

**Operating Procedures to Govern the
Albuquerque Chapter, American Guild of Organists
Adopted October 18, 1983**

On this 1st day of July 2017, the undersigned members of the Executive Committee of the Albuquerque Chapter of the American Guild of Organists do revise the OPERATING PROCEDURES as follows, which are in accordance and agreement with the National Bylaws of the American Guild of Organists, as adopted April 13, 1896 and amended through June 20, 2016 (Houston.)

SECTION I NAME

The name of this organization shall be the Albuquerque 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 1 of the National Bylaws 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.

The mission of the American Guild of Organists 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 III CLASSES OF MEMBERSHIP

Section 1. The membership of the Guild shall be divided into two classes: Voting Members and Non-Voting Members.

VOTING MEMBERS

Section 2. The Voting Members shall consist of General Members, Independent Members and Certificated Members.

(a) General Members. General Members shall consist of organists and choral conductors and other individuals who support the purposes of the Guild who shall (I) be approved by a Chapter; (II) be elected to membership; and (III) have paid the dues and fees set by National.

As long they maintain their standing as Members of the Guild, General Members shall be eligible to (I) take the Guild examinations for certification; (II) be nominated for election to Chapter, Regional, and National Office, and to the National Council; (III) serve on National Committees; (IV) vote in Chapter, Regional, and National elections; and (V) receive the official journal of the Guild.

(b) Independent Members. Independent Members shall consist of organists and choral conductors and other individuals who support the purposes of the Guild who shall (I) be elected to membership by the National Council without a chapter affiliation; and (II) have paid the dues and fees set by the National Council.

As long as they maintain their standing as Members of the Guild, Independent Members shall be eligible to (I) take the Guild examinations for certification; (II) be nominated for election to Regional and National Office; (III) serve on National Committees; (IV) vote in Regional and National elections; and (V) receive the official journal of the Guild.

For purposes of utilizing the Guild's Grievance Procedures (Procedures for Dealing with Complaints about Termination) and the Discipline, Independent Members shall be considered members of the Chapter which is nearest to their primary residence. "Nearest" shall be defined as the residence of the closest Chapter Dean at the time an incident occurred that gave rise to the use of the Grievance Procedures or the Discipline.

(c) Certificated Members. Certificated Members shall consist of those General Members and Independent Members in good standing who have passed appropriate examinations and have been granted appropriate certificates as designated by the National Council. Choir Masters, Associates, and Fellows shall be known as the Academic Membership. The levels of certification are:

1. Service Playing. Holders of the Service Playing Certificate have passed a test designed to demonstrate basic competence in organ playing in the setting of religious services. Holders of the Service Playing Certificate shall be entitled to affix to their names the letters SPC.
2. Colleague. Colleague Certification is awarded to those General Members and Independent Members who have passed an examination designed to demonstrate competence in organ playing and musical knowledge and ability at a level preliminary to that required of Academic Membership. Holders of the Colleague Certificate shall be known as Colleagues and shall be entitled to affix to their names the letters CAGO.
3. Choir Master. Those General Members and Independent Members who have passed an examination designed to demonstrate a high level of knowledge and competence in choral and conducting techniques and knowledge of the literature and theory of music shall be known as Choir Masters. Choir Masters shall be entitled to affix to their names the letters ChM, or to append the letters ChM to their other certificate designations as follows: FAGO, ChM; AAGO, ChM; or CAGO, ChM.
4. Associate. Those General Members and Independent Members who have passed an examination designed to demonstrate an advanced level of competence in organ performance, knowledge of the organ and its literature, and the history, philosophy, theory, and practice of music shall be known as Associates. Associates shall be entitled to affix to their names the letters AAGO.
5. Fellow. Those Certificated Members who hold the Associate Certificate of the Guild, or who have earned the Associate or Fellowship Certificate from the Royal College of Organists or the Royal Canadian College of Organists, and who have passed an examination designed to demonstrate theoretical and practical attainments as organists and scholarly musicians at the highest level shall be known as Fellows. Fellows shall be entitled to affix to their names the letters FAGO.

(d) Lifetime Members. Lifetime membership is open to anyone upon payment of such monetary amount as may be established by National Council. This membership carries the full rights and privileges of the Voting Member throughout the lifetime of the member.

NON-VOTING MEMBERS

Section 3. Non-Voting Members shall consist of National Subscribing Members, National Honorary Members, and Organizational Affiliate Members.

(a) National Subscribing Members. National Subscribing members shall consist of those individuals who (I) are not organists or choral conductors, but who (II) are interested in the work of the Guild, and (III) have paid the dues and fees set by the National Council.

The privileges of this class of membership shall be limited to eligibility to receive the official journal of the Guild.

(b) National Honorary Members. National Honorary Members shall consist of those individuals not otherwise members of the Guild who have made a distinguished contribution to the furtherance of the purposes of the Guild. National Honorary Members shall be nominated by five Voting Members of the Guild in good standing and shall be elected by the National Council. Such members shall not be required to pay any dues or fees.

The privileges of this class of membership shall include the right to participate in all Guild activities and to receive the official journal of the Guild. National Honorary Members shall not be eligible to hold office and they shall have no vote.

(c) Organizational Affiliate Members shall consist of individuals who (I) are members of other organizations which, by action of the National Council, are NON-VOTING MEMBERS

Section 3. Non-Voting Members shall consist of National Subscribing Members, National Honorary Members, and Organizational Affiliate Members.

(a) National Subscribing Members. National Subscribing members shall consist of those individuals who (I) are not organists or choral conductors, but who (II) are interested in the work of the Guild, and (III) have paid the dues and fees set by the National Council.

The privileges of this class of membership shall be limited to eligibility to receive the official journal of the Guild.

(b) National Honorary Members. National Honorary Members shall consist of those individuals not otherwise members of the Guild who have made a distinguished contribution to the furtherance of the purposes of the Guild.

National Honorary Members shall be nominated by five Voting Members of the Guild in good standing and shall be elected by the National Council. Such members shall not be required to pay any dues or fees.

The privileges of this class of membership shall include the right to participate in all Guild activities and to receive the official journal of the Guild. National Honorary Members shall not be eligible to hold office and they shall have no vote.

(c) Organizational Affiliate Members shall consist of individuals who (I) are members of other organizations which, by action of the National Council, are affiliated with the Guild or participate in the publication of the official journal of the Guild, and (II) pay dues and fees as set by mutual agreement between the Guild and such other organizations.

The privileges of this class of membership shall be limited to eligibility to receive the official journal of the Guild.

Section 4. The National Council may designate additional sub-classes of membership within the major classes defined above, and it may establish criteria and privileges for such sub-classes.

taken from National Bylaws, Article III

SECTION IV CHAPTER GOVERNANCE

1. **OFFICERS.** The elected officers of the Chapter shall be the Dean, Sub-Dean, Secretary, and Treasurer. The appointed officers shall be the Auditors, Newsletter Editor, Publicity Officer and Webmaster. At the writing of this document, we do not have a Registrar, but this position may be added if needed, as an elected officer. Any two or more offices may be held by the same person, except the offices of Dean and Secretary.

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 the 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 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 to the Chapter and Executive Committee 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 Councillor and Executive Director of the Guild.
- j. Remain in office for a term of two (2) years.
- k. Perform such other duties as are incidental to the execution of this office or that may be required of the Dean by the Exec. 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 Director of the Program Committee (Section VIII, paragraph 2 below) and as such be responsible for planning the annual program of activities for the Chapter.

- a. The Sub-Dean shall remain in office for a term of two (2) years.
- b. 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.

- c. After serving for two years as Sub-Dean, it is customary for the Sub-Dean to be elected unopposed to the position of Dean for another two-year term.
- d. In case of the Dean's death, resignation or removal, the Sub-Dean will succeed to the office of Dean for the remainder of the Dean's elected term.

4. DUTIES OF THE SECRETARY. The Secretary shall keep record books belonging to the Chapter, keep the membership list, 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 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.

5. 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. 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. If membership dues are collected by the Chapter, the Treasurer will collect and 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.
- d. 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.

- 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. Make periodic recommendations to the Executive Committee on determining an annual budget for the Chapter and on management of the Chapter's assets.
- h. Perform such other duties incidental to the execution of this office that may be required by the Executive Committee.

6. DUTIES OF THE AUDITORS. The Auditors, (three members in good standing) shall be appointed by the Dean to work with the Treasurer to make sure that the financial books and records are in good order. Meetings should be held near the end of the fiscal year, to assure that the report to be presented at the annual meeting has been approved. The Treasurer may not also serve as an Auditor.

7. DUTIES OF THE NEWSLETTER EDITOR. The Editor of the Chapter Newsletter, The Coupler, appointed by the Dean, and shall have responsibility 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, the following: announcements of forthcoming meetings of the Chapter; notices of upcoming Chapter program events; a calendar of future programs or events in the community; a list of positions available for church and synagogue musicians; a letter from the Chapter Dean; and any other item deemed appropriate by the Executive Committee.

8. DUTIES OF THE PUBLICITY OFFICER. The Publicity Officer, appointed by the Dean, shall have responsibility for all publicity concerning Chapter meetings, public programs, recitals and any other activities of the Chapter, as the Executive Committee deems necessary. The logo of the American Guild of Organists shall be used in all printed publicity materials.

9. DUTIES OF THE WEBMASTER. The Chapter Webmaster, appointed by the Dean, shall have responsibility for maintaining the Chapter web site with the most current information possible. The web site shall include, but not be limited to, the following: a full listing of chapter events for the current year; contact information for Chapter leaders as determined by the Executive Committee; a link to the National AGO web site <http://www.agohq.org>; and any other

information useful to individuals interested in contacting the Chapter through the Internet. The Chapter Webmaster shall forward the Chapter's web address to National Headquarters to enable interested parties to reach the Chapter from a link on the National AGO web site.

10. 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, all District, Regional, and National Officers who are members of the Chapter, and any General Member of the Chapter are encouraged to attend Chapter Executive Committee meetings with voice, but no vote. All members are welcome.

11. EXECUTIVE COMMITTEE MEETINGS. The Executive Committee shall meet preceding the regularly scheduled general meetings of the Chapter in the months of September and June. Meetings may also be scheduled for other times as shall be deemed necessary by the Dean. The Dean shall provide notice in a timely manner of any meeting of the Executive Committee. Attendance by Executive Committee members is expected at all meetings.

12. EXECUTIVE COMMITTEE ATTENDANCE It is an honor to serve the AGO, and we honor each other and the organization by keeping our promises to be available for meetings and events. Attendance at our meetings is necessary for the smooth running and management of our Chapter. Votes need to happen and decisions need to be made at every meeting. We cannot vote without a quorum, and if everyone on the EC is in attendance, the better, more varied the discussions will be. The votes will be more meaningful too, informed by a wider point of view. The attendance policy will be voted on anew each year, since the number of Executive Committee meetings will change every year. If an EC member has more than that number of unexcused absences in a year, he/she may be asked to give up his/her position. It is necessary for EC members to inform the Dean of any absence to these meetings. While attendance at other AGO events is not required, it is expected that members of the EC will make every effort to attend.

13. GENERAL MEETINGS OF THE CHAPTER. General meetings of the Chapter shall be held in September and June, date and time determined by the Executive Committee. A general meeting may take place at such other time as deemed necessary, with approval of the Executive Committee. Twelve (12) members shall be necessary and sufficient to constitute a quorum for the transaction of the business of the Chapter. The Executive Committee shall provide no less than thirty (30) days notice of any general meeting 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 report membership dues according to these policies embodied in the instructions issued annually from National Headquarters. Membership dues at this time, are paid by individual members directly to National Headquarters through the ONCARD system. National is responsible to let each member know by email when his/her payment is due.

SECTION VI ELECTION PROCEDURES

1. Elections are held annually, or as needed.
2. The Nominating Committee is appointed by vote of the Executive Committee upon the recommendation of the Dean by December 31 of the program year when the election will occur.
3. 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 Dean of the Chapter may not be a member of the Nominating Committee.
4. The Nominating Committee shall nominate a slate of two candidates for each office and an excess of candidates for members-at-large on the Executive Committee to replace those whose terms of office are about to expire.
5. By March 1, or at the February meeting, 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.
6. By April 20, additional nominations may be made by petition if each petition is signed by 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.
7. By May 1 of each year, the annual election of Chapter leaders, both Officers and members at-large of the Executive Committee, shall take place via U.S. Mail.
8. **BALLOTS** 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 simple majority of votes cast shall be sufficient for election.

9. By May 31, the election must be concluded.

10. On July 1, new appointments begin.

11. On July 1, officer Roster updates are due to National Headquarters through ONCARD.

12. The Officers (Dean, Sub-Dean, Treasurer, and Secretary) will serve for two-year terms. Each member at-large is elected for a term of three years, approximately one-third of the total number of members at-large being selected in each election year.

13. Any officer or 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, taking care to consider the people who ran in the previous election for the position being vacated. 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. If it is the Dean who is resigning, the Sub-Dean will assume the office of Dean until the next election.

14. Any elected officer or 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.

c. The Dean will fill the position of the person being removed, taking care to consider the people who ran in the previous election for the position being vacated. If it is the Dean who is being removed from office, the Sub-Dean will assume the office of Dean until the next election.

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.

ACCESSIBILITY. When choosing sites for its activities the Guild shall

select, wherever possible, locations that are in accord with the Guild policy of non-discrimination, and which are accessible to those with physical disabilities.

SECTION VIII STANDING COMMITTEES

The Executive Committee has the power to appoint all standing committees and committee Directors, as needed and according to the Chapter's needs. 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. **AGO PROFESSIONAL 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.

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. NOMINATING COMMITTEE. The head of the Nominating Committee, appointed by the Dean, will form a group of at least 3 people, the majority of whom are not on the executive Board. (See VI. Election Procedures, above for Nominating Committee duties and timelines.

3. AUDITING COMMITTEE. (See IV. #7. Auditors, above.)

4. HOSPITALITY COMMITTEE. The Hospitality Director, appointed by the Dean, will form a Committee to provide refreshments as needed at all AGO sponsored events.

SECTION IX PARLIAMENTARY AUTHORITY

The rules contained in the current edition of *Roberts Rules of Order Newly Revised* shall govern the Chapter in all cases to which they are applicable and in which they are not inconsistent with these operating procedures and any special rules of order the Chapter may adopt.

SECTION X 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 Albuquerque Chapter of the American Guild of Organists, do hereby revise the above and foregoing OPERATING PROCEDURES to govern the Albuquerque Chapter of the American Guild of Organists, the first day and date mentioned above.

Dean Date

Secretary Date

Treasurer Date