

Executive Board: Vaughn Watson, Marilyn Polson, Lynnette Combs, Esther Nui, Susan Summerfield, Karen Miller, John Atwood, Kevin Bishop and Adam Schneider.

Operating Procedures To Govern
The Vermont Chapter of The American Guild of Organists

On this twenty-fifth day of June 2017 the undersigned members of the Executive Committee of the Vermont Chapter of the American Guild of Organists, do adopt the following as Operating Procedures to govern the Vermont Chapter of the American Guild of Organists, which are in accordance and agreement with the National By-laws of the American Guild of Organists, as amended through June 25, 2017.

1. NAME

The name of this organization shall be the Vermont Chapter of the American Guild of Organists, (hereinafter, Chapter), a constituent 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 1 of the National By-Laws is incorporated by reference, as if fully set out therein. 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 III, 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 and Newsletter Editor. A minimum of three members of the Chapter shall be elected to the Executive Committee, according to the provisions of paragraphs 16 and 19 below. There may also be a Chaplain, an Archivist, and two Auditors, who shall be appointed by the Dean, and other such officers as the Executive Committee shall deem necessary. Various positions may be combined as the Executive Committee deems 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 of the Executive Committee at which he or 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.
- 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 or she feels should be brought to the attention of or 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 as he or she shall deem necessary, or which may be required by the policies of the Chapter or Executive Committee;
- h. Sign or 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 years, and may be re-elected;
- j. Perform such other duties as are incidental to the execution of his or her office or which may be required of him or her by the Executive Committee.

6. DUTIES OF THE SUB-DEAN

The Sub-Dean, in the absence of the Dean, shall exercise all the powers and perform all the duties of the Dean. He or she will serve as the chair of the Program Committee (see Paragraph 24 below), and as such, be responsible for planning programs.

The Sub-Dean shall remain in office for a term of two years, and may be re-elected. He or she shall perform other such duties as are incidental to the execution of his or her office, or which may be required of him or 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 [amendment: phrase in red moved to end of sentence]

The Secretary shall keep the Minutes of the meetings of the Executive Committee and General Meetings of the Chapter in the current records of the Chapter. Such minutes are to include the names of those members who are present and absent, and copies of the reports from the Treasurer and the Registrar. The Secretary shall issue notices for all meetings of the Executive Committee. He or she shall make such reports and perform such other duties as are incidental to the execution of his or her office, or which may be required of him or 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 current 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 the credit of the Chapter in such accounts and depositories as may be designated by the Executive Committee;

c. 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 with the disbursements;

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

e. Sign and countersign such instruments requiring his or her signature;

f.. Perform other such duties incidental to the execution of his or her office, which may be required of him or her by the Executive Committee.

9. DUTIES OF THE REGISTRAR

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

a. Assist members in gaining access to the AGO ONCARD system for renewal.

b. Provide opportunities for chapter members to renew using ONCARD at chapter meetings.

c. Distribute the AGO Prospective Member Card to those interested.

d. Understand and be able to retrieve records of the chapter membership from the AGO's Membership data base through the ONCARD system.

e. Maintain appropriate and necessary contact with the ONCARD system as to support the chapter leadership.

f. Perform such other duties as are incidental to the execution of this office or task that the Executive Committee may direct.

g. Inform the newsletter editor of any membership changes to ensure a current and accurate mailing list for the newsletter.

10. DUTIES OF THE NEWSLETTER EDITOR

The Editor of the Chapter Newsletter shall be responsible for publishing all necessary items and information for the benefit of the Chapter. Such items and information shall include but not be limited to announcements of the forthcoming General Meetings of the Chapter, calendar of future programs and events,

list of vacancies for church musicians, letters from the Dean, and any other items of interest to the Chapter as may be deemed appropriate by the Executive Committee. Publication times and dates may be determined by the Executive Committee.

11. DUTIES OF THE WEB ADMINISTRATOR:

The Chapter Web Administrator shall have responsibility for maintaining the Chapter Website with the most current information possible. The Website may 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 Website <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 Website.

12. DUTIES OF THE ARCHIVIST

The Archivist shall keep all non-current records of the Chapter, copies of recital programs, newspaper articles, Chapter publications, and all books, music, and other materials sent to him by members and friends of the Chapter. The Archivist shall keep the history of the Guild and Chapter in such a manner that it is accessible to all members. The permanent archive is to be maintained by the Archivist.

13. DUTIES OF THE AUDITORS

There shall be two Auditors, who will annually 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 fiscal year of the Chapter. The fiscal year of the Chapter will run from January 1 to December 31. Audits are not formal. Consequently the auditors may be members of the Vermont Chapter.

14. DUTIES OF THE CHAPLAIN

The Chaplain shall be appointed by the Dean, shall serve a term of two years, and be eligible to be appointed to successive terms. 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 at least three elected members at large. All appointed officers, all chairmen of standing committees, and all State, Regional and National officers who are members of the Chapter, are invited to attend Executive Committee meetings, with voice but no vote.

16. ELECTION OF EXECUTIVE COMMITTEE MEMBERS

In biennial elections in even-numbered years, the members of the Executive Committee shall be elected/re-elected for two-year terms.

17. VACANCIES ON THE EXECUTIVE COMMITTEE

Any member of the Executive Committee may resign from his or her position, with such resignation submitted in writing and effective immediately upon its acceptance by the Executive Committee. Vacancies 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 or her predecessor, and until his or her successor has been duly elected.

18. 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.

19.. ETHICAL CONCERNS COMMITTEE

The Executive Committee of the Chapter shall be responsible for carrying out the recommended policies of the National Ethics Committee concerning ethical practices, as found in the Code of Ethics of the

National Council, by which all members shall abide. The Executive Committee shall have copies of the Code of Ethics available for individual members and/or the churches where they may be employed.

20. NOMINATING COMMITTEE

The Executive Committee of the Chapter shall, not later than January of each even-numbered year, appoint a Nominating Committee of at least three members, a majority of which shall not be members of the Executive Committee. The Nominating Committee shall nominate one or more candidates for each elected office and position of the Executive Committee in place of those whose terms are about to expire. The slate prepared by the Nominating Committee shall be delivered to the Dean, and then announced to the members of the Chapter in the March newsletter. All nominees shall have been Chapter members in good standing for at least one year at the time of assuming office. The Nominating Committee shall strive to achieve a balanced representation among the geographic and programming areas of the Chapter.

Additional nominations may be made by petitions signed by at least three Voting Members of the Chapter who are in good standing. Such petitions must be received by the Secretary prior to March 20 so that the information may be included in the April newsletter..

21. PROGRAM COMMITTEE

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

- a. Select all artists, lecturers, performing groups, and other personnel needed for the 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 and prepare publicity;
- d. Make arrangements for any dinners or special meetings that may be part of a program or General Meeting.
- e. Report preliminary plans to the Executive Committee on a timely basis, in order to facilitate approval by the Executive Committee, with which final responsibility rests for the date, place and cost of each program;
- f. Secure ushers as required;
- g. Assist the Dean in any capacity deemed necessary, so that each program will run smoothly.

22. GENERAL MEETING OF THE CHAPTER

The General Meetings of the Chapter shall be held as scheduled and announced by the Executive Committee. The membership present at a meeting shall constitute a quorum necessary for the transaction of any business. A minimum of one General Meeting shall be held each year, which, by tradition, is the Annual Meeting held in May or June.

23. EXECUTIVE COMMITTEE MEETINGS

The Executive Committee shall meet as scheduled by the Dean, or at the request of two or more members of the Executive Committee. Regular attendance by the members is expected at all meetings of the Committee. Regular meetings shall be held at the discretion of the Dean, and all meetings 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. All members of the Executive Committee shall be notified of meetings at least one week in advance.

24. ELECTION AND INSTALLATION OF OFFICERS

The biennial election of officers shall take place via U.S. Mail in April. Ballots, which include the Nominating Committee's slate and candidates nominated by qualified petition, shall be prepared by a member appointed by the Dean and distributed by mail. Sufficient care will be taken to insure that the mailed ballot reaches every eligible Voting Member. Ballots shall be returned by mail or email to a member appointed by the Dean. The election shall be concluded in May, and a plurality of votes cast shall be sufficient for election. The officers who are elected shall be installed at the Annual Meeting, and the terms of office shall begin on July 1.

25. DUES OF THE CHAPTER

Rates and procedures for the collection of annual dues of Voting Members are determined by the National Council. The dues of Chapter Friends shall be determined by the Executive Committee.

Wherefore, we the undersigned members of the Executive Committee of the Vermont Chapter of the American Guild of Organists do hereby recommend the above Operating Procedures to govern the Vermont Chapter of the American Guild of Organists as of the date given in the first paragraph above.

Signed: Vaughn Watson, Marilyn Polson, Lynnette Combs, Esther Nui, Susan Summerfield, Kevin Bishop, John Atwood, Karen Miller, Adam Schneider