

**OPERATING PROCEDURES TO GOVERN THE
BLOOMINGTON CHAPTER
OF THE
AMERICAN GUILD OF ORGANISTS**

On this Second Day of September 2011, in Bloomington, Indiana, the undersigned members of the Executive Committee of the Bloomington 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 March 26, 2011.
Revised, July 1, 2014.

ARTICLE I. NAME AND ORGANIZATION

The name of this organization shall be the Bloomington Chapter of the American Guild of Organists (hereinafter, "Chapter"), a subordinate unit of the national organization known as the American Guild of Organists. The secondary title of this chapter for its use as a student organization of Indiana University shall be the Bloomington Chapter of the American Guild of Organists at Indiana University.

ARTICLE Ia. University Clauses

1. Statement of University Compliance: This organization shall comply with all Indiana University regulations, and local, state, and federal laws.
2. Anti-Hazing Policy: Hazing is strictly prohibited. Hazing shall be defined as any conduct which subjects another person, whether physically, mentally, emotionally, or psychological, to anything that may abuse, degrade, or intimidate the person as a condition of association with a group or organization, regardless of the person's consent or lack of consent.
3. Personal Gain Clause: This organization, if raising funds, shall ethically raise and distribute profits from organizational functions to either the organization or to members who provide a service that directly benefits the organization. Individual members may not receive compensation directly from for-profit companies if acting as a representative of a student organization.

ARTICLE II. MISSION STATEMENT

- Section 1 The purpose of the American Guild of Organists is to promote the organ in its historic and evolving roles, to encourage excellence in the performance of organ and choral music, and to provide a forum for mutual support, inspiration, education, and certification of Guild members.
- Section 2 Nothing in these Procedures shall be read, and none of the Guild's activities pursuant to these Procedures shall be undertaken or executed, in a manner inconsistent with this mission statement.

ARTICLE III. CLASSES OF MEMBERSHIP

VOTING MEMBERS

- Section 1 The membership of the Guild shall be divided into two classes: Voting Members and Non-Voting Members. All individuals shall be eligible for membership and participation in the American Guild of Organists. The Guild (its Headquarters, Regions, Districts and Chapters) shall not discriminate on the basis of race, national origin, age, religious affiliation,

gender, marital status, sexual orientation, disability, or medical condition (including, but not limited to, Acquired Immune Deficiency Syndrome).

Section 2. The Voting Members shall consist of General Members, Certificated Members, Dual Members, Lifetime Members, and Honorary Members.

A. General Members

General Members shall consist of organists, choral conductors, and other individuals who support the purposes of the Guild. These members shall:

1. Be approved by a Chapter.
2. Be elected to membership by the National Council.
3. 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:

1. Take the Guild examinations for certification.
2. Be nominated for election to Chapter, Regional, and National Office, and to the National Council.
3. Serve on National Committees.
4. Vote in Chapter, Regional, and National elections.
5. Receive the official journal of the Guild.

B. Certificated Members

Certificated Members shall consist of those General Members and Independent Members in good standing that have passed appropriate examinations, and have been granted appropriate certificates as designated by the National Council. Choir Masters, Associates, and Fellows shall be known as the Academic Membership. The levels of certification are:

1. Service Playing. Holders of the Service Playing Certificate have passed a test designed to demonstrate basic competence in organ playing in the setting of religious services. Holders of the Service Playing Certificate shall be entitled to affix to their names the letters SPC.
2. Colleague. Colleague Certification is awarded to those General Members and Independent Members who have passed an examination designed to demonstrate competence in organ playing and musical knowledge and ability at a level preliminary to that required of Academic Membership. Holders of the Colleague Certificate shall be known as Colleagues and shall be entitled to affix to their names the letters CAGO.
3. Choir Master. Those General Members and Independent Members who have passed an examination designed to demonstrate a high level of knowledge and competence in choral and conducting techniques and knowledge of the literature and theory of music shall be known as Choir Masters. Choir Masters shall be entitled to affix to their names the letters ChM, or to append the letters ChM to their other certificate designations as follows: FAGO, ChM; AAGO, ChM; or CAGO, ChM.
4. Associate. Those General Members and Independent Members who have passed an examination designed to demonstrate an advanced level of competence in organ performance, knowledge of the organ and its literature, and the history, philosophy, theory, and practice of music shall be known as Associates. Associates shall be entitled to affix to their names the letters AAGO.
5. Fellow. Those Certificated Members who hold the Associate Certificate of the Guild, or who have earned the Associate or Fellowship Certificate from the Royal College of Organists or the Royal Canadian College of Organists, and who have passed an

examination designed to demonstrate theoretical and practical attainments as organists and scholarly musicians at the highest level shall be known as Fellows. Fellows shall be entitled to affix to their names the letters FAGO.

C. Dual Members

Dual Members shall consist of those Voting Members who have established primary membership through another chapter, are approved by this Chapter, and have paid 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.

D. Lifetime Members.

Lifetime membership is open to anyone upon payment of such monetary amount as may be established by National Council. This membership carries the full rights and privileges of the Voting Member throughout the lifetime of the member.

E. Honorary Members.

Honorary Members shall consist of those individuals who have made a distinguished contribution to the furtherance of the purpose of the Guild and the Chapter. They shall be nominated by two Voting Members of the Chapter in good standing and elected by the Chapter. Such members shall not be required to pay any dues or fees set by the National Council. The privileges of this class of membership shall include the right to participate in all Chapter activities and receive Chapter publications. If the Chapter pays dues and fees set by the National Council, Honorary Members may have the privileges of Voting Members; otherwise, the Honorary Member shall not be eligible for election to Chapter or Guild office and they shall have no vote.

Section 3. **NON-VOTING MEMBERS**

Chapter Friends: 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. They are not eligible to receive membership benefits or to receive the official journal of the Guild. The privileges of this class of membership are participation in the Chapter activities and receipt of the Chapter publications.

ARTICLE IV. GOVERNANCE

Governance of the Chapter is vested in an Executive Committee; said committee is the representative governing body of the Chapter.

ARTICLE V. THE EXECUTIVE COMMITTEE

The Committee shall consist of all four (4) elected executive officers of the Chapter and four (4) duly elected Members At-Large of the Executive Committee; this governing body shall conduct the business of the Chapter when the full membership is not present. The Faculty Advisor from the Organ Department Faculty of the Indiana University, Jacobs School of Music (henceforth referred to as JSOM), is an ex-officio member of the Executive Committee. This Advisor shall have voice, and voting rights in the event of a tie of the membership of the Executive

Committee. All chapter members may attend Chapter Executive Committee meetings with voice, but no vote.

ARTICLE VI. CHAPTER OFFICERS AND DUTIES

The Chapter Officers shall be Dean, Sub-Dean, Secretary, Treasurer, and Faculty Advisor who shall serve on the Executive Committee. See Article XI for policies regarding reelection and term limits.

Section 1. **THE DEAN**

The Dean shall be the chief executive officer of the Chapter, and as such, shall have the following duties and responsibilities:

- A. Prepare the agenda and preside at all meetings of the Chapter and Executive Committee when present.
- B. Schedule a minimum of four meetings per year of the Executive Committee and such other meetings as are deemed necessary.
- C. Appoint, where provided for in these Operating Procedures, Coordinators, Chairpersons of Standing Committees and Advisory Committees, and correlate the work of all committees.
- D. Appoint a person or persons to fill vacancies of the Executive Committee as set forth in Article XI, Section 2.
- E. Serve as ex-officio member of all committees, excluding the Nominating Committee.
- F. Report on Chapter Affairs to the Membership of the Chapter as required by the Operating Procedures, National Bylaws, or Executive Committee, 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 Executive Committee and make such other reports to the Chapter and Executive Committee that the Dean shall deem necessary.
- H. Sign or countersign all contracts and other instruments for and on behalf of the Chapter pertaining to 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, and Regional Councillor and Executive Director of the Guild.
- J. 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.

Section 2. **THE SUB-DEAN**

The Sub-Dean shall have the following duties and responsibilities:

- A. The Sub-Dean in the absence of the Dean shall exercise all the powers and perform all the duties of the Dean.
- B. In the event the office of Dean becomes vacant, the Sub-Dean shall succeed to the office of Dean for the remainder of the Dean's elected term.
- C. The Sub-Dean shall be responsible for the Chapter's program planning in cooperation with the Executive Committee and others that the Sub-Dean shall choose.

D. The Sub-Dean shall perform such other duties as are incidental to the execution of this office or that may be required by the Executive Committee.

Section 3. **THE SECRETARY**

The Secretary has the following duties and responsibilities:

- A. Record minutes of the meetings of the membership and Executive Committee, send copies of the minutes of the Executive Committee to its members, and copies of all minutes to the editor of JUBILATE within two weeks of the meeting.
- B. Send notices of Executive Committee meetings to its members and notices of called meetings, as outlined in Article VIII, Section 2, B of these Operating Procedures, to the Voting Members at least one week before the meeting.
- C. Preserve the accumulated minutes of the Chapter.
- D. Correspond on behalf of the chapter and at the direction of the Dean, including reporting Chapter news to the National Journal.
- E. Perform such other duties incidental to the execution of this office that may be required by the Executive Committee.

Section 4. **THE TREASURER**

The Treasurer shall be the chief financial officer of the chapter and 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. As necessary, create the Executive Committee, and appoint members to serve on it. The Treasurer will serve as Chair of this committee.
- C. Prepare and submit a budget to the Executive Committee no later than June 1st for the next fiscal year.
- D. 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.
- E. Remit to National Headquarters the portion of members' dues required, according to the current dues structure of the American Guild of Organists as approved by National Council.
- F. 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.
- G. Prepare and submit such reports or statements of the Chapter's finances and accounts as may be requested by the Executive Committee.
- H. Sign or countersign such instruments as may be required.
- I. Perform such other duties incidental to the execution of this office that may be required by the Executive Committee.

Section 5. **THE FACULTY ADVISOR**

The Faculty Advisor will be appointed by the Organ Department Faculty of the JSOM Organ Department. The role of the Faculty Advisor is to provide advice and council as pertains to the actions of the Chapter, which functions as both a Student Organization of Indiana University – Bloomington and a Chapter of the Guild. The Faculty Advisor must be a member in good standing with the Guild and a member of the Chapter at the time of Appointment.

The duties of the Faculty Advisor shall be:

- A. Attend the meetings of the Executive Committee and Chapter Membership.
- B. Act as Liaison between the Chapter and the Administration of the JSOM and Indiana University in scheduling and organization of Chapter events held at the JSOM and at the University.
- C. Act as Liaison between the JSOM Organ Department Faculty and the Chapter.
- D. The Faculty Advisor shall perform such other duties as are incidental to the execution of this office or that may be required of the Faculty Advisor by the Executive Committee.

ARTICLE VII. MEMBERS AT-LARGE OF THE EXECUTIVE COMMITTEE

There shall be four (4) Members At-Large of the Executive Committee who are elected as provided herein. Members At-Large are elected for a term of one year. See Article XI for policies regarding re-election and term limits. Members At-Large provide support to the Officers of the Chapter as may be required by the Executive Committee.

ARTICLE VIII. MEETINGS OF THE EXECUTIVE COMMITTEE AND CHAPTER MEMBERSHIP

The Dean shall prepare an agenda, preside over, and conduct the Executive Committee and Membership Meetings according to these Operating Procedures and parliamentary law found in Robert's Rules of Order, current edition.

Section 1. EXECUTIVE COMMITTEE MEETINGS

- A. The Executive Committee shall meet when scheduled by the Dean or by call of two-thirds of the members of the Executive Committee.
- B. The Executive Committee shall meet a minimum of four times per year on dates set by the Dean. The Dean may also schedule meetings for other times as deemed necessary.
- C. There shall be no fewer than fourteen (14) days notice of any meetings of the Executive Committee. Meetings of the Executive Committee will be announced to the entire chapter membership.
- D. A two-thirds majority of the Executive Committee is required for a quorum.
- E. Attendance by Executive Committee members is expected at all meetings. Failure to attend two scheduled meetings of the Executive Committee in a fiscal year without excuse adequate in the opinion of the Executive Committee is deemed a resignation.
- F. Business may be conducted only through a physical gathering of the Executive Committee. In exceptional circumstances, votes may be taken by email and must be copied to the Dean, Sub-Dean, and Faculty Advisor. In all cases, Roberts Rules of Order shall be followed.

Section 2. MEMBERSHIP MEETINGS OF THE CHAPTER

- A. Regular Membership Meetings are held at least three times per academic year, unless otherwise scheduled.
- B. A special membership meeting may occur on written application to the Secretary by ten (10) Voting Members.
- C. Twenty-five percent of the Voting Membership, or 10 Voting Members, whichever is fewer, shall constitute a quorum for the conduct of official business.
- D. Actions of the Executive Committee can be rescinded by the Voting Members at a regular or special meeting with a two-thirds majority vote.
- E. The Annual Meeting for election of officers and Members At-Large of the Executive Committee shall occur during the Spring Membership Meeting, and installation ceremonies shall be performed at this meeting.

ARTICLE IX. MEMBERSHIP DUES AND FISCAL YEAR

Section 1. MEMBERSHIP DUES

The AGO National Council determines annual dues for membership in the American Guild of Organists. The Chapter shall collect and report membership dues according to these policies as embodied in the instructions issued annually from National Headquarters. The annual dues for non-Voting Members are determined by the Executive Committee and published in the April Issue of the chapter's newsletter.

Section 2. FISCAL YEAR

The fiscal year shall begin on July 1st and end on June 30th.

ARTICLE X. NOMINATION, ELECTION AND INSTALLATION OF CHAPTER LEADERS

Section 1. NOMINATIONS AND NOMINATING COMMITTEE

The Nominating Committee, of which a Chairman and at least two (2) other Members are appointed by the Executive Committee no later than December 31, and a majority of whom are not members of the Executive Committee, shall prepare the slate of candidates for election to chapter offices.

- A. The Nominating Committee shall nominate one (1) or more candidates for each Executive 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.
- B. The Nominating Committee shall present the slate to the Executive Committee, recorded in the minutes and announced to the Members prior to April 1st of the election year.
- C. Additional nominations may be made by petitions signed by at least five (5) Chapter Voting Members in good standing. Such petitions must be received by the Secretary prior to April 15th, or within fifteen (15) days after the notification of the Nominating Committee's slate, whichever is later.
- D. 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.

E. Candidates may be nominated for more than one position but may assume only the highest-ranking office, provided an electoral plurality exists.

Section 2. **ELECTION OF CHAPTER LEADERS**

The annual election of Chapter Leaders, both Executive Officers and Members At-Large of the Executive Committee, will be held at the Spring Membership Meeting following the process below.

A. All nominees for Officer positions on the Executive Committee shall be members in good standing with the Chapter for at least one (1) academic year. All nominees for Members At-Large shall be members in good standing of the Guild at the time of the nomination and shall have joined this Chapter at the start of his or her term in office. The Secretary shall verify the eligibility of the candidates and voters.

B. Two tellers, not slated for election to any office, will be appointed by the Dean to oversee the tally of the ballots, which are retained for three years in the records of the secretary and are available for inspection by the members.

C. The Secretary of the Chapter shall distribute and collect the ballots. Ballots received by the Secretary by mail up to and including the date of the spring meeting are counted, and a voter casting a ballot by mail does not cast a first ballot at the meeting.

D. Ballots by mail shall have a portion available for the voter's signature. Ballots by mail with signatures are counted, after having the signature portion cut off by the secretary when the ballot is recorded as received.

E. A plurality of votes cast for any office is necessary for election for Executive Officers. The four candidates for Members At-Large receiving the highest votes shall be elected.

F. In the event of a tie vote a second ballot is conducted at the meeting with the two candidates receiving the highest number of votes on the first ballot being the only candidates listed on the second ballot. The second ballot is conducted among those present at the meeting. Voting Members who are not present do not vote on the second ballot.

Section 3. **INSTALLATION OF CHAPTER LEADERS**

The newly elected Executive Officers and Members At-Large of the Executive Committee shall be installed at the Spring Membership Meeting of the Chapter by the Faculty Advisor. Terms of office shall begin on July 1.

ARTICLE XI. TERM OF OFFICE, VACANCIES, AND REMOVAL FROM OFFICE

Section 1. **TERM OF OFFICE**

All terms of elected offices shall begin on July 1 following the election of the Chapter's leaders during the Spring Membership Meeting. Each incumbent serves for the term for which elected and serves until a successor's term of office begins. A term is defined as one fiscal year for an officer, or a maximum of three consecutive and separately elected fiscal years for a Member At-

Large. Exceptions to the terms of office may be made from time to time by the Nominating Committee.

A. Term of the Executive Officers

The Dean, Sub-Dean, Secretary, and Treasurer shall be elected and serve for a period of one (1) fiscal year (equivalent to one term). Exceptions to the terms of office of the Executive Officers may be made from time to time by the Nominating Committee. Following this term, Executive Officers are eligible for nomination to a position they are not currently holding, provided that the Maximum Service Tenure requirements are met (Paragraph C).

B. Term of the of the Executive Committee Members At-Large.

Each elected Member At-Large shall be elected and serve for a period of one (1) fiscal year. Members At-Large are eligible for election to a maximum of three (3) consecutive fiscal years (equivalent to one term). Exceptions to the terms of office of Members At-Large may be made from time to time by the Nominating Committee. Following this term, Members At-Large are eligible for nomination to a position they are not currently holding, provided that the Maximum Service Tenure requirements are met (Paragraph C).

C. Maximum Service Tenure

1. Members of the Chapter may not serve in more than three consecutive terms on the Executive Committee.
2. If a former Executive Committee Member elects not to serve one (1) or more years on said Committee, the cycle of terms of office restarts upon reelection.
3. The Faculty Advisor may serve an unlimited number of terms, as approved by the Executive Committee and the JSOM Faculty.

Section 2.

VACANCIES ON THE EXECUTIVE COMMITTEE

Any member of the Executive Committee may resign from his or 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, death or removal 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 the predecessor.

Section 3.

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 or her responsibilities only by action of the Executive Committee as follows:

- A. A simple majority vote of the Executive Committee shall authorize the Dean or other officer designated by the Executive Committee to send a formal written notice to the officer 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.

ARTICLE XII. APPOINTED POSITIONS

Appointed Positions may include, but are not limited to: Choral Fest Coordinator, Competition Coordinator, Faculty Advisor, Historian, Hospitality Coordinator, Librarian, Membership Coordinator, Newsletter Editor, Publicity Coordinator, Spooktacular Coordinator, Student Organ Encounter Coordinator. Those in Appointed Positions may serve as chair and/or member of those committees as provided for in these Operating Procedures. Appointed Positions, if not otherwise provided for in these Operating Procedures, are appointed annually by the Dean after consulting members of the Executive Committee.

Section 1. CHORAL FEST COORDINATOR

The Choral Fest Coordinator shall be the contact person for the organization of events surrounding the annual American Guild of Organists Bloomington Chapter Choral Festival. The coordinator shall report to the Executive Committee on all developments of the program.

Section 2. COMPETITION COORDINATOR

The Competitions Coordinator shall be the contact person for any Chapter Competitions and shall keep the Executive Committee informed of important developments of the Competition Committee.

Section 3. FACULTY ADVISOR

See Article VI. Section 5.

Section 4. CHAPTER HISTORIAN

The Chapter Historian shall keep a copy of all Chapter programs, any published articles concerning the Chapter appearing in a newspaper or magazine, any Chapter publication, and any book, music, or concert or recital program submitted by a member of the Chapter. The Chapter Historian shall also keep an index and preserve these accumulated archives of the Chapter in a secure place accessible to all members.

Section 5. HOSPITALITY COORDINATOR

The Hospitality Coordinator, along with any recruited members, shall be responsible for all social functions and events of the chapter by performing the following:

1. Makes arrangements for dinners and receptions according to the direction of the Executive Committee.
2. Makes arrangements for reservations for chapter dinners and receptions.
3. Arranges all hospitality at the Chapter events and functions.
4. Makes all provisions the Program Committee or the Dean deems necessary.

Section 6. CHAPTER LIBRARIAN

The Chapter Librarian shall be responsible for compiling such items as books, music scores, hymnals, anthems, service music, and various multimedia, or any other material that may be of interest to chapter members, and shall develop a program allowing materials to be loaned out to members for a period of time.

Section 7. MEMBERSHIP COORDINATOR

The Membership Coordinator serves as the key contact person for members and prospects seeking information about membership categories, benefits, dues, etc.

Section 8. **NEWSLETTER EDITOR**

The Editor of the Chapter Newsletter, *Jubilate*, shall have responsibility for gathering and publishing all necessary items and information for the benefit of the Chapter members. Such items and information shall include, but not be limited to, the following:

1. Announcements of future chapter meetings.
2. Chapter program events.
3. A list of positions available for musicians.
4. A letter from the chapter Dean.
5. Any other items deemed appropriate by the Executive Committee.

Section 9. **PUBLICITY COORDINATOR**

The Publicity Coordinator shall have the responsibility for all publicity concerning Chapter meetings, public programs, recitals, concerts and 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 coordinator shall work with the Faculty Advisor and the Public Relations staff of the JSOM in utilizing the Organ Department and AGO Bloomington websites.

Section 10. **SPOOKTACULAR COORDINATOR**

The Spooktacular Coordinator shall be the contact person for the organization of events surrounding the annual Pipes Spooktacular held on or near Halloween in Auer Hall at the JSOM. The coordinator shall report to the Executive Committee on all developments of the program.

Section 11. **STUDENT ORGAN ENCOUNTER COORDINATOR**

The Student Organ Encounter Coordinator carries out the plans for the S.O.E. (Pipe Organ Encounters; Pedals, Pipes, & Pizza) developed by the Executive Committee and makes reports regularly to the Executive Committee and the Chapter.

ARTICLE XIII. STANDING COMMITTEES, ADVISORY, AND AD-HOC COMMITTEES

Chairs of both the Standing and Advisory Committees, if not otherwise provided for in these Operating Procedures, are appointed annually by the Dean after consulting members of the Executive Committee. The Dean serves as ex-officio member of all Standing and Advisory Committees, but not the Nominating Committee.

Section 1. **STANDING COMMITTEES**

The Standing Committees shall be: the Nominating Committee.

- A. Nominating Committee
See Article X.

Section 2. **ADVISORY COMMITTEES**

The Advisory Committees, which have at least three (3) members, shall be the Operating Procedures Committee, and shall report to the Executive Committee in an advisory role.

- A. Operating Procedures Committee
The Operating Procedures Committee, of which the Chair is appointed by the Dean and the members appointed by the Chair, shall be responsible for advising the Executive Committee on necessary revisions of the Operating Procedures, and also have the following duties.

1. Be responsible for keeping the Executive Committee advised of the contents of the National Bylaws, particularly as to any effect of any changes upon the chapter's own Operating Procedures.
2. Make necessary revisions to the Operating Procedures.
3. Keep 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 revisions.

Section 3. **AD-HOC COMMITTEES**

Ad-Hoc Committees, their Chairs and members may be appointed from time to time by the Dean for issues arising that are not otherwise within the scope of the Standing or Advisory committees. The Dean shall specify the purpose and scope of each Ad-Hoc Committee along with a date to report to the Executive Committee with its findings. All Ad-Hoc Committees shall serve no longer than six (6) months without reappointment and shall be dissolved at the end of the Dean's term of office. Once a report is submitted and deemed acceptable to the Executive Committee, the Ad-Hoc Committee shall likewise be dissolved.

ARTICLE XIV. AMENDMENT OF OPERATING PROCEDURES

Following adoption by a two thirds majority vote of the Executive Committee, and approval by a two-thirds majority vote of the Chapter membership, the Regional Councillor, and the National Vice President, these Operating Procedures become effective.

Section 1. **AMENDMENTS**

Provisions in these Operating Procedures shall be subject to amendment by alteration, revision, repeal, and additions at any time by a two-thirds majority vote of the Executive Committee. A notice of the change to the Operating Procedures must be received by the Executive Committee at least one week prior to the meeting of the Executive Committee where the amendment is to be considered. Any action by the National Council affecting the Chapter becomes a part of these Operating Procedures, and the Dean arranges for the Operating Procedures Committee to publish and preserve such changes in these Operating Procedures.

Section 2. **RESCINDING AMENDMENTS**

Any amendments to these Operating Procedures by the Executive Committee may be rescinded with a two-thirds majority vote by the Voting Members in a regular or special meeting assembled, provided that notice of such appeal is published to each Voting Member at least five (5) days before the meeting at which the appeal is to be considered.

The Executive Committee of the Bloomington Chapter of the American Guild of Organists.

Priscilla Weaver
Dean

Brent te Velde
Sub-Dean

Chere Ko
Secretary

Thomas Wood
Treasurer

Colin Andrews
Faculty Advisor

Mike Powell
Member-at-Large

Nicole Simental
Member-at-Large

Nick Quardokus
Member-at-Large

David Harrison
Member-at-Large

