

Operating Procedures

The American Guild of Organists

Lexington Chapter, #528

On this 14th day of February, 2026, the undersigned members of the Executive Committee of the Lexington Chapter of the American Guild of Organists do adopt the following as 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 January 6, 2025.

SECTION 1. NAME. The name of this organization shall be the Lexington Chapter of the American Guild of Organists (hereinafter, "chapter"), a subordinate unit of the national organization known as the American Guild of Organists.

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 and none of the chapter's activities pursuant to these OPERATING PROCEDURES shall be read, 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.

SECTION 4. CHAPTER GOVERNANCE.

1. OFFICERS. The officers of the chapter shall be the Dean, Sub-Dean, Secretary, and Treasurer.

2. DUTIES OF THE DEAN. The Dean shall be the chief executive officer of the chapter, and as such shall have the following duties and responsibilities:

- Preside at all meetings of the chapter and Executive Committee at which the Dean is present.
- Nominate the Director of the Nominating Committee for appointment by the Executive Committee. December 31 is the deadline for appointing the Nominating Committee.
- Nominate, for appointment by the Executive Committee, a person or persons to fill vacancies that may occur as the result of death, resignation, incapacity, removal or disqualification of any officer or duly elected member of the Executive Committee.
- Appoint, with the approval of the Executive Committee, the chapter Historian, Newsletter Editor, Webmaster, Social Media Administrator, Yearbook Editor, Hospitality Director, Education Coordinator, and any ad hoc committees deemed necessary (see SECTION 5).
- Serve as *ex officio* voting member of all committees, excluding the Nominating Committee.
- 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.
- 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.
- 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.
- Have an updated signature on file with the chapter's bank account and account-holder access to the account.
- Serve as primary chapter liaison with regional leadership and the Executive Director of the Guild.

- Direct members who need assistance in renewing membership to the AGO national office.
- Provide chapter membership information to prospective members.
- Understand and be able to access online chapter membership reports available from the AGO National membership database.
- On a monthly basis, review membership reports to identify new members and those who are up for renewal.
- Serve as Newsletter Editor in the absence of an editor as described in Section 5.
- Remain in office for a term of two (2) years, with the possibility of nomination for re-election to a total of 2 consecutive two-year terms. The Dean shall be eligible to be nominated for the Executive Committee again one (1) year after retirement from the Executive Committee.
- 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.

3. DUTIES OF THE 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. 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. In addition, the Sub-Dean shall:

- Serve as Director of the Program Committee and as such be responsible for planning the annual program of activities for the chapter.
- Prepare a proposal, along with a budget, for the chapter program activities (July 1-June 30) and submit the proposal and budget by June 1 for approval by the Executive Committee.
- Remain in office for a term of two (2) years, with the possibility of nomination for re-election to a total of 2 consecutive two-year terms. The Sub-Dean shall be eligible to be nominated for the Executive Committee again one (1) year after retirement from the Executive Committee. An exception to this one (1) year waiting period may be made should the Nominating Committee choose to nominate the Sub-Dean for the office of Dean.
- Perform such other duties as are incidental to the execution of this office or that may be required by the Executive Committee.

4. DUTIES OF THE SECRETARY. The Secretary shall have custody of the minutes of the meetings of the Executive Committee and of general meetings of the chapter for the time period during his/her tenure as secretary. 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:

- 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.
- Record the minutes of all Executive Committee meetings and keep the minutes along with treasurer reports and any committee reports from the meetings.
- Prepare and distribute ballots including the chapter Nominating Committee slate and candidates nominated by qualified petition; collect and tally completed ballots and report results to the Executive Committee (See SECTION 7, ELECTION PROCEDURES)
- Be responsible for maintaining and updating the officer roster with AGO national.
- Remain in office for a term of two (2) years], with the possibility of nomination for re-election to a total of 2 consecutive two-year terms. The Secretary shall be eligible to be nominated for the Executive Committee again one (1) year after retirement from the Executive Committee.

5. DUTIES OF THE TREASURER. It is imperative that the treasurer's and dean's signatures are both on the chapter's bank card within 30 days of any change in either position. Both the

treasurer and dean must have full access to view the status of the account. The Treasurer shall be custodian of all financial records of the chapter, and as such, shall have the following duties and responsibilities:

- Keep full and accurate accounts of the receipts and disbursements of the chapter. These shall include:
 - Assets, liabilities and fund balances.
 - Revenue and operating expenses.
 - Preparation of, in consultation with dean and sub-dean, or finance committee, or entire Executive Committee, an annual budget of expected revenue and expenses for approval by the Executive Committee
 - All other financial records and documents deemed necessary by the Executive Committee.
- 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.
- Maintain online access to all financial accounts with multi-factor authentication by the treasurer, ensuring that at least one other officer acts as a signer and has access to the account in case the treasurer is incapacitated.
- Prepare and submit such reports or statements of the chapter's finances and accounts prior to all meetings of the Executive Committee, and as requested by the Executive Committee.
- File an N990 postcard with the IRS so that the chapter can continue to operate with non-exempt status. Assistance is available on the AGO website at <https://www.agohq.org/irsfilinghelp/>. The deadline to file is November 15.
- Sign and/or countersign such instruments requiring the treasurer's signature.
- Remain in office for a term of two (2) years, with the possibility of nomination for re-election to a total of 2 consecutive two-year terms. The Treasurer shall be eligible to be nominated for the Executive Committee again one (1) year after retirement from the Executive Committee.
- At the conclusion of the Treasurer's final term, hand over all chapter financial records, bank account information, including statements, and government filing records to the dean-elect or the treasurer-elect.
- Perform such other duties incidental to the execution of this office that may be required by the Executive Committee.
- Collect and record annual dues from Chapter Friends; report Friend membership information to the Yearbook Editor and the Executive Committee. The Treasurer may establish an arbitrary date for renewal of all Friends' memberships.

6. DUTIES OF THE MEMBERS-AT-LARGE. Members-at-Large of the Executive Committee should be involved in any duties that support the functions and vitality of the chapter, and shall fill one of the Appointed Positions outlined in SECTION 5. Members-at-Large shall be elected to serve a three (3)-year term, and are identified by their respective term expiration year. Members-at-Large shall be eligible to be nominated for the Executive Committee again one (1) year after retirement from the Executive Committee. Every year the Executive Committee must hold an election to replace the Member-at-Large whose term expires.

7. EXECUTIVE COMMITTEE. The Executive Committee consists of the Dean, Sub-Dean, Treasurer, Secretary, and three Members-at-Large. It is the representative governing body of the chapter. The Executive Committee conducts the business of the chapter when the full membership is not present. Regional and National Officers who are members of the chapter may attend chapter Executive Committee meetings with voice, but no vote, with the exception of the President of the AGO who has voice and vote in every chapter executive committee. The presence at the commencement of each meeting of not less than a majority of the Members shall be necessary and sufficient to constitute a quorum for the transaction of any business.

9. GENERAL MEETINGS OF THE CHAPTER. General meetings of the chapter may take place as deemed necessary, with approval of the Executive Committee. Twelve members shall be necessary and sufficient to constitute a quorum for the transaction of the business of the chapter.

SECTION 5. APPOINTED POSITIONS. The following are appointed by the Dean with the approval of the Executive Committee (see SECTION 4, DUTIES OF THE DEAN). These appointees may recruit members to form a committee as deemed necessary or helpful in carrying out the duties listed below.

1. CHAPTER HISTORIAN. The chapter historian will keep printed and/or digital records of all chapter programs and supporting collateral, newsletters, and any published articles about the chapter.

2. NEWSLETTER EDITOR. The Editor of the chapter Newsletter shall be responsible for:

- Publishing chapter information including but not limited to, promotions of upcoming programs and events, special announcements, welcoming new members, member profiles, job listings, and any other newsworthy information deemed necessary.
- Knowing about distributing this information through online platforms and working closely with the chapter webmaster to support consistent messaging.
- Including in all communications the national branding utilizing the AGO logo.

3. WEBMASTER. The webmaster is responsible for maintaining and updating a chapter's website to ensure that the following information is up to date:

- Current officer roster
- Upcoming programs and special events
- An accurate substitute list and current job listings
- Current newsletters
- A "contact us" area on the website that links to a designated volunteer assigned to answer questions
- A link to the national website to become a member.

4. SOCIAL MEDIA ADMINISTRATOR. The Social Media Administrator shall promote chapter events through various online media. The AGO logo should be included in all media when promoting an event.

5. YEARBOOK EDITOR. The Yearbook Editor shall:

- solicit paid display advertising and publish the Chapter's annual Chapter Yearbook (Directory), which shall include the 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 should be published by October 1.
- obtain consent from all members for inclusion of their information in the publication.
- include the chapter website address, official addresses and contact information for the chapter and for National Headquarters, for chapter officers and committee Directors, and for the Regional Ambassador.
- include the following: a schedule of chapter programs for the year; substitute organist lists; a listing of names of patrons and sponsors of the chapter; 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.

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

6. HOSPITALITY DIRECTOR. The Hospitality Director shall be responsible for providing refreshments for social events and receptions, at the request of the Dean or Sub-Dean.

7. EDUCATION COORDINATOR. AGO Certification is a requirement for appointment to this position. The Education Coordinator shall devise ways to support members working toward AGO Certification and publicize opportunities for continuing education, and in conjunction with the exam center coordinator, conduct certification exams should the chapter become a regional examination center.

8. AD HOC COMMITTEE CHAIR. The Dean may appoint, with the approval of the Executive Committee, someone to serve as chair of any ad hoc committee deemed necessary.

SECTION 6. DUES OF THE CHAPTER. The AGO National Council determines annual dues for membership in the American Guild of Organists.

SECTION 7. ELECTION PROCEDURES.

1. NOMINATING COMMITTEE. The Nominating Committee shall consist of five (5) persons chosen by the Director of the Nominating Committee. Members of the committee must be voting members of the chapter in good standing, and not more than two (2) may be members of the Executive Committee. Members of the the Nominating Committee shall serve a two (2) year term. The Committee shall nominate one (1) or more candidates for each office and 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 March 1. The slate of candidates shall be recorded in the minutes, published to all chapter members. Additional nominations may be made by petition if each petition is signed by five (5) voting members of the chapter in good standing and submitted to the chapter Secretary within thirty (30) days of the announcement of the slate to the chapter membership. The slate of candidates prepared by the Nominating Committee and the names of any candidate duly submitted by petition are not subject to discussion or approval by the Executive Committee and may not be vetoed by the Executive Committee or any member thereof, including the Dean.

2. ELECTION AND INSTALLATION OF EXECUTIVE COMMITTEE MEMBERS. The annual election of chapter leaders, both Officers and members at-large of the Executive Committee, shall take place by May 31 of each year. Ballots including the chapter Nominating Committee slate and candidates nominated by qualified petition shall be prepared by the Secretary and distributed either by mail or electronically (in the form of proxies) or at a general chapter meeting. Completed ballots shall be submitted to the Secretary, who is responsible for tallying the vote. Sufficient care must be taken to ensure that either the mailed/electronic ballot or notification of the meeting at which voting is to take place reaches every eligible Voting Member. A plurality of votes cast shall be sufficient for election. Newly elected chapter leaders shall be installed at the final members' meeting (May/June). Terms of office begin on July 1.

3. VACANCIES ON THE EXECUTIVE COMMITTEE. Any member of the Executive Committee may resign in writing by submitting a letter of resignation to the Executive Committee. Resignations are effective immediately upon acceptance by the Executive Committee. A vacancy on the Executive Committee including, but not 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, with approval from the Executive Committee. Any chapter member appointed to fill a vacancy must meet all qualifications to hold office and will serve for the unexpired term of the person's predecessor or for the predetermined term length until the successor has been duly elected and officially installed.

4. REMOVAL FROM OFFICE. A duly elected officer or member-at-large of the Executive Committee may be removed from office due to inability or failure to fulfill responsibilities of the role only by action of the chapter Executive Committee as follows:

- a. By simple majority vote the Executive Committee will authorize the Dean or another officer to send a formal written notice to the officer or member-at-large in question, stating that action to remove the officer from the elected position is pending before the Executive Committee. In the event of such an 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 before the next meeting of the Executive Committee, whichever is later. After such time action to remove the said officer or member-at-large shall require a two-thirds majority vote of the Executive Committee.

SECTION 8. PROGRAMMING POLICY.

All programs 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 (see SECTION 4, DUTIES OF THE SUB-DEAN, above). Any organization wishing to co-sponsor a program with the chapter shall submit a proposal to the Sub-Dean. No member of the Executive Committee or the chapter shall give confirmation of any event prior to its approval by majority vote of the Executive Committee.

SECTION 9. AMENDMENTS TO OPERATING PROCEDURES.

Following adoption by the Executive Committee, the Regional Ambassador, and the AGO Executive Director, 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.

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

Dean Date

Sub-Dean Date

Secretary Date

Treasurer Date