

## NASHVILLE CHAPTER OPERATING PROCEDURES

*These procedures, which are in accordance and agreement with the National Bylaws of the American Guild of Organists, were adopted by the Executive Committee on November 11, 1993, and recommended to the Chapter. On January 3, 1994, the Nashville Chapter of the American Guild of Organists approved the following Operating Procedures.*

### 1. NAME

The name of this organization shall be the Nashville 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 PURPOSES

Article II, Section I of the National Bylaws is incorporated by reference, as if fully set out herein. Nothing in the Operating Principles 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 III, Section 1-3, and Article VII, Section 3 of the National Bylaws are incorporated by reference, as if fully set out herein.

### 4. OFFICERS

The Executive Committee shall be comprised of the elected officers of the Chapter: Dean, Dean-Elect, Secretary, and Treasurer, and nine (9) elected members at large of the Chapter. The at-large members shall be elected according to the provisions of Paragraph 15 below. No member shall serve more than three (3) successive years in any one elected office, nor more than five successive terms in an elected office. A member, elected to the Executive Committee for three years, may not be elected for a fourth consecutive year. Among the standing committees, a Program Chair shall be appointed each year. There may be a Telephone Chair, Publicity Chair, Social Chair, Hospitality Chair, Professional Concerns Chair, Educational Concerns Chair, Newsletter Editor, Historian, two (2) auditors, and Chaplain along with any other officers as the Executive Committee may deem

necessary. They shall be appointed by the Dean. The appointed chair may form a committee at his/her discretion. A member may not serve more than five consecutive years in any one appointed position.

### 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 chair of all standing committees.
- c. Recommend for ratification by a majority vote of the Executive Committee a person to fill any vacancy that may occur on 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 general meetings of the Chapter covering such matters and making such recommendations as he/she feels should be brought to the attention of consideration of 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, as he/she shall deem necessary or which may be required.
- 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. Remain in office for a term of one (1) year as Past Dean, ex-officio, on the Executive Committee.
- j. Perform such other duties as are incidental to the execution of his/her office, which may be required of him/her by the Executive Committee.

**6. DUTIES OF THE DEAN-ELECT**

The Dean-Elect shall, in the absence of the Dean of the Chapter, exercise all the powers and perform all the duties of the Dean of the Chapter. After serving one (1) year, the Dean-Elect will serve as Dean for one year. The Dean-Elect shall serve as the Program Committee chair or may choose to appoint a chair for the committee. The Dean-Elect shall serve as a voting member of the Program Committee. He/she performs 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. In case of the Dean's resignation or death, the Dean-Elect will succeed to the office of Dean.

**7. DUTIES OF THE SECRETARY**

The Secretary will keep the record books belonging to the Chapter and have custody of the minutes of the meetings of the Executive Committee and general meetings of the Chapter both current and past. Such minutes of the Executive Committee are to include the names of those members who are present and absent, and copies of the reports from the Treasurer. The Secretary shall issue 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, including sending monthly reports to The American Organist.

**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, including:

1. Assets, liabilities, and fund balances.
  2. Revenue and operating expenses.
  3. All other financial records and documents, current and past, 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 designated 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 proper vouchers to correspond to the disbursements.
  - e. Prepare and submit such reports or statements of the Chapter's finances and accounts as may be requested by the Executive Committee.
  - f. Sign and/or countersign such instruments requiring his/her signature.
  - g. Collect all dues.
  - h. Report to the National Secretary the names of all members who have paid dues, including their class of membership.
  - i. Gather information for the Chapter Membership Directory.
  - j. Send dues statements on a timely basis.
  - k. Perform such other duties incidental to the execution of his/her office, which may be required of him/her by the Executive Committee.

**9. DUTIES OF THE MEMBERSHIP CHAIR**

The Membership Chair shall be custodian of the membership records of the Chapter, and, as such, shall perform the following duties and responsibilities:

- a. Provide membership forms upon

request, which shall include the National Membership Application, National Reinstatement form, and Chapter Membership Renewal form.

- b. Send the following items to new and/or prospective members:
  1. National Membership application.
  2. A Chapter brochure, if available.
- c. Serve as Chair of the Membership committee.
- d. Perform such other duties incidental to the execution of his/her office, or which may be required of him/her by the Executive Committee.

#### **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, and a copy of all Chapter publications. 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 PUBLICITY OFFICER**

The Publicity Officer shall be responsible for all publicity concerning general meetings, recitals, and any other activities of the Chapter, as the Executive Committee shall deem necessary. The Publicity Officer shall serve on the Program Committee. There may be a local and a national publicity officer.

#### **12. DUTIES OF THE AUDITORS**

There shall be three (3) auditors consisting of the Treasurer, one Executive Committee member, and an outside auditor. They shall examine the books of the Chapter that are maintained by the Treasurer each year. This examination shall take place as soon as possible following the close of fiscal year of the Chapter. The Chapter's fiscal year must correspond with that of National, which is July 1 – June 30.

#### **13. DUTIES OF THE CHAPLAIN**

The Chaplain shall be appointed by the Dean, shall serve a term of one (1) year, and be eligible to be appointed to successive terms. The Chaplain shall perform those duties deemed appropriate to the office.

#### **14. EXECUTIVE COMMITTEE**

The Executive Committee shall consist of all elected officers of the Chapter, nine (9) elected members at large, the Program Chair, and the immediate Past Dean. All chairs of standing committees and all State, Regional, and National officers, who are members of the Nashville Chapter, are invited to attend the Executive Committee meetings with voice but no vote.

#### **15. ELECTION OF EXECUTIVE COMMITTEE MEMBERS**

The duly elected members of the Executive Committee are initially divided into three (3) classes, each class having three (3) members. All members are elected for three (3) year terms.

#### **16. 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, will be filled by appointment by the Dean and approved by a simple majority vote of the Executive Committee. A person appointed to fill such a vacancy shall meet all qualifications to hold office and shall serve for the remainder of that year. The Nominating Committee will nominate two people to fulfill the remainder of the term at the time of regular scheduled elections.

#### **17. EDUCATIONAL CONCERNS CHAIR**

The Educational Concerns Chair shall be responsible for defining and implementing ways of encouraging potential young organists, along with programs and other activities in which the Guild would participate. Also, a part of their duties would be ways and means of educating the public at large concerning the American Guild of Organists.

## **18. COMPETITION CHAIR**

The Competition Chair, along with his/her committee, shall be responsible for conducting the Student Competition in Organ Performance. Local competitions held in odd-numbered years shall be governed by the rules of the National Young Artists Competition in Organ Performance (NYACOP ) as issued by National Headquarters. Local competition 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 obligations of the Chapter to the region. The amount of prize money will be determined by the Executive Committee. The Competition Committee shall inform any prospective competitors of the competition, giving the day, location, and any other pertinent information, in October of each given year, and the general membership no later than November. The Competition Committee shall be responsible for publicizing the competition. The committee shall submit to the Executive Committee the names of four (4) or more people to serve as judges, so that the Executive Committee may select three (3). The Competition Committee shall arrange practice time for all contestants and arrange for a page-turner, if necessary, for both practice time and the competition. The Chair shall appoint a timekeeper as well as provide a stopwatch. The Chair of the competition shall be present at the competition in order to insure that proper procedure will be followed.

## **19. YEARBOOK**

The Yearbook Committee (or person designated) shall publish the Annual Chapter Yearbook. Information which may be included: officers and committee chairs, general information, newsletter information, placement, change of address, archives, transportation, patrons and sponsors list, history of Chapter, membership roster as of a certain date,

past Deans of the Chapter, substitutes, in memoriam, information about the national organization, brief history of the AGO, code of ethics, purpose of the Guild, Guild Motto. The yearbook is strictly for the benefit of Chapter members and shall not be given to any outside individual or organization.

## **20. HOSPITALITY CHAIR**

The Hospitality Chair shall be responsible for all social events, which the Chapter Dean shall deem necessary.

## **21. NOMINATING COMMITTEE**

The Nominating Committee shall consist of at least three (3) people, the majority of which shall not be members of the Executive Committee. The Nominating Committee shall nominate two (2) candidates for each office and an excess of two (2) 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 by February 15, recorded in the minutes, published in the March newsletter, and announced to the general membership at the March meeting 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. The Dean shall appoint the Chair of the Nominating Committee with the Executive Committee's approval. The Chair, who may not be a member of the Executive Committee, will then appoint the other two members. The process shall be done by December 1. See Revision of Article VIII, Section 3, Paragraph 2, National Bylaws.

## **22. PLACEMENT CHAIR**

The Placement Chair shall be responsible for maintaining a current listing of positions available for church musicians in Pipelines. Additionally the chair should keep a current list of substitutes

in Pipelines and on the website, who are full or student members of the Nashville Chapter of the AGO. Nonmembers may not be listed as substitutes.

### **23. PROFESSIONAL CONCERNS CHAIR**

The Professional Concerns Chair 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 members to address these concerns, develop ways to educate the Chapter members and local churches and other institutions concerning the policies developed, and obtain any other guidelines for special help that may be available from both the National Councillor for Professional Concerns and his/her representative.

### **24. PROGRAM COMMITTEE**

In the event the Dean-Elect chooses to appoint a Program Chair, other than themselves (see #6), the Program Chair with the Dean-Elect will select and appoint members of the Program Committee. The Dean-Elect would then serve as a voting member of the Program Committee. The Program Chair shall attend the Executive Committee meetings. All members of this committee may vote and shall be responsible for all programming by the Chapter. 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 availability.
- b. Issue confirmation of program dates and negotiate contracts for artist's fees, when necessary.
- c. Arrange a suitable location for each program.
- d. Make arrangements for any dinner or special meeting that may precede a program or general meeting (may delegate this).
- e. Report preliminary plans to the Executive Committee on a timely basis and submit the final plans to the Executive Committee for approval.

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

### **25. 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 Dean-Elect must reach a clear understanding with such an organization in that the 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. No honorarium will be given to local members or their choirs for program presentations sponsored by the local Chapter.

### **26. GENERAL MEETINGS OF THE CHAPTER**

The General Meetings of the Chapter shall be held as scheduled and announced by the Executive Committee. A quorum of twenty-five percent (25%) of the active members, or twenty-five (25) members whichever is fewer, shall be necessary for the transaction of any business. A minimum of one (1) general Chapter meeting shall be held per year.

### **27. 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 Robert's Rules of Order. A simple majority of Committee members shall be necessary and sufficient to constitute a quorum for the transaction of business.

## **28. ELECTION AND INSTALLATION OF OFFICERS**

The annual election of officers shall take place at the April general meeting of the Chapter. The election will be by secret ballot. A plurality of votes cast shall be sufficient for election. The Nominating Committee is to make provision for absentee ballots and publicize their availability. The officers who are elected shall be installed at the May meeting, and the term of office begins July 1.

## **29. MISCELLANEOUS PROCEDURES**

- a. Upon the death of a Nashville AGO member, a collection will be taken up from the membership and put into the AGO endowment fund in their memory.
- b. When possible, the Executive Committee will authorize funds for the registration fee of the Dean or his/ her representative from the Executive Committee to the Regional or National AGO conventions.
- c. Dinner reservations for nonmembers may only be made by members, who will be responsible for the payment of the meal.

## **30. AMENDMENTS TO OPERATING PROCEDURES**

Following adoption by the Executive Committee and approval by the Chapter, Regional Councillor, National Councillor for Organizational Concerns, these OPERATING PROCEDURES and any provision 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 the order of enactment, complete with date of such enactment. Any amendment so made affecting the election of the Officers or the Executive Committee must be ratified by the Chapter membership at a general meeting or by mail vote.

## **31. PROCEDURE FOR REMOVAL FROM OFFICE**

An officer or duly elected member 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. A simple majority of the Executive Committee shall authorize the Dean (or other officer designated by the Executive Committee) to send a formal written notice to the officer in question, stating that the action is pending before the Executive Committee to remove him/her from office. In the event of such action against the Dean, 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 meeting, whichever occurs later), after which time action to remove said officer shall require a two-thirds (2/3) majority vote of the Executive Committee.
- c. The Dean will then appoint a person, approved by a simple majority of the Executive Committee, to fulfill the duties of the office for the remainder of the year. This appointed person's term would not count toward the appointed or elected term limitations. If there are additional years remaining in the term, the Nominating Committee will nominate two (2) people at the next regularly scheduled elections to fulfill the remainder of the term.
- d. Any Executive Committee member who is absent from three consecutive Executive Committee meetings shall be automatically dropped from the Executive Committee.

## **32. DUES OF THE CHAPTER**

Rates and procedures for collection of annual dues of voting members are determined by the National Council. (See Section II, B, Chapter Management Handbook). Dues rates for Chapter Subscribing Members shall be set annually by the Executive Committee.



### **33. DINNER RESERVATION POLICY**

*(Amendment approved by the Executive Committee, August 18, 1997).*

- a. The Chapter pays for the reservations made by the telephone committee chair. Therefore each member who makes a reservation must pay for that reservation even if unable to attend the meeting.
- b. The dinner reservation deadline is set by the hosting church and is based on their policies. After the total number of reservations has been given to the host, the telephone committee cannot make changes. Late reservations depend on each caterer's policy but are limited to only a few extra places. Anyone is welcome to attend the meetings with dinner anytime.
- c. No member will be allowed to take the place of another member who has made a reservation but does not attend.
- d. Members may make standing dinner reservations if they wish to attend every dinner without being called. Your reservation will automatically be made each month. You may cancel a standing reservation or make additional reservations for guests by calling the telephone chair on the Wednesday prior to a Monday night meeting.
- e. Reservations for guests must be made by members. Unlike our programs, which are open to the public, dinners are considered part of our Chapter meetings and are not open to the public.
- f. Members, who make reservations but do not attend, will be billed by the treasurer each month.
- g. Members who fall in arrears with these payments will be considered to be delinquent and will not be allowed to make reservations until all past debts are cleared.

### **34. ENDOWMENT FUND**

- a. The Nashville Chapter has an ongoing campaign for the Endowment Fund, established in 1999. The interest income from this fund will be used to support the work of the Guild

through scholarships, lectures, and recitals.

- b. Members are encouraged to make a five-year pledge, payable to the AGO Endowment Fund, to the Chapter Treasurer. The Endowment Fund balance will be reported quarterly to the Chapter.
- c. Donations to the Endowment Fund are tax-exempt charitable contributions. (Donors should consult their financial advisors with regard to possible tax benefits).

### **35. SCHOLARSHIP FUND**

*(Amendment approved by the Executive Committee, March 1, 2010).*

- a. The Nashville Chapter has an ongoing Scholarship Fund, established in 2009. The fund allows Chapter members to make a tax-deductible contribution toward the ongoing education of their community.
- b. The Dean will appoint a scholarship committee of no less than three Chapter members to oversee and evaluate requests and make final disbursement recommendations to the Executive Committee.
- c. Awards will be made only to individuals who need financial assistance in order to participate in an AGO competition or other educational opportunities.