

Operating Procedures  
to Govern the  
**Central Florida Chapter**  
**American Guild of Organists**  
Revision, 2016

**ARTICLE I Constitutional Provisions**

- A. The Central Florida Chapter shall be subject to the Constitution and Bylaws of the American Guild of Organists, with special reference to the Operating Procedures suggested for chapters as adopted April 13, 1896 and amended through April 24, 2006.
  
- B. Authority for the enactment of bylaws by the local Chapter is set forth in Article VII Section 4: “Each Chapter may establish its own operating procedures, provided that such operating procedures do not conflict with the Charter or Bylaws of the Guild. The operating procedures must be approved by the Chapter, the Regional Chairman, and the Councilor for Organizational Concerns. The governance of each Chapter is vested in the Chapter Officers and Executive Committee as herein defined.”

**ARTICLE II Officers, Terms of Office, Duties**

- A. The following Officers of the Chapter shall be elected annually for a term of one year, with maximum term of office as indicated:

Office	Maximum Term
Dean	2 years
Sub-Dean	2 years
Secretary	3 years
Treasurer	5 years
Registrar	5 years

Re-nomination to an Office already served may be made after an absence from the position of one year.

- B. The duties of the Officers shall be as follows:
  - 1. 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 annually the chairmen of all committees, both standing and ad hoc, and all other non-elected officials;

- c. Appoint 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. Correlate the work of the Officers and all 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 or consideration of 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 as 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 on behalf of the chapter pertaining to usual, regular, and ordinary affairs of the Chapter as may be authorized by the Executive Committee;
  - i. Perform such other duties as are incidental to the execution of this Office or which may be required of him/her by the Executive Committee.
2. 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. He/She shall serve as chair of the Program Committee for the ensuing year and, as such, be responsible for planning the program for that year. He/She shall perform such other duties as are incidental to the execution of this Office, or 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.
  3. The Secretary shall keep the minutes of Chapter and Executive Committee meetings, including, but not limited to, information on meeting attendance, discussions of ideas for the future, details of planned events, decisions, and information from officer and committee reports. The Secretary shall issue notices for all meetings of the Executive Committee to the general membership. He/She shall make such reports and perform such other duties as are incidental to the execution of this Office or which may be required of him/her by the Executive Committee, including, but not limited to, preparing and distributing ballots.
  4. 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 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 disbursement;
  - e. Prepare and submit reports or statements of the Chapter's finances and accounts at each meeting of the Executive Committee;
  - f. Sign and/or countersign such instruments requiring his/her signature;
  - g. Perform such other duties incidental to the execution of this Office which may be required by the Executive Committee.
5. The Registrar shall be custodian of the membership records of the Chapter and, as such, shall have the following duties and responsibilities:
- a. Collect all dues and deliver said monies to the Treasurer.
  - b. 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.) A copy of this list also is provided to the Chapter Treasurer.
  - c. Gather current information for the Chapter Yearbook and Directory and provide this information to the Treasurer, the Yearbook Editor, the Webmaster, and the Newsletter Editor. d. Provide membership forms upon request. This shall include the national membership application, national reinstatement form and Chapter membership renewal form.
  - e. Sign and distribute membership cards, if used by the chapter.
  - f. On a timely basis, send Chapter membership renewal forms and dues statements to all Chapter members.
  - g. Perform such other duties as are incidental to the execution of this office or task that the Executive Committee may direct.

The Registrar will also serve as chair of the Membership Committee and as such shall be responsible for activities focused on recruiting and retaining chapter membership. The Registrar will be available in a prominent location (e.g., a welcome table) at every meeting and concert to actively promote membership.

The registrar's duties 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.

### **ARTICLE III Executive Committee**

- A. The Executive Committee shall consist of five Chapter Officers and six Members-at-Large of the Chapter. These six members shall be elected for terms of three years, two members will be elected each year to achieve rotation; reelection is possible after an absence of two years. The Dean may appoint a Chapter member to fill any vacancy which occurs. Chairpersons of all standing committees, as well as all appointed positions, shall be non-voting members of the Executive Committee; however this does not preclude such positions to be filled by an Officer or Member-at Large of the Executive Committee. The immediate past- Dean shall also be a non-voting member of the Committee for one year following his/her Deanship.
- B. The Executive Committee shall determine the policies and direction of the Chapter. Its duties shall be to plan, correlate and administer the business, programs, and community services of the Chapter.
- C. The Executive Committee shall meet once during each month except June and December. Meetings may be added, deleted, or scheduled as deemed necessary by the Dean. Regular attendance by the Executive Committee members is expected at Executive Committee meetings. Five voting members shall constitute a quorum.

### **ARTICLE IV Elections**

- A. Procedures shall conform to the Constitution Article VIII 3, with certain modifications:
  - 1. In January the Dean, with the approval of the Executive Committee, shall appoint a Nominating Committee of three members, two of whom shall not be members of the Executive Committee.
  - 2. The Nominating Committee shall nominate one candidate for each Chapter Office and two candidates for Members-at-Large on the Executive Committee in place of those whose terms are about to expire.
  - 3. The slate prepared by the Nominating Committee shall be delivered to the Executive Committee, recorded in the minutes and announced to the members of the Chapter at the March meeting. Additional nominations may be made by petitions signed by at least five Chapter voting members in good standing. Such petitions must be received

by the Secretary within two weeks after the March meeting. Ballots including the Nominating Committee slate and any candidates nominated by qualified petition shall be prepared by the Secretary, distributed by mail and/or email, and received by the teller by May 1<sup>st</sup>. The Teller shall be a Voting Member of the Chapter but not a Voting Member of the Executive Committee and shall not be a candidate for election. If the Secretary is a candidate for election, an additional Teller shall be selected and the Secretary may prepare and distribute the ballot but may not participate in the collecting and tallying of votes unless the position for which the Secretary has been nominated is uncontested. In lieu of paper ballots, the Secretary and the Teller may utilize an internet-based voting system provided it delivers no less security or secrecy compared to paper ballots. Election duties of the Secretary may be transferred to, or carried out in conjunction with, a Voting Member of the Executive Committee who is not a candidate for election.

- B. A majority of votes shall be sufficient for elections. The newly-elected Executive Committee Officers and Members-at-Large shall be installed at the May meeting by affirmatively responding in unison to the Oath of Office read by a chapter member. Incoming, Outgoing, and Continuing members of the Executive Committee will attend the May meeting together. It is expected that outgoing committee members submit to the Executive Committee records, archives, and/or other materials appropriate to their offices before departing. New terms of office will commence on July 1 following the end of the fiscal year on June 30.

The member who is ending a term of office as Dean shall be considered Dean for the purposes of the Regional or National Convention.

- C. 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.
- D. 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:
1. 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.
  2. 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.

#### **ARTICLE V General Meetings**

- A. General meetings of the Chapter membership may be held as deemed necessary or appropriate by the Executive Committee.
- B. At general meetings of the Chapter twenty-five members, or 20% of voting members, whichever is fewer, shall constitute a quorum.

#### **ARTICLE VI Dues**

Dues of the Chapter are determined by the national organization of the American Guild of Organists and shall be collected and reported according to the instructions issued annually from national headquarters. The fiscal year shall be from July 1 to June 30.

#### **ARTICLE VII Standing Committees and Appointed Officials**

- A. Standing Committees and their duties. Standing Committees shall include Program, Yearbook, Membership, AGO Professional Certification, Placement, Hospitality, Publicity, and Professional Development. Whereas the Dean has the power to appoint all Standing Committee chairpersons, each committee chairperson has the power to appoint the members of his/her committee as deemed necessary.
  - 1. **Program.** The Program Committee shall be responsible for all programming by the Chapter. It shall be responsible for proposing a program calendar and budget by May for the upcoming season to the Executive Committee. The Program Committee will carry out the appropriate logistics and make all arrangements to insure the smooth coordination of Chapter events. It may contract for future difficult-to- schedule performers/programs with the approval of the Executive Committee. Each Member-at-Large of the Executive Committee will serve as a coordinator for one of the events. Remaining events will be coordinated by other Executive Committee members.
  - 2. **Yearbook.** The Yearbook Committee shall publish the annual Chapter yearbook which shall be a directory of members. Information which may also be included: AGO Code of Ethics and Code of Professional Standards, official addresses of local chapter and National Headquarters, Officers and Committee Chairpersons, Regional Councilor, District Convener, Regional Coordinator, history of the Chapter, and any other material that the Executive Committee deems necessary. It is expected that sales of advertisements will not only cover the cost of printing and distribution, but will also be a source of income.
  - 3. **Membership.** The Membership Committee shall assist in obtaining new members. Refer to the latter half of item 5 in section B of Article II.

4. **AGO Professional Certification.** The Professional Certification Committee shall be responsible for devising ways to aid members of the Chapter in their efforts to prepare themselves for the AGO examinations.
  5. **Placement.** The Placement Committee shall be responsible for maintaining a current listing of positions available for church and synagogue musicians (such list to be available to all members by means of direct personal contact with the Placement Chairman), announcements at all general meetings of the Chapter, and publishing in the Chapter newsletter. Suggested items to be included in this list are: name of church or institution, title or position, salary, type of organ, and all other pertinent information available. This information is to be sent to the Newsletter Editor and kept current.
  6. **Hospitality.** The Hospitality Committee shall be responsible for all social events, making all provisions that the Chapter Dean shall deem necessary
  7. **Publicity.** A reporter may 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 do such other reporting as may be deemed necessary by the Executive Committee.
  8. **Professional Development.** 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.
- B. Other Appointed Officials and Their Duties
1. **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 may include announcements of the forthcoming general meetings of the Chapter, calendar of future programs and events, list of vacancies for church and synagogue musicians, letter from the Dean, and any other item of interest to the Chapter as may be deemed appropriate by the Executive Committee. It is desirable for the newsletter to be published the last week of each month August through May. Copy must be read and approved by at least one reader who has been appointed by the Executive Committee before publication of each issue.
  2. **Webmaster.** The webmaster 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 webmaster 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 webmaster 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 that may affect the Chapter.

3. **Archivist.** The Archivist (Librarian/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 concerts and recitals sent to him/her by the members of the Chapter. He/She shall keep the library of the Chapter and two copies of the history of the chapter in such a place that they shall be accessible to all members.
4. **Chaplain.** The Chaplain shall perform those duties deemed appropriate to the office.
5. **Auditors.** Two auditors shall examine the books of the Chapter that are maintained by the Treasurer. They need not be licensed accountants and they may be members of the chapter appointed by the end of the fiscal year. This examination shall take place as soon as possible following the close of the Chapter's fiscal year which must correspond to that of the National (July 1 - June 30).

#### **ARTICLE VIII Parliamentary Authority**

The rules contained in the current revised edition of Robert's Rules of Order shall govern the Chapter in all cases to which they are applicable and in which they are not inconsistent with these Bylaws and any special rules of order the Chapter may adopt.

#### **ARTICLE IX Amendments**

These Operating Procedures may be amended at any time by a majority vote of the Executive Committee.

These Operating Procedures were prepared as a revision of the Chapter's 1991 Operating Procedures which were a revision of the Chapter's 1963 Operating Procedures. They were adopted by the Executive Committee on May 6<sup>th</sup>, 2008. Article IV, section A, number 3 was expanded by majority vote on March 15<sup>th</sup>, 2010 to define the position of Teller and to allow internet-based voting.

The Operating Procedures were further updated in February 2016, modifying ARTICLE IV Elections A.2. The Nominating Committee shall nominate one candidate for each Chapter Office and ~~an excess (of at least 1) of~~ **two** candidates for Members-at-Large on the Executive Committee