

**The Birmingham, Alabama Chapter
American Guild of Organists**

CHAPTER OPERATING PROCEDURES DRAFT 3-23-18 CLEAN

Adopted by the Chapter April 7, 2014, **and as amended May xx, 2018**

On this **May xx, 2018**, 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 **June 20, 2016, and with the Chapter Bylaws adopted as revised May 12, 2014, and as amended through May xx, 2018.**

Section 1. NAME. **As stated in Article 1 Section 1 of the Chapter Bylaws**, 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 **Chapter Operating Procedures** referred to as the "Guild."

Section 2. MISSION STATEMENT. Article II, Section 1 of the National Bylaws **and Article II of the Chapter Bylaws are** incorporated by reference, as if fully set out herein.

Section 3. MEMBERSHIP. **The membership classes, requirements, and privileges of the Chapter shall be the same as those defined in** Article III and Article VII, Section 3 of the National Bylaws of the American Guild of Organists **and adopted in Article III of the Chapter Bylaws. These** are incorporated by reference, as if fully set out herein.

1. **To be a member in good standing, a member should be current on financial obligations to the Chapter and the Guild.**
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 **of the Chapter and/or the Guild.**
3. **Chapter members are encouraged to support and practice the Guild's Code of Ethics and Code of Professional Standards which are found online at the National website <http://www.agohq.org> under About->Guild Documents.**

Section 4. CHAPTER GOVERNANCE.

1. **OFFICERS.** The Officers of the Chapter shall consist of a Dean, a Secretary and a Treasurer. All Officers must be **voting General or Certificated** 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. **Officer election, installation, and length of term are described in Section 8. ELECTION PROCEDURES of these Chapter Operating Procedures.**

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. **Minutes of meetings of the Officers are to be distributed to the Officers via email or postal service promptly following each meeting.**

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. Notify the Executive Committee if he/she must be absent so that the Executive Committee can appoint another officer or member of the Executive Committee to exercise all the powers and perform all the duties of the Dean in his/her place**
 - k. Remain in office for a term of two (2) years, with the possibility of nomination for re-election
 - l. 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 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.

4. **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 1) Assets, liabilities and fund balances, 2) Revenue and operating expenses, 3) All other financial records and documents deemed necessary by the Executive Committee
 - b. 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
 - c. 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
 - d. Prepare and submit such reports or statements of the Chapter's finances and accounts as may be requested by the Executive Committee
 - e. Sign and/or countersign such instruments requiring his/her signature
 - f. Serve as chairman **or a member** of the Finance Committee
 - g. Make periodic recommendations to the Executive Committee on determining an annual budget for the Chapter and on management of the Chapter's assets
 - h. **Assist members in gaining access to the AGO ONCARD system for membership update and renewal**
 - i. Provide **the AGO Membership Brochure and** membership forms upon request. This shall include the national membership application, national reinstatement form, and Chapter membership renewal form
 - j. **Understand and be able to retrieve records of the chapter membership from the AGO's National membership database through the ONCARD system**
 - k. **Maintain appropriate and necessary contact with the ONCARD system to support the chapter leadership**
 - l. Remain in office for a term of two (2) years, with the possibility of nomination for re-election
 - m. Perform such other duties incidental to the execution of this office that may be required by the Executive Committee.

5. **THE EXECUTIVE COMMITTEE.**

The Executive Committee is comprised of the **Officers** and **six (6)** members-at-large. The members-at-large are divided into three (3) groups **of two (2) members each, with** each group serving successive three-year terms, and with the possibility of nomination for re-election. All members of the Executive Committee must be **voting General or Certificated** members in good standing of the Guild.

The election, installation, and length of term are described in Section 8. ELECTION PROCEDURES of these Chapter Operating Procedures. At completion of their term of service, Executive Committee members shall give all official records and important documents to their successor.

Duties

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.

Meetings

The Executive Committee shall meet as needed. 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 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. An agenda of the matters to be considered at the meeting shall be distributed with the notice relating thereto.

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. Notice of the time and place of a called meeting shall be given to each member of the Executive Committee at least seven (7) days prior to the date of such meeting. An agenda of the matters to be considered at such a called meeting shall be distributed with the notice relating thereto. The meeting may be conducted in person or, following sufficient opportunity for discussion, by polling the members by phone or email. All members must be informed and contacted. Such business shall be recorded as online minutes and presented subsequently to the chapter for ratification.

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.

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.

Minutes of meetings of the Executive Committee are to be distributed to members of the Executive Committee via email or postal service promptly following each meeting.

Vacancies among the Officers or on the Executive Committee

Any **Officer or** 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 **among the Officers or** 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.

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 Executive Committee shall appoint a member in

good standing (Executive Committee members are eligible) to 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.

Section 5. STANDING COMMITTEES

Each summer members of the committees are chosen from **voting General or Certificated** 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, **the newsletter** and posted on the Chapter website.

Should the Executive Committee determine that a specific committee is not needed, that committee need not be formed until the need arises.

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

Chairpersons of committees shall send advance notices of meetings to the Dean and committee members with an agenda of topics to be discussed.

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 the Southeast Region of the AGO. The amount of **application fees**, 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 Southeast Region 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 Southeast Region 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 **informing the Chapter of and** carrying out the policies and procedures set forth in the AGO Code of Ethics, **AGO Code of Professional Standards, the AGO Discipline, and various other employment resources available on the National AGO website.**

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. **This committee shall work with the Program Committee to ensure smooth coordination of Chapter events.**

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~~ **message** from the Chapter dean; and any other item deemed appropriate by the Executive Committee.

The **newsletter shall be published on a quarterly basis with additional issues as needed. The editor should work closely with the chapter webmaster to coordinate publication of the newsletter content in a timely manner on the chapter website.**

Program

The Program Committee 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 **work with the Hospitality Committee to carry** out appropriate logistics and **make** 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 American Organist*, contact local media with press releases of Chapter events, and create and maintain a Facebook page and other social media 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 **scholarship** 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.

Should no one in the Chapter be able to serve as Webmaster, an outside party may be contracted to perform this task. Care should be taken to ensure the Chapter maintains ownership of the website data and programs, and that timely backups of the website data are made to allow restoration of the Chapter website in event of data loss.

Section 6. MEETINGS.

Officers

Guidelines for meetings of the Officers are provided in Section 4.1. Officers.

Executive Committee

Guidelines for meetings of the Executive Committee are provided in Section 4.5.

Chapter

In accordance with Article VIII Section 5 of the National Bylaws and Article V Section 3 of the Chapter Bylaws, there shall be a minimum of one (1) general meeting per year for the election of Officers (if scheduled) or Executive Committee class, 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. 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.

General (Regular) Meetings of the Chapter shall be held as determined by the Executive Committee for the purposes of executing the business affairs of the Chapter. Generally these meetings will be held prior to the Chapter's program meeting, usually in September, October, November, February, March, April and May. The schedule and location for these meetings will be announced at the September Chapter meeting, published in each Chapter newsletter, and posted on the Chapter website. Any changes to the published meeting schedule or location shall be given as soon as reasonably possible to the members via email, Chapter website, phone call, and/or postal service.

The agenda of the Chapter meeting shall include reports from Chapter Officers on the work and financial condition of the Chapter and reports of Standing and Special Committees. Additional items for inclusion on the agenda of the Chapter meeting may be submitted by members of the Chapter in writing to the Secretary. The Secretary will then notify the Executive Committee of the submission and add it to the agenda for consideration by the Executive Committee at its meeting prior to the next Chapter meeting. Such items submitted by members of the Chapter should be received by the Secretary no less than two (2) weeks prior to the Executive Committee meeting.

Additional meetings of the Chapter may be called by the Dean, or on petition by the Executive Committee, upon written notice via email, Chapter website, phone call, and/or postal mail to the members not less than ~~thirty~~(30) fourteen (14) days prior to such meeting. An agenda of the items to be considered at this special meeting shall be distributed with the notice of the meeting.

At all meetings of the Chapter, the presence at the commencement of such meeting of not less than 25% of the Chapter membership or 25 members, whichever is fewer, shall be necessary and sufficient to constitute a quorum for the transaction of any business.

All attendees at Chapter meetings must be active members of the Guild in good standing as defined in Section 3. MEMBERSHIP of the Chapter Operating Procedures. Any current National Officers, National Committee Members, or representatives of the National Organization present may attend but have no voting rights. In order for the Chapter to conduct its business, guests and Chapter friends in attendance for other Chapter functions, such as a dinner or program, may be excused before commencement of the Chapter meeting.

Minutes from the Chapter meeting will be made available to the Chapter members in a timely manner after the meeting by posting to the Chapter website or email.

Hosts and presenters of the chapter programs are provided their dinner as a courtesy by the chapter. Costs of chapter meals to all other attendees shall be high enough to cover the meal expenses without requiring chapter funds to subsidize that expense.

Section 7. DUES.

The AGO National Council determines annual dues for membership in the American Guild of Organists. **National Headquarters collects dues and membership data through the ONCARD system and remits to the chapters their portion of dues and donations.**

Section 8. ELECTION PROCEDURES.

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) **voting** 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 candidates 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.

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 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.

Election and Installation of Executive Committee Members-at-Large

The duly elected members-at-large of the Executive Committee shall be divided into three (3) classes of **two (2)** 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.

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 **two (2)** 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 Chapter** 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.

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 **prior** 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 **Dean or Chairperson of the Program Committee** 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. **Scholarship awards may be divided among deserving students upon the recommendation of the competition judges.**

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 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 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 Southeast Region, and have the support of a Southeast Region 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.
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 **majority** vote of the eligible 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 **May xx, 2018**.

Dean

Secretary

Treasurer
