

CHAPTER OPERATING PROCEDURES

I. NAME AND GOVERNING POLICIES

1. The name of this organization shall be The Charlotte Chapter of the American Guild of Organists.
2. 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.
3. This chapter shall be an Associate Member of the Arts and Science Council of Charlotte/Mecklenburg, Inc.

II. MEMBERSHIP

1. Any person who is or has been active as an organist or choir director may become a Voting Member by paying the annual dues.
2. A member is eligible to take the National Examinations for the Associate, Choir Master, Colleague, or Service Playing Certificates. An Associate is eligible to take the National Examination to become a Fellow.
3. A member of any other chapter or branch may become a Dual Member in this chapter by paying the required level of dues. A Dual Member is in all ways of equal status with other voting members except that voting in national elections must be through his primary chapter.
4. A Voting Member in good standing removing from the jurisdiction of another chapter may, upon application to the National Secretary, be transferred to this chapter.
5. Any non-employed organist and/or choir director or any person who is not an organist or choir director but who is interested in the activities of this chapter may become a Subscribing Member by paying the annual dues set for this category of membership. Such members shall have no vote. Subscribing Members receive the chapter newsletter.

III. DUES

1. Dues for voting members are established by National Headquarters and can be found on the chapter membership form.

2. Dues for Subscribing Members are established by the Charlotte Chapter and are found on the chapter membership form. All other categories of membership and the required annual dues are found on the chapter membership form.
3. Membership renewal forms are mailed out in the spring and dues must be paid by early June to ensure the member's entry into the Chapter Yearbook/Directory.
4. All currently active members' subscriptions to THE AMERICAN ORGANIST magazine will continue through November. The following year's subscriptions will run from December through November.
5. The annual dues cover chapter activities from June of the current year through May 31 of the following year.

IV. 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.

V. DUTIES OF ELECTED OFFICERS

1. **The Dean** (and in his absence, the Sub-Dean) shall preside at all meetings of the chapter. He shall be a member ex officio of all special and standing committees of the chapter. The Dean shall appoint all committee chairpersons.
2. **The Sub-Dean**, in addition to substituting for the Dean when necessary, shall be Chairperson of the Program Committee. He shall be responsible for programs at all regular meetings of the chapter, with the approval of the Executive Board. He shall 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. He shall arrange for printing of programs with the approval of the Dean or the Executive Board.
3. **The Secretary** shall be the Secretary to the Executive Board and shall keep up-to-date minutes of the Executive Board meetings and report the actions of the Board to the general membership via such channels as the chapter newsletter or such other means as are appropriate. The Secretary shall mail reports of chapter activities to the national magazine. He shall also receive all write-in nominations for chapter elections and see that the provisions of section VIII below are adhered to.

4. **The Treasurer/Registrar** shall have custody of all chapter funds and pay all bills incurred on behalf of the chapter. He shall bank all monies received as dues, contributions, or offerings at chapter meetings or programs as quickly as possible. He shall keep all records as up-to-date and legible as possible, so that the Dean or Auditor may examine them at any time. As Registrar the Treasurer will keep accurate records of dues-paying members and report these to the National AGO office.
5. The Executive Board shall consist of the elected officers and elected Executive Board members, who must all be voting members in good standing.
 - A. Elected Executive Board members are expected to be present at all Executive Board meetings.
 - B. Any member of the Executive Board who is absent from two consecutive regular meetings of the Executive Board without prior notice shall be deemed to have forfeited his membership on the Board. These or other vacancies on the Board shall be filled by the Board at any of its regular meetings.
 - C. 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.

VI. **APPOINTED POSITIONS**

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

1. Auditor
2. Chaplain - The Chaplain may be chosen from among the ministers of the community and may be an Honorary Member.
3. Summer Recital Series Coordinator
4. Historian
5. Committee chairpersons
6. Other positions as needed

VII. **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 members of his committee as needed.

VIII. 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.

IX. 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.