

**The Birmingham, Alabama Chapter**  
**American Guild of Organists**  
**CHAPTER OPERATING PROCEDURES**

Adopted by the Chapter April 7, 2014

On this April 7, 2014, the undersigned members of the Executive Committee of the Birmingham Chapter of the American Guild of Organists do adopt the following as CHAPTER OPERATING PROCEDURES, which are in accordance and agreement with the National Bylaws of the American Guild of Organists, as adopted April 13, 1896, and amended through July 4, 2012.

**Section 1. NAME.** The name of this organization shall be the BIRMINGHAM CHAPTER of the American Guild of Organists, hereinafter referred to as the "Chapter." It is a subordinate unit of the national organization known as the AMERICAN GUILD OF ORGANISTS, hereinafter in these Bylaws referred to as the "Guild."

**Section 2. MISSION STATEMENT.** Article II, Section 1 of the National Bylaws is incorporated by reference, as if fully set out herein. Nothing in these Operating Procedures shall be read, and none of the Chapter's activities pursuant to these CHAPTER OPERATING PROCEDURES shall be undertaken or executed, in a manner inconsistent with the fundamental purposes of the Guild.

**Section 3. CLASSES OF MEMBERSHIP.** Article III, Sections 1-3 and Article VII, Section 3 of the National Bylaws of the American Guild of Organists are incorporated by reference, as if fully set out herein.

1. The National Bylaws define the membership year as beginning July 1 and concluding June 30 the following year.
2. Benefits of active membership include an annual subscription to *The American Organist* magazine, published by the Guild; voting rights according to the selected membership class as defined in the National Bylaws; ability to serve as a Chapter Officer, Executive Committee member, Standing or Special Committee member; attendance and participation in Chapter meetings, programs and other functions; inclusion in the Chapter database for yearbook publication and email distributions; and access to the Members Only section of the Chapter website. Other benefits may be developed and made available by the Executive Committee.

**Section 4. CHAPTER GOVERNANCE.**

1. **OFFICERS.** The Officers of the Chapter shall consist of a Dean, a Sub-Dean, a Secretary and a Treasurer. All Officers must be members in good standing of the Guild. At completion of their term of office, each Officer shall give all official records and important documents to his/her successor.

2. *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 at all meetings of the Officers, Chapter and Executive Committee when present
  - b. Nominate the chairmen of all Standing and Special committees for appointment by the Executive Committee
  - c. Suggest, upon request of the Executive Committee, a person or persons to fill vacancies that may occur as a result of death, resignation, incapacity, removal or disqualification of any Officer or duly elected member of the Executive Committee
  - d. Create, with the approval of the Executive Committee, committees and correlate the work of the Officers and Standing Committees
  - e. Serve as ex officio member of all committees, excluding the Nominating Committee
  - f. Submit reports at general Chapter meetings, including issues and recommendations the Dean considers appropriate for consideration by members of the Chapter
  - g. 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 the Dean shall deem necessary, or that policies of the Chapter or Executive Committee may require
  - h. Sign and countersign all contracts 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
  - i. Serve as primary Chapter liaison with the District Convener, Regional Coordinator for Professional Development, Regional Coordinator for Education, Regional Councillor and Executive Chairman of the Guild
  - j. Remain in office for a term of two (2) years, with the possibility of nomination for re-election
  - k. Perform other such duties as are incidental to the execution of this office or that may be required of the Dean by the Executive Committee.
  
3. *THE SUB-DEAN.* The Sub-Dean shall have the following duties and responsibilities:
  - a. In the absence of the Dean of the Chapter, the Sub-Dean shall exercise all the powers and perform all the duties of the Chapter Dean.
  - b. Serve as chairman of the Program Committee and as such be responsible for planning the annual program of activities for the Chapter (See Program Committee in Section 5. STANDING COMMITTEES.)
  - c. In case of the Dean's death, resignation or removal, the Sub-Dean will succeed to the office of Dean for the remainder of the Dean's elected term.
  - d. Remain in office for a term of two (2) years, with the possibility of nomination for re-election
  - e. Perform other duties as are incidental to the execution of this office or that may be required of him/her by the Executive Committee.
  
4. *THE SECRETARY.* The Secretary shall have the following duties and responsibilities:
  - a. Keep record books belonging to the Chapter and have custody of the minutes of the meetings of the Officers, Executive Committee, and Chapter. Such minutes of the Officers and Executive Committee shall include the names of those present and absent. All minutes shall include copies of committee reports presented at that meeting.
  - b. Issue notices, with an agenda of items to be discussed, to the Officers for Officers' meetings, to the Executive Committee for Executive Committee meetings, and to the Chapter for Chapter meetings. The calendar of regular Chapter meetings shall be included in the Chapter Yearbook and posted on the Chapter website calendar. Notices may be sent by email, postal mail, phone call, or posted on the Chapter website.

- c. Retain copies of Chapter minutes and financial reports in the Minutes Book.
  - d. Remain in office for a term of two (2) years, with the possibility of nomination for re-election.
  - e. 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.
5. *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. These shall include
  - b. 1) Assets, liabilities and fund balances, 2) Revenue and operating expenses, 3) All other financial records and documents deemed necessary by the Executive Committee
  - c. Cause all monies and credits to be deposited in the name of and to the credit of the Chapter in such accounts and depositories as may be designated by the Executive Committee
  - d. Send to National Headquarters the portion of members' dues required, according to the current dues structure of the AGO as approved by National Council
  - e. Disburse, or supervise the disbursement of, all other funds of the Chapter, in accordance with the authority granted by the Executive Committee, using proper vouchers to correspond to the disbursements and keeping accurate records thereof
  - f. Prepare and submit such reports or statements of the Chapter's finances and accounts as may be requested by the Executive Committee
  - g. Sign and/or countersign such instruments requiring his/her signature
  - h. Serve as chairman of the Finance Committee
  - i. Make periodic recommendations to the Executive Committee on determining an annual budget for the Chapter and on management of the Chapter's assets
  - j. Report to AGO National Headquarters the names of all members who have paid dues, including information on 1) class of membership voting (Chapter friend, subscribing member), 2) membership history (renewal, new, reinstatement of lapsed member) and 3) dues category (student, regular, senior, partner, etc.)
  - k. Provide membership forms upon request. This shall include the national membership application, national reinstatement form and Chapter membership renewal form.
  - l. By May 1 of each year, send annual Chapter membership renewal forms and dues statements to all Chapter members
  - m. Remain in office for a term of two (2) years, with the possibility of nomination for re-election
  - n. Perform such other duties incidental to the execution of this office that may be required by the Executive Committee.

6. *THE EXECUTIVE COMMITTEE.*

The Executive Committee is the representative governing body of the Chapter, conducting the business of the Chapter when the full membership is not present. All actions of the Executive Committee are subject to ratification by the Chapter.

This committee is comprised of the Dean, Sub-Dean, Secretary, Treasurer and nine (9) members-at-large. The members-at-large are divided into three (3) groups, each group serving successive three-year terms, with the possibility of nomination for re-election. All members of the Executive Committee must be members in good standing of the Guild.

At completion of their term of service, Executive Committee members shall give all official records and important documents to their successor.

The Executive Committee shall fill all vacancies occurring among the Officers and members-at-large of the Executive Committee.

The Executive Committee shall have the power to appoint the membership of Standing and Special Committees. The Executive Committee shall determine the need for other Standing and/or Special Committees and shall define the duties of such committees. The Executive Committee may dissolve Standing and/or Special Committees as it deems necessary.

The Executive Committee shall meet as needed. Called meetings may also be scheduled for other times as shall be deemed necessary by the Dean or two (2) members of the Executive Committee. At all meetings of the Executive Committee, the presence at the commencement of such meeting of not less than a majority of the Executive Committee members thereof shall be necessary and sufficient to constitute a quorum for the transaction of any business. The Dean shall provide no less than fourteen (14) days' notice of any regular Executive Committee meeting. Attendance by Executive Committee members is expected at all meetings. Members are expected to attend as many Chapter functions as possible. An Executive Committee member who is repeatedly unable to attend stated meetings shall be expected to resign and may be asked to do so.

(See ARTICLE IV ORGANIZATION AND GOVERNANCE Sections 9 - 11 of the Chapter Bylaws, April 7, 2014 Revision.)

## **Section 5. STANDING COMMITTEES**

Each summer members of the committees are chosen from members in good standing of the Guild, with the Dean serving as an ex officio member of all committees except the Nominating Committee. The Dean, who nominates the committee chairmen, submits the proposed committee memberships to the Executive Committee for approval prior to the September Chapter meeting. The composition of Standing and Special Committees shall be published in the Chapter Yearbook and posted on the Chapter website.

Chairmen and committee members may serve on the same committee multiple times; chairmen and committee members may also serve on more than one (1) committee simultaneously. Committee terms are for one (1) year.

Chairpersons of committees shall send advance notices of meetings to the Dean.

At completion of their term of service, committee chairmen shall give all official records and important documents to their successor.

### ***Calendar***

The Calendar Committee shall maintain a log of Chapter activities and other such related functions as submitted by members. These shall be published on the Chapter website and in the Chapter newsletter.

### ***Competitions and Awards***

This committee shall be responsible for administering the Chapter competitions and awards. The Chairman of this committee shall keep the Executive Committee advised as to the contents of the national rules for the Regional Competition for Young Artists (RCYO), especially the financial obligation of the Chapter to Region IV of the AGO. The amount of awards and judges' honoraria shall be reviewed annually; the final amounts shall be determined by majority vote of the Executive Committee, based on recommendation from the Finance Committee.

The Competitions and Awards Committee shall inform the deans of Region IV Chapters and any prospective applicants of the Myrtle Jones Steele and Minnie McNeil Carr competitions by announcing the date, location and any other pertinent information in October prior to the year they are held. The general membership of the Chapter shall be notified no later than November. Each January the deans of Region IV Chapters and the Chapter membership are to be notified of the Warren Hutton POE Award requirements. Information and applications for all three (3) awards shall be posted on the Chapter

website and available for download. The Competitions and Awards Committee is responsible for publicizing the competition in conjunction with the Publicity Committee. All press releases and informational mailings or circulars shall bear the logo of the AGO and the name of the Birmingham Chapter with clearly legible contact information. The Competitions and Awards Committee shall submit to the Executive Committee the names of four (4) or more persons to serve as judges for all competitions. The Executive Committee shall approve three (3) judges by way of majority vote. Judges may not include current or former instructors or family members of any competitors.

(See Section 10. Chapter Competitions and Awards.)

### ***Educational and Professional Concerns***

The Educational and Professional Concerns Committee shall be responsible for devising ways to aid members in preparing for the AGO exams. Should the Chapter be chosen as an exam center, the chairman is responsible for conducting the exams according to the guidelines provided by National Headquarters. This committee shall also be responsible for furthering the Guild's mission through providing information to members about job expectations, salary guidelines and any other assistance that enables members and their employers to reach agreement concerning compensation and duties.

The committee shall also develop and nurture relationships with institutions in the community, especially regarding ethical and professional dealings with, and conduct of, the Chapter's members. The committee shall also be responsible for carrying out the policies and procedures set forth in the AGO Code of Ethics, including the Discipline.

To accomplish these tasks, the committee shall:

1. Encourage the Chapter to be a professional development committee-of-the-whole, so that professional development work is not confined to a few.
2. Order its own copies of professional development publications from National Headquarters and make them available to members as needed
3. Provide regional coordinators with their name, address, guild certification and phone number
4. Be prepared to serve as the contact persons in Code of Ethics cases
5. Report at every Chapter meeting and have at least one Chapter meeting yearly devoted to the work of professional development
6. Collaborate with the Chapter's chairman for education concerns. Such areas as certification and the annual fund are concerns for both.
7. Survey and publish results on topics relating to professional development. Sample surveys are available from regional coordinators
8. Publish salary and fee guidelines for the benefit of the membership, and conduct seminars on the proper use of such guidelines to engender confidence among the members, and goodwill and mutual support from the employing institutions in the area surveyed by the Chapter. It is important that these guidelines be regularly updated.
9. Make sure members are familiar with the AGO Model Contract Provisions. Assist members in entering into contractual agreements with their employers. These contracts should be specific in giving procedures for evaluation of work, conflict resolution, and dissolution of relationship, including severance pay.
10. Initiate and maintain contact with local churches, schools, and seminaries to promote the development of a musically informed clergy. The national Seminary and Denominational Relations Committee has developed a syllabus and other materials that are useful in this context.
11. Inform members and local churches, chapels, and mortuaries of AGO and Chapter policies and fee guidelines for weddings and funerals and/or any other types of activities or events that may also request use of an organist.

***Finance***

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

***Fund Raising***

The Fund Raising Committee shall be responsible for securing funds for the Chapter awards, to support Pipe Organ Encounters, to pay for guest artists and program activities, to support the Patrons and Sponsors efforts, and to meet other financial obligations as deemed necessary by the Executive Committee.

***Hospitality***

The Hospitality Committee shall be responsible for all social events of the Chapter, making all provisions that the Dean shall deem necessary.

***Membership Committee***

The Membership Committee shall be focused on recruiting and retaining Chapter membership, and as such shall:

1. Develop and administer a process for identifying and recruiting new members and ensuring that they are registered in a timely fashion
2. Analyze the demographics of the current membership and recommend and implement steps to maximize retention of those members
3. Serve as key contacts for members and prospects seeking information about membership categories, benefits, dues, etc.
4. Help ensure that current members participate in the chapter's social, musical and professional development programs
5. Take an active role in ensuring that all Chapter members are welcomed cordially at meetings and integrated seamlessly into the fabric of the Chapter
6. Set the standards for hospitality and teach them to others
7. Send National and Chapter membership applications to prospective members, as determined by the Executive Committee
8. Use all available means to recruit and retain members, taking advantage of current and future technology to do so, to include but not be limited to email, Facebook, LinkedIn and other social sites
9. Perform such other duties as are incidental to the execution of these tasks that the Executive Committee may direct.

***Newsletter Editor***

The Newsletter Editor shall gather and publish all necessary items and information for the benefit of the Chapter members. Such items shall include, but not be limited to, the following: announcements of forthcoming Chapter meetings; notices of upcoming Chapter program events; a calendar of future programs or community events; a list of positions available for church and synagogue musicians; a letter from the Chapter dean; and any other item deemed appropriate by the Executive Committee.

***Program***

The Program Committee, with the Sub-Dean as Chairman, shall be responsible for all 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 smooth coordination of Chapter events.

### **Publicity**

The Publicity Committee shall be responsible for all publicity concerning Chapter meetings, public programs, recitals and any other activities of the Chapter as the Executive Committee deems necessary. The logo of the AGO shall be used in all printed publicity materials. (The Chapter logo may be used in addition to the AGO image.) The committee shall submit articles to the *The American Organist*, contact local media with press releases of Chapter events, and create and maintain a Facebook page for the Chapter.

### **Student Affairs**

The Student Affairs Committee shall be responsible for encouraging and involving student organists and church music students in Chapter activities. The Committee may organize the annual student recital and assist in other Chapter activities. The chairman shall be a student member with an adult advisor selected from the Chapter membership.

### **Webmaster**

The Webmaster shall be responsible for designing and maintaining the Chapter website with input from the Chapter and approval of the Executive Committee. The website shall include current and historical information about the Chapter and its activities. Additional information on the website shall include Chapter programs for the current year; contact information for local, regional and national officers; information about area arts events; the Chapter newsletter; Chapter and National documents; available substitute list; positions available list; information on Chapter awards with application forms; membership applications; area organs; and links to other related sites, including the National AGO website. The site shall also have a Members Only section containing the Chapter membership roster and minutes from Chapter meetings. Other items may be included or removed as determined by the Executive Committee in consultation with the Webmaster. The Webmaster shall forward the Chapter's web address to National Headquarters to enable a link on the National website.

## **Section 6. MEETINGS.**

1. **OFFICERS.** The Officers of the Chapter shall meet as often as necessary to anticipate and meet the needs of the Chapter. At all meetings of the Officers, the presence of at least three (3) Officers shall be necessary and sufficient for the transaction of any business. Meetings of the Officers are open only to the Officers and its invitees with meetings held in executive session. Results of their work shall be presented to the Executive Committee for review and approval.
2. **EXECUTIVE COMMITTEE.** The Executive Committee shall meet as often as necessary to attend to the affairs of the Chapter and in the manner set forth in the Chapter Bylaws. At all meetings of the Executive Committee, the presence at the commencement of such meeting of not less than the majority of the members thereof shall be necessary and sufficient to constitute a quorum for the transaction of any business.

Meetings of the Executive Committee are open only to members of the Executive Committee and its invitees. The meetings are held in executive session and are confidential, thus all attendees are honor-bound to maintain the confidentiality of all deliberations and materials used in the meeting, including minutes and reports. Actions taken by the Executive Committee on behalf of the Chapter shall be presented to the Chapter for ratification at the next Chapter meeting.

(See ARTICLE IV ORGANIZATION AND GOVERNANCE Sections 9 – 11 of the Chapter Bylaws, April 7, 2014 Revision.)

3. *CHAPTER.* General meetings of the Chapter shall be held as directed by the Executive Committee from September to May inclusive. A general meeting may take place at such other time as deemed necessary, with approval of the Executive Committee. There shall be a minimum of one (1) general meeting per year for the election of Officers or Executive Committee class (if scheduled), to hear reports from the Officers and Executive Committee on the condition of the Chapter, and to transact any other business that shall come before the Chapter.

(See ARTICLE V MEETINGS OF THE CHAPTER of the Chapter Bylaws, April 7, 2014 Revision.)

#### **Section 7. DUES.**

The AGO National Council determines annual dues for membership in the American Guild of Organists. The Chapter shall collect and report membership dues according to these policies as embodied in the instructions issued annually from National Headquarters.

#### **Section 8. ELECTION PROCEDURES.**

1. *NOMINATING COMMITTEE.* The Nominating Committee shall consist of three (3) persons who are members of the Guild in good standing. Not more than one (1) may be a member of the Executive Committee. In November the Nominating Committee is appointed by majority 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 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 by January 15. The slate of candidates shall be recorded in the minutes, published in the Chapter Newsletter and announced to the general membership as soon as possible after January 15, but must be done prior to March 1 as required in the National Bylaws. Additional nominations may be made by petition if each petition is signed by five (5) members of the Guild in good standing and submitted to the Chapter Secretary prior to April 1, or within thirty (30) days of the announcement of the Nominating Committee's slate to the Chapter membership, whichever is later. This is to allow time for ballot preparation, publicizing the election to the Chapter, and distributing the ballots for absentee, online, and in-person voting. 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.

In the instance of the Chapter holding first, second, or third Executive Committee election cycles, the slate of nominees proposed by the Executive Committee shall specify a class for each candidate.

(See Paragraph 3 ELECTION OF EXECUTIVE COMMITTEE MEMBERS-AT-LARGE below.)

2. *ELECTION AND INSTALLATION OF CHAPTER OFFICERS.* The biennial election of Chapter Officers shall take place at the designated Chapter meeting in even-numbered years. Ballots including the Chapter Nominating Committee slate and candidates nominated by qualified petition shall be prepared by the Secretary and distributed either by mail (in the form of absentee ballots), posted on the chapter website for online voting, or distributed at the designated Chapter meeting. The vote shall be conducted according to the guidelines specified in Sections 6 and 7 below. A plurality of all votes cast shall be sufficient for election. The election shall be concluded by May 31. Newly elected Chapter leaders shall be installed at the specified general meeting of the Chapter. Terms of office begin on July 1 of the year of their election and are for two (2) years.



3. *ELECTION OF EXECUTIVE COMMITTEE MEMBERS-AT-LARGE.* The duly elected members-at-large of the Executive Committee shall be divided into three (3) classes of three (3) members each. Each member-at-large is elected for a term of three (3) years, one-third (1/3) of the total number of members-at-large being selected in each year. The election of the next three-year class shall take place at the designated Chapter meeting, following the same nomination and election procedure as that of Chapter Officers. Newly-elected members-at-large shall be installed at the specified general meeting of the Chapter. Terms of office begin on July 1 of the year of their election and are for three (3) years.
4. *VACANCIES ON THE EXECUTIVE COMMITTEE.* Any member of the Executive Committee may resign from his/her position with such resignation submitted in writing to the Executive Committee. The resignation is effective immediately upon its acceptance by the Executive Committee. The Executive Committee shall fill by simple majority vote any vacancy on the Executive Committee that may result from, but not be limited to, resignation or death of a member or removal of a member for failure to fulfill responsibilities. Any Guild member appointed to fill such a vacancy shall meet all qualifications to hold office and shall serve for the unexpired term of his/her predecessor or for the predetermined term length until the successor has been duly elected and officially installed.
5. *REMOVAL FROM OFFICE.* A duly elected Officer or duly elected member-at-large 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. By simple majority vote the Executive Committee shall authorize the Dean or other Officer designated by the Executive Committee to send a formal written notice to the Officer or member-at-large in question, stating that action to remove such Officer from elected position is pending before the Executive Committee. In the event of such action against the Dean of the Chapter, the Sub-Dean shall act as the Chapter's executive officer.
  - B. The Executive Committee shall request a response from the Officer or member-at-large in question within two (2) weeks, or by the next meeting of the Executive Committee, whichever is later. After such time action to remove said Officer or member-at-large shall require a two-thirds (2/3) majority vote of the Executive Committee.
6. *VOTING PROCEDURES.* Ballots for elections and changes to the Chapter Bylaws or Chapter Operating Procedures shall be prepared by the Secretary. Notice of the purpose of the vote and the time frame for each method of voting will be announced via email, the Chapter newsletter, the chapter website, and at Chapter meetings at least thirty (30) days prior to the in-person vote. Ballots shall be posted on the Chapter website and absentee ballots shall be mailed no less than fourteen (14) days in advance of the scheduled election meeting. Care should be taken to ensure that requested absentee ballots, notice and instructions for online voting, and notification of the meeting at which the voting is to occur reaches every eligible voting member. Absentee ballots shall be unsigned and shall be returned to the Secretary in an envelope on which the member's signature and the word "Ballot" appear. Absentee ballots must be returned and online voting concluded by three (3) days prior to in-person voting so that the Secretary can prepare records for the auditors prior to the in-person vote.

After the in-person voting takes place at the designated Chapter meeting, all ballots are to be opened and counted only in the presence of at least two (2), but not more than three (3), Guild members in good standing, including one member who is not currently serving on the Executive Committee. The vote counters (auditors) shall ensure there is only one vote per member. If more than one vote is found for a member, the ballot with the latest date shall be considered the actual ballot and the previous ballot(s) will be marked Void. The printed record of the online votes, the absentee and in-person ballots, and the signed auditors' record tally of all votes are to be kept by the Secretary for a minimum of three (3) months.

7. **ONLINE VOTING.** Online voting shall be available for all elections and items requiring Chapter votes. The format of ballots posted on the website will match as closely as possible the format of the printed ballots available for absentee and in-person voting. Access to online voting forms will be through the Members Only section of the Chapter website. Members will be allowed to vote online only once. There will be a file created storing the voting members' names and dates of their vote. A separate file will store the record of that vote. At the close of online voting, the Secretary will print the files prior to the in-person voting so that the auditors can check them against submitted absentee votes and members appearing for in-person voting. This is to ensure no duplication of voting.

## **SECTION 9. PROGRAMMING AND ACTIVITIES POLICY**

All programs and activities sponsored by the Chapter must have the approval of the Executive Committee. The Executive Committee must also approve all calendar dates and expenses of all programs sponsored by the Chapter. Any organization wishing to co-sponsor a program with the Chapter shall submit a proposal to the Sub-Dean for consideration by the Executive Committee. All programs and activities sponsored by the Chapter shall receive approval by majority vote of the Executive Committee before being confirmed with vendors and venues, publicized or promoted.

## **SECTION 10. CHAPTER COMPETITIONS AND AWARDS**

The Chapter sponsors three (3) awards for the study of the organ: the Minnie McNeil Carr Organ Award held annually for high school students, the Myrtle Jones Steele Organ Award for organ students under the age of 24, and the annual Warren Hutton POE

### ***The Minnie McNeil Carr Organ Award Competition Guidelines***

1. This competition is held annually in the spring.
2. Any Alabama high school student currently studying organ is eligible to compete.
3. A monetary award will be granted to the student demonstrating the highest level of technique and musicality for his/her grade. Honorable mention may be awarded in lieu of an award, if the judges deem that none of the candidates are playing on the level that deserves a first place award.
4. The student will play two pieces from the following periods: a work or movement by J. S. Bach and a work written after 1800.
5. The award will be paid directly to the student.
6. Each contestant must provide three (3) copies of the music he/she will play. Photocopies of the music are acceptable for the judges; however, the performer must have a published copy of his/her music at the competition.
7. The winner will be selected by three (3) judges. One(1) judge may be outside the discipline of organ, preferably a music educator.
8. Each contestant will be allowed a maximum of three (3) hours practice on the competition instrument.
9. Applications, together with a \$25.00 non-refundable registration fee should be postmarked two (2) weeks prior to the date of the competition.

**The Myrtle Jones Steele Organ Award Competition**

1. This competition is held in even-numbered years in the spring.
2. It shall be guided by the rules of the AGO/Quimby Regional Competitions for Young Organists (RCYO), such rules being published in the June issue of the previous even-numbered year in TAO and on the National AGO website. In odd-numbered years, the regions of the National AGO sponsor and administer the Regional Competition for Young Organists (RCYO).
3. A monetary award will be granted to the student demonstrating the highest level of technique and musicality for his/her grade. Honorable mention may be awarded in lieu of an award, if the judges deem that none of the candidates are playing on the level that deserves a first place award.
4. The award will be paid directly to the student.
5. Each contestant must provide three (3) copies of the music he/she will play. Photocopies of the music are acceptable for the judges; however, the performer must have a published copy of his/her music at the competition.
6. The winner will be selected by three (3) judges. One (1) judge may be outside the discipline of organ, preferably a music educator.
7. Each contestant will be allowed a maximum of three (3) hours practice on the competition instrument.
8. Applications, together with a \$25.00 non-refundable registration fee should be postmarked two (2) weeks prior to the date of the competition.

**The Warren Hutton Pipe Organ Encounter (POE) Award**

This annual award is in memory of Warren Hutton, Professor of Organ at the University of Alabama and former Birmingham Chapter dean. Mr. Hutton also served in several positions on the National Council and as Regional Councillor to the National AGO.

1. This is an award to an AGO-sponsored Pipe Organ Encounter (POE) or Pipe Organ Encounter Advanced (POEA).
2. Applicants must be qualified students who apply to and are accepted by any POE or POEA. (Qualified students demonstrate basic keyboard proficiency; previous organ study is not necessary.)
3. Applicants must be between the ages of 13 and 18, be a resident of a state in Region IV, and have the support of a Region IV AGO Chapter.
4. Each applicant must submit a completed Warren Hutton POE Award application form to the Dean of the Birmingham Chapter by April 25. The application form is available from the Chapter website [www.birminghamago.org](http://www.birminghamago.org).
5. The Competitions and Awards Committee will consider recommendations from the applicant's keyboard teacher and the Dean of the AGO Chapter that supports the application, as well as the personal statement submitted by the applicant describing his/her interest in the organ.
6. Important dates for award applicants:
  - a. Before April 25 – apply to and be accepted by a POE or POEA
  - b. April 25 – Hutton POE Award applications due to Chapter Dean
  - c. May 10 – Award recipients notified of award
  - d. May 20 – Recipients confirm acceptance of the award to the Chapter Dean.

**SECTION 11. AMENDMENTS TO THE CHAPTER OPERATING PROCEDURES.**

The Executive Committee shall review these Chapter Operating Procedures every two (2) years to assure compliance with the current version of the National Bylaws and the Chapter Bylaws and to assure they meet the needs of the Chapter. Any modifications to the Chapter Operating Procedures shall be made as set forth in Article VII Section 2 of the Revised Bylaws.

Following adoption by the Executive Committee and approval by two-thirds (2/3) vote of the Chapter members present and voting, these Chapter Operating Procedures must be submitted to the Regional Councillor and the National Vice-President for approval. 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 Birmingham, Alabama, Chapter of the American Guild of Organists, do hereby adopt the above and foregoing CHAPTER OPERATING PROCEDURES to govern the Birmingham Chapter of the American Guild of Organists, on this date April 7, 2014.

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Dean

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Sub-Dean

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Secretary

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Treasurer

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