

Operating Procedures
for the
Indianapolis Chapter
American Guild of Organists



Adopted by the Indianapolis Chapter, October 31, 1985
and as amended through, July 14, 2008

Operating Procedures
of the
Indianapolis Chapter
American Guild of Organists

The Executive Committee of the Indianapolis Chapter, American Guild of Organists has adopted the following as Operating Procedures, as revised, 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 3, 2006. The most recent edition of the Bylaws shall be the basis of these Operating Procedures, which are an extension and amplification thereof.

Article I. NAME AND ORGANIZATION.

The name of this organization shall be the Indianapolis Chapter, American Guild of Organists (hereinafter, "Chapter"), a subordinate unit of the national organization known as the American Guild of Organists.

Article II. MISSION STATEMENT.

- Section 1. The purpose of the American Guild of Organists is to promote the organ in its historic and evolving roles, to encourage excellence in the performance of organ and choral music, and to provide a forum for mutual support, inspiration, education, and certification of the Guild members.
- Section 2. 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.

Article III. CLASSES OF MEMBERSHIP.

The membership in the Chapter shall be divided into two classes: Voting and Non-Voting Members. All individuals shall be eligible for membership and participation in the American Guild of Organists. The Guild (its Headquarters, Regions, Districts and Chapters) shall not discriminate on the basis of race, national origin, age, religious affiliation, gender, marital status, sexual orientation, disability or medical condition (including, but not limited to, Acquired Immune Deficiency Syndrome).

Section 1. VOTING MEMBERS.

A. General Members.

General Members shall consist of organists and choral conductors and other individuals who support the purpose of the Guild and who have been approved by the Chapter; elected to membership by the National Council; and have paid dues and fees set by the National Council. As long as they maintain their standing as members of the Guild, General Members will be considered in good standing and will be eligible to:

1. Take the Guild examinations for certification.
2. Be nominated for election to Chapter, Regional, and National Office and to the National Council.
3. Serve on National Committees.
4. Vote in Chapter, Regional and National elections.
5. Receive the official journal of the Guild.

B. Certificated Members.

Certificated Members shall consist of those General Members in good standing who have passed appropriate certificate examinations and have been granted appropriate certificates as designed by the National Council. Choir Masters, Associates, and Fellows shall be known as Academic membership. The levels of Certification are:

1. Service Playing (SPC): 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 (CAGO): 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 the Academic Membership. Colleagues are entitled to affix to their names the letters CAGO.
3. Choir Master (ChM): Those General Members and Independent Members who have passed an examination designed to demonstrate an advanced level of knowledge and competence in choral and conducting techniques, knowledge of the literature and theory of music. Choir Masters are entitled to affix to their names the letter ChM or append the letters ChM to their other certificate designations.
4. Associate (AAGO): 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 history, philosophy, theory, and practice of music. Associates are entitled to affix to their names the letters AAGO.
5. Fellow (FAGO): Those Certified Members who hold the Associate Certificate and who have passed an examination designed to demonstrate theoretical and practical attainments as organists and scholarly musicians at the highest level. Fellows are entitled to affix to their names the letters FAGO.

C. Dual Members.

Dual Members shall consist of those Voting Members who have established primary membership through another chapter, are approved by this Chapter, and have paid dues and fees set by the National Council. Dual Members are eligible to vote and hold office in both the primary and secondary Chapter, though each Member has only one vote in National and Regional elections.

D. Honorary Members.

Honorary Members shall consist of those individuals who have made a distinguished contribution to the furtherance of the purpose of the Guild and the Chapter. They shall be nominated by two Voting Members of the Chapter in good standing and elected by the Chapter. Such members shall not be required to pay any dues or fees set by the National Council. The privileges of this class of membership shall include the right to participate in all Chapter activities and receive Chapter publications. If the Chapter pays dues and fees set by the National Council, Honorary Members may have the privileges of Voting Members; otherwise, the Honorary Member shall not be eligible for election to Chapter or Guild office and they shall have no vote.

Section 2. NON-VOTING MEMBERS

Chapter Friends: Those individuals who support the purposes of the Guild, are not organists or choral conductors, and have paid the dues and fees set by the Chapter. Chapter Friends shall require no election to membership and shall have no vote. They are not eligible to receive membership benefits or to receive the official journal of the Guild. The privileges of this class of membership are participation in the Chapter activities and receipt of the Chapter publications.

Article IV. GOVERNANCE.

Governance of the Chapter is vested in an Executive Committee; said committee is the representative governing body of the Chapter.

Article V. THE EXECUTIVE COMMITTEE.

The Committee shall consist of all seven (7) elected executive officers of the Chapter and all nine (9) duly elected At-Large Members of the Executive Committee and shall conduct the business of the Chapter when the full membership is not present. The most recently serving Dean is an Ex-Officio member of the Executive Committee. All chapter members may attend Chapter Executive Committee meetings with voice, but no vote.

Article VI. CHAPTER OFFICERS AND DUTIES.

The Chapter Officers shall be Dean, Sub-Dean, Secretary, Treasurer, Registrar and two (2) Auditors who shall serve on the Executive Committee.

Section 1. THE DEAN.

The Dean shall be the chief executive officer of the Chapter, and as such shall have the following duties and responsibilities:

- A. Prepare the agenda and preside at all meetings of the Chapter and Executive Committee when present.
- B. Schedule a minimum of four meetings per year of the Executive Committee and such other meetings as are deemed necessary.
- C. Appoint, where provided for in these Operating Procedures, Coordinators, Chairpersons of Standing Committees and Advisory Committees and correlate the work of all committees.
- D. Appoint a person or persons to fill vacancies of the Executive Committee as set forth in Article XII, Section 2.
- E. Serve as ex officio member of all committees, excluding the Nominating Committee.
- F. Report on Chapter Affairs to the Membership of the Chapter as required by the Operating Procedures, National Bylaws, or Executive Committee, 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 Executive Committee and make such other reports to the Chapter and Executive Committee that the Dean shall deem necessary.
- H. Sign or countersign all contracts and other instruments for and on behalf of the Chapter pertaining to 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, and Regional Councillor and Executive Director of the Guild.
- J. 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.

Section 2. THE SUB-DEAN.

The Sub-Dean shall have the following duties and responsibilities:

- A. The Sub-Dean in the absence of the Dean shall exercise all the powers and perform all the duties of the Dean.
- B. In the event the office of Dean becomes vacant, the Sub-Dean shall succeed to the office of Dean for the remainder of the Dean's elected term.
- C. The Sub-Dean shall serve as Chairman of the Program Committee, and as a member of those committees as provided for in these Operating Procedures.
- D. The Sub-Dean shall perform such other duties as are incidental to the execution of this office or that may be required of the Sub-Dean by the Executive Committee.

Section 3. THE SECRETARY.

The Secretary has the following duties and responsibilities:

- A. Record minutes of the meetings of the membership and Executive Committee, send copies of the minutes of the Executive Committee to its members, and copies of all minutes to the editor of FANFARE within two weeks of the meeting.
- B. Send notices of Executive Committee meetings to its members and notices of called meetings, as outlined in Article VIII, Section 2, B. of these Operating Procedures, to the Voting Members at least one week before the meeting.
- C. Preserve the accumulated minutes of the Chapter.
- D. Correspond on behalf of the chapter and at the direction of the Dean, including reporting Chapter news to the National Journal.

- E. Perform such other duties incidental to the execution of this office that may be required by the Executive Committee.

Section 4. THE TREASURER.

The Treasurer shall be the chief financial officer of the chapter and 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. Serve as Chairman of the Finance Committee, and member of those committees as provided for in these Operating Procedures.
- C. Prepare and submit with the Finance Committee a budget to the Executive Committee no later than June 1st for the next fiscal year.
- D. 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.
- E. Remit 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.
- F. 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.
- G. Prepare and submit such reports or statements of the Chapter's finances and accounts as may be requested by the Executive Committee.
- H. Sign or countersign such instruments as may be required.
- I. Perform such other duties incidental to the execution of this office that may be required by the Executive Committee.

Section 5. THE REGISTRAR.

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 to the Treasurer.
- B. Report to AGO National Headquarters the names of all members who have paid dues, including all information required by National Headquarters. A copy of this list shall also be provided to the Chapter Treasurer.
- C. Serve as member of those committees as provided for in these Operating Procedures.
- D. Gather current information for the Chapter Yearbook and provide this information to the Yearbook Editor.
- E. Provide membership forms upon request. This shall include the national membership application, national reinstatement form and Chapter membership renewal form.
- 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.

Section 6. THE AUDITORS.

- A. The Auditors shall audit the records kept by the Treasurer, and Mazingo Endowment Investment Committee immediately after the close of the fiscal year and report their findings at the next regular meeting of the Executive Committee.
- B. They perform such other duties as are delegated by the Executive committee, the Membership, and the National Bylaws.

Article VII. AT-LARGE MEMBERS OF THE EXECUTIVE COMMITTEE.

There shall be nine (9) At-Large members of the Executive Committee who are elected as provided herein. At-Large members are elected for a term of three years by classes, each Class having three members.

Article VIII. MEETINGS OF THE EXECUTIVE COMMITTEE AND MEMBERSHIP.

The Dean shall prepare an agenda, preside over, and conduct the Executive Committee and Membership Meetings according to these Operating Procedures and parliamentary law found in Robert's Rules of Order, current edition.

Section 1. EXECUTIVE COMMITTEE MEETINGS.

- A. The Executive Committee shall meet when scheduled by the Dean or by call of two-thirds of the members of the Executive Committee.
- B. The Executive Committee shall meet a minimum of four times per year on dates set by the Dean. Meetings may also be scheduled for other times as deemed necessary by the Dean.
- C. There shall be no less than fourteen (14) days notice of any meetings of the Executive Committee.
- D. A majority of nine (9) members of the Executive Committee is required for a quorum.
- E. Attendance by Executive Committee members is expected at all meetings. Failure to attend two scheduled meetings of the Executive Committee in a fiscal year without excuse adequate in the opinion of the Executive Committee is deemed a resignation.

Section 2. MEMBERSHIP MEETINGS OF THE CHAPTER.

- A. Regular Membership Meetings are held monthly, September through May, unless otherwise scheduled.
- B. A special membership meeting may occur on written application to the Secretary by ten (10) Voting Members.
- C. Twenty-five percent of the Voting Membership, or 25 Voting Members, whichever is fewer, shall constitute a quorum for the conduct of official business.
- D. Actions of the Executive Committee can be rescinded by the Voting Members at a regular or special meeting.
- E. The Annual Meeting for election of officers and At-Large Members of the Executive Committee shall occur during the May Membership Meeting, and installation ceremonies shall be performed at this meeting.

Article IX. MOZINGO ENDOWMENT.

The Mozingo Endowment, having been established for the purpose of awarding grants, shall accept new funds from members or non-members. The Mozingo Endowment Investment Committee, as described in Article XIV, Section 2, A., shall be responsible for investment of endowment funds and have discretionary authority to conduct transactions which are consistent with the investment objectives. The Mozingo Endowment Grants Committee, as described in Article XIV, Section 2, B., shall administer the grants applications and awarding process of those endowment funds which are determined to be available for awarding of grants. All Mozingo Endowment financial activity shall be forwarded to the Treasurer for accounting, tax and financial reporting purposes.

Article X. MEMBERSHIP DUES AND FISCAL YEAR.

Section 1. MEMBERSHIP DUES.

The AGO National Council determines annual dues for membership in the American Guild of Organists. The Chapter shall collect and report membership dues according to these policies as embodied in the instructions issued annually from National Headquarters. The annual dues for non-Voting Members are determined by the Executive Committee and published in the April Issue of the chapter's newsletter, FANFARE.

Section 2. FISCAL YEAR:

The fiscal year shall begin on July 1st and end on June 30th.

Article XI. NOMINATIONS, ELECTION, AND INSTALLATION OF CHAPTER LEADERS.

Section 1. NOMINATIONS AND NOMINATING COMMITTEE.

The Nominating Committee, of which a Chairman and at least two (2) other Members are appointed by the Executive Committee no later than December 31, and a majority of whom are not members of the Executive Committee, shall prepare the slate of candidates for election to chapter offices.

- A. The Nominating Committee shall nominate one (1) or more candidates for each Executive Office and an excess of candidates for membership At-Large on the Executive Committee in place of those whose terms of office are about to expire.
- B. The Nominating Committee shall present the slate to the Executive Committee, recorded in the minutes and announced to the Members prior to March 1st of the election year.
- C. Additional nominations may be made by petitions signed by at least five (5) Chapter Voting Members in good standing. Such petitions must be received by the Secretary prior to April 1st, or within thirty (30) days after the notification of the Nominating Committee's slate, whichever is later.
- D. 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.

Section 2. ELECTION OF CHAPTER LEADERS.

The annual election of Chapter Leaders, both Executive Officers and At-Large members of the Executive Committee, will be held at the May Membership Meeting following the process below.

- A. The Secretary shall determine eligibility of the candidates and voters.
- B. Two tellers, not slated for election to any office, will be appointed by the Dean to oversee the tally of the ballots, which are retained for three years in the records of the secretary and are available for inspection by the members.
- C. The Secretary of the Chapter shall distribute and collect the ballots. Ballots received by the Secretary by mail up to and including the date of the May meeting are counted, and a voter casting a ballot by mail does not cast a first ballot at the meeting.
- D. Ballots by mail shall have a portion available for the voter's signature. Ballots by mail with signatures are counted, after having the signature portion cut off by the secretary when the ballot is recorded as received.
- E. A plurality of votes cast for any office is necessary for election for Executive Officers. The three candidates for At-Large members receiving the highest votes shall be elected.
- F. In the event of a tie vote a second ballot is conducted at the meeting with the two candidates receiving the highest number of votes on the first ballot being the only candidates listed on the second ballot. The second ballot is conducted among those present at the meeting. Voting Members who are not present do not vote on the second ballot.

Section 3. INSTALLATION OF CHAPTER LEADERS.

The newly elected Executive Officers and At-Large Members of the Executive Committee shall be installed at the May Membership Meeting of the Chapter by the Chaplain. Terms of office shall begin on July 1.

Article XII. TERM OF OFFICE, VACANCIES, AND REMOVAL FROM OFFICE.

Section 1. TERM OF OFFICE.

All terms of elected offices shall begin on July 1 following the election of the Chapter's leaders during the May Membership Meeting. Each incumbent serves for the term for which elected and serves until a successor's term of office begins. Exceptions to the terms of office may be made from time to time by the Executive Committee when the need arises.

A. Term of the Executive Officers.

The Dean, Sub-Dean, Secretary, Treasurer, Registrar and Auditors shall be elected for a term of one year and are eligible for re-election to one consecutive term. Exceptions to the terms of office of the Executive Officers may be made from time to time by the Executive Committee when the need arises.

B. Term of the of the Executive Committee Members At-Large.

1. Each elected Member At-Large shall serve a term of three (3) years.
2. Members at-large shall be elected by class with a total of three (3) classes, each having three (3) members per class. A total of nine (9) members at-large will serve on the Executive Committee.
3. One class of members at-large will be elected each year. Members At-Large are eligible for election to one additional consecutive term.
4. Exceptions to the terms of office of Members At-Large may be made from time to time by the Executive Committee when the need arises.

Section 2. VACANCIES ON THE EXECUTIVE COMMITTEE.

Any member of the Executive Committee may resign from his or 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, death or removal 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 the predecessor.

Section 3. REMOVAL FROM OFFICE.

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 or her responsibilities only by action of the Executive Committee as follows:

- A. A simple majority vote 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 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.

Article XIII. APPOINTED POSITIONS.

Appointed Positions shall be, but not limited to: Chaplain, Newsletter Editor, Yearbook Editor, Historian, Librarian, Membership Coordinator, Hospitality Coordinator, Publicity Coordinator, Examinations Coordinator, Student Organ Encounter Coordinator, Competitions Coordinator, Organ Festival Coordinator, PipesWorks Coordinator, Placement Service Coordinator, Substitute Organists Coordinator, Memorial Gifts Coordinator, and Information Technology Coordinator. Those in Appointed Positions may serve as chairman and/or member of those committees as provided for in these Operating Procedures. Appointed Positions, if not otherwise provided for in these Operating Procedures, are appointed annually by the Dean after consulting members of the Executive Committee.

Section 1. Chaplain.

The Chaplain installs Officers and At-Large Members of the Executive Committee at the May Membership Meeting; communicates with those who are ill or in distress; and conducts an annual memorial service to

recognize the deceased members at the May Membership Meeting.

Section 2. Newsletter Editor.

The Editor of the Chapter Newsletter, *Fanfare*, shall have responsibility for gathering and publishing all necessary items and information for the benefit of the Chapter members. Such items and information shall include, but not be limited to, the following:

1. Announcements of future chapter meetings.
2. Chapter program events.
3. A calendar of future community events.
4. A list of positions available for musicians.
5. A letter from the chapter Dean.
6. Any other items deemed appropriate by the Executive Committee.

Section 3. Yearbook Editor.

The Yearbook Editor shall be responsible for publishing the Chapter yearbook and will serve as the contact person for those inquiring about yearbook information, advertising, etc. The Yearbook Editor, along with recruited members, shall make all arrangements to publish the annual Chapter yearbook, which shall include:

1. Names of all current members in good standing with contact information authorized by the member.
2. Official addresses and contact information for the Chapter and National Headquarters, Chapter Officers and committee Chairs, and for Regional Councillors and District Conveners.
3. Chapter programs for the year.
4. Donors of the Chapter's Artists Recital Series.
5. The AGO Code of Ethics and Code of Professional Standards.
6. General information about the chapter including using the Chapter placements and substitute organists lists.
7. Any other material that the Executive Committee may deem helpful to the membership.

Section 4. Chapter Historian.

The Chapter Historian shall keep a copy of all Chapter programs, any published article concerning the Chapter appearing in a newspaper or magazine, any Chapter publication, and any book, music, or concert or recital program submitted by a member of the Chapter. The Chapter Historian shall also keep an index and preserve these accumulated archives of the Chapter in a secure place accessible to all members.

Section 5. Chapter Librarian.

The Chapter Librarian shall be responsible for compiling such items as books, music scores, hymnals, anthems, service music, and various multimedia, or any other material that may be of interest to chapter members, and shall develop a program allowing materials to be loaned out to members for a period of time.

Section 6. Membership Coordinator.

The Membership Coordinator serves as the key contact person for members and prospects seeking information about membership categories, benefits, dues, etc. and serves as Chairman of the Membership Committee.

Section 7. Hospitality Coordinator.

The Hospitality Coordinator, along with any recruited members, shall be responsible for all social functions and events of the chapter by performing the following:

1. Makes arrangements for dinners and receptions according to the direction of the Program Committee.
2. Makes arrangements for reservations for chapter dinners and receptions.
3. Arranges all hospitality at the Chapter events and functions.

4. Makes all provisions the Program Committee or the Dean deems necessary.

Section 8. Publicity Coordinator.

The Publicity Coordinator shall have the responsibility for all publicity concerning Chapter meetings, public programs, recitals, concerts and 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.

Section 9. Examinations Coordinator.

The Examinations Coordinator, along with the Education Committee, shall provide information and devise ways to aid members of the chapter in preparing for the AGO examinations. Should the Chapter be chosen as an AGO examination Center, the Coordinator is responsible for conducting AGO Certification Exams according to the guidelines provided from National Headquarters.

Section 10. Student Organ Encounter (S.O.E.) Coordinator.

The Student Organ Encounter Coordinator carries out the plans for the S.O.E. developed by the Educational Committee and makes reports regularly to the Executive Committee and the Chapter.

Section 11. Competitions Coordinator.

The Competitions Coordinator shall be the contact person for the Chapter Competition and shall keep the Executive Committee informed of important developments of the Competition Committee.

Section 12. Organ Festival Coordinator.

The Organ Festival Coordinator shall have the responsibility for making preparations for the Chapter's annual Organ Festival in accordance with the plans developed by the Program Committee.

Section 13. PipeWorks Coordinator.

The PipeWorks Coordinator carries out the plans developed for PipeWorks by the Educational Committee and makes reports regularly to the Executive Committee and the Chapter.

Section 14. Placement Service Coordinator.

The Placement Services Coordinator maintains updated information provided by various institutions about vacancies for organists and choral directors. This information is provided to the members and published in *Fanfare*.

Section 15. Substitute Organist Coordinator.

The Substitute Organist Coordinator maintains a substitute organist list as a service available to Chapter members and local institutions. The substitute organist list shall be published in the Chapter yearbook.

Section 16. Memorial Gifts Coordinator.

The Memorial Gifts Coordinator shall make all arrangements for memorial gifts as the need arises and shall keep the Executive Committee informed of such arrangements.

Section 17. Information Technology Coordinator.

The Information Technology Coordinator, who also serves as the Webmaster, shall be responsible for all aspects of the Chapter's website. The Coordinator shall also be responsible for coordination of Chapter needs for audio-visual equipment, computer hardware or software, and any other equipment or technology needed by the Chapter to carry out its activities.

Article XIV. STANDING COMMITTEES, ADVISORY COMMITTEES AND AD-HOC COMMITTEES

Chairs of both the Standing and Advisory Committees, if not otherwise provided for in these Operating Procedures, are appointed annually by the Dean after consulting members of the Executive Committee. The Dean serves as ex-officio member of all Standing and Advisory Committees, but not the Nominating Committee.

Section 1. STANDING COMMITTEES.

The Standing Committees shall be: Program Committee, Finance Committee, Membership Committee, Professional Concerns Committee, and Educational Committee. Each Committee Chair shall appoint those committee members not otherwise provided for in these Operating Procedures. Each committee shall submit its projected budget for the Fiscal Year to the Finance Committee for inclusion into the Chapter's proposed budget. Each Standing Committee Chair shall report on their committee's activities at each Executive Committee Meeting.

A. Program Committee.

The Program Committee, of which the Sub-Dean is Chair, includes the Treasurer, Hospitality Coordinator, Organ Festival Coordinator and other appointed members and shall have the following duties:

1. Plan and prepare a budget for monthly Membership meetings including but not limited to recitals, concerts, lectures, workshops or other special presentations.
2. Arrange for locations for each program, issues confirmations of the program dates and negotiate artists' fees when necessary.
3. Make arrangements with the Hospitality Coordinator for any dinner or reception in conjunction with any chapter meeting or function.
4. Perform such other duties as are delegated by the Dean, Committee Chair or the Executive Committee.

B. Finance Committee.

The Finance Committee, of which the Treasurer is Chair, includes the Sub-Dean, Registrar, and other appointed members and shall have the following duties:

1. Prepare a proposed budget and present for approval to the Executive Committee.
2. The proposed budget shall be based on a fiscal year beginning July 1st.
3. The committee shall submit the proposed budget for Executive Committee approval no later than June 1st.
4. In addition to the annual budget, the Committee shall recommend to the Executive Committee policies for financial responsibility relevant to future years.

C. Membership Committee.

The Membership Committee, of which the Membership Coordinator is Chair, includes the Registrar and other appointed members, and shall focus on recruiting and retaining chapter membership which shall include, but not be limited to, the following:

1. Develop and administer a process to identify and recruit new members.
2. Recommend and implement steps to maximize retention of current members.
3. Help ensure that current members participate in the Chapter's social, musical and professional development programs.
4. Perform such other duties as are incidental to the function of this Committee or tasks the Executive Committee may deem necessary.

D. Competition Committee.

The Competition Committee, of which the Competition Coordinator is chair along with appointed members, shall conduct the Chapter Competition in Organ Performance in even-numbered years and have the following responsibilities:

1. Shall develop procedures and rules for the Chapter's competitions, in compliance with National AGO rules that may apply, to be approved by the Executive Committee.
2. Receive approval for prize money from the Executive Committee, based on recommendation from the Finance Committee.
3. Inform any prospective competitors of the competition by announcing the date, location and any other pertinent information in October before the competition year, and report in November to the chapter membership.
4. Publicize the events, arrange practice time and page-turners, and supervise the competition as proctor.
5. Submit the names of four or more qualified judges from whom the Executive Committee shall select three judges.
6. All press releases and informational mailings or circulars shall bear the logo of the American Guild of Organists and the name of the Chapter with clearly legible contact information.

E. Professional Concerns Committee.

The Professional Concerns Committee, with the Chair appointed by the Dean, includes the Placement Service Coordinator, the Substitute Organist Coordinator, and other appointed members; and shall focus on placement, ethics, professional concerns and will have the following duties:

1. Be responsible for furthering the Guild's Statement of Purpose 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.
2. Develop and nurture relationships with institutions in the community, especially regarding ethical and professional dealings with, and conduct of, the Chapter's members.
3. Be responsible for carrying out the policies and procedures set forth in the AGO Code of Ethics, including discipline.

F. Education Committee.

The Education Committee, with the Chair appointed by the Dean, includes the Examinations Coordinator, Student Organ Encounter Coordinator, PipeWorks Coordinator, and appointed members; it shall develop and coordinate activities with regard to membership education and educational outreach programs through:

1. Motivating the Chapter members to further their own musical education and to share their talents with the community.
2. Developing plans for presenting the educational outreach program, Student Organ Encounter, to area students.
3. Developing plans for presenting the educational outreach program, PipeWorks, to area schools and institutions.
4. Providing information and devising ways to aid members of the chapter in preparing for the AGO examinations.

Section 2. ADVISORY COMMITTEES.

The Advisory Committees, which have at least three (3) members, shall be the Mazingo Endowment Investments Committee, Mazingo Endowment Grants Committee, Outside Grants Committee, and Operating Procedures Committee, and shall report to the Executive Committee in an advisory role.

A. Mozingo Endowment Investments Committee.

The Mozingo Endowment Investments Committee, of which the Chair is appointed by the Dean and the members appointed by the Chair, shall be responsible for the following:

1. Implement the following investment objectives of the Mozingo Endowment as established by the Executive Committee.
 - i. Preservation of capital relative to inflation shall receive primary consideration in management of the portfolio.
 - ii. Consistent disposable income will be sought
 - iii. Reasonable growth of capital will be sought.
2. Management and investment of the portfolio's assets following investment guideline policies established by the Executive Committee.
3. Meet at least quarterly to review investments, and have discretionary authority to conduct transactions which are consistent with the investment objectives.
4. Provide annual reports to the chapter upon request of the Executive Committee.
5. Provide a current report to the Executive Committee upon request.
6. Meet at least annually with an Investment Advisor.

B. Mozingo Endowment Grants Committee.

The Mozingo Endowment Grants Committee, of which the Chair is appointed by the Dean and members appointed by the Chair, shall develop and administer the grant awarding process of the Mozingo Endowment which includes, but is not limited to, the following:

1. Develop guidelines for the awarding of grants.
2. Develop timetables for application deadlines, and awarding of grants.
3. Inform prospective groups of the available grants and make all necessary information and forms available to applicants in a timely manner.
4. Develop and implement a review process for applications, based on the policies set by the Executive Committee.
5. Make recommendations to the Executive Committee, as to awarding of grants.

C. Outside Grants Committee.

The Outside Grants Committee, of which the Chair is appointed by the Dean and the members appointed by the Chair, shall be responsible for writing the chapter's grant applications to various institutions. Other duties shall include, but not be limited to, the following:

1. Research and develop a list of various grant sources based on policies set by the Executive Committee.
2. Write proposals, fill out applications, complete and submit all necessary paper work for consideration of grants.
3. Keep the Executive Committee informed of developments with Grant requests.

D. Operating Procedures Committee.

The Operating Procedures Committee, of which the Chair is appointed by the Dean and the members appointed by the Chair, shall be responsible for advising the Executive Committee on necessary revisions of the Operating Procedures, and also have the following duties.

1. Be responsible for keeping the Executive Committee advised of the contents of the National Bylaws, particularly as to any effect of any changes upon the chapter's own Operating Procedures.
2. Make necessary revisions to the Operating Procedures
3. Keep records of all such policies and procedures as adopted by the Executive Committee, including such amendments and additional policies created by Executive Committee action, with indication of the dates of such revisions.

Section 3. AD-HOC COMMITTEES.

Ad-Hoc Committees, their Chairs and members may be appointed from time to time by the Dean for issues arising that are not otherwise within the scope of the Standing or Advisory committees. The Dean shall specify the purpose and scope of each Ad-Hoc Committee along with a date to report to the Executive Committee with its findings. All Ad-Hoc Committees shall serve no longer than six (6) months without reappointment and shall be dissolved at the end of the Dean's term of office. Once a report is submitted and deemed acceptable to the Executive Committee, the Ad-Hoc Committee shall likewise be dissolved.

Article XV. AMENDMENT OF 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 become effective.

Section 1. AMENDMENTS.

Provisions in these Operating Procedures shall be subject to amendment by alteration, revision, repeal, and additions at any time by majority vote of the Executive Committee. A notice of the change to the Operating Procedures must be received by the Executive Committee at least one week prior to the meeting of the Executive Committee where the amendment is to be considered. Any action by the National Council affecting the Chapter becomes a part of these Operating Procedures, and the Dean arranges for the Operating Procedures Committee to publish and preserve such changes in these Operating Procedures.

Section 2. RESCINDING AMENDMENTS.

Any amendments to these Operating Procedures by the Executive Committee may be rescinded with a two-thirds majority vote by the Voting Members in a regular or special meeting assembled, provided that notice of such appeal is published to each Voting Member at least five (5) days before the meeting at which the appeal is to be considered.