **Statement of Fundamental Purpose.** Article II, Section I of the National By-laws 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.
3. **Classes of Membership.** Article II, Section 1-3, and Article VII, Section 3 of the National By-laws are incorporated by reference, as if fully set out herein.
4. **Officers.** The officers of the Chapter shall be Dean, Sub-Dean, Secretary, Treasurer, Registrar, Librarian, Historian, two (2) Auditors, and nine (9) members of the Chapter who shall be elected to the Executive Committee, according to the provisions of Paragraph 16 below. In 2016-17 the number of Executive Committee members will be eight (8); in 2017-18 the number of Executive Committee members will be seven (7); and in 2018-19 and following the number of Executive Committee members will be six (6). There shall also be a Chaplain, Newsletter Editor, Substitute Service Chair, Placement Service Chair, Program Chair, Publicity Chair, Membership Chair, Student and Competition Chair, Professional Concerns Chair, Certification and Education Chair, and Goodwill Chair, all of whom shall be appointed by the Dean and such other officers as the Executive Committee shall deem necessary.
5. **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 at which he/she may be present;

- b. Have the power to appoint the chairpersons of all standing committees;
- c. Recommend for ratification 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. Appoint 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 Annual Meeting of the Chapter covering such matters and making such recommendations, as he/she feels should be brought to the attention of or to be considered 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 he/she shall deem necessary, or which may be required by the policies of the Chapter or Executive Committee;
- h. Sign and countersign all contracts and other instruments for and in behalf of the Chapter pertaining to usual, regular, and ordinary affairs of the Chapter as may be authorized by the Executive Committee;
- i. Remain in office for a term of two (2) years;
- j. Perform such other duties as are incidental to the execution of his/her office or which may be required of him/her by the Executive Committee.

6. 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. He/She will serve as chairperson of the Program Committee (see Paragraph 28 below) for the following two years, and as such, be responsible for planning the programs for those years. This procedure assumes that in the interest of year-to-year continuity, the Sub Dean subsequently will be elected Dean.

The Sub-Dean shall present the Dean's pin to the out-going Dean at the Annual Meeting. (The Sub-Dean shall be responsible for ordering this pin from headquarters.)

The Sub-Dean shall remain in office for a term of two (2) years. He/She shall perform such other duties as are incidental to the execution of his/her office or that which may be required of him/her by the Executive Committee.

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

7. Duties of the Secretary. The Secretary shall keep in record books belonging to the Chapter and have custody of the minutes of the meetings of the Executive Committee of the Chapter. Such minutes of the Executive Committee are to include the names of those members who are present and absent, and copies of reports from the Treasurer and Membership Chair. The Secretary shall issue copies of the minutes and notices for all meetings of the Executive Committee. He/She shall make such reports and perform such other duties as are incidental to the execution of his/her office or which may be required of him/her by the Executive Committee.

8. Duties of the Treasurer. The Treasurer shall be custodian of all financial records of the Chapter, and as such, shall have the following duties and responsibilities:

a. Supervise and have custody of all financial records of the Chapter and keep full and accurate accounts of the receipts and disbursements of the Chapter. Those shall include:

1. Assets, liabilities, and fund balances
2. Revenue and operating expenses
3. Membership dues and Patron Series income and expenses
4. All other financial records and documents deemed necessary by the Executive Committee

b. Cause all monies and credits to be deposited in the name and to the credit of the Chapter in such accounts and depositories as may be approved by the Executive Committee;

c. Send to the National Treasurer the portion of membership dues that must be sent to National Headquarters;

d. Disburse, or supervise the disbursement of, all other funds of the Chapter, in accordance with the authority granted by the Executive Committee, taking receipts and keeping records which correspond to the disbursements;

e. Prepare and submit such reports of statements of the Chapter's finances and accounts as may be requested by the Executive Committee;

f. Sign and/or countersign such instrument requiring his/her signature;

g. Collect yearly dues from members who choose to send their membership renewal forms to the Chapter instead of to National Headquarters,

h. Report to National Headquarters the names of all members who have paid dues to the Chapter instead of to National Headquarters, such a list to include the class of membership (renewal, new member, reinstatement, Chapter Friends, etc.) of each member;

- i. Gather the information for the Chapter Membership Directory, copies of such information to be sent to the Newsletter Editor;
- j. Provide membership applications upon request to new and/or prospective members which shall include the National membership application, and Chapter membership forms;
- k. Sign and distribute all membership cards;
- l. Perform such other duties incidental to the execution of his/her office, or which may be required of him/her by the Executive Committee

9. **Duties of the Registrar.** The Registrar shall record the minutes of the Annual (May) Meeting and read the minutes of the previous Annual meeting. He/She shall also gather information about the Chapter and its activities and events each month, and forward such information to National Headquarters for the publication in *The American Organist*.

10. **Duties of the Historian.** The Historian shall keep a copy of each recital program, any article appearing in newspapers or magazines concerning the Chapter, a copy of all Chapter publications, and all books, music, programs of concert and recitals sent to him/her by the members of the Chapter. The Historian shall keep the history of the Guild in such a place so that it shall be accessible to all members.

11. **Duties of the Newsletter Editor.** The Editor of the Chapter Newsletter shall be responsible for gathering and publishing all necessary items and information for the benefit of the members of the Chapter. Such items and information shall include but not be limited to announcements of the forthcoming events of the Chapter, including Patron Series programs, calendar of future programs and events, list of vacancies for church and synagogue musicians, letter from the Dean, membership update, listing of music events at members' churches, and any other items of interest to the Chapter as may be deemed appropriate by the Executive Committee. Publication times and dates are determined by the date of Chapter events. The Editor shall also keep an accurate up-to-date file of the names, email addresses and addresses of all Chapter members (Chapter Membership Directory) and Deans of nearby Northeast Region AGO chapters. He/She shall have copies of the newsletter and ballots for the May election printed, prepared for mailing, and mailed or emailed to each person in the above mentioned file.

12. **Duties of the Publicity Officer.** The Publicity Officer shall be responsible for all publicity concerning Chapter events, Patron Series programs, Recitals, and any other activities of the Chapter as the Executive Committee shall deem necessary. The logo of the American Guild of Organists shall be used with all publicity and is provided by National Headquarters.

13. **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. A Chapter's fiscal year must correspond with that of National which is July 1 - June 30. The auditors shall also tally the votes at the Annual (May) Meeting, announce the results, and provide the Secretary with the results for recording.

14. **Duties of the Chaplain.** The Chaplain shall be appointed by the Dean and shall serve a term of two (2) years. The Chaplain shall perform those duties deemed appropriate to the office.

15. **Executive Committee.** The Executive Committee shall consist of all elected officers of the Chapter and all duly elected members of the Executive Committee. All chairpersons of standing committees, and all State, Regional, and National officers who are members of the Chapter, are invited to attend the Executive Committee meeting with voice but no vote.

16. **Election of Executive Committee Members.** The duly elected members of the Executive Committee are divided into three (3) classes, Beginning in 2016-17 each newly elected class will contain two (2) members. All members are elected for three (3) year terms. Each elected member of the Executive Committee shall hold office only for the term for which he/she was elected and shall serve until his/her successor is elected and begin their term (see paragraph 34).

17. **Vacancies on the Executive Committee.** Any member of the Executive Committee may resign from his/her position with such resignation submitted in writing, effective immediately upon its acceptance by the Executive Committee. Vacancies on the Executive Committee which may result from but not be limited to resignation or death of a member, removal of a member for failure to fulfill his/her responsibility, or an increase in the number of members of the Executive Committee, may be filled by appointment by the Dean. A person appointed to fill such a vacancy shall meet all qualifications to hold office and shall serve for the unexpired term of his/her predecessor, and until his/her successor has been duly elected and begin their term (see paragraph 34).

18. **Standing Committees.** These Committees, and the number of committee members (if needed) of the committees, shall be determined by the needs of the Chapter as necessary for the Chapter's efficient operation.

The Committees include: Education and Certification, Examination Coordination, Goodwill, Hospitality, Membership and Patron, Nominating, Operating Procedures, Placement Service, Professional Concerns, Program, Student Competition, and Substitute Service. Whereas the Dean has the power to appoint all committee chairs, each chair has the power to appoint the members of his/her committee as each chair deems necessary. The Dean will serve as an "ex officio member" of all committees.

19. **Education and Certification Committee.** The Education and Certification Committee shall be responsible for devising ways to aid members of the Chapter in their efforts to prepare themselves for the AGO Examinations and will coordinate and administer any Service Playing or Colleague Examinations.

20. **Examination Coordination Committee.** The Examination Coordination Committee shall be responsible for conducting AGO Examinations if the Chapter becomes a National Examination Center.

21. **Goodwill Committee.** The Goodwill Committee shall be responsible for sending get well wishes to members who are ill and condolences to the family of a deceased member.

22. **Hospitality Committee.** The hospitality Committee shall be responsible for all social events which the Chapter Dean shall deem necessary.

23. **Membership and Patron Committee.** The Membership and Patron Committee, of which the Membership Chair is the chairperson, shall assist in obtaining new members and Patrons. The patron series of programs consists of special concerts, recitals, lectures, etc. for which additional monies are solicited in order to fund these special events. The Membership and Patron Committee shall be responsible for soliciting and gathering funds (which may be accomplished through the newsletter) to underwrite the Patron Series. Any monies for the patron Series shall be collected by the Treasurer. The Committee shall also maintain a list of all contributors to the Patron Series, see that the names are published in the printed program of each event of the Series, and that Patron Tickets are printed for each event of the Series and sent to all Patrons.

24. **Nominating Committee.** The Nominating Committee shall consist of three (3) persons, not more than two (2) of whom may be members of the Executive Committee. 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 for those whose terms of office are about to expire. The slate prepared by the Nominating Committee shall be delivered to the Executive Committee, recorded in the minutes, published in the newsletter, and announced to the general membership on a timely basis in order that appropriate time and consideration may be given the candidates prior to election. Additional nominations may be made by petitions signed by at least five (5) members of the Chapter in good standing and submitted to the Secretary so that they may receive the same consideration as those proposed by the Nominating Committee. (See Revision of Article VIII, Section 3, Paragraph 2, national By-laws.)

25. **Operating Procedures Committee.** The Operating Procedures Committee shall be responsible for keeping the Executive Committee advised of the contents of the National By-laws, particularly as to the effect of the National By-laws upon the Chapter. The Operating Procedures Committee shall also be responsible for advising the Executive Committee of the

corresponding policies that have been developed by the Chapter and keeping record of all such policies and procedures as adopted by the Executive Committee, including such amendments and additional policies created by Executive Committee action, with the indication of the date of such action.

26. Placement Service Committee. The Placement Service Chair shall be responsible for maintaining a current listing of positions available for church musicians (such list to be available to all members by means of direct personal contact with the Placement Service Chair) and publishing in the Chapter Newsletter and on the Chapter website. Items to be included in the list are: Name of the church or institution, title of position, salary, type of organ, and all other pertinent information available. (refer to Professional Concerns Guidelines VI-B.)

27. Professional Concerns Committee. The Professional Concerns Committee shall be responsible for defining the professional concerns which the Chapter needs to consider. It shall also be responsible for developing ways to assist the Chapter and its Chapter members and local churches and other institutions concerning the policies developed, and obtain any guidelines of special help that may be available from both the National Councillor for Professional Concerns and his/her representative.

28. Program Committee. The Program Committee, of which the Sub-Dean is the Chair, shall be responsible for all programming by the Chapter, including but not limited to, the Patron Series, special concerts, recitals, lectures, etc. The Program Committee shall have the following duties and responsibilities:

- a. Select all artists, lecturers, and performing groups for the following season, and research costs and availabilities;
- b. Issue confirmations of program dates, and negotiate contracts for artists' fees, when necessary;
- c. Arrange a suitable location for each program;
- d. Report preliminary plans to the Executive Committee on a timely basis;
- e. Compile and publish a calendar describing the entire year's programming;
- f. Make arrangements for any dinner or special meeting that may precede a program or for the Annual Meeting;
- g. Appoint a Host and Chair for each event who is responsible for working with the Program Committee and the Dean to make all necessary arrangements for the event.

h. Assist the current Dean in any capacity deemed necessary, so that each program or event of the current year shall run smoothly.

29. Student Competition Committee. The Student Competition Committee shall be responsible for conducting the annual student competition in organ performance. Local competitions held in odd-numbered years shall be governed by the rules of the Regional Competition for Young Organists and local competitions held in even-numbered years shall be governed by rules of the Chapter, as adopted by the Executive Committee. In such Competitions that are governed by National rules, the Chair shall keep the Executive Committee advised as to the contents of the National rules, especially the financial obligation of the Chapter to the Region. The amount of prize money may be determined by the Executive Committee.

30. Substitute Service Committee. The Substitute Service Chair shall be responsible for maintaining a list of AGO member musicians who are qualified and available for substitute work. The Substitute Service Chair shall make this list available to AGO member organists and to area churches.

31. Programming Policy. Any program sponsored by the Chapter must have the approval of the Executive Committee. The date and fee of such program must also be approved by the Executive Committee. Any organization wishing to co-sponsor a program with the Chapter should submit such a proposal to the Program Committee. The Dean and/or Sub-Dean must reach a clear understanding with such an organization in that final approval for a co-sponsored program is made by the Executive Committee, and that confirmation of the event cannot be given until such approval is enacted. Most churches do not charge for serving as host for a program; however, janitorial fees are generally expected and such charges must be considered by the Executive Committee when reviewing programs and budget.

32. Annual Meeting of the Chapter. The Annual Meeting of the Chapter shall be held in May as announced by the Executive Committee. The quorum shall consist of the number of members present at the meeting. A minimum of one (1) Chapter meeting shall be held per year. The Executive Committee must provide the membership with thirty (30) days notice of the date, time and location of the Annual Meeting by email or mail

33. Executive Committee Meetings. The Executive Committee shall meet as scheduled by the Dean, or by request of the members of the Executive Committee. Regular attendance by the Executive Committee members is expected at all meetings of the Committee.

All meetings of the Executive Committee shall be conducted in accordance with the parliamentary practices found in the current edition of *Roberts' Rules of Order*. A majority of committee members shall be necessary and sufficient to constitute a quorum for the transaction of business.

34. Election and Installation of Officers. The Annual election of officers shall take place via U.S. mail, or at the Annual meeting of the Chapter. A plurality of votes cast in person or by proxy shall be sufficient for election. The officers who are elected at the Annual Meeting shall begin their term of office July 1st.

35. Amendments to Operating Procedures. Following adoption by the Executive Committee and approval of the Chapter, Regional Chairman, and national Councillor Organizational Concerns, 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 the Operating Procedures. Any amendment or addition thereto shall be included in this document and added in numerical sequence in the order of enactment, complete with the date of such enactment. Any amendment so made affecting the election of the Officers of the Executive Committee must be ratified by the chapter membership at the Annual Meeting or by mail vote.

36. Dues of the Chapter. Rates and procedures for collection of annual dues of Voting Members are determined by the National Council. Dues rates for Chapter Friends shall be set annually by the Executive Committee.