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Home Page

OPERATING PROCEDURES TO GOVERN THE WORCESTER CHAPTER AMERICAN GUILD OF ORGANISTS

Adopted November 1, 2004

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PREAMBLE
On this first day of November, 2004, the undersigned members of the Executive Committee of the Worcester Chapter of the American Guild of Organists do adopt the following as OPERATING PROCEDURES, which are in accordance and agreement with the National Bylaws of the American Guild of Organists, as adopted April 13, 1896, and as amended through January 27, 2002. These Operating Procedures, as approved by the Executive Committee and ratified by a two-thirds majority vote of the General Membership of the Worcester Chapter, do hereby rescind and replace all previous Operating Procedures and their amendments as may have been in effect from the date of the Chapter's Charter March 14, 1949 and as most recently amended in 1992 and 1993. Included in these Operating Procedures, and appearing in italic type are the relevant Articles and Sections of the National Bylaws of the American Guild of Organists, pertaining to Mission, Classes of Membership, Chapter Organization and Governance, Meetings of the Chapter, and Election Procedures.

ARTICLE I
NAME AND ORGANIZATION

Section 1. Article VII. Section 1. of the National Bylaws is fully set out herein: Definition. A Chapter shall be defined as a local group of members of the Guild. Chapters shall be governed under the Charter and Bylaws of the Guild. All details connected with description of boundaries, formation, and operation of the Chapters shall be subject to the National Council.

Section 2. Article VII. Section 2. of the National Bylaws is fully set out herein: Formation. Chapters may be formed at the written request of twelve (12) Voting Members or prospective members of the Guild. Upon written recommendation by the applicable Regional Councillor, the president may authorize the organization of a Chapter and appoint its officers, subject to ratification by the National Council.

Section 3. The name of this organization shall be the Worcester Chapter of the American Guild of Organists (hereinafter, "Chapter"), a subordinate unit of the national organization known as the American Guild of Organists, whose headquarters is in New York, NY.

ARTICLE II
MISSION STATEMENT

Section 1. Article II. Section 1. of the National Bylaws is fully set out herein: 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 Guild members.

Section 2. Article II. Section 2. of the National Bylaws is fully set out herein: Nothing in these Bylaws shall be read, and none of the Guild's activities pursuant to these Bylaws shall be undertaken or executed, in a manner inconsistent with this mission statement.

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ARTICLE III
CLASSES OF MEMBERSHIP

Section 1. Article III. Section 1. of the National Bylaws is fully set out herein: The membership of the Guild shall be divided into two classes: Voting Members 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 2. Article III. Section 2. of the National Bylaws is fully set out herein: 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 by the National Council; and (III) have paid the dues and fees set by the National Council.
As long as 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.

(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 entitiled 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 entitiled to affix to their names the letters FAGO.

Section 3. Article III. Section 3. of the National Bylaws is fully set out herein: 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. 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. Article VII. Section 3. of the National Bylaws is fully set out herein: Membership. The membership of a Chapter shall consist of Voting and Non-Voting Members as defined in Article III, and Dual Members, Chapter Friends, and Chapter Honorary Members.

(a) Dual Members. Dual Members shall consist of those Voting Members who (I) have established primary membership through another Chapter, (II) are approved by the Chapter, and (III) have paid the 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.

(b) Chapter Friends. Chapter Friends shall consist of those individuals who (I) support the purposes of the Guild, (II) are not organists or choral conductors, and (III) have paid the dues and fees set by the Chapter. Chapter Subscribing Members shall require no election to membership and shall have no vote. The privileges of this class of membership shall be (I) participation in Chapter activities and (II) receipt of Chapter publications.

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ARTICLE IV
CHAPTER ORGANIZATION AND GOVERNANCE

Section 1. Article VII. Section 4. of the National Bylaws is fully set out for reference herein: Organization and Governance. Each Chapter may establish its own operating procedures, provided, however, that such operating procedures do not conflict with the Charter or Bylaws of the Guild. These operating procedures must be approved by the Chapter, the Regional Councillor, and the Vice-President. The governance of each Chapter is vested in the Chapter Officers and Executive Committee as herein defined.

Each Chapter shall have a Dean, a Secretary, a Treasurer, and as many other officers as may be determined to be advisable.

The Chapter Executive Committee shall consist of the Officers plus as many additional Members at large as are determined advisable. Chapter Officers and Members at large of the Executive Committee shall be elected annually or biennially, as each Chapter shall determine by ballot from among the Voting Members of the Chapter in a general election. The Chapter Officers shall hold office for one (1) or two (2) year(s) or until their successors have been duly elected and may be re-elected in accordance with Chapter operating procedures.

The Officers of the Chapter shall, unless otherwise provided by the Chapter or the National Council, each have such duties as generally pertain to their respective offices, as well as such powers and duties as may be specifically set forth in these Bylaws

(a) The Dean shall be the chief executive officer of the Chapter. The Dean shall preside at all meetings of the Chapter and the Executive Committee, and shall be an ex officio member of all standing and special committees of the Chapter.

(b) The Secretary shall have custody of the records of the Chapter and shall be responsible for recording the proceedings of the meetings of the Chapter and the Executive Committee. The Secretary shall keep, or cause to be kept, lists of the Members of the Chapter in their respective classes.

(c) The Treasurer shall have supervision over the management of the funds of the Chapter and shall keep, or cause to be kept, full and accurate records and accounts of receipts and disbursements in books belonging to the Chapter.
Section 2. The Executive Committee. The governance of the Chapter is vested in the Executive Committee as herein defined. The Executive Committee shall consist of all elected officers of the Chapter. It conducts the business of the Chapter when the full membership does not meet. Its actions are subject to review by the Chapter membership. The officers of the Chapter shall be Dean, Sub-Dean, Secretary, Treasurer, Registrar, and

six Members-at-large. These shall be elected to the Executive Committee, according to the provisions of Article VIII governing the Chapter's procedures for elections.

Section 3. The Elected Officers.

(a) The Dean. The Dean shall be the chief executive officer of the Chapter, and as such shall have the following duties and responsibilities:
1. Preside at all meetings of the Chapter and Executive Committee at which he/she may be present;
2. Nominate the members of all standing committees for appointment by the Executive Committee;
3. 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 (see Article VIII. Section 3.);
4. Create, with the approval of the Executive Committee, committees and correlate the work of the officers and standing committees;
5. Serve as an ex-officio member of all committees, excepting the Nominating Committee (ex officio is defined by Merriam-Webster's Unabridged Dictionary as: by virtue or because of an office; according to Roberts Rules on Order Newly Revised, "the term 'ex officio', when no written rule addresses it otherwise, refers to a Method of sitting with a body, not a class of membership. It tells how one becomes a member (by virtue of the office), not what their rights are. If the rights of ex-officio members are to be restricted, that must be done in the bylaws. Otherwise, ex-officio members have the same rights as elected or appointed members."); the Dean shall not have voting rights on the Program Committee and the Educational Outreach Committee;
6. Submit reports at all 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.
7. 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 he/she shall deem necessary, or that may be required by the policies of the Chapter or Executive Committee;
8. Sign and/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;
9. 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;
10. 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;
11. Serve as Chairperson of the Finance Committee (Article VI. Section 1.).

(b) The Sub-Dean. The Sub-Dean shall be the second executive officer of the Chapter, and as such shall have the following duties and responsibilities:
1. Exercise all the powers and perform all the duties of the Dean of the Chapter in his/her absence;
2. Serve as Chairperson of the Program Committee (Article VI. Section 3.), and as such, be responsible for planning the annual schedule of events sponsored by the Chapter;
3. Serve as a member of the Finance Committee (Article VI. Section 1.);
4. Send or cause to be sent to the repository copies of programs of all Chapter events (Article VI. Section 5. (f));
5. 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) The Secretary. The secretary shall be the keeper of the official records of the Chapter, and as such shall have the following duties and responsibilities:
1. Record and have custody of the minutes of the meetings of the Executive Committee and general meetings of the Chapter, such minutes to include the names of those members who are present and absent and copies of the reports from all committees and officers;
2. Issue notices for all meetings of the Executive Committee;
3. Serve as the official reporter of the Chapter's activities to The American Organist magazine;
4. Send or cause to be sent to the repository all records of the Chapter's proceedings (Article VI. Section 5. (f));
5. Make such reports and 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.

(d) The Treasurer. The treasurer shall be the chief financial officer of the Chapter, and as such shall have the following duties and responsibilities:
1. Supervise and have custody of all financial records of the Chapter and keep full and accurate accounts of the receipts and disbursements of the Chapter, including 1) assets, liabilities, and fund balances, 2) revenue and operating expenses, 3) and all other financial records and documents deemed necessary by the Executive Committee;
2. 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;
3. Send to National Headquarters its designated portion of membership dues;
4. Disburse, or supervise the disbursement of, all other funds of the Chapter, in accordance with the authority

granted by the Executive Committee through the Finance Committee, taking proper vouchers to correspond to the disbursements;
5. Prepare and submit such reports or statements of the Chapter's finances and accounts as may be requested by the Executive Committee;
6. Sign and/or countersign such instruments requiring his/her signature;
7. Serve as a member of the Finance Committee (Article VI. Section 1.);
8. File all Federal and State Tax and Annual Report Forms as required by law;
9. Send or cause to be sent to the repository all financial records of the Chapter (Article VI. Section 5. (f));
10. 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.

(e) The Registrar. The Registrar shall be the custodian of the membership records of the Chapter, and as such shall have the following duties and responsibilities:
1. Collect all dues and deliver said monies to the Treasurer of the Chapter;
2. Report to the National Membership Coordinator the names of all members who have paid dues, such a list to include the class of membership (regular voting member, special voting member, student voting member, partner voting member, dual voting member, student dual member, Chapter friend);
3. Gather the information for the Chapter Membership Directory, copies of such information to be sent to the Secretary, the Treasurer, the Membership Directory Editor, and the Newsletter Editor;
4. Provide membership cards as receipt and confirmation of dues paid;
5. Send the following items: 1) national/Chapter membership renewal form to each member and 2) national/Chapter membership application forms to new and/or prospective members, and 3) other such items as may be deemed necessary by the Executive Committee;
6. Send or cause to be sent a record of the Chapter's annual membership to the repository (Article VI. Section 5. (f));.
7. Serve as Chairperson of the Membership Committee (see Article VI. Section 7.);
8. 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.

Section 4. The Auditors. Two auditors shall be nominated by the Dean and appointed by the Executive Committee for a term of two years, and shall be eligible to be appointed to successive terms. The auditors shall not serve as members of the Executive Committee, but maintain oversight of the Chapter's financial and electoral records, and as such shall have the following duties and responsibilities:

(a) Perform duties as clerical officers for all Chapter elections (see Article VIII. Section 2.);

(b) Examine the books of the Chapter that are maintained by the Treasurer as soon as possible following the close of the fiscal year, which must correspond with that of the national organization (July 1 - June 31);

(c) Confirm filing of Federal and State Tax and Annual Report Forms as required by law;

(d) Serve on the Operating Procedures Review Committee (Article VI. Section 9.).Section 5. The Publicity Officer. The Publicity Officer shall be nominated by the Dean and appointed by the Executive Committee, shall serve a term of one (1) year, and shall be eligible to be appointed to successive terms. He/She shall be responsible for all publicity concerning general meetings, programs, recitals, and any other activities of the Chapter as the Executive Committee shall deem necessary. The logo of the American Guild of Organists shall be used with all publicity.

Section 6. The Chaplain. The Chaplain shall be nominated by the Dean and appointed by the Executive Committee, shall serve a term of one (1) year, and shall be eligible to be appointed to successive terms. The Chaplain shall perform those duties deemed appropriate to the office.

Section 7. Article VII. Section 7. of the National Bylaws is fully set out for reference herein: Disbandment. Chapters may be disbanded by the National Council upon written request of the Chapter or by recommendation of the Regional Councillor. Prior to action by the National Council, a committee of Officers and Members of the Chapter may give reasons for or against the disbandment in writing to the National Council.
In the event of disbandment, each Member of the Chapter may 1) transfer individually to any other Chapter which the Member may choose, or 2) join as an Independent Member. The assets and property of the Chapter remaining after payment of expenses and satisfaction of all liabilities shall accrue to the Guild for distribution as determined by the National Council for the nonprofit purposes of the Guild.

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ARTICLE V
MEETINGS OF THE CHAPTER

Section 1. Article VII. Section 5. of the National Bylaws is fully set out for reference herein: Meetings. Each Chapter shall hold a minimum of one (1) general Chapter meeting per year for the election of Officers (if scheduled), reports from the Officers and Executive Committee on the condition of the Chapter, and the transaction of any other business that shall come before the Chapter. At all meetings of the Chapter the presence at the commencement of such meeting of not less than twenty-five percent of the membership, or twenty-five members, whichever is fewer, shall be necessary and sufficient to constitute a quorum for the transaction of any business.
The Chapter Executive Committee shall meet on a periodic and timely basis and shall be empowered to transact the business of the Chapter between General Chapter Meetings. All actions of the Executive Committee are subject to ratification by the Chapter. At all meetings of the Chapter Executive Committee, the presence at the commencement of such meeting of not less than a majority of the Members thereof shall be necessary and sufficient to constitute a quorum for the transaction of any business.

Section 2. Meetings of the General Membership. The annual meeting of the Chapter shall be held between May 1st and May 31st. A general meeting may take place at such other time as deemed necessary, with the approval of the Executive Committee, and provided that written notice be given no less than thirty days prior to the date of the meeting. At all meetings of the Chapter the presence at the commencement of such meeting of not less than twenty-five percent of the membership, or twenty-five members, whichever is fewer, shall be necessary and sufficient to constitute a quorum for the transaction of any business.

Section 3. Meetings of the Executive Committee. The Executive Committee will meet quarterly during the months of September, December, March, and June. Meetings may also be scheduled for such other times as shall be deemed necessary by the Dean. Regular attendance by the Executive Committee members is expected at Executive Committee meetings. At all meetings of the Chapter Executive Committee, the presence at the commencement of such meeting of not less than a majority of the Members thereof shall be necessary and sufficient to constitute a quorum for the transaction of any business (majority is defined as a number greater than half of a total).

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ARTICLE VI
STANDING COMMITTEES

Section 1. Finance Committee. The Finance Committee shall have as its purpose oversight of both the short-term and long-term financial health and needs of the Chapter. It shall consist of five members, three of whom shall be the Dean, Sub-Dean, and Treasurer. These members shall serve two-year terms concurrent with their terms of office. The Dean shall be the Chairperson of this committee. Two persons from the voting membership who are not members of the Executive Committee shall be nominated by the Dean and appointed by the Executive Committee for a term of three years. These members shall be nominated on the basis of financial expertise and demonstrated knowledge of the Chapter's financial history, and shall provide by virtue of their term lengths, continuity from one administration to the next. No member may serve more than two consecutive terms. The Finance Committee shall have as its responsibilities:

(a) Supervision and approval of the Chapter's annual budget, which shall include all costs of programming, Chapter services, and operational costs;

(b) Supervision and approval of the total amount of funds to be disbursed annually from the Worcester Chapter AGO Scholarship Fund;

(c) Supervision of the investment of the Restricted Fund and approval of the disbursement of any income generated by the Restricted Fund in the form of awards or grants as may be proposed by the Special Projects and Grants Sub-Committee of the Educational Outreach Committee. A two-thirds majority vote of a quorum as defined in Article V. Section 2. of the general membership is required to approve any expenditure of the principal of the Restricted Fund.

Section 2. Program Committee. The Program Committee, of which the Sub-Dean shall be the Chairperson, shall be responsible for organizing the Chapter's roster of annual events, to be approved by the Executive Committee, including but not limited to special concerts, recitals, workshops, and lectures. This Committee shall be responsible for carrying out the appropriate logistics and making all arrangements to ensure the smooth coordination of Chapter events. Chapter members donate their services for programming and as such may not receive stipends or fees for concerts, lectures, masterclasses, or workshops; however, they may be reimbursed for expenses necessarily incurred. Members of the Program Committee are nominated by the Sub-Dean and approved by the Executive Committee annually.

Section 3. Article V. Section 6 of the National Bylaws is fully set out herein: 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 4. Chapter Services Committee. The Chapter Services Committee, of which there shall be six sub-committees shall be responsible for the Chapter's publications and services. The Newsletter Editor shall be the Chairperson, and as such shall coordinate the work of the sub-committees. Members of this committee are nominated by the Dean and approved by the Executive Committee annually, and as such shall have the following duties and responsibilities:

(a) Newsletter Editor: To publish according to the standards and regulations as established by the Newsletter Sub-Committee The Worcester Organist, the Newsletter of the Worcester Chapter American Guild of Organists six times annually to be sent to each member by US mail and E mail, and be posted on the Chapter's website; send or cause to be sent to the repository a copy of each issue of the The Worcester Organist (Article VI. Section 5. (f));

(b) Membership Directory Yearbook Coordinator: To publish annually and send to all members a Membership Directory Yearbook by October 1, that, according to the Chapter Operating Procedures approved on July 4, 2004 by the National Council, Section VIII, No.4, shall "include official addresses and contact information for the Chapter and for the National Headquarters, for Chapter officers and committee Directors, and for Regional Councillors and District Conveners. The Yearbook shall also include the following: a schedule of the Chapter programs for the year; general information about the Chapter including instructions on using the Chapter placement and substitute organist list, a listing of names of patrons and sponsors of the Chapter and its activities; the AGO Code of Ethics and Code of Professional Standards."

(c) Placement and Substitutes Coordinator: To publish a current list of positions available for church and synagogue musicians, announcing such positions in the Newsletter and on the Chapter website; to publish a list of available substitutes with contact information on the Chapter website and in the Yearbook Directory;

(d) Calendar Coordinator: To publish a Calendar listing of events of interest to Guild members to be published in the Newsletter and on the Website;

(e) Webmaster: The Chapter Webmaster shall have the 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 website ; 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;

(f) Library Coordinator: To oversee the organization of the "Jean Davis Memorial Library," a collection of organ, choral, piano, and instrumental music, recordings, educational materials, and past issues of The American Organist magazine, comprised of donations from Chapter members and the estates of deceased members, and currently housed within the Music Library of the College of the Holy Cross, for the use of Chapter members. The Library shall also serve as the repository for all official documents and records of the Worcester Chapter American Guild of Organists.

Section 5. Educational Outreach Committee. The Educational Outreach Committee shall oversee the educational needs of the Guild's current and future members and shall work to promote among the general public a greater awareness of the organ, its music and musicians. Members of this committee are nominated by the Dean and approved by the Executive Committee annually. It shall consist of six sub-committees, and as such have the following duties and responsibilities:

(a) The New Organist: To promote the study of the organ by young people and other new-comers to the instrument through various outreach efforts in schools, churches, and other venues as may be deemed appropriate by the Executive Committee, and through such programs as the AGO Pipe Organ Encounters;

(b) Worcester Chapter AGO Scholarship Fund: To review applications and award grants from the Worcester Chapter Scholarship Fund according to the criteria and standards established by the Scholarship Sub-Committee, contingent upon the release of funds by the Finance Committee (Article VI. Section 1. (b)), to students of Worcester Chapter members in order to help defray the costs of private study;

(c) Professional Certification Exams: To assist members in their efforts to prepare for the AGO Examinations, and to conduct AGO examinations if the Chapter becomes an Examination Center;

(d) The AGO/Quimby Regional Young Organists Competition: To conduct the Chapter level of the Regional Young Organists Competition, which takes place in odd-numbered years, according to the rules established by the National Committee on the Regional Young Organists Competition. The competitor application form and

rules are published in the May issue (even-numbered years) of The American Organist and on the web site of the National Headquarters. The Chapter must file an application form to hold a Chapter competition by October 15; the amount of Chapter prizes shall be determined by the sub-committee, contingent on approval by the Finance Committee;

(e) Special Projects and Grants: To review proposals made by Chapter members and award grants from the Restricted Fund, according to the criteria and standards as established by the Special Projects and Grants Sub-Committee, contingent on approval of the Finance Committee (Article VI. Section 1. (c)). All grants and awards must fulfill the criteria as stated in the Mission Statement of the Guild (Article II): 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 Guild members.

(f) Information Technology: To assist members in developing their knowledge and skills in the use of technology in musical activities.

Section 6. Professional Development Committee. The Professional Development Committee shall be responsible for developing Chapter policy on and establishing relations with institutions in the community regarding the ethical and professional conduct of the Chapter's members as required by the AGO Code of Ethics and Code of Professional Standards. It shall make available to all members, regularly updated compensation guidelines and shall follow procedures as established by the National Council in handling employer/member grievances. Members of this committee are nominated by the Dean and approved by the Executive Committee annually.

Section 7. Membership Committee. The Membership Committee, of which the Registrar shall be the Chairperson, shall have as its purpose the devising of strategies to assist the Chapter in the retention of current members, the obtaining and welcoming of new members, and the renewal of membership of former members. Members of this committee are nominated by the Dean and approved by the Executive Committee annually.

Section 8. Development Committee. The Development Committee shall have as its mission the development of strategies and policies to enhance the financial resources of the Chapter by soliciting donations and grants from individuals and organizations in order to support the Guild's activities of programming, educational outreach, and promotion of the organ and its music. Members of this committee are nominated by the Dean and approved by the Executive Committee annually.

Section 9. Hospitality Committee. The Hospitality Committee shall be responsible for all social events, making all provisions that the Executive Committee shall deem necessary. Members of this committee are nominated by the Dean and approved by the Executive Committee annually.

Section 10. Operating Procedures Review Committee. The Operating Procedures Review Committee shall consist of the Dean and the two auditors, and shall be responsible for keeping the Executive Committee advised of the contents of the National Bylaws, particularly as to the effect of the National Bylaws upon the Chapter. This Committee shall also be responsible for reviewing the Chapter Operating Procedures on a biennial basis (biennial is defined as occurring every two years) and for making proposals and recommendations to the Executive Committee to amend the Operating Procedures as needed.

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ARTICLE VII
MEMBERSHIP DUES

Dues are determined by the National Council of the American Guild of Organists, and shall be collected and reported according to the instructions issued annually from the National Headquarters.

ARTICLE VIII
ELECTION PROCEDURES

Section 1. Nominating Committee. The Nominating Committee shall be appointed by the Executive Committee by December 31 of odd-numbered years, and consist of five voting members in good standing, two of whom may be members of the Executive Committee. The Dean may not serve on the Nominating Committee. The two auditors shall serve as the election auditors.

(a) The Nominating Committee shall nominate one or more candidates for each office and an excess of candidates for Members-at-large whose terms of office are about to expire;

(b) The slate prepared by the Nominating Committee shall be submitted to the Executive Committee, recorded in the minutes, published in the Newsletter, and announced to the general membership by March 1;

(d) Additional nominations may be made by petitions signed by at least five members of the Chapter in good standing and submitted to one of the election auditors by April 1.

Section 2. Election of the Executive Committee. The Dean, Sub-Dean, Secretary, Treasurer, and Registrar shall be elected in even-numbered years for a term of two years. Three members-at-large shall be elected every two years for terms of four years. The Dean, Sub-Dean, Secretary, Treasurer, Registrar, and Members-at-large may hold no more than two consecutive terms of office.

(a) The ballots shall be distributed by one of the election auditors by April 15.

(b) Ballots shall be returned unsigned to the other election auditor in an envelope with the member's name and return address on the outside either by U.S. Mail (postmarked no later than May 1) or by hand at the annual meeting;

(c) A majority of votes cast shall be sufficient for election when there are two candidates (a number greater than half the total votes cast). A plurality of votes cast shall be sufficient for election when there are three or more candidates (a number of votes cast for a candidate in a contest of more than two candidates that is greater than the number cast for any other candidate but not more than half the total votes cast).

(d) The ballots shall be counted by the two election auditors, the results reported to and recorded by the secretary and announced to the general membership during the annual meeting, and published in the next issue of the Newsletter;

(e) The secretary shall file the Officers Report Form with National Headquarters by June 15;

(f) Terms of office shall begin July 1.

Section 3. Vacancies on the Executive Committee. Any member of the Executive Committee may resign from his/her post with such resignation submitted in writing, effective immediately upon its acceptance by the Executive Committee. Vacancies on the Executive Committee that may result from but not be limited to resignation or death of a member, removal of a member for failure to fulfill his/her responsibilities, may be filled upon nomination by the Dean and approval of the Executive Committee. A person appointed to fill such a vacancy shall meet all qualifications to hold office and shall serve for the unexpired term of his/her predecessor, and until the successor has been duly elected and officially installed.

Section 4. Removal From Office. An officer or duly elected member of the Executive Committee may be removed from office due to inability or failure to fulfill his/her responsibilities only by action of the Chapter Executive Committee as follows:

(a) A simple majority 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 the action is pending before the Executive Committee to remove him/her from office. In the event of such action against the Dean, the Sub-Dean shall act as the Chapter's executive officer.

(b) The officer in question shall have a maximum of two weeks to respond (or until the next meeting of the Executive Committee, whichever occurs later), after which time action to remove said officer shall require a two-thirds majority vote of the Executive Committee.

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ARTICLE IX
AMENDMENT OF OPERATING PROCEDURES

Following adoption by the Executive Committee and approval of the Chapter, Regional Councillor, and National Vice President, these OPERATING PROCEDURES and any provision thereof may be amended at any time by action of the Executive Committee with the approval of the Chapter membership, the Regional Councillor, and the National Vice-President. 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 Worcester Chapter of the American Guild of Organists, do hereby adopt the above and foregoing OPERATING PROCEDURES to govern the Worcester Chapter of the American Guild of Organists, the first day and date mentioned above.

Dean: Frank Corbin

Sub-Dean: Peter Stoltzfus Berton
Treasurer: Greg Martiros
Secretary: Donald Meineke
Registrar: Claudette Belair Member-at-large: Debra LeBrun Member-at-large: James Moore Member-at-large: Curtis Richardson Member-at-large: Stephen St. Denis Member-at-large: Ian Watson
Member-at-large: Susan Wildman
Auditor: Ronna Archbold
Auditor: Karin Gustafson Region I Councillor of the American Guild of Organists: Lois Z. Toeppner
National Vice-President of the American Guild of Organists: Margaret R. Evans

OPERATING PROCEDURES REVIEW COMMITTEE
of the Worcester Chapter American Guild of Organists:
Frank Corbin, Chairperson
Ronna Archbold
Karin Gustafson

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