

**Sections II. and III. in the old procedures are now merged, changing all subsequent numbering.**  
**Duties of Elected Officers are now in list form instead of narrative.**  
**Wording changes are highlighted in yellow.**

CHARLOTTE CHAPTER OF THE AMERICAN GUILD OF ORGANISTS  
CHAPTER OPERATING PROCEDURES  
REVISED JANUARY, 2018

I. NAME AND GOVERNING POLICIES

- A. The name of this organization shall be The Charlotte Chapter of the American Guild of Organists.
- B. As a part of the national organization of the American Guild of Organists the objects, policies, principles, and government of this chapter shall be completely in keeping with the National Objectives, Declaration of Religious Principles, and the most recent National By-Laws.
- C. This chapter shall be an Associate Member of the Arts and Science Council of Charlotte/Mecklenburg, Inc.

II. MEMBERSHIP and DUES

Membership categories and dues rates are set by National AGO headquarters. Renewals are paid online annually. The web address is <https://www.agohq.org>. Go to the membership link.

III. ELECTED OFFICERS

The elected officers of the chapter shall be: Dean, Sub-Dean, Secretary, Treasurer/Registrar, and six members of the Executive Board. All terms shall be for one year, except for Executive Board members, whose terms shall be for three years, and shall be so arranged that the terms of only one-third shall expire in any one year. All terms of office shall begin and end on July 1.

IV. DUTIES OF ELECTED OFFICERS

- A. The **Dean** (and in his or her absence, the Sub-Dean) shall:
  - 1. Preside at all meetings of the chapter
  - 2. Be a member ex officio of all special and standing committees of the chapter.
  - 3. Appoint all committee chairpersons.
- B. The **Sub-Dean**, in addition to substituting for the Dean when necessary, shall:
  - 1. Be Chairperson of the Program Committee
  - 2. Be responsible for programs at all regular meetings of the chapter, with the approval of the Executive Board.
  - 3. Arrange for performers and write letters of appreciation to them after their programs have taken place, and to the church where the event was held.
  - 4. Arrange for printing of programs with the approval of the Dean or the Executive Board.
- C. The **Secretary** shall:

1. Be the secretary to the Executive Board
  2. Keep up-to-date minutes of the Executive Board meetings
  3. Report the actions of the Board to the general membership via such channels as the chapter newsletter or other means as are appropriate.
  4. **Send** reports of chapter activities to the national magazine
  5. Receive all write-in nominations for chapter elections and **adhere to the election provisions of the Operating Procedures.**
- D. The **Treasurer/Registrar** shall:
1. Have custody of all chapter funds and pay all bills incurred on behalf of the chapter.
  2. Bank all monies received as **dues**, contributions or offerings at chapter meetings or programs as quickly as possible.
  3. Keep all **financial records up-to-date**, so that the Dean or Auditor may examine them at any time.
  4. **Regularly review chapter membership records by means of the national ONCARD database.**
- E. The **Executive Board** shall consist of the elected officers and elected Executive Board members, who must all be voting members in good standing.
1. Elected Executive Board members are expected to be present at all Executive Board meetings.
  2. Any member of the Executive Board who is absent from two consecutive regular meetings of the Board without prior notice shall be deemed to have forfeited membership on the Board. These or other vacancies on the Board shall be filled by the Board **at any of its regular meetings.**
  3. The immediate past-Dean may serve on the Executive Board in an advisory capacity with voice but no vote for a term of one year, unless **he shall be** elected to another office.

#### V. APPOINTED POSITIONS

The positions below shall be appointed by the Dean, subject to approval by the Executive Board.

- A. Auditor
- B. Chaplain - The Chaplain may be chosen from among the ministers of the community and may be an Honorary Member.
- C. Summer Recital Series Coordinator
- D. Historian
- E. Committee chairpersons
- F. Other positions as needed

#### VI. COMMITTEES

- A. The Standing Committees shall be those necessary for the carrying out of the chapter's activities. The committees may include, but are not limited to, Program (chaired by the Sub-Dean), Communications, Education/Examinations, Hospitality, Membership, Newsletter, Publicity, Professional Development/Concerns, Referrals/Substitutes,

Yearbook/Directory, and such others as may be deemed necessary. The Dean shall appoint the committee chairpersons. Ad hoc committees may be appointed by the Dean as necessary

- B. All committees shall report to the Executive Board for final approval of any projects.
- C. Each committee chairperson shall recruit **committee members as needed**.

#### VII. ELECTIONS

At the November meeting of the Executive Board, a Nominating Committee of at least three shall be chosen, two of whom may be the Board members whose terms are expiring, plus at least one other from the general membership. It shall be the duty of the Nominating Committee to name one or more willing candidates for each elected office, and an excess of candidates for members of the Executive Board whose terms are due to expire.

This ticket will be presented at the January meeting of the Executive Board, recorded in the minutes, and announced to the members of the chapter. Additional nominations for any office may be made upon written request, signed by five Voting Members in good standing. Such nominations made in writing must be sent to the chapter secretary within 30 days of the announcement of the ticket. It shall be the duty of the secretary to include on the ballot the name(s) so nominated, along with the candidates named by the Nominating Committee.

Members of the Nominating Committee may not be placed in nomination. Ballots containing the final list of nominees will be sent by first class mail to voting members and returned by the membership by the deadline published on the ballot. The new officers shall be installed in May and reported immediately to AGO National Headquarters.

#### VIII. AMENDMENTS

The Executive Board, after due notice at a prior meeting, may amend the Operating Procedures in any way which is best suited to the good of the chapter. Such amendments shall be presented to the chapter members for approval.