

# Operating Procedures

## Boston Chapter American Guild of Organists

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# **Operating Procedures to Govern the Boston Chapter American Guild of Organists**

*On December 16, 2017 the undersigned members of the Executive Committee of the Boston Chapter of the American Guild of Organists do adopt the following version of the Chapter's Operating Procedures. This document is in accordance with the National Bylaws of the American Guild of Organists, as adopted April 13, 1896 and amended through April 12, 2014.*

## **Section I. NAME.**

The name of this organization is the Boston 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.

## **Section II. MISSION STATEMENT.**

The mission of the American Guild of Organists is to foster a thriving community of musicians who share their knowledge and inspire passion for the organ. (Article II Section 1 of the National Bylaws). Nothing in these Operating Procedures is to be read, and none of the Chapter's activities pursuant to these Operating Procedures is to be undertaken or executed, in a manner inconsistent with the fundamental purposes of the Guild.

## **Section III. CHAPTER MEETINGS**

The Chapter shall hold a minimum of one (1) General Chapter Meeting per year ("Annual Meeting") to announce the results of the election of officers, reports from the Officers and Sub-Committees of the Executive Committee on the condition of the Chapter, and the transaction of any other business that shall come before the Chapter. At the general meeting of the Chapter, the presence at the commencement of such meeting of not less than twenty-five percent (25%), of the Chapter membership, or twenty-five (25) members whichever is fewer, shall be necessary and sufficient to constitute a quorum for the transaction of any business.

## **Section IV. CLASSES OF MEMBERSHIP**

Article III, Sections 1-2, and Article IV, Section 3, of the National Bylaws are incorporated by reference, as if fully set out herein.

The membership of the Chapter consists of two (2) classes, voting members and non-voting members.

### **The classes of voting members**

1. Regular voting member
2. Special voting member (age 65 and up, under 21, disabled)
3. Full-time student (school ID required)
4. Partner voting member (second member at same address, no The American Organist (TAO) subscription)
5. Dual voting member
6. Dual student voting member

7. Lifetime voting member
8. Honorary members

### **Non-voting members**

1. Chapter Friends
  - a. The Chapter Friend category includes non-organists who support the Chapter and wish to attend Chapter events
  - b. Organists and choral conductors, whether currently active as performers or not, are not eligible to be Chapter Friends
  - c. Chapter Friends do not receive The American Organist Magazine.

### **All Chapter Members**

1. May submit articles to the newsletter and to any other Chapter publications, paper or electronic
2. Receive the Chapter newsletter, the Chapter directory, and any electronic communications
3. May request listing in the Chapter's Substitute List on the Chapter website  
<http://www.bostonago.org>
4. May purchase a hardcopy mailing list of street addresses of Chapter members, with the approval of the Dean or Sub-Dean. Email addresses will not be distributed.

## **Section V. CHAPTER GOVERNANCE**

### **Executive Committee**

The Executive Committee, comprised of Chapter<sup>1</sup> members in good standing, is the governing body 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 Executive Committee consists of the elected officers and the members-at-large. All Chairs of Standing Committees, all past Deans, and all District, Regional, and National Officers who are members of the Chapter may attend the Executive Committee meetings with voice, but no vote, as may other persons at the invitation of the Dean.

### **Executive Committee Meetings**

The Executive Committee shall meet preceding the regularly scheduled general meetings of the Chapter in the months of October, January, March, and May. Meeting may also be scheduled for other times as shall be deemed necessary by the Dean. The Dean shall provide no less than a fourteen (14) day notice of any meeting of the Executive Committee. Attendance by the Executive Committee members is expected at all meetings. An Executive Committee member may miss no more than two (2) meetings. If more than two meetings are missed, the Executive Committee may request replacement of that member.

### **Officer and Committee Processes<sup>2</sup>**

The position description and responsibilities of the Officers and Committees are described below. Each Officer and Committee chair should refer to the Appendix for policies and processes pertaining to their responsibilities.

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<sup>1</sup> Addition of "Chapter" approved by Executive Committee, January, 2020

<sup>2</sup> Addition of "Officer and Committee Processes" approved by Executive Committee, February, 2021

## Officers

The officers of the Chapter are: Dean, Sub-Dean, Secretary, Treasurer, Registrar, and Election Coordinator.

## Other Elected Members and Voting Members of the Executive Committee

Members at large

## Duties

### Duties of the Dean

The Dean is the chief executive officer of the Chapter and has the following duties and responsibilities:

1. Preside at all meetings of the Chapter and the Executive Committee, when present
2. Nominate the chairs of all standing committees for appointment by the Executive Committee
3. Nominate, at a called meeting, a person or persons to fill vacancies that may occur because of death, resignation, incapacity, removal, or disqualification of any officer or duly elected member of the Executive Committee.
4. Create, with the approval of the Executive Committee, special project committees
5. Coordinate the work of the officers and all committees
6. Serve as an ex officio member, with voice and vote, on all committees, excluding the Nominating Committee
7. Submit reports at the general meetings of the Chapter, including issues and recommendations the Dean considers appropriate for consideration by the members of the Chapter
8. Carry into effect all directions and resolutions of the Chapter and Executive Committee and make such reports to the Chapter and the Executive Committee as may be necessary or required by the policies of the Chapter or Executive Committee
9. Sign or countersign all contract and other instruments for and on behalf of the Chapter pertaining to usual, regular, and ordinary affairs of the Chapter, as may be authorized by the Executive Committee
10. Serve as the primary Chapter liaison to regional and national conventions. If the Dean is unable to attend, the Sub-Dean serves as the Chapter's representative. If neither of these officers can attend, the Executive Committee appoints a representative
11. Performs such other duties as are incidental to the execution of this office or that may be required by the Executive Committee
12. Serve for a normal term of two (2) years. May serve for a maximum of two (2) non-consecutive terms of two (2) years each

### Sub-Dean

The Sub-Dean has the following duties and responsibilities:

1. In the absence of the Dean, exercise all the powers and perform all the duties of the Dean
2. Serve of the Chair of the Program Committee and as such, be responsible for the planning for the program for the year
3. Sign or countersign on behalf of the Chapter pertaining to the activities of the Program Committee, or as authorized by the Executive Committee
4. Perform such other duties as are incidental to the execution of the office of that may be required by the Executive Committee
5. The Sub-Dean shall be automatically nominated for the Dean's position at the next election cycle. The Sub-Dean may run for this position unopposed. The Sub-Dean must appear on the ballot for the Dean position and be elected by the Chapter membership.

6. If the Sub-Dean chooses not to serve as Dean, two (2) candidates should be nominated for the position of Dean and be elected by the Chapter membership.
7. Serve for a normal term of two (2) years. May service for a maximum of two (2) non-consecutive terms of two (2) years each

### Secretary

The Secretary has the following duties and responsibilities:

1. Take minutes of the meeting of the Executive Committee and general meetings of the Chapter and circulate them to all Executive Committee members via mail or email prior to the next scheduled meeting. Such minutes are to include:
  - a. Names of those Committee members who are present and absent
  - b. Reports of the officers and committees, including handouts
2. Keep an archive set of the minutes, including copies of all handouts distributed at each meeting
3. Issue notices for all meetings of the Executive Committee
4. Oversee the annual election process, in conjunction with the Election Coordinator, and notify candidates of the outcome of the election
5. Conduct Chapter correspondence as necessitated by the duties of the position or instruction of the Executive Committee
6. Serve on the Chapter's Operating Procedures Committee, send Copies of the Procedures to each newly elected Executive Committee member, keep track of changes initiated at the National Level, and inform the Dean when changes in the Chapter's Operating Procedures are needed to conform to national practice conditions
7. Make such reports and perform such other duties as are incidental to the execution of this office or that may be required by the Executive Committee
8. Serve for two (2) years, with the possibility of subsequent re-elections, with a limit of six (6) consecutive years in office.

### Treasurer

The Treasurer is the custodian of all the financial records of the Chapter, and processes or oversees the processing of all financial transactions, and tracks all invested funds and their use. These funds include, but are not limited to Chapter transactions, Special Projects Advisory Committee, the Organ Library, and other temporary or permanent activities that the Chapter may undertake. As such, the Treasurer has the following duties and responsibilities:

1. To maintain all financial records of the Chapter, keeping full and accurate accounts of the receipts and disbursement for each. This includes:
  - a. Assets, liabilities, and fund balances
  - b. Revenue and operating expenses
  - c. All other financial records and documents deemed necessary by the Executive Committee
2. Cause all monies and credits to be deposited in a timely manner in the name and to the credit of the Chapter in such accounts and depositories as may be designated by the Executive Committee.
3. To disburse or supervise the disbursement of all the funds of the Chapter, in accordance with the authority granted by the Executive Committee in the annual program budget, supported by proper documentation corresponding to the disbursements.
4. To present, in lieu of requiring a second signature on checks, a list of transactions at each meeting of the Executive Committee that have taken place since the last Executive Committee



meeting, including the purpose of the disbursement. For deposits, the report should list the amount and categories for the deposits.

5. To send membership dues for Chapter honorary members annually to National Headquarters, and to monitor direct deposits from the Guild for the Chapter's share of membership dues and donations from members for educational programs and operating expenses.
6. To prepare and submit at each Executive Committee meeting, a report on the status of the program year budget, bringing attention to any projected expenditures or income trends that may deviate from the approved budget, and to prepare other reports or states of the Chapter's overall finances and accounts as may be requested by the Executive Committee.
7. To present annually a proposed program budget to the Executive Committee in sufficient time for internal discussion before presentation at the annual meeting of the Chapter.
8. To sign all contractual instruments on behalf of the Chapter.
9. To prepare or oversee the preparation and timely submission of annual tax filings and Form PC to the Commonwealth of Massachusetts, reporting on their completion to the Executive Committee.
10. To arrange extended liability insurance through the Guild if required for specific Chapter programs.
11. To convene and lead financial committee meetings as deemed necessary.
12. Perform such other duties incidental to the execution of this office that may be required by the Executive Committee
13. Serve for two (2) years, with the possibility of subsequent re-elections, with a limit of six (6) consecutive years in office.

### **Registrar (formerly called Membership Chair)**

The Registrar is the custodian of the membership records of the Chapter, and as such, has the following duties and responsibilities:

1. To send a welcome letter/package to new members and make a phone call to get acquainted and to encourage them to participate in Chapter activities, and to learn more about a member's interests (concerts, workshops, etc.). This information should be summarized and presented to the Executive Committee annually.
2. Assist with the mechanics of paying dues: helping with issues that arise, questions, with National, etc.
3. Assist members in gaining access to the AGO ONCARD system for renewal.
4. Provide opportunities for chapter members to renew using ONCARD at chapter meetings.
5. Distribute the AGO Prospective Member Card to those interested.
6. To track non-renewals and take actions to encourage renewal
7. Understand and be able to retrieve records of the chapter membership from the AGO's Membership data base through the ONCARD system.
8. Maintain appropriate and necessary contact with the ONCARD system as to support the chapter leadership.
9. Perform such other duties as are incidental to the execution of this office or task that the Executive Committee may direct
10. Serve for two (2) years, with the possibility of subsequent re-elections, with a limit of six (6) consecutive years in office.

### **Election Coordinator (formerly called the Registrar)**

The Election Coordinator is responsible for conducting the Chapter elections, and any other voting as requested by the Executive Committee, and has the following duties and responsibilities:

1. Conduct the biannual election, to be completed by the dates set out in the AGO Headquarters Bylaws
2. Use electronic software for balloting, as appropriate
3. Contact members without email shall be contacted through paper correspondence, including:
  - a. Notification of the election timeframe
  - b. Distribution of candidate biographies
  - c. Distribution and receipt of paper ballots
  - d. Tallying these ballots along with those received electronically
4. In the case of a tie vote for any position, the Executive Committee will vote on the candidate(s) to decide that portion of the election
5. Report election results to the Dean and the Secretary. Election results will be reported on a 'good faith' counting by the Election Coordinator
6. Serve for two (2) years, with the possibility of subsequent re-elections, with a limit of six (6) consecutive years in office.

### **Members-at-Large**

Members at Large are elected to represent the overall Chapter membership and do not have a specific list of duties. They may serve the Executive Committee's strategic needs as determined by the Dean at any given time. Members-at-Large may have various responsibilities or projects – short or long term during their elected four (4) year term. A Member-at-Large has the same responsibility to ensure the mission and success of the Chapter just as the Dean, Sub-Dean, Secretary, or Treasurer. A Member-at-Large is a full voting member of the Executive Committee.

## **Section VI. DUES OF THE CHAPTER**

Dues for voting members are determined by the National Council of the American Guild of Organists and are to be collected and reported according to the instructions issued by National Headquarters. The Executive Committee sets the dues for local non-voting members as well as the cost of newsletter subscriptions for non-Chapter members.

## **Section VII. ELECTION PROCEDURES**

### **Nominating Committee**

The Nominating Committee shall consist of three (3) persons who are voting members of the Chapter in good standing. No more than one (1) member may be a member of the Executive Committee. The Nominating Committee is appointed by vote of the Executive Committee upon the recommendation of the Dean. The Nominating Committee shall nominate one (1) or more candidates for each office and an excess of candidates for the members-at-large on the Executive Committee in place of those whose terms of office are about to expire. The Nominating Committee shall present the slate of candidates to the Executive Committee. The slate of candidates shall be recorded in the minutes, published to all Chapter members, and announced to the general membership according to the schedule required in the National Bylaws. Additional nominations may be made by petition if each petition is signed by five (5) voting members in good standing with the Chapter and submitted to the Chapter Secretary within thirty

(30) days of the announcement of the slate to the Chapter membership. 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.

### **Election and Installation of Chapter Leaders**

The annual election of Chapter leaders, both Officers and Members-at Large of the Executive Committee, shall take place by May 31 of each year. Ballots including the Chapter Nominating Committee slate and candidates nominated by qualified petition shall be prepared by the Election Coordinator and distributed either by mail or electronically. Sufficient care must be taken to ensure that either the mailed or electronic ballot reaches every eligible Voting Member. A plurality of votes cast shall be sufficient for election. In case of a tie, the Executive Committee will vote by ballot to break the tie. Ballot results will be presented in good faith to the Executive Committee. Newly elected Chapter leaders shall be installed at the net general meeting of the Chapter. Terms of office begin on July 1. The length of term for the Dean and Sub-Dean is limited to a maximum of one two (2) year term.<sup>3</sup>

### **Election of Members-at-Large**

Each class of the duly-elected Members-at-Large of the Executive Committee, has three (3) members and serves for four (4) years, one half of the Members-at-Large being elected at any one biannual election. Elected Members-at-Large hold office only for the term for which they were elected, their term ending on June 30. A period of two (2) years must elapse before a Member-at-Large will be eligible for reelection to the Executive Committee.

### **Vacancies on the Executive Committee**

Any member of the Executive Committee may resign; such resignation, submitted in writing, is effective immediately upon its acceptance by the Executive Committee. Vacancies on the Executive Committee may result from, but are not limited to, resignation or death of a member or removal of a member for failure to fulfill the necessary responsibilities. Such vacancies may be filled by appointment of the Dean. A person appointed to fill an unexpired term must meet all qualifications to hold office.

### **Removal from Office**

An officer or Member-at-Large may be removed from office due to inability or failure to fulfill the required responsibilities only by action of the Executive Committee as follows:

1. Two (2) absences from Executive Committee meetings in a program year (September through June) may be cause for dismissal by a majority vote of the Executive Committee
2. A simple majority vote of the Executive Committee authorizes the Dean (or other officer designated by the Executive Committee) to send a formal written notice to the office in question, stating that a removal action is pending before the Executive Committee. In the event of such action against the Dean, the Sub-Dean acts as the Chapter's Executive Officer
3. The officer in question has a maximum of two (2) weeks (or until the next meeting, whichever occurs later) to appeal the Executive Committee's decision; after that, action to remove said officer requires a two-thirds majority vote of the Executive Committee.

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<sup>3</sup> Eliminated conflicting statement on terms of office for Treasurer, Secretary Registrar and Election Coordinator. Approved by Executive Committee, January, 2020

## Section VIII. Programming Policy.

All programs sponsored by the Chapter must have the approval of the Executive Committee. The dates and costs of such programs must also be approved by the Executive Committee. The costs of the programs must conform to the budget. Programs for the upcoming program year must be presented to the Executive Committee at the May meeting.

Any organization wishing to cosponsor a program with the Chapter should submit such a proposal to the Program Committee, with the understanding that confirmation of the event cannot be given until it is approved by the Executive Committee.

## Section IX. STANDING COMMITTEES.

The Executive Committee has the power to appoint all standing committees and committee chairs. Committee Chairs and Committee members must be comprised of Chapter members in good standing.<sup>4</sup> Chairs are nominated by the Dean, and each committee chair appoints members of that committee. The Dean will serve as an ex-officio member of all committees except the Nominating Committee. Each Committee Chair serves for two (2) years, with the possibility for reappointment.

### Table of Appointed Positions

AGO/Quimby Regional Competition for Young Organists
AGO Professional Certification Committee
Chaplain
Child Safety Committee
Directory Committee
Finance Committee
Membership Committee
Newsletter Editor
Operating Procedures Committee
Organ Library Committee/Archives
Placement Coordinator
Program Committee
Publicity/Communications
Reporter
Special Projects Advisory Committee (SPAC)
Substitute List Coordinator
Webmaster
Young Organist Initiative

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<sup>4</sup> "Committee Chairs and Committee members must be comprised of Chapter members in good standing." Approved by Executive Committee, January, 2020

## **AGO/Quimby Regional Competition for Young Organists (RYCO)**

This committee oversees the Chapter portion of the AGO/Quimby Competition. The chair of this Committee must be approved by the Quimby Competition Committee of the Guild. The Rules governing Chapter and Regional RCYO competitions are updated by the National Committee overseeing all RCYO competitions. These rules are updated by April 1st in even numbered years and shall be used to update the chapter operating procedures. This competition, held in odd-numbered years, is sponsored by Michael Quimby and administered by the seven regions of the American Guild of Organists. Please see Guild documents for specific competition details and funding requirements.

## **AGO Professional Certification Committee**

This committee has the responsibility for devising ways to aid members of the Chapter in preparing themselves for the AGO examinations. Should the Chapter be chosen as an AGO Examination Center, the chair is responsible for conducting the AGO Certification Exams according to the guidelines provided from National Headquarters. It is recommended that the chair of this committee have AGO Certification. For further information, refer to Certification guidelines from the Guild.

## **Chaplain**

The Chaplain shall be appointed by the Dean and shall serve a term of two (2) years with eligibility for appointment to successive terms. The Chaplain shall perform those duties appropriate to the office.

## **Child Safety Committee<sup>5</sup>**

The Child Safety Committee shall ensure that the Chapter conducts child safety screenings as required by AGO Headquarters as well as Massachusetts State law. The chair and members of this committee will be required to complete all screening requirements for Child Safety as required by AGO HQ and Massachusetts State law. Responsibilities of this committee include:

1. Working with the Executive Committee throughout the year to identify individuals who will be involved with interactions with children (e.g., organ lessons, POEs, Pedals, Pipes and Pizza, etc.)
2. Ensuring that proper certification requirements such as background checks, training, etc., are conducted before any interaction with children starts
3. Securely keeping records on completion of required training and certification, and other sensitive material
4. Properly destroying all sensitive material after the three-year period required by Massachusetts State law
5. Liaising with AGO HQ's Sexual Harassment Review Board as required
6. Managing the ongoing improvement of child protection practice through ongoing awareness of policy from AGO HQ and the State of Massachusetts.

The chair of this committee and any committee members will be appointed and approved by the Executive Committee.

## **Directory Committee**

The Directory Committee shall publish the biannual Chapter Yearbook/Directory. The Directory shall include names of all chapter members in good standing with the addresses and other contact

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<sup>5</sup> Addition of "Child Safety Committee" approved by Executive Committee, February 2021

information that individual members have authorized to be included. The Directory shall also include official addresses and contact information for the Chapter and for national Headquarters, for Chapter Officers and Committee Chairs, and for Regional Councillors and District Conveners. The Directory shall also include the following:

1. A schedule of Chapter programs for the year
2. General information about the Chapter including instruction on using the Chapter placement and substitute organist lists
3. A listing of names of patrons and sponsors of the Chapter and its activities
4. The AGO Code of Ethics and Code of Professional Standards
5. Any other material that the Executive Committee shall deem necessary or helpful to the membership

A Chapter may choose to publish its Directory online. If so, the Directory committee is responsible for assuring that information so published is secure and available only to Chapter members. The committee should ensure that all chapter members have access to the Directory.

### **Finance Committee**

The Finance Committee shall be chaired by the Treasurer, and consist of the Treasurer, the Dean, the Sub-Dean, and a member of the Executive Committee. The Executive Committee shall appoint the Chair after nomination by the Dean.

The Finance Committee shall prepare a proposed budget for each fiscal year based upon a fiscal year beginning on July 1. The committee shall submit the proposed budget no later than the February meeting of the Executive Committee. In addition to the annual budget, the committee shall recommend to the Executive Committee policies for financial responsibility relevant to future years.

### **Membership Committee**

The Membership Committee shall be responsible for activities focused on recruiting and retaining chapter membership. These activities will include, but are not limited to the following:

1. Send a welcome letter or packet to new members and make a phone call to get acquainted with them, learn the member's interests (concerts, workshops, etc.), and to encourage them to participate.
2. Track non-renewals and take actions to encourage renewals.
3. Develop and administer a process for identifying and recruiting new members and ensuring that they are registered in a timely fashion
4. Analyze the demographics of the current membership and recommend and implement steps to maximize retention of those members
5. To administer a questionnaire or elicit information through a phone call to non-renewing members about the reasons for non-renewals and the ways in which the Chapter did not meet their needs and expectations. This information should be presented annually to the Executive Committee.
6. Serve as key contacts for members and projects seeking information about membership categories, benefits, dues, etc.
7. Help ensure that current members participate in the Chapter's social, musical and professional development programs
8. Take an active role in ensuring that all chapter members are welcomed cordially at meetings and integrated seamlessly into the fabric of the Chapter
9. Set the standards for hospitality and teach them to other

10. Ensure prospective members have information on how to join the Chapter
11. Perform other duties as are incidental to the execution of this committee or tasks that the Executive Committee may direct

### **Newsletter Editor**

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

1. Announcements of forthcoming meetings of the Chapter
2. Notices of upcoming Chapter program events
3. A letter from the Chapter Dean
4. Any other information deemed appropriate by the Executive Committee

The Editor should work closely with the Chapter webmaster to insure publication of the newsletter content properly and in a timely manner.

### **Operating Procedures Committee**

The Operating Procedures Committee shall be responsible for keeping the Executive Committee advised of the contents of the National Bylaws, particularly as to the effect of any changes upon the Chapter's own Operating Procedures. This committee advised the Executive Committee on necessary revisions to the Operating Procedures and keeps 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 actions.

### **Organ Advisory Committee<sup>6</sup>**

The Organ Advisory Committee shall be responsible for consulting with church and synagogue musicians, clergy, and staff on the acquisition of, disposition of, and/or modifications to an organ in a worship or musical space. The Chair of the committee shall be appointed by the Dean with Executive Committee approval. The Chair shall then convene a committee, versed in the technical knowledge required for the requested consultation. Personal contact with the committee shall be made through the committee chair. The committee shall make recommendations, as appropriate, to the organization that requested the consultation. In the case of removal of an organ, the committee shall make recommendations regarding appropriate organizations to assist in re-locating the instrument, including listing on the Chapter website<sup>7</sup>. A consulting fee shall be charged for services, appropriate to the scope of services provided. The chair is responsible for ensuring that the consulting fee is sent to the Treasurer for deposit in Chapter accounts.

### **Organ Library/Archives**

The Library Committee oversees the operation and fiscal management of the Organ Library and is also responsible for fund raising. The Organ Library houses a large collection of books and periodicals, printed scores, composers' manuscripts, archival material, and recordings that have been donated to the Chapter. This music holdings of the library may be searched at the website [www.organlibrary.org](http://www.organlibrary.org).

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<sup>6</sup> Addition of Organ Advisory Committee Approved by Executive Committee, May, 2019

<sup>7</sup> Wording change from "In the case of removal of an organ, the committee shall make contact with other appropriate organizations to relocate the instrument, including listing on the Chapter website" to "In the case of removal of an organ, the committee shall make recommendations regarding appropriate organizations to assist in re-locating the instrument, including listing on the Chapter website" Approved by the Executive Committee, May, 2020

Contribution, both financial and material, are welcome and tax-deductible. A special Organ Library Endowment Fund has been established to provide for the long-term preservation and maintenance of the collection. Application for the Margaret Power Biggs Research Grant and nominations for the Max B. Miller Book Award may be sent to the Librarian, to be acted upon by the Library Committee and approved by the Executive Committee.

### **Placement Coordinator<sup>8</sup>**

The Placement Coordinator shall publish information from churches/institutions seeking to employ organists/choir directors/music directors/other musicians. This information is posted in the Members Area of the Website, and is available as a service to Chapter members in good standing. All information on the job position is provided by the institution and is not verified by the Chapter. At a minimum, the data includes: Institution Name, website address, street address, phone number, position description, organ (if known), contact name, email and phone, and posting date. This data is then forward to the Webmaster for posting to the website.

The Placement Coordinator is responsible to collect the fee for the listing and then sending it to the Treasurer. The posting will not be listed until the fee is received.

The Placement Coordinator is also responsible for regularly contacting the contacts on the placement listing to ensure that the listing remains current. Any posting that are filled or no longer current should be sent to the Webmaster for removal from the website.

The Placement Coordinator agrees to have his/her name and email posted on the website so that institutions have a point of contact for postings.

### **Program Committee**

The Program Committee, of which the Sub-Dean shall be Chair, shall be responsible for all the programming in the Chapter including, but not limited to, recitals, concerts, lectures, or other special presentations. This committee shall be responsible for proposing a program calendar and budget to the Finance Committee and Executive Committee. This committee shall also be responsible for carrying out appropriate logistics and making all arrangements to ensure the smooth coordination of Chapter events.

As part of the Program Committee responsibility, this committee shall also be responsible for providing hospitality at all Chapter events.

### **Publicity/Communications**

The Publicity/Communications Committee shall have responsibility for all publicity concerning Chapter meetings, public programs, recitals, and any other activities of the Chapter, as the Executive Committee deems necessary. The logos of the American Guild of Organists and of the Boston Chapter should be included on all publicity materials.

This Committee shall be responsible for furthering the Guild's mission and disseminating information on the 2017 revised information on ethics, professional conduct, and discipline.

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<sup>8</sup> Removal of "Placement Committee" and Addition of "Placement Coordinator" Approved by Executive Committee, January, 2020



## Reporter

The Reporter shall gather information about the Chapter and its activities and events each month and forward such information to National Headquarter for publication in The American Organist, the Chapter's newsletter, and such other reporting as may be deemed necessary by the Executive Committee.

## Special Projects Advisory Committee (SPAC)

The Special Projects Advisory Committee (SPAC) is tasked to make recommendations to the Executive Committee regarding the use of the income from invested Chapter funds derived from convention profits. Special projects are considered to augment the normal Boston Chapter activities and are also available to all AGO people or chapters in the country. An application form to request funding is available from the Boston Chapter.

The SPAC committee is governed by a committee of five (5) people each serving a term of five (5) years. One new committee member shall be appointed yearly. This person is selected from one or more people nominated by the Dean and then approved by the Executive Committee at their first meeting of the Chapter program year.

Projects supported are usually in, but not limited to, the following areas:

Education - Funds will not be awarded for purposes of tuition or for research as part of an academic degree. Proposals should include the project's purpose, initial audience, co-sponsorship, and the usefulness of the project to other groups. Applicants are encouraged to contact publishers and journal editors to determine feasibility of publication.

Concerts – Funds will not be provided for a concert series; a single event within the series however is acceptable. Applicants should explain why the event is noteworthy and include information about the anticipated audience, concert location, instrument, performers, publicity plans and co-sponsorship.

New music – Include information about the premiere performance and/or performers, and how the composition will be made available to other musicians for future performance. A copy of the proposed contract with the composer should be included if possible.

Organ building or restoration - Money will not be made available for instruments in or for religious institutions. Grants may be given for assistance in purchasing or restoring instruments in buildings used primarily for secular purposes.

Boston Chapter, AGO - Certain formalities of the application procedure may be waived for projects proposed on behalf of the Boston Chapter itself.

SPAC funds are usually distributed twice a year. For the specific schedule, please see the Chapter website.

## **Substitute List Coordinator<sup>9</sup>**

The Substitute Coordinator shall publish the List of BAGO members wishing to serve as substitutes. The list shall include names of all chapter members in good standing with the addresses and other contact information that individual members have authorized to be included. The Substitute Coordinator is not responsible for information provided and the data is not verified by the Chapter.

Only one substitute list needs to be published. The list should be updated on a timely basis, as members either indicate a wish to be added, removed, or change data in their listing. The Substitute Coordinator sends the updated for to the Webmaster for posting on the website.

Once a year, the Coordinator should revalidate the data on the list, by asking substitutes to verify that their information is current, and that they remain members of the Chapter in good standing

## **Webmaster**

The Webmaster is responsible for maintain the Chapter website, designing and providing webpages for chapter events, the concert calendar, substitute list, past issues of the chapter newsletter, advertising information (if applicable), names and contact information of the Executive Committee and Committee Chairs/members, Chapter history, and other information as deemed appropriate by the Executive Committee. The webmaster is responsible for keeping the account up-to-date with the web server for the website and email accounts.

## **Young Organist Initiative**

The purpose of this Committee is to oversee the scholarship awarded to young pianists and organists who possess musical skill, potential, and work ethic with the opportunity to study organ. Each scholarship winner will receive one year of lessons (20 total) with an AGO member and perform at historic King's Chapel in June of each year as part of their noontime recital series. Additionally, each scholarship winner receives a generous voucher from Spectrum Music for organ music and a one-year membership in the Chapter.

## **Section X. SPECIAL COMMITTEES**

The Dean appoints, with the approval of the Executive Committee, the Chairs of any committees created to attain a one-time purpose authorized by the Executive Committee. An example of a Special Committee is a Pipe Organ Encounter program.

## **Section XI. AMENDMENTS TO 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 and any provision thereof may be amended at any time by action of the Executive Committee.

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<sup>9</sup> Removal Of "Substitute List Committee" and Addition of "Substitute List Coordinator" Approved by Executive Committee, January,2020

The Operating Procedures must not conflict with the Charter or the Bylaws of the Guild. Should the Charter or Bylaws of the Guild be amended to create a conflict, then the Charter and Bylaws of the Guild take precedence over the Chapter Operating Procedures.

The amendments to the Operating Procedures shall be published to the Chapter Membership for a comment period thirty (30) days before the Executive Committee vote. Publication of proposed changes shall be made on the Chapter website and in the Chapter Newsletter. All comments should be considered by the Executive Committee prior to voting.

A two-thirds majority of votes cast shall be sufficient to amend any provision or add to the Operating Procedures. Any amendment or addition thereto shall be included in the document and added in numerical sequence in order of enactment, complete with the date of such enactment.

## Section XII. SIGNATORIES

THEREFORE, we, the undersigned members of the Executive Committee of the Boston Chapter American Guild of Organists, do hereby adopt the above and foregoing Operating Procedures to govern the Boston Chapter of the American Guild of Organists, the first day and date mentioned above (January 2018).

Robert Barney, Dean	Louise Munding, Sub-Dean
Jay Lane, Secretary	Daryl Bichel, Treasurer
Bart Dahlstrom, Assistant Treasurer	Lynn Vermeer, Registrar
Tish Kilgore, Election Coordinator	John Dunn, Auditor
Terrance Kerr, Auditor	Eric Anderson, Member-at-Large, 2018
Jeremy Bruns Member-at-Large, 2018	Colin Lynch, Member-at-Large 2018
Patrick Valentino, Member-at-Large 2018	Leo Abbott, Member-at-Large 2019
Jonathan Ambrosino, Member-at-Large 2019	Katelyn Emerson, Member-at-Large 2019
Lois Regestein, Member-at-Large 2019	Anthony Brown, Member-at-Large 2020
Claire DeCusati, Member-at-Large 2020	Jonathan Ortloff, Member-at-Large 2020
Joe Scolastico, Member-at-Large 2020	
Eileen Hunt, Vice-President, AGO	Cheryl Duerr, Northeast Regional Councillor

## Signatories to the Amended Operating Procedures, May 2019

<i>Electonically approved May 2019</i>	<i>Electonically approved May 2019</i>
Louise Munding, Dean	Jeremy Bruns, Sub-Dean
<i>Electonically approved May 2019</i>	
Jay Lane, Secretary	Daryl Bichel, Treasurer
<i>Electonically approved May 2019</i>	<i>Electonically approved May 2019</i>
Lynn Vermeer, Registrar	Tish Kilgore, Election Coordinator
<i>Electonically approved May 2019</i>	<i>Electonically approved May 2019</i>
Leo Abbott, Member-at-Large 2019	Jonathan Ambrosino, Member-at-Large 2019
	<i>Electonically approved May 2019</i>
Lois Regestein, Member-at-Large 2019	Claire DeCusati, Member-at-Large 2020
<i>Electonically approved May 2019</i>	<i>Electonically approved May 2019</i>
Jonathan Ortloff, Member-at-Large 2020	Joe Scolastico, Member-at-Large 2020
<i>Electonically approved May 2019</i>	<i>Electonically approved May 2019</i>
Alain Bojarski, Member-at-Large 2024	Terry Halco, Member-at-Large 2024
	<i>Electonically approved May 2019</i>
Mary Jodice, Member-at-Large 2024	Father David Michael, Member-at-Large 2024
<i>Electonically approved March 2019</i>	<i>Electonically approved March 2019</i>
Eileen Hunt, Vice-President, AGO	Leslie Smith, Northeast Regional Councillor

## Signatories to the Amended Operating Procedures, May 2020

Of the 13 EC members, 11 voted. Of the 11 votes, 10 were to approve the change to the Organ Advisory Committee wording. The motion carries.

<i>Electronically voted May 2020</i>	<i>Electronically voted May 2020</i>
Louise Munding, Dean	Jeremy Bruns, Sub-Dean
<i>Electronically voted May 2020</i>	<i>Electronically voted May 2020</i>
Jay Lane, Secretary	Daryl Bichel, Treasurer
	<i>Electronically voted May 2020</i>
Lynn Vermeer, Registrar	Tish Kilgore, Election Coordinator
	<i>Electronically voted May 2020</i>
Jonathan Ortloff, Member-at-Large 2020	Claire DeCusati, Member-at-Large 2020
<i>Electronically voted May 2020</i>	<i>Electronically voted May 2020</i>
Alain Bojarski, Member-at-Large 2024	Joe Scolastico, Member-at-Large 2020
<i>Electronically voted May 2020</i>	<i>Electronically voted May 2020</i>
Mary Jodice, Member-at-Large 2024	Terry Halco, Member-at-Large 2024
<i>Electronically approved wording May 2020</i>	<i>Electronically voted May 2020</i>
Eileen Hunt, Vice-President, AGO	Father David Michael, Member-at-Large 2024
	<i>Electonically approved wording May 2020</i>
	Leslie Smith, Northeast Regional Councillor

## Signatories to the Amended Operating Procedures, February 2021

Of the 12 EC members, 8 voted. Of the 8 votes, 8 were to approve the addition of the Child Safety Committee .The motion carries.

<i>Electronically approved 2/9/2021</i>	
Louise Munding, Acting Dean	Mitchell Crawford, Sub-Dean
<i>Electronically approved 2/8/2021</i>	<i>Electronically approved 2/8/2021</i>
Jay Lane, Secretary	Daryl Bichel, Treasurer
	<i>Electronically approved 2/8/2021</i>
Lynn Vermeer, Registrar	Claire DeCusati, Election Coordinator
<i>Electronically approved 2/8/2021</i>	
Alain Bojarski, Member-at-Large 2022	Terry Halco, Member-at-Large 2022
<i>Electronically approved 2/8/2021</i>	
Stephan Griffin, Member-at-Large 2024	Cathy Meyer, Member-at-Large 2024
<i>Electronically approved 2/8/2021</i>	<i>Electronically approved 2/8/2021</i>
Christine Hogan, Member-at-Large 2024	Father David Michael, Member-at-Large 2022
<i>Electronically approved 2/26/2021</i>	<i>Electronically approved 2/26/2021</i>
Jonathan Ryan, Vice-President, AGO	Leslie Smith, Northeast Regional Councillor

## **Appendix A<sup>10</sup>**

This Appendix is a repository for policy and processes that apply to the Officers and Committees of the Boston Chapter. Since these processes may change over time, Executive Committee Approval is only required to approve these changes; full Chapter Membership approval is not required.

### **Advertising Rates**

### **Placement Rates and Policies**

### **Child Safety Policies**

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<sup>10</sup> The Addition of this Appendix was approved by the Executive Committee, February, 2021