

OPERATING PROCEDURES

NORTHEAST OHIO CHAPTER - AMERICAN GUILD OF

ORGANISTS May 2, 2010

Revised: May 7, 2026

Items in italics are quoted from the National Bylaws

SECTION 1. NAME.

The name of this organization shall be the Northeast Ohio 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 are in New York, New York.

SECTION 2. MISSION STATEMENT. (National Bylaws, Article II, Section 1) *quoted*

a. The mission of the American Guild of Organists and the Northeast Ohio Chapter is to enrich lives through organ and choral music.

To achieve this, we:

- Encourage excellence in the performance of organ and choral music; Inspire, educate, and offer certification for organists and choral conductors; Provide networking, fellowship, and mutual support;*
- Nurture future generations of organists;*
- Promote the organ in its historic and evolving roles; and*
- Engage wider audiences with organ and choral music.*

b. Nothing in these Operating Procedures shall be read, and none of the chapter's activities pursuant to these Operating Procedures shall be undertaken or executed, in a manner inconsistent with this mission.

c. The Northeast Ohio Chapter, AGO is organized exclusively for charitable, religious, educational, and scientific purposes, including, for such purposes, the making of distributions to organizations that qualify as exempt organizations under section 501(c)(3) of the Internal Revenue Code, or corresponding section of any future federal tax code.

No part of the net earnings of the organization shall inure to the benefit of, or be distributable to its members, trustees, officers, or other private persons, except that the organization shall be authorized and empowered to pay reasonable compensation for services rendered and to make payments and distributions in furtherance of the purposes set forth in the purpose clause hereof. No substantial part of the activities of the organization shall be the carrying on of propaganda, or otherwise attempting to influence legislation, and the organization shall not participate in, or intervene in (including the publishing or distribution of statements) any political campaign on behalf of any

candidate for public office. Notwithstanding any other provision of this document, the organization shall not carry on any other activities not permitted to be carried on (a) by an organization exempt from federal income tax under section 501(c)(3) of the Internal Revenue Code, or (b) by an organization, contributions to which are deductible under section 170(c)(2) of the Internal Revenue Code, or corresponding section of any future federal tax code. Notwithstanding any other provision in this document, the purposes will be limited exclusively to exempt purposes within the meaning of section 501(c)(3) of the Internal Revenue Code, or corresponding section of any future federal tax code.

d. In the event of disbandment of the Northeast Ohio Chapter we will fully comply with Article VII, Section 7 of the national Guild by-laws. The assets and property of the Chapter remaining after payment of expenses and satisfaction of all liabilities shall accrue to the national office of the Guild for distribution as determined by the National Council for the nonprofit purposes of the Guild.

SECTION 3. CLASSES OF MEMBERSHIP.

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.

a. General Members. General Members shall consist of organists and choral conductors and other individuals who support the purposes of the Guild, are approved by the Executive Committee, and have paid the dues and fees set by the National Council and this chapter.

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; (V) participate in all chapter programs; and (VI) receive the official journal of the Guild.

b. Certificated Members. General members who have passed guild examinations and received certificates enjoy the additional privilege of having their certificate letters appended to the names in chapter documents and publications (e.g. directories, printed programs, annual reports, website, etc.). The certificates and their letters are:

1. Service Playing-SPC
2. Colleague-CAGO
3. Choir Master-Ch.M.
4. Associate-AAGO
5. Fellow-FAGO

The Choir Master letters may also be appended to CAGO, AAGO, or FAGO designations.

c. Lifetime Members. Lifetime members of the national organization who designate membership in the Northeast Ohio Chapter will have their chapter dues paid by national. They will enjoy all benefits of general members of the chapter.

d. Dual Members. Dual Members are guild members who (I) have established and paid primary membership through another Chapter and (II) paid additional chapter dues to the Northeast Ohio Chapter. Dual Members enjoy all benefits of general members in both the primary and secondary Chapter, though each member has only one vote in National and Regional elections.

e. Chapter Friends. *Chapter Friends shall consist of those individuals who (I) support the purposes of the Guild and (II) have paid the dues and fees set by the Chapter. Chapter Friends 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. This class of membership has no national guild benefits.

f. Chapter Honorary Members. *Chapter Honorary Members are those individuals who have (I) made a distinguished contribution to the furtherance of the purposes of the Guild and the Chapter, and (II) been duly elected by the Chapter. Such members shall not be required to pay any dues or fees set by the National Council.*

The Northeast Ohio Chapter pays the national dues for these members and as such they enjoy all the privileges of General Members.

SECTION 4. CHAPTER GOVERNANCE.

The Executive Committee of the Chapter shall consist of the Dean, Sub-Dean, Secretary, Treasurer, and a maximum of nine (9) Members-At-Large, with their terms of office adhering to the fiscal year (July 1st-June 30th). All Appointed Officers, Committee Chairs, and all District, Regional, and National officers who are members of the Chapter may attend Chapter Executive Committee meetings with a voice, but no vote.

Elections shall be by secret ballot, counted and witnessed, and shall take place before June 1st every year. By April 1st the slate of candidates shall be published publicly for consideration by the membership. At such point, with five signatures, any member may be additionally nominated by petition for a period of 30 days. The election shall run for one week, commencing on May 15th.

Should an officer not satisfactorily perform the duties of the office, five (5) chapter members in good standing may petition the Executive Committee to remove the officer from the office. The Executive Committee will consider the petition, and if the Executive Committee approves the petition, the Executive Committee will require the Dean to appoint an ad hoc committee whose charge it will be to conduct a special written election. A super majority (defined as two-thirds) of members voting will be required for removal from office. The ad hoc committee will report the results of the special election to the Executive Committee.

DUTIES OF ELECTED OFFICERS.

1. **DUTIES OF THE DEAN.** The Dean shall be the chief executive officer of the Chapter, and as such, shall have the following duties and responsibilities:
 - a. Preside and submit reports at all meetings of the Chapter and Executive Committee when present.
 - b. Appoint all Appointed Officers and Chairs of all Standing Committees, subject to the approval of the Executive Committee.
 - c. Appoint a person or persons to fill vacancies that may occur, subject to the approval of the Executive Committee.
 - d. Serve as an ex officio member of all committees, excluding the Nominating Committee.
 - e. Sign or countersign all contracts and other documents 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.
 - f. Call meetings of the Executive Committee as needed to conduct the business of the chapter.
 - g. Perform such other duties as are incidental to the execution of this office or which may be required of him/her by the Executive Committee.
 - h. The Dean shall be listed as an authorized signature on checks or other financial documents required for chapter business.

The Dean shall remain in office for a term of two (2) years and must wait a further two (2) years before seeking nomination for a subsequent term.

2. **DUTIES OF THE SUB-DEAN.** In the absence of the Dean of the Chapter, the Sub-Dean shall exercise all powers and perform all duties of the Dean of the Chapter. The Sub-Dean will serve as the Chair of the Program Committee (See Section 5.1.B below), and as such, be responsible for planning the programming of the chapter, subject to the approval of the Executive Committee.

Present the subsequent year's programming by April 1st to the Executive Committee.

The Sub-Dean shall remain in office for a term of two (2) years and must wait a further two (2) years before seeking nomination for a subsequent term.

3. **DUTIES OF THE SECRETARY.** The Secretary shall record minutes and have custody of all record books of the meetings of the Executive Committee and general meetings of the Chapter. Such minutes of the Executive Committee are to include the names of those members who are present and absent, and copies of the

reports from the Treasurer and Registrar. These reports shall be submitted to the Dean annually. He/She shall make such reports and perform such other duties as are incidental to the execution of this office or which may be required by the Executive Committee. Every year by July 1st, the Secretary shall act in the capacity of Chapter Archivist by making a presentation to the Executive Committee as to what items will be placed in the Chapter's collection at the Cleveland Public Library.

The Secretary will serve for a term of two (2) years and can run for a subsequent two (2) year term. After two (2) consecutive terms, the Secretary must wait a further two (2) years before seeking nomination for a subsequent term.

4. DUTIES OF THE TREASURER. The Treasurer shall be custodian of all financial records of the Chapter, and as such, shall have the following duties and responsibilities:

a. Supervise and have custody of all financial records of the Chapter and keep full and accurate accounts of the receipts and disbursements of the Chapter. Those shall include:

1. Assets, liabilities and fund balances
2. Revenue and operating expenses
3. Program income and expenses
4. All other financial records and documents deemed necessary by the Executive Committee

b. Review the National Membership System on a monthly basis, recording dues payments and member donations received through the National Membership System. Copies of the National Membership System transmittal reports should be printed or saved electronically at the local chapter to reconcile the National Membership System with the direct deposits.

c. Receive all monies other than dues.

d. Cause all monies and credits, including investments and holdings, 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.

e. Forward any membership dues received locally to National for processing through the National Membership System.

f. Disburse, or supervise the disbursement of all funds of the Chapter, in accordance with the authority granted by the Executive Committee, taking proper vouchers to correspond to the disbursement.

g. Prepare and submit such reports or statements of the Chapter's finances and accounts as may be requested by the Executive Committee; (Recommendation: statements of both the operating funds and other investments should be made

available to the Executive Committee on a monthly basis.)

h. Sign and/or countersign such documents, including checks, requiring his/her signature.

i. Serve as Director of any committee involving Budget or Finance.

j. Perform such other duties incidental to the execution of this office which may be required by the Executive Committee.

k. Provide the Chapter's financial records for an outside biennial audit, to take place no later than 60 days following the end of even numbered fiscal years (July 1 - June 30). An outside audit is preferred, but audit by members of the chapter not serving on the executive committee or related to executive committee members during the two-year audit term is acceptable.

l. Present to the Executive Committee by June 1st a proposed budget for the subsequent fiscal year.

N. B. The fiscal year of the Northeast Ohio Chapter of the American Guild of Organists is from July 1st to June 30th.

The Treasurer will serve for a term of two (2) years and can run for a subsequent two (2) year term. After two (2) consecutive terms, the Treasurer must wait a further two (2) years before seeking nomination for a subsequent term.

5. DUTIES OF MEMBERS-AT-LARGE. Members-At-Large shall attend all Executive Committee meetings, as able, to discuss, debate, and vote on matters pertaining to the operation of the chapter. There shall be a maximum of nine (9) Members-At-Large, up to three (3) of whom shall be elected each year for a three (3) year term, and must wait a further one (1) year before seeking nomination for a subsequent term.

6. VACANCIES ON THE EXECUTIVE COMMITTEE. Any member of the Executive Committee may resign, with such resignation submitted in writing to the Dean, effective immediately upon its acceptance by the Executive Committee. Vacancies on the Executive Committee shall be filled by appointment by the Dean, subject to the approval of the Executive Committee (see Duties of the Dean c.). A person appointed to fill such a vacancy shall meet all qualifications to hold office and shall serve for the unexpired term, and until the successor has been duly elected and officially installed.

DUTIES OF APPOINTED OFFICERS.

7. DUTIES OF THE REGISTRAR. The Registrar shall be custodian of the membership records of the Chapter, and as such, shall perform the following duties and responsibilities:

a. Maintain appropriate and necessary contact with the National Membership

System as to support the chapter members and leadership.

- b. Assist members in gaining access to the AGO National Membership System for renewal.
- c. Provide opportunities for chapter members to renew using the National Membership System at chapter meetings.
- d. Distribute the AGO Prospective Member Card to those interested.
- e. Understand and be able to retrieve records of the chapter membership from the AGO's Membership database through the National Membership System.
- f. Serve as Registrar for special events as requested.
- g. Perform such other duties incidental to the execution of this office which may be required by the Executive Committee.
- h. Maintain and update the chapter membership directory and substitute list as needed.

8. DUTIES OF THE NEWSLETTER EDITOR. The Editor of the Chapter Newsletter shall be responsible for the following:

- a. Gather and publish all necessary items and information for the benefit of the members of the Chapter. Such items and information shall include, but are not be limited to, announcements of the forthcoming general meetings of the Chapter, Subscription Series events, a calendar of future programs and events, list of vacancies for church and synagogue musicians, letter from the Dean, and any other item of interest to the Chapter as may be suggested by the Executive Committee. Publication times and dates are to be established by the Executive Committee.
- b. Upon the request of the Executive Committee, the Newsletter Editor must furnish a draft copy of the Newsletter before publication may occur.
- c. Correspond quarterly with the Registrar to ensure that the mailing list is up-to-date.

9. DUTIES OF THE WEBMASTER. The Chapter Webmaster shall have responsibility for maintaining the Chapter Website 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, the National AGO Membership page, 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.

10. **DUTIES OF THE SCHOLARSHIP CHAIR.** The Scholarship Chair shall be responsible for coordinating the implementation and awarding of the chapter's scholarships and/or grants to those who reside or study in the greater Northeast Ohio area, as outlined and approved by the Executive Committee.
11. **DUTIES OF THE AGO PROFESSIONAL CERTIFICATION CHAIR.** The AGO Professional Certification Chair shall be responsible for aiding members of the Chapter in their efforts to prepare themselves for the AGO examinations. The Chair shall be responsible for conducting AGO examinations if the Chapter becomes a national examination center.
12. **DUTIES OF THE REPORTER.** The Reporter shall gather information about the Chapter and its activities and events each month and forward such information to National Headquarters for publication in THE AMERICAN ORGANIST, and such other reporting as may be deemed necessary by the Executive Committee.
13. **DUTIES OF THE SOCIAL MEDIA CHAIR.** The Social Media Chair shall post to any relevant social media platforms items that promote the chapter and/or its programming, subject to the approval of the Executive Committee.

SECTION 5. STANDING COMMITTEES. These Standing Committees shall be determined by the size of the Chapter as necessary for the Chapter's efficient operation.

The Standing Committees, subject to Executive Committee approval, shall include

- a. Nominating
- b. Program
- c. And/or such other Committees as the Dean and Executive Committee may approve.

5.1 DESCRIPTIONS OF STANDING COMMITTEES

a. Nominating. The Nominating Committee shall consist of three (3) people who are members of the Chapter in good standing. The Nominating Committee will be chaired by one (1) member of the Executive Committee. The other two (2) members of the Nominating Committee shall come from the general membership. The Nominating Committee is appointed by vote of the Executive Committee upon the recommendation of the Dean (see Section I.5.c). The Nominating Committee shall nominate one (1) or more candidates for each office and an excess of candidates for membership at-large on the Executive Committee in place of those whose terms of office are about to expire. The Nominating Committee shall present the slate to the Executive Committee. The slate of candidates shall be recorded in the minutes, published in the Chapter Newsletter 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) members of the Chapter in good standing 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 or any member thereof, including the Dean. The nominating process should commence early enough so that a slate of officers shall be presented to the Executive Committee no later than March 1st.

b. Program. The Program Committee, of which the Sub-Dean serves as the Chair, shall be responsible for all programming by the Chapter, including but not limited to Chapter meetings, concerts, recitals, lectures, co-sponsorship opportunities, etc. This committee shall be responsible for proposing a program calendar and budget for the season to the Executive Committee and carrying out the appropriate logistics and making all arrangements to ensure the smooth coordination of Chapter events. The Committee should endeavor that programs should be spaced geographically in a fashion that best reflects the population of the chapter. There shall be a maximum of five (5) committee members (including the Sub-Dean), with the remaining committee members split evenly between general membership and Members-At-Large.

Any organization wishing to co-sponsor a program with the Chapter should submit such a proposal in writing to the Sub-Dean in a timely fashion, with the understanding that confirmation of the event cannot be given until it is approved by the Executive Committee.

Expenses for programs are subject to the approval of the Executive Committee.

Honorariums may be paid to any member or contracting party for services rendered.

SECTION 6. ANNUAL MEETING SCHEDULE OF THE CHAPTER. The Annual meeting of the Chapter shall take place each year between May 1st and June 30th. Additional general meetings may be called at such time as deemed necessary, with approval of the Executive Committee. Twenty-five members or 25% of the membership, whichever is fewer, shall constitute a quorum for the transaction of any business.

SECTION 7. EXECUTIVE COMMITTEE MEETINGS. The Executive Committee shall be called for meetings at the discretion of the Dean. A simple majority of the Executive Committee shall constitute a quorum. A minimum of six (6) meetings must be conducted per fiscal year.

SECTION 8. DUES OF THE CHAPTER. The National dues are determined by National Headquarters and shall be collected and reported according to the instructions issued annually from National Headquarters. Local dues shall be determined by the Executive Committee.

SECTION 9. AMENDMENTS TO THESE OPERATING PROCEDURES. MANDATE:
The Executive Committee shall review these OPERATING PROCEDURES every five years (2030, 2035, etc.)

Following adoption by the Executive Committee and approval by the Chapter membership, and the AGO Executive Director, these OPERATING PROCEDURES and any provision thereof may be amended at any time by action of a super majority of the entire Executive Committee. This percentage 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 Northeast Ohio Chapter of the American Guild of Organists, do hereby adopt the above and foregoing OPERATING PROCEDURES to govern the Northeast Ohio Chapter of the American Guild of Organists, the first day and date mentioned above.

<u>D. C. [Signature]</u>	<u>5/7/26</u>
Dean	Date
<u>[Signature]</u>	<u>5/8/2026</u>
Sub-Dean	Date
<u>[Signature]</u>	<u>5/8/2026</u>
Secretary	Date
<u>[Signature]</u>	<u>5/8/2026</u>
Treasurer	Date