

**AMERICAN GUILD OF ORGANISTS  
SAINT LOUIS, MISSOURI CHAPTER #633  
OPERATING PROCEDURES**

On November 14, 2016 the undersigned members of the Executive Committee of the Saint Louis Missouri Chapter #633 of the American Guild of Organists (hereinafter, "Guild") do adopt the following as OPERATING PROCEDURES, which are in accordance and agreement with the National Bylaws as adopted by National Council adopted April 13, 1896, and as amended through June 20, 2016 in Houston, Texas.

**Section I. NAME, ORIGIN AND PLACE OF BUSINESS**

- A. **NAME.** The name of this organization shall be the Saint Louis, Missouri Chapter #633 of the American Guild of Organists (hereinafter, "Chapter"), a subordinate unit of the national organization known as the American Guild of Organists.
- B. **ORIGIN.** The Missouri Chapter was originally chartered on October 23, 1911 and was renamed the Saint Louis Chapter in February of 1955.
- C. **ADDRESS.** The primary address of the Saint Louis Chapter is in care of the Dean or a designated member of the Executive Committee who is a resident of Missouri. In order to comply with Missouri State Law, the registered office address filed with the Missouri Secretary of State's Annual (or Biennial) Registration Report for Nonprofit Corporation Charter #N01022826 must be a Missouri address. PO Box alone is not acceptable.

**Section II. MISSION STATEMENT.** Article II, Section 1 of the National Bylaws states "The mission of the American Guild of Organists is to foster a thriving community of musicians who share their knowledge and inspire passion for the organ." None of the Chapter's activities pursuant to these OPERATING PROCEDURES shall be undertaken, executed or interpreted, in a manner inconsistent with the fundamental purposes of the Guild.

**Section III. 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. Besides the national dues, an additional assessment will be made for local Chapter dues, the amount to be established by the Executive Committee. The membership of a Chapter shall be divided into two classes: Voting Members and Non-Voting Members as defined in the National Bylaws in Article III; and includes Dual Members and Chapter Friends and Chapter Honorary Members.

**A. VOTING MEMBERS**

**General Members.** General Members shall consist of organists and choral conductors and other individuals who support the purposes of the Guild and shall (I) be approved by a Chapter; (II) be elected to membership by the National Council; and (III) have paid the dues and fees set by the National Council.

As long 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; and
- (V) receive the official journal of the Guild.

[Note - Membership includes: Regular, Special (age 65 or over, under 21, or disabled), Partner (2nd member at same address, no TAO), and Student (with student ID)].

**Dual membership** shall consist of those Voting Members who have established primary membership through another established Chapter, are approved by the secondary Chapter, and have paid the dues and fees set by the National Council.

Dual Members are eligible to vote and hold office in both the primary and secondary Chapter, though each Member has only one vote in National and Regional elections.

## **B. NON-VOTING MEMBERS**

Non-Voting Members shall consist of National Subscribing Members, National Honorary Members, and Organizational Affiliate Members.

**Chapter Friends.** Chapter friends shall consist of those individuals who support the purposes of the Guild, are not organists or choral conductors, and 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 participation in Chapter activities and receipt of the Chapter newsletter, *The OPUS*.

**Chapter Honorary Members.** Chapter Honorary Members shall consist of those individuals who have made a distinguished contribution to the furtherance of the purposes of the Guild and the Chapter. They shall be nominated by two Voting Members of the Chapter in good standing and elected by the Executive Committee. Such members shall not be required to pay any dues or fees set by the National Council for one year. The waiver of fees is for one year only, not in perpetuity.

The privileges of this class of membership shall include the right to participate in all Chapter activities and to receive the Chapter newsletter (*The OPUS*). If the Chapter

pays dues and fees set by the National Council on behalf of the Chapter Honorary members, Chapter Honorary Members may have the privileges of Voting Membership; otherwise, the Chapter honorary members shall not be eligible for election to Chapter or Guild office and they shall have no vote.

#### **Section IV. CHAPTER GOVERNANCE.**

Definition. A Chapter shall be defined as a local group of Members of the Guild. Chapters shall be governed under the Charter and Bylaws of the Guild. All details connected with the description of boundaries, formation, and operation of the Chapters shall be subject to the National Council.

The following positions are elected.

**OFFICERS.** The required officers of the Chapter shall be the Dean, Sub-Dean, Secretary, and Treasurer. For purposes of the Missouri Secretary of State nomenclature, the Dean is the President/CEO and the Sub-Dean is the Vice-President.

**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 Chapter and Executive Committee when present.
- b. Nominate the Chairs of all standing committees for appointment by the Executive Committee.
- c. Nominate, for appointment by the Executive Committee, a person or persons to fill vacancies that may occur as the result of disqualification, resignation, incapacity, removal or death 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.  
(NOTE: “Ex-officio” means “by virtue of office held,” and carries no implication that the ex-officio member has no vote. See Robert’s Rules <http://www.robertsrules.com/faq.html#2>)
- f. Submit reports at the general meetings of the Chapter, including issues and recommendations the Dean considers appropriate for consideration by the members of the Chapter.
- 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. Supervise signing and/or countersigning of 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 Director of the Guild.
  - j. Remain in office for a term of two (2) years.
  - k. May not be re-elected for a consecutive term.
  - l. Perform such other duties as are incidental to the execution of this office or that may be required of the Dean by the Executive Committee.
  - m. Ensure all regulations and reports for current maintenance of Federal IRS 501(c)(3) status, online 990-N (e-postcard) report, and Missouri sales/use tax exemption status, and Missouri Biennial Registration Report Form are maintained in current and good standing.

**PREVIOUS DEANS.** The immediate past dean may serve on the Executive Committee in an ex-officio capacity for one year. All other past Deans are welcome to attend the Executive Committee as ex-officio members without voting rights.

**SUB-DEAN.** The Sub-Dean, in the absence of the Dean of the Chapter, shall exercise all the powers and perform all the duties of the Dean of the Chapter. The Sub-Dean will serve as Chair of the Program Committee and, as such, be responsible for planning the annual program of activities for the Chapter.

The Sub-Dean shall remain in office for a term of two (2) years. The Sub-Dean may not be re-elected for consecutive terms. The Sub-Dean shall perform such other duties as are incidental to the execution of this office or that may be required of him/her by the Executive Committee. In case of the Dean's resignation, incapacitation, removal or death, the Sub-Dean will succeed to the office of Dean for the remainder of the Dean's elected term.

**SECRETARY.** The Secretary shall record minutes of meetings of the Executive Committee and general Chapter membership, keep record books belonging to the Chapter, and have custody of the minutes of the meetings of the Executive Committee and of general meetings of the Chapter. Such minutes of the Executive Committee shall include the names of those members who are present and absent as well as copies of the reports from all committees. The Secretary shall issue notices for all meetings of the Executive Committee. A summary of the Executive Committee meeting shall be

published in the Chapter newsletter, *The OPUS*. The Secretary shall 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. The secretary may be re-elected to serve consecutive two (2) year terms.

**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) Income and expenses for both Chapter and special activities, including programs, gifts/donations, POE's, concerts, etc. All other financial records and documents deemed necessary by the Executive Committee. The treasurer shall be a member of the Finance 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. Ensure compliance with the ONCARD online dues collection system adopted by National Council.
- d. Disburse, or supervise the disbursement of, all other funds of the Chapter, in accordance with the authority granted by the Executive Committee, utilizing proper vouchers to correspond to the disbursements and keeping accurate records thereof.
- e. Prepare and submit such reports or statements of the Chapter's finances and accounts as may be requested by the Executive Committee.
- f. Sign and/or countersign such instruments requiring his/her signature
- 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. Prepare annual audit report for the Auditor and submit copies of records, vouchers, and supporting documentation to the Auditor by July 31.
- i. Perform such other duties incidental to the execution of this office that may be required by the Executive Committee.
- j. May be re-elected for consecutive two (2) year terms.
- k. Ensure all regulations and reports for current maintenance of Federal IRS 501(c)(3) status, online 990-N (e-postcard) report, and Missouri sales/use tax exemption status, and Missouri Biennial Registration Report Form are maintained in current and good standing.

**EXECUTIVE COMMITTEE.** The Executive Committee is the representative governing body of the Chapter. The Executive Committee conducts the business of the Chapter when the full membership is not present. The Committee shall consist of all elected officers of the Chapter and all duly elected members of the Executive Committee. A quorum of 7 Executive Committee attendees shall be sufficient to execute Chapter business.

The Executive Committee shall meet a minimum of four times per year. Additional meetings may be scheduled as deemed necessary by the Dean. The Dean shall provide no less than fourteen- (14) days notice of any meeting of the Executive Committee. Attendance by Executive Committee members is expected at all meetings. At the discretion of the Dean and/or Executive Committee, two consecutive unexcused absences or three consecutive excused absences may be regarded as sufficient reason for replacing an Executive Board member.

All Chairs of standing committees and all District, Regional, and National Officers who are members of the Chapter may attend Chapter Executive Committee meetings with voice, but no vote. Although invited to attend Executive Committee meetings, the Auditor is not required to do so.

#### **EXECUTIVE COMMITTEE APPOINTEES**

The following positions are by appointment of the Executive Committee.

**REGISTRAR.** The Registrar shall be custodian of the membership records of the Chapter. The Registrar and Membership Coordinator, if separate appointments, shall work closely together. The Registrar has the following duties and responsibilities:

- a. Ensure compliance with the ONCARD online dues collections adopted by National Council. Paper renewals are processed through National Headquarters.
- b. The Registrar is granted ONCARD administrative privileges.
- c. Gather current information for the Chapter Yearbook (Directory) and provide this information to the Treasurer, the Yearbook Editor, and the Newsletter Editor.
- d. Sign and distribute membership cards, if used by the chapter.
- g. Perform such other duties as are incidental to the execution of this office or task that the Executive Committee may direct.

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

- a. Develop and administer a process for identifying and recruiting new members
- b. Use the resources of ONCARD to identify new areas of membership growth.
- c. Serve as key contact person for members and prospects seeking information about membership categories, benefits, dues, etc.
- d. Help ensure that current members participate in the chapter's social, musical, and professional development programs.
- e. Take an active role in ensuring that all chapter members are welcomed cordially at meetings and integrated seamlessly into the fabric of the chapter.
- f. Set the standards for hospitality and teach them to others.
- g. Serve as Chair of the Membership Committee (Section VIII, Paragraph 7, below).
- h. Perform such other duties as are incidental to the execution of this office or tasks that the Executive Committee may direct.

**HISTORIAN.** The Chapter Historian shall keep a copy of all Chapter programs, any published article concerning the Chapter appearing in a newspaper or magazine, any Chapter publication, and any book, score or concert program submitted by a member of the Chapter. The Chapter Historian shall keep the history of the AGO Chapter in such a place that it shall be accessible to all members.

**NEWSLETTER EDITOR.** The Editor of the Chapter Newsletter, *The OPUS* shall have responsibility for gathering and publishing all necessary items and information for the benefit of the members of the Chapter. Such items and information shall include, but not be limited to, the following: announcements of forthcoming meetings of the Chapter; notices of upcoming Chapter program events; a calendar of future programs or events in the community; 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. The Editor shall also work closely with the Treasurer of the Chapter to ensure that advertisements have been paid in a timely manner.

**PUBLICITY LIAISON OFFICER.** The Publicity Liaison Officer shall have responsibility for all publicity concerning Chapter meetings, public programs,

recitals and any other activities of the Chapter, as the Executive Committee deems necessary. The logo of the American Guild of Organists shall be used in all printed publicity materials. The Publicity Liaison Officer may gather information about the Chapter and its activities each month and forward such information to National Headquarters for publication in *The American Organist*.

**AUDITOR.** The Auditor shall examine the books of the Chapter that are maintained by the Treasurer. This examination shall take place following the close of the fiscal year of the Chapter, which corresponds to the fiscal year of the National Organization, July 1 to June 30. The treasurer shall submit all reports and receipts by July 31. The audit should be completed by September 30, and be presented to the Executive Committee at the next scheduled meeting.

**WEBMASTER.** The Webmaster shall have responsibility for maintaining the Chapter web site [www.agostlouis.org](http://www.agostlouis.org). Content on the website, minimally, must have information which reflects the current activities of the Chapter. Additionally, the website must promote the resources of the National website.

**SOCIAL MEDIA COORDINATOR.** The social media coordinator holds responsibility for all chapter initiatives and communications in the sphere of “social media communications.” This is principally, but not exclusively focused on Facebook as a channel of communication. Also encourages members of the chapter to record their events and items of interest, and make them accessible to the Social Media Coordinator.

**PHOTOGRAPHER.** Create and curate an image record of all Chapter events, including still photography and motion video.

**EXAM COORDINATOR.** It is the duty of the Exam Coordinator to promote our educational directive by recruiting Chapter members to obtain some level of AGO certification. Monitor published certification policies and procedures as determined by the National Committee on Professional Certification and coordinate the administration of certification examinations.

**PLACEMENT COORDINATOR.** The Placement Coordinator shall be responsible for maintaining a current list of positions available for church and synagogue musicians, such list to be available to all members by means of personal contact with the Coordinator. The Coordinator shall make announcements of such positions as appropriate, including publishing them in the Chapter Newsletter with the institution name, contact person’s name and number,



title or position, salary and benefits, and all other pertinent information available. All listings will expire in 2 months after original posting unless renewed by the listing institution.

**PROGRAMS AND GENERAL MEETINGS OF THE CHAPTER.** Program meetings of the Chapter are proposed by the Program Committee and approved by the Executive Committee. A minimum of one general business meeting will be held annually. Historically, this has been the last meeting of the Program Year (May) and includes installation of new officers, reports from the Officers and Executive Committee on the condition of the Chapter, and presentation of awards, including the Avis Blewett Award. The general business meeting(s) may take place at such other time as deemed necessary, with approval of the Executive Committee. At all meetings of the Chapter, the presence at the commencement of such meeting of not less than twenty-five percent (25%) or twenty-five (25) members (whichever is fewer) shall be necessary and sufficient to constitute a quorum for the transaction of any business of the Chapter. All members in good standing may vote.

**Section V. DUES OF THE CHAPTER.** The AGO National Council determines annual dues for membership in the American Guild of Organists. Membership dues are collected and reported by ONCARD [www.agohq.org](http://www.agohq.org) according to policies from National Headquarters.

**Section VI. ELECTION PROCEDURES.**

**NOMINATING COMMITTEE.** The Nominating Committee shall consist of a minimum of three (3) persons who are Chapter members in good standing. Not more than one (1) may be a member of the Executive Committee. The Dean may not be a member of the Nominating Committee. The Nominating Committee is appointed by vote of the Executive Committee upon the recommendation of the Dean. The Nominating Committee shall nominate one (1) or more candidates for each open office (Dean, Sub-Dean, Secretary, Treasurer), and three or more candidates to fill vacancies for the new class of Executive Committee members. The Nominating Committee shall present the slate to the Executive Committee before January 15th. The slate of candidates shall be recorded in the minutes, published in the February Chapter Newsletter and announced to the general membership according to the schedule required in the National Bylaws, prior to March 1. General voting shall conclude in time for results to be tabulated and reported at the April Executive Board Meeting. Additional nominations may be made by petition if each petition is signed by five (5) Chapter members 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 and may not be vetoed by the Executive Committee or any member thereof, including the Dean.

**ELECTION AND INSTALLATION OF CHAPTER LEADERS.** The annual election of Chapter leaders, both Officers and members at-large of the Executive Committee, shall take place via online voting by April 1 of each year. Paper ballots (for those not returning an electronic ballot) shall be mailed by the Secretary of the Chapter. The ballots are to be opened and counted in the presence of at least two Chapter members in good standing including one member who is not currently serving on the Executive Committee. A plurality of votes cast shall be sufficient for election. Newly elected Chapter leaders shall be installed at the May general meeting of the Chapter. Terms of office begin on July 1.

**ELECTION OF EXECUTIVE COMMITTEE MEMBERS AT-LARGE.** The duly elected members of the Executive Committee shall be divided into classes of three (3) elected in consecutive years. Each class shall have three (3) members who shall each serve a term of three years. Each elected member of the Executive Committee shall hold office only for the term for which he/she was elected and shall serve until his/her successor is elected and officially installed.

**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. A 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 may be filled through appointment by the Dean. Any Chapter 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 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 until 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 majority vote of the Executive Committee.

## **Section VII. PROGRAMMING POLICY**

The Program Committee, for which the Sub-Dean serves as Chair, shall be responsible for all programming by the Chapter.

Written agreements should be executed for all guest artists, program venues, and any agreement for which funds for honoraria or compensation are anticipated. The Program Committee shall also assist the Sub-Dean in any capacity deemed necessary. A program budget will be established annually by the Executive Committee in consultation with the Program Committee.

The Saint Louis Chapter may pay a reasonable charge or make a donation to a church for rental, kitchen, custodial help, and/or security. Any amount is subject to Executive Committee approval.

## **Section VIII. STANDING COMMITTEES**

The Executive Committee has the power to appoint all standing committees and committee Chairs. The Dean nominates committee Chair, and each committee Chair appoints the members of his/her committee. The Dean serves as an *ex-officio* member of all committees. Examples of some possible Standing Committees include:

**AGO PROFESSIONAL CERTIFICATION COMMITTEE.** The Chapter Education Coordinator shall be the Chair of this Committee. This Committee has responsibility for devising ways to aid members of the Chapter in preparing themselves for the AGO examinations. Should the Chapter be chosen as an AGO Examination Center the Chair is responsible for conducting AGO Certification Exams according to the guidelines provided from National Headquarters.

**OPERATING PROCEDURES COMMITTEE.** The Operating Procedures Committee shall be responsible for keeping the Executive Committee advised of the

contents of the National Bylaws, particularly as to the effect of any changes upon the Chapter's own Operating Procedures. This Committee advises the Executive Committee on necessary revisions to Operating Procedures and keeps records of all such policies and procedures as adopted by the Executive Committee, including such amendments and additional policies created by Executive Committee action, with indication of the dates of such actions.

**COMPETITION COMMITTEE.** In the event of a chapter sponsored competition, the Competition Committee shall be responsible for conducting the Chapter Competition in Organ Performance. Local competitions held in odd-numbered years shall be governed by the rules of the AGO/Quimby Regional Competitions for Young Organists, such rules being published in the June issue of the previous even-numbered year in *The American Organist*. Competitions held in even-numbered years shall be sponsored by the Chapter and shall follow procedures conforming to the Chapter's own rules as adopted by the Executive Committee.

In such competitions as are governed by national rules the Chair of the Competition Committee shall keep the Executive Committee advised as to the contents of the national rules, especially the financial obligation of the Chapter to the respective Region of the AGO. The amount of prize money, if any, shall be determined by vote of the Executive Committee, in consultation with the Finance Committee. The Competition Committee shall inform any prospective competitors of the competition by announcing the date, location and any other pertinent information in October of each year and shall announce the competition to the general membership of the Chapter no later than November. The Competition Committee is responsible for publicizing the competition. All press releases and informational mailings or circulars shall bear the logo of the American Guild of Organists and the name of the local Chapter with clearly legible contact information.

The Competition 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.

**YEARBOOK COMMITTEE (DIRECTORY COMMITTEE).** The Yearbook Committee shall publish the annual Chapter Yearbook (or Chapter Directory). The Yearbook shall include names of all current chapter members in good standing with addresses and other contact information that individual members have authorized to be included. The Yearbook shall also include official addresses and contact information for the Chapter and for National Headquarters, for Chapter officers and committee Directors, and for Regional Councilors and District Conveners. The Yearbook shall also include the

following: a schedule of Chapter programs for the year; general information about the Chapter including instructions on using the Chapter placement and substitute organist lists; a listing of names of patrons and sponsors of the Chapter and its activities; the AGO Code of Ethics and Code of Professional Standards; and any other material that the Executive Committee shall deem necessary or helpful to the membership.

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

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

**HOSPITALITY COMMITTEE.** 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, of which the Membership Coordinator or Registrar is Chair, shall assist the Membership Coordinator/Registrar in recruiting new members and retaining current members.

**PROFESSIONAL DEVELOPMENT COMMITTEE.** The Professional Development Committee shall be responsible for developing Chapter policy and furthering the Guild's Mission through providing information to members about job expectations, salary negotiation strategies, and any other assistance that enables members and their employers to reach agreement concerning compensation and duties. The Guild does not allow the publishing of salary guidelines or model contract provisions. The Committee shall also develop and nurture relationships with institutions in the community. The Committee shall also be responsible for carrying out the policies and procedures set forth in the AGO Code of Ethics, including the Discipline.

**PROGRAM COMMITTEE.** The Program Committee, of which the Sub-Dean shall be the Chair, shall be responsible for all programming in the Chapter, including but not limited to recitals, concerts, lectures or other special presentations, with the goal that the programs be far-reaching in scope and appeal to the membership. This Committee shall be responsible for proposing a program calendar and budget to the Finance Committee and Executive Committee. This Committee shall also be responsible for carrying out

appropriate logistics and making all arrangements to ensure the smooth coordination of Chapter events.

**PUBLICITY LIAISON.** The Publicity Liaison 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.

**Section IX. AMENDMENTS TO OPERATING PROCEDURES.** Following adoption by the Executive Committee and approval by the Chapter membership, the Regional Councillor, and the national Vice President, these OPERATING PROCEDURES and any provision thereof may be amended at any time by action of the Executive Committee. A majority 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.

**Section X. THE AVIS BLEWETT AWARD.**

The Avis H. Blewett Award may be given annually to a person who meets the qualifications set forth under the guidelines given below. The Award process will include approval of the recipient at the March Executive Committee meeting and presentation of the award at the regular May meeting.

Guidelines:

1. The nominee should have made a significant contribution to the field of sacred music in the metropolitan Saint Louis area. Nominees may include church/synagogue/temple musicians, teachers, composers, or others. (Sacred music is defined as music that falls within the charter of the American Guild of Organists.)
2. The awardee will receive an inscribed plaque or framed certificate. Guild Members will receive one year National AGO and Saint Louis Chapter membership. Non Guild members will receive a one year subscription to *The American Organist Magazine*, and a one year subscription to *The OPUS*. The format of the award may vary, as appropriate. A record shall be kept of the awardees and the status of their awards.
3. Nominations are to be submitted by March 1 to a member of the Avis H. Blewett Award Committee (appointed by the Dean.) This Committee will select and recommend the awardee(s), if any.
4. The Executive Committee will approve or reject the proposed awardee(s) at its March meeting.

5. The award may be presented annually at the May meeting. Current and past Avis Blewett Award recipients will be invited to the Annual Banquet as guests of the Chapter and their individual dinners will be provided at Chapter expense.
6. All awardees will be listed in the annual Yearbook.
7. Previous recipients William “Pat” Partridge and Marie Kremer were awarded lifetime National AGO and Chapter membership privileges.

**Section XI. MAILING LABELS.** The fees for mailing labels are \$20 for outside organizations and \$10 for members. The use of the labels is restricted to musical organizations and churches only. A waiver for the fee may be made at the discretion of the Dean or Treasurer.

**Section XII. CHAPTER YOUNG ARTIST COMPETITION.** The Chapter may, at the discretion of the Executive Committee, hold a biennial competition in accordance with the rules of the Regional Competitions for Young Organists (RCYO) (available from National Headquarters.) The First Place winner will receive an award of \$400, and an additional \$200 if invited to return to perform a recital at a later date. Any recital appearance will be at the discretion of the program Committee. The Second Place winner will receive an award of \$100. The judges who request reimbursement for mileage will be given the current rate for mileage cost as identified by the Internal Revenue Service.

**Section XIII. CHAPTER BUSINESS VIA E-MAIL.** The Executive Committee may conduct Chapter business via e-mail (including tabulation of votes) provided that 1) the results of any and all e-mail votes be formally ratified by a quorum of the Executive Committee at its next meeting, 2) any issues prompting appreciable dissent be tabled until the next meeting (at the Dean’s discretion) and, 3) all e-mail correspondence pertinent to a particular vote be preserved and printed verbatim to be included with Chapter records.

**Section XIV. REIMBURSEMENT OF CONVENTION FEES.** The Chapter Dean or his/her representative may request and receive reimbursement of AGO Convention fees. Chapter Convention Coordinators, be it for a Regional or National convention, should be provided registration costs to attend National Conventions during their term as coordinator for our locally sponsored conventions as well as the Regional or National Convention he/she is coordinating. This reimbursement is not to exceed the cost of Convention registration fees.

WHEREFORE, we, the undersigned members of the Executive Committee of the Saint Louis Chapter #633 of the American Guild of Organists, do hereby adopt the above and foregoing OPERATING PROCEDURES to govern the Saint Louis Chapter #633 of the American Guild of Organists, the first day and date mentioned above.

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Dean

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Date

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Sub-Dean

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Secretary

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