

**Operating Procedures
The Cedar Valley AGO Chapter
American Guild of Organists
July 3, 2013**

On June 6, 2013, the undersigned members of the Executive Committee of the Cedar Valley AGO 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 Cedar Valley Chapter of the American Guild of Organists, a subordinate unit of the national organization known as the American Guild of Organists.

Section 2. MISSION STATEMENT. The mission of the Cedar Valley AGO Chapter is to enrich lives through organ and choral music.

To achieve this, we:

- Encourage excellence in the performance of organ and choral music;
- Inspire, educate, and offer certification for organists and choral conductors;
- Provide networking, fellowship, and mutual support;
- Nurture future generations of organists;
- Promote the organ in its historic and evolving roles; and
- Engage wider audiences with organ and choral music.

Section 3. CLASSES OF MEMBERSHIP. The membership of the Guild shall be divided into two classes: Voting Members and Non-Voting Members. All individuals shall be eligible for membership and participation in the Guild. The Guild shall not discriminate on the basis of race, national origin, age, religious affiliation, gender, marital status, sexual orientation, disability or medical condition as detailed by the National Bylaws <http://www.agohq.org/docs/pdf/bylaws.pdf>.

Section 4. CHAPTER GOVERNANCE.

1. EXECUTIVE COMMITTEE. The officers of the Chapter shall be the Dean, Secretary, Treasurer and Membership Chairperson and at-large members. Other officers may be added as the need arises. These may include the following: Sub-Dean, Newsletter Editor, Publicity Officer, Professional Concerns Officer, Education Officer, and Development Officer.
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:
 - Preside at all meetings of the Chapter and Executive Committee when present.
 - Nominate the directors of all standing committees for appointment by the Executive Committee.
 - 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.
 - Create, with the approval of the Executive Committee, committees and correlate the work of the officers and standing committees.
 - Serve as ex officio member of all committees, excluding the Nominating Committee.
 - 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.
 - 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.
 - 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.

- 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.
- Supervise the maintenance of the Chapter website.
- 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 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.
- The meeting minutes may be digital and distributed to the membership by email.
- Meeting minutes may also be uploaded to the Chapter Website.
- 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.

4. 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:

- 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
 - Assets, liabilities and fund balances.
 - Revenue and operating expenses.
 - All other financial records and documents deemed necessary by the Executive Committee.
- 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.
- 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.
- 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.
- Prepare and submit such reports or statements of the Chapter's finances and accounts as may be requested by the Executive Committee.
- File the annual IRS Form 990-N by November 15th of each year.
- Sign and/or countersign such instruments requiring his/her signature.
- Perform such other duties incidental to the execution of this office that may be required by the Executive Committee.

5. 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:

- Collect all dues and deliver said monies to the Treasurer.
- Report to AGO National Headquarters the names of all members who have paid dues, including information on class of membership (voting member, chapter friend, subscribing member), information on membership history (renewal, new member, reinstatement of lapsed member) and dues category (student, regular, senior, partner, etc.) A copy of this list also is provided to the Chapter Treasurer.
- Gather current information for the Chapter Yearbook or Directory and provide this information to the Treasurer, the Yearbook or Directory Editor and the Newsletter Editor.
- Provide membership forms upon request. This shall include the national membership application, national reinstatement form and Chapter membership renewal form.
- On a timely basis, send Chapter membership renewal forms and dues statements to all Chapter members.
- Develop and administer a process for identifying and recruiting new members and ensuring that they are registered in a timely fashion.

- Analyze the demographics of the current membership and recommend and implement steps to maximize retention of those members.
 - Serve as key contact person for members and prospects seeking information about membership categories, benefits, dues, etc.
 - Help ensure that current members participate in the chapter's social, musical, and professional development programs.
 - Take an active role in ensuring that all chapter members are welcomed cordially at meetings and integrated seamlessly into the fabric of the chapter.
 - Send National and Chapter membership applications to prospective members, as determined by the Executive Committee.
 - Perform such other duties as are incidental to the execution of this office or task that the Executive Committee may direct.
6. **DUTIES OF AT-LARGE MEMBERS:** At-large members of the Executive Committee provide general representation of the membership on the Executive Committee. Specific duties include attendance at Executive Committee meetings and other duties as are incidental to the execution of chapter functions as directed by the Executive Committee.
7. **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. In addition to other chapter business, the Executive Committee will review financial records on an annual basis.
8. **EXECUTIVE COMMITTEE MEETINGS.** The Executive Committee shall meet as deemed necessary by the Dean or any other member of the Executive Committee. Notice of meeting dates and times will be conducted in a timely manner in coordination with the wishes of the members of the Executive Committee.
9. **GENERAL MEETINGS OF THE CHAPTER.** General meetings of the Chapter shall be held quarterly in conjunction with chapter programs. A general meeting may take place at such other time as deemed necessary, with approval of the Executive Committee. A quorum shall consist of the membership present at a regular publicized meeting of the chapter.
10. **TERMS OF OFFICE:** Chapter officers will be elected annually, usually at the spring meeting or by April 1 of each year. The Dean will serve no more than three consecutive years.

Section V. DUES OF THE CHAPTER

The AGO National Council sets the annual dues for membership in the National AGO. The Chapter collects and report membership dues according to the policies as embodied in the instructions issued annually from National Headquarters. However, the Executive Committee of the Cedar Valley AGO Chapter will set the annual dues for members who join the Local AGO Chapter as well as National AGO jointly through the membership process of the Local Chapter. While the National AGO dues are set at the National level, the local chapter may follow the recommendations of National AGO regarding local dues or may choose to reduce the amount paid for local membership.

SECTION VI. ELECTION PROCEDURES

1. **NOMINATING COMMITTEE.** The Nominating Committee shall be appointed by the Executive Committee and must include members not on the Executive Committee but may include representatives from the Executive Committee. The Nominating Committee shall present the slate to the Executive Committee and conduct the election by April 1 of each year. The slate of candidates shall be announced to the general membership according to the schedule required in the National Bylaws.

2. ELECTION AND INSTALLATION OF CHAPTER LEADERS. The annual election of Chapter leaders shall take place via email by April 1 of each year. The Secretary of the Chapter shall distribute an election email message to the membership and distribute and collect the ballots. The secretary will forward ballots received to the Executive Committee for verification of election results. 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.

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.

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.

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 Cedar Valley AGO Chapter of the American Guild of Organists, do hereby adopt the above and foregoing OPERATING PROCEDURES to govern the Cedar Valley AGO Chapter of the American Guild of Organists, the first day and date mentioned above.

Lynn E. Nielsen June 12, 2013

Dean Date

Anne Hoekstra June 12, 2013

Secretary Date

Janet Sanders June 12, 2013

Treasurer Date

Janet Sanders June 12, 2013

Membership Chairperson Date

Karen Black June 12, 2013

At-Large Member Date

Randall Harlow June 12, 2013

At-Large Member Date