

PROCEDURAL GUIDE

American Guild of Organists

Richmond, Virginia Chapter



April, 2010

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I. GENERAL INFORMATION

1. Business of the chapter will be conducted in accordance with the current National Bylaws of the American Guild of Organists. www.agohq.org/about/index.html. In the absence of appropriate provisions in the National Bylaws, this Procedural Guide should be followed. The national *Chapter Management Handbook* <http://www.agohq.org/management/info.html> should also be consulted for assistance. All these documents may be photocopied and distributed as necessary.
2. All photocopying must be in accordance with copyright laws.
3. Voting members include all categories of membership except Chapter Friends and National Subscribing Members. Chapter Friends do not have voting privileges, membership benefits, or a subscription to *The American Organist*. Chapter Friends, since they are not organists, will not be included in the list of substitutes. Only voting members in good standing may chair committees. Only dues-paid members may serve on committees. Committee Chairpersons select committee members subject to the approval of the Dean. (The Nominating Committee, Finance/Investments Committee, and Recital Series appointments are exceptions to this.)
4. Chairpersons of all chapter committees must send advance notices of meetings to the Dean, an *ex-officio* member of all committees.
5. All notices, documents, and programs must be carefully proofread, preferably by several individuals, prior to publication.
6. In all circumstances when moneys are collected on behalf of the chapter, before handing the funds to the appropriate Treasurer, two chapter members so appointed (not to include the Treasurer) count the funds, and sign and date a receipt noting the amount.
7. No officer or committee chairperson may authorize an unbudgeted expenditure of more than \$50.00 without permission from the Executive Committee or, in case of emergency, the Dean.
8. A signed voucher accompanied by receipts must be presented, in person or by snail mail only, for reimbursement from any chapter account. A voucher form is found in the "members only" section of the chapter website.
9. No general mailings at chapter expense will be permitted without the approval of the Executive Committee, except in cases requiring emergency action as determined by the Dean.
10. The chapter programs, chapter budget, and Repertoire Recital Series for the coming season are to be approved at the June meeting of the Executive Committee. No chapter events may be scheduled in conflict with each other.
11. No chapter members may be compensated for their participation in chapter program meetings.
12. When an officer or committee chairperson completes a term of service, all official records and other important documents must be given to the incoming officer or chairperson. After perusing

the file, the new officer or chairperson will retain only those documents that will be needed in the coming season and give the reminder to the Historian. (See Historian.)

13. Any member who knows of death or serious illness among the membership should notify the Dean, Membership and Communications chairpersons.

II. EXECUTIVE COMMITTEE

The Executive Committee, the representative governing body of the chapter, is elected annually in the spring and conducts the business of the chapter. The Executive Committee may invite other chapter members to attend any of its meetings for discussion of matters on which their opinions are sought.

1. The twelve voting members of the Executive Committee are the Dean, Sub-Dean, Secretary, Treasurer, two Auditors, and six Members-at-Large. The immediate past Dean serves on the Executive Committee for one year with voice but not vote. Additionally, any chapter member who holds state, regional, or national AGO office shall be a non-voting ex officio member of the Executive Committee during such term of office.
2. A majority of the 12 voting members of the Executive committee constitutes a quorum.
3. The Executive Committee shall meet at least four times each year at the call of the Dean. The principle business to be transacted includes:
 - a. Early November–appoint Nominating Committee
 - b. Early February–approve slate for the next year
 - c. April–approve recital series for the next year
 - d. June–approve budget, programs and committee appointments for the next year.
4. The Executive Committee shall transact all necessary chapter business between general meetings and conduct the affairs of the chapter in such a way as to reduce to a minimum the business meetings of the full chapter.
5. The Executive Committee may have special meetings on the call of the Dean or two members of the committee. 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.
6. In June, the Executive Committee shall appoint the members to the Finance/Investments Committee.
7. In November, the Executive Committee shall appoint the Nominating Committee. The composition of the committee must be in accord with National Bylaws Article VIII, Section 3. The Executive Committee shall receive the report of the Nominating Committee at its February meeting, recording the slate in the minutes.

8. The Executive Committee shall fill by appointment all vacancies occurring among the officers and members-at-large of the chapter.
9. The Executive Committee shall determine the need for other standing and/or special committees and shall define the duties of such committees.

Dean

The Dean is elected annually by the chapter's voting members. In addition to duties specified in the National Bylaws, the Dean shall

1. Be fully conversant with the current National Bylaws and the Richmond Chapter Procedural Guide and make sure that each officer and committee chairperson has a copy of the Procedural Guide.
2. Verify eligibility of persons to serve on committees by checking the Treasurer's membership list. Select committee chairpersons as soon as possible after the election and submit to the Executive committee for approval. Chairpersons and others appointed by the Dean include

Advertising Manager	Newsletter Editor
Chaplain	Organ Consultation Coordinator
Children's Choir Festival Chairperson	Professional Concerns/Referral Service Coordinator
Dinner Reservations Coordinator	Publicity Chairperson
Education Concerns Coordinator	Repertoire Recital Series Chairperson (See Recital Series)
Handbell Festival Chairperson	Telephone Coordinator
Historian	Webmaster
Membership Chairperson	Yearbook Editor
New Organist Development Chairperson	

Consult with the General Chairperson of the Repertoire Recital Series regarding the appointment of the Recital Series Treasurer, Artists Committee, chairpersons of sub-committees, etc.

3. Appoint other committee chairpersons as needed, for example: Organ Playing Competition, Distinguished Service Award, Procedural Guide Revision, AGO Exams, and Regional Convention.
4. In July send the names and addresses of national, regional, and local officers, committee chairpersons and members, and all program information (including Children's Choir Festival, Handbell Festival, and Repertoire Recital Series) for the coming season to the Newsletter Editor, the Yearbook Editor, and the Webmaster.
5. Call meetings of the Executive Committee in November, February, April, and June. The incoming Dean is responsible for calling the June meeting as a joint meeting of the incoming and outgoing Executive Committee members. The outgoing Dean calls the meeting to order. At the conclusion of old business the outgoing Dean presents the gavel to the incoming Dean who concludes the meeting.

6. Prepare agenda for and preside over all chapter and Executive Committee meetings. See National Bylaws Article V, Section 4 and Article 7, Section 5. Take care that only voting members cast ballots. The Treasurer maintains the Roster of voting members. Send agenda and notices of Executive Committee meetings to all voting and non-voting members of the committee in advance.
7. Write a Dean's column for each issue of the newsletter.
8. Keep abreast of the activities of various activities of the chapter by attending as many committee meetings as possible. Keep in touch with committee chairpersons and coordinators.
9. Notify the Executive Committee and the Communications Chair of the death of a chapter member. Send a note of sympathy to the family of the deceased.
10. Invite the Chaplain to all chapter functions when the Chaplain is not a chapter member.
11. Sign chapter checks when the Treasurer is not available.

Sub-Dean

The Sub-Dean is elected annually by the chapter's voting members. In addition to the responsibilities specified in the National Bylaws, the Sub-Dean is chairperson of the Program Committee and shall

1. Select, in consultation with the Dean, members of the Program Committee as soon as possible following the election of officers, asking each member to remain on the committee for two years. There should be as many committee members as there are chapter programs during a season. The committee is responsible for executing the coming season's plans and initial planning of the subsequent year. Throughout the program planning process, the Sub-Dean shall remain in communication with the chairpersons of other committees to avoid scheduling conflicts. It is recommended that one person from the Program Committee be responsible for all arrangements for a particular meeting including fees, physical arrangements, and dinner. (See Dinner Reservations Coordinator.)
2. Present a written report of the coming season's program arrangements and budget for approval at the June meeting of the Executive Committee, providing copies of the report for each Executive Committee member. The report shall include the title, content, and venue of each program; dinner arrangements and cost for dinner planned; and the budget for each program, itemized as follows: presenter's fee or honorarium, travel and local expenses, number and cost of guests' dinners, sexton's fee, and all other anticipated costs.
3. Call committee meetings throughout the year for the planning of the subsequent year's program.
4. In planning the season's programs, solicit ideas and participation from the Education and Professional Concerns Coordinators. In planning for the May program, it is important to select a

church with a good and user-friendly organ to serve the chapter's scholarship organ students who will be performing on the program.

5. By July 15, submit written program information for the coming season to the Dean. (See Dean's responsibilities, No. 4.)
6. Ensure that the Newsletter Editor prints the full details of each program in the newsletter for that month, as well as a list of coming programs.
7. Be ultimately responsible for the monthly meeting even though responsibilities may have been delegated. The use of a check-list is advised. The Sub-Dean shall confirm that everything is in order several weeks in advance of the event. In particular:
 - a. Convey all relevant information about meetings open to the public to the Publicity Chairperson in time for news media deadlines.
 - b. Re-check several weeks in advance with all persons involved to be sure the program is prepared and that all church and dinner arrangements are in order.
 - c. Send to the Newsletter Editor by the prescribed deadline the following: program title and description; name(s) of and pertinent information about the program presenter(s); the place of the meeting and its address with directions; the name of the room or hall to be used, if necessary; the dinner menu; the cost of the dinner; and the telephone number and deadline for dinner reservations/cancellations.
 - d. Notify the Communications Chairperson of all relevant monthly meeting information and request that reminders be sent to the membership a week in advance of the dinner reservation deadline. Give similar information to the Telephone Coordinator so that those without email may be phoned.
 - e. Contact the caterer with the final reservation count.
 - f. At the meeting introduce the program presenter(s) and announce the program for the next meeting.
 - g. Give a written memorandum to the Treasurer of checks that need to be written for program expenses, noting the payee, amount, and date of the expense incurred.

Secretary

The Secretary is elected annually by the chapter's voting members. In addition to the duties specified in the National Bylaws, the Secretary shall

1. Take the minutes of each Executive Committee meeting and include a record of those present. Approximately two weeks after the meeting, send a copy to each member of the committee and to the Historian. Retain a copy in the chapter Minute Book.
2. When the Executive Committee acts on a matter concerning an area of work of one of the chapter committees, communicate the action to the proper committee chairperson.
3. Carry on the correspondence of the chapter, which may include sending expressions of sympathy and thank-you notes.

4. Send obituaries of chapter members to *The American Organist*, *The Diapason*, and the chapter Newsletter Editor.
5. Retain copies of all financial reports in the Minute Book. These include the General Treasury, Recital Series, Children's Choir Festival, and Handbell Festival.
6. Receive ballots when these are cast by mail.
7. Report the election results to National Headquarters immediately following the election.

Treasurer

The Treasurer is elected annually by the chapter's voting members. The Treasurer has two primary duties: fiduciary and membership. An accurate roster of voting members must be available at all times, in particular when chapter business is being transacted.

Fiduciary

1. Maintain and retain the financial records of the chapter and monitor the status of all investments.
2. Keep full and accurate accounts of the receipts and disbursements of the chapter. These shall include
 - a. assets, liabilities and fund balances.
 - b. revenue and operating expenses.
 - c. all other financial records and documents deemed necessary by the Executive Committee.
3. Deposit all monies and credits in the name of the Richmond VA Chapter of the American Guild of Organists in accounts and depositories designated by the Executive Committee.
4. Send to National Headquarters the portion of members' dues as required by the National Office.
5. Render bills and disburse the funds of the chapter as supported by vouchers or statements. Withdrawal of funds may be made only by checks signed by the Treasurer or, in case of emergency, the Dean.
6. At the June Executive Committee meeting, present an outline budget prepared in conjunction with the Dean and the chairperson of the Finance/Investment Committee.
7. Present the following periodic financial reports:
 - a. An oral financial report to the chapter at each meeting.
 - b. A written report at each Executive Committee meeting.
 - c. A written report in the form of a balance sheet to every member at the chapter's May business meeting which serves as the annual meeting.
 - d. A dated and signed copy of each financial report for the Minute Book.
8. Sign and/or countersign all instruments requiring the Treasurer's signature.

9. Update bank signature cards whenever there is a change of Dean or Treasurer.
10. File income tax reports within the deadlines set by the state and federal governments. Pay any sales and use taxes due on materials supplied from outside the state, using the form supplied by the Department of Taxation, Commonwealth of Virginia.
11. Acknowledge each donation with a letter suitable for use as a tax document, stating the date of receipt and amount and that “no goods or services were received for this gift.”
12. Serve as a member of the Finance/Investments Committee.

Membership

1. In May and June, prepare and distribute renewal forms to all chapter members. Provide membership forms upon request (National Membership Application, National Reinstatement Form, or Chapter Membership Renewal Form).
2. Receive renewal forms and dues and maintain database of member information as specified by National AGO and the chapter Executive Committee.
3. Prepare detail and summary sheets of new/renewal member information for National AGO per National’s instructions. Send with payment (See Fiduciary Item 4.) to National.
4. In early summer work in conjunction with the Membership Committee Chairperson, and the Yearbook Editor to assure accurate Yearbook Information.
5. By September 1, notify the Membership Committee Chairperson of those whose dues have not been received.
6. Review membership data for accuracy per National’s instructions.
7. Each month submit new/renewing member data and any changes to Communications Coordinator, Newsletter Editor, and Yearbook Editor.

Members-At-Large

Two members-at-large are elected annually for overlapping three-year terms.

1. Members of the Executive Committee are expected to attend as many chapter functions as possible and assume tasks on behalf of the chapter.
2. An Executive Committee member who is repeatedly unable to attend stated meetings shall be expected to resign and may be asked to do so.

Auditors

The Auditors are elected by the chapter's voting members for overlapping two-year terms. The Auditors shall

1. Make a complete audit of all accounts of both the chapter and Recital Series Treasurers no later than August 31 each year and submit a written report to the Executive Committee following the audit. A copy of the report must be retained in the Minute Book.
2. Make a complete audit of a Treasurer's accounts upon the resignation of the Treasurer during his/her term of office.
3. At the annual election of officers, count ballots together with the chairperson of the Nominating Committee. Auditors or their duly appointed proxies count ballots when there is a written ballot cast on other chapter matters.

III. COMMITTEES, COORDINATORS, AND OTHER APPOINTEES

Advertising Manager

The Advertising Manager is appointed by the Dean upon approval of the Executive Committee. All advertisements will be on the Chapter Website. They will be placed at the bottom of the home page and will rotate. A separate advertiser page will be created. There shall be no link to any business that does not purchase an advertisement. The Advertising Manager shall

1. Arrange for the selling/renewal of paid advertisements for the Chapter Website and other publications as approved by the Executive Committee.
2. Ensure that the Yearbook Editor has web-ready copy for paid advertisements by August 1.
3. Send invoices to each advertiser, receive checks, and forward them to the treasurer in a timely manner. Monitor receipts and re-bill as necessary.

Chaplain

The Chaplain is appointed by the Dean upon approval of the Executive Committee. The Chaplain shall be invited by the Dean to participate in regular chapter meetings and Guild services and may be available to counsel chapter members.

Children's Choir Festival Committee

The Children's Choir Festival customarily takes place in the spring.

1. At least 18 months in advance of a festival (about October 1), the Dean shall appoint the

Children's Choir Festival Committee Chairperson. By November 1, the chairperson in consultation with the Dean shall appoint the committee. The outgoing chairperson will serve in an advisory capacity on the next Children's Choir Festival Committee.

2. The committee shall meet before February 1 to select a conductor, date, time, and church for the festival, its rehearsal, and workshop, if desired, having communicated with the Dean and Recital Series Chairman to ascertain that there are no schedule conflicts.. As soon as possible, the chairperson shall report the festival date, time, location, and conductor to the Executive Committee.
3. By June 1, the committee in consultation with the conductor shall select all music for the festival, making sure that all music is currently in print. A notice saying that the music list will be available early to any interested person should be placed in the May newsletter.
4. By June 1, arrangements regarding fees, transportation, meals, accommodations, and workshop shall be confirmed in writing.
5. By June 1, the chairperson shall send a request to the festival conductor for interpretive suggestions for the music, to be provided either in written form or on tape. This material should be received by the chairperson by September 15.
6. By July 1, the committee shall select a festival accompanist from the chapter, who may or may not be organist of the host church, and an accompanist for the workshop, if necessary.
7. The September chapter newsletter should contain the festival music list, a notice of the registration fee, and a registration form with a place for the participating director to indicate the projected number of participants.
8. By September 1, the chairperson shall appoint a person to be in charge of publicizing the festival at chapter meetings and through the media.
9. Six months prior to the festival or by September 1 (whichever comes later) the chairperson will ask the festival conductor for an order of service, special service requirements, if any, hymns, and pertinent biographical information for publicity.
10. The deadline for registration and full payment of fees shall be October 15. Immediately upon receipt of a choir's fee, the chairperson shall send the choir's director a statement regarding the age of participants, the memorization of the music, festival rehearsal requirements, and the interpretive suggestions received from the festival conductor. Also included will be festival rehearsal and service times. All registration fees must be forwarded promptly to the chapter Treasurer.
11. By November 1, the chairperson shall mail to each participating director a letter stating which part(s) that group will be expected to sing in music other than unison and any other special information that may be required.

12. The festival committee shall meet at least three months prior to the festival to develop the complete order of worship and send the hymns and any other service music to all participating directors. Any instrumentalists and clergy needed for the service are to be secured at this time. Clergy will be sent a copy of the order of service with portions for which they have responsibility clearly marked.
13. Four weeks prior to the festival, the chairperson will ask the host church to provide ushers for the festival service. Their duties will be principally to hand out bulletins and receive the offering.
14. The committee will meet at least four weeks before the festival to make final arrangements for the festival and to clarify individual responsibilities, such as preparing and distributing seating plans, securing drinks for lunch, handling any money, setting up chairs, securing a podium, etc.
15. At least three weeks before the festival, the chairperson will arrange with the chapter Treasurer to have the check for the festival conductor's honorarium on hand to give to the director immediately after the festival.
16. Two weeks before the festival members of the committee will contact individual directors to determine a definite number of participants.
17. At least one week before the festival, the chairperson, or someone designated, will advise the participating clergy of the time to be present at the church, where to meet, and what to wear.
18. At the rehearsal, someone from the committee shall be at the main entrance to the church to give directions to the singers.
19. Financial accounting: Festival funds are held in the same account as the chapter treasury. If the need arises, the Festival Committee may request up to \$200.00 from the chapter treasury as authorized by the Executive Committee. Receipts for expenses are to be submitted periodically to the Treasurer for reimbursement. As soon as possible after the festival, the Chairperson will send to the chapter Treasurer the entire offering from the Festival accompanied by a detailed statement of income and expenses. The Chairperson and Festival Treasurer shall prepare an annual financial report (detailed statement of account) and submit to the Executive Committee in time for their June meeting.
20. Financial policies: The festival conductor and the accompanist, regardless of membership in the Richmond Chapter, will be paid an honorarium. If the budget permits, the person preparing the bulletin for the festival service may be compensated.
21. Participation policies: A church that has no AGO member may participate in a choir festival one time only. (This is to encourage membership through the festival experience.) Participants must be in the third grade or higher; there is no upper age limit. Participation in the rehearsal is required for participation in the festival. All music is to be memorized unless specifically stated otherwise.

Communications Coordinator

The Communications Coordinator is appointed by the Dean upon approval of the Executive Committee. The responsibility of the Coordinator is to facilitate information dissemination. The Coordinator shall work with the Newsletter Editor and Webmaster, ensuring that the information is the same for both publications and that information is posted in a timely and correct manner. In addition, the Coordinator is responsible for determining the best way to disseminate information to chapter members. The Coordinator shall

1. Act as a liaison, as needed, to the Executive Committee regarding communications matters.
2. Create and maintain the chapter e-mail contact list which shall include only those members who have granted permission to receive electronic communications.
3. Be responsible for sending e-bulletins to chapter members regarding programs, concerts, special events, announcements and news. Alert the membership when the latest newsletter is available on the website.
4. Assure that members without e-mail access receive the same information. This might be accomplished by pairing a member without e-mail to one with e-mail. (See Telephone Coordinator.)
5. Facilitate the work of the Newsletter Editor and Webmaster insuring that identical information is published in a timely manner.
6. Shortly before the yearbook's deadline (mid-July) e-mail a request to the membership for changes to the member's yearbook information.

Dinner Reservations Coordinator

The Dinner Reservations Coordinator is appointed by the Dean upon approval of the Executive Committee and may be a member of the Program Committee. The Coordinator shall

1. In August, determine the manner in which dinner reservations are made. Communicate this procedure to the Sub-Dean, Newsletter Editor, Webmaster, and Telephone Coordinator. Report any change in procedure to the four individuals listed above.
2. Maintain a list of standing reservations.
3. Compile the list of names of those making dinner reservations and give the final reservation count to the caterer (or the Sub-Dean). Dinners for program presenters are to be reserved and provided at chapter expense. Dinners for each scholarship student and an accompanying parent are to be reserved and provided at chapter expense at the September meeting (when the students are introduced) and again at the May meeting (when the students perform).

4. Give the reservations list to the Treasurer to serve as a checklist for receipt of payment.
5. Have nametags available at the start of the social hour for members, guests, and prospective members at each chapter meeting.
6. Manage reservations involving payment for food for other chapter programs such as workshops.

Distinguished Service Award Committee

Upon the recommendation of the Executive Committee, the Dean shall appoint an *ad hoc* committee and its chairperson to determine whether one or more members will be honored with a chapter Distinguished Service Award.

1. Any chapter member may suggest names of potential honorees.
2. Candidates must be voting chapter members who have rendered outstanding service to the chapter over a long period of time.
3. The committee shall determine how and when the candidate(s) served the chapter and prepare a written report.
4. The chairperson shall report the selection(s) to the Executive Committee. Upon their approval, the Executive Committee will determine the meeting date at which the award will be conferred.
5. For each recipient the committee shall
 - a. Order an AGO pin.
 - b. Design, prepare, and frame an appropriate certificate which is to be signed by the Dean and dated.
 - c. Find an unobtrusive way to ensure that the honoree will be present at the meeting.
 - d. Submit a brief article about the honoree to the Newsletter Editor and Publicity Chairperson following the presentation.
6. If funds are available, a small gift may be given in addition to or in place of the AGO pin. Such a gift is particularly fitting when the recipient has an AGO pin or Past-Dean's pin.
7. The chairperson of Distinguished Service Award Committee makes the award presentation.

Educational Concerns Coordinator

The Educational Concerns Coordinator is appointed by the Dean upon approval the Executive Committee. Because the AGO is chartered as an educational organization, the concerns of the Coordinator extend into many of the chapter's activities, in particular, AGO Exams, New Organist Development, Meet the Organ Initiatives, and Pipe Organ Encounters (POE). The Educational Concerns Coordinator shall

1. Be a member of the New Organist Development and POE committees.
2. Serve as liaison to the Program Committee and propose program topics to that committee.
3. Motivate chapter members to pursue continuing educational activities through
 - a. Sharing AGO educational material with the chapter members.
 - b. Establishing a chapter library.
 - c. Writing short articles for chapter newsletters on AGO educational materials, workshops, and the AGO Professional Certification Program.
 - d. Organizing study sessions for continuing education including AGO certification exams.
 - e. Speaking regularly and briefly at chapter meetings about educational resources and the educational progress of the membership.
 - f. Maintaining contact with the Region III Education Coordinator.
4. Arrange for the administration of AGO Certification Examinations when there are local candidates (for locally administered exams) or when the Executive Committee authorizes Richmond as an examination center.
5. Be the primary contact person with AGO headquarters when the Executive Committee authorizes the sponsorship of a Pipe Organ Encounters week.

Finance/Investments Committee

The Finance/Investments Committee shall be appointed by the Executive Committee with the approval of the Dean and shall include the Treasurer, one or both Auditors, and may include other chapter members with financial and/or investment acumen. There shall be at least three members of this committee. The committee shall select its chairperson. The Committee shall

1. Assist the Treasurer in preparing the chapter budget.
2. Conduct a periodic review of the chapter's investments.
3. Recommend to the Executive Committee financial institutions and investment instruments.
4. Make financial recommendations with a view to both short and long-range planning.

Handbell Festival Committee

At the conclusion of the most recent Handbell Festival, the Chairperson for the next festival is nominated by the current Festival Committee for confirmation by the Dean and Executive Committee.

1. Subsequent to confirmation, the new Chairperson shall recruit at least eight committee members all of whom must be current chapter members. The committee should include the former

chairperson, several previous members and additional persons who have indicated that they would be willing to serve.

2. The Chairperson shall call first planning meeting as soon as possible. At that meeting the committee shall
 - a. Select two or more Festival dates, taking into account Easter and school dates and having communicated with the Sub-Dean and Recital Series chairman to ascertain that there are no schedule conflicts. The clinician has the final choice of the date. Report the date to the Executive Committee as soon as it is final.
 - b. Discuss possible locations for the Festival. During the course of the meeting, determine the availability of the dates and building use and/or sexton's fees.
 - c. Decide a maximum fee for the clinician, taking into account that travel expenses will also have to be paid.
 - d. Make a list of several potential clinicians, in order of preference.
 - e. Designate one committee person to contact the potential clinicians, determine the clinician's fee, the preferred festival dates, and travel and housing preferences.
 - f. Choose a Registrar. The Registrar will be the main contact person between the Festival participants and the Festival committee.
3. The results of the contacts with the clinicians are sent to all members of the committee.
4. After the committee has selected the clinician, one committee member will prepare a contract and send two copies to the clinician with a cover letter. One signed copy should be returned to that committee member within 2 weeks of receipt. If the clinician is to make air travel arrangements, ask that they be purchased at the lowest price. The cover letter may also request suggestions for festival repertoire.
5. The committee creates a tentative schedule for Friday night and Saturday. The Friday night event is a combination of rehearsal, sight-reading, and ringing techniques. Include a directors' meeting following lunch on Saturday.
6. Financial Accounting: Festival funds are held in the same account as the chapter treasury. If the need arises, the Festival Committee may request up to \$200.00 from the chapter treasury as authorized by the Executive Committee. Receipts for expenses are to be submitted periodically to the Treasurer for reimbursement. As soon as possible after the Festival, the Chairperson shall send to the chapter Treasurer all receipts accompanied by a detailed statement of income and expenses. The Chairperson and Festival Treasurer shall prepare an annual financial report (detailed statement of account) and submit to the Executive Committee in time for their June meeting.
7. The committee sets the registration fees, financial policy and the registration deadline, usually 3 weeks prior to the event. (2008 and 2009 fees have been \$100 per choir, \$60 for 5 or fewer ringers, and \$20 for a single registrant.) Refunds for registration are granted up to the deadline date, minus a \$20 fee. No refunds are granted after the registration deadline. All registration fees must be forwarded promptly to the chapter Treasurer.

8. Prior to June 15, the committee shall
 - a. Select repertoire after consultation with the clinician and notify the clinician of the final repertoire. The repertoire should include some easy, medium, and advanced pieces related to the church year.
 - b. Approve the Festival dates, location, and schedule. Confirm the Festival dates with the designated host church.
9. The registrar shall prepare the registration form that includes the repertoire list, Festival dates and location and send the form to the newsletter editor and the webmaster for publication in the summer newsletter and on the website. The registrar shall send brief notices about the Festival to the Communications Chairperson for email distribution and the newsletter for publication in subsequent issues.
10. As registrations are received the Registrar shall send a confirmation to the registrants and shall send registration checks to the chapter Treasurer.
11. The Chairperson shall appoint a committee member to host the clinician and make whatever travel arrangements are necessary. Airline reservations should be made several months prior to the Festival and the clinician notified of flight details.
12. The Chairperson shall designate a committee member to arrange the clinician's housing.
13. The Chairperson shall designate a committee member to contact representatives of handbell manufacturers and suppliers to ascertain whether salespersons, music, and supplies can be provided during the Festival and whether representatives can be available for information and minor repairs.
14. Several weeks before the festival, committee members shall meet with a representative of the host church and plan placement of the choirs. Tasks include making a layout chart, designating rooms for displays and the Directors' Meeting, and determining the availability of kitchen facilities and equipment.
15. The Chairperson shall designate several committee members to purchase snacks and beverages and take responsibility for making them available.
16. The Chairperson will arrange for setting up tables and chairs according to the layout plan.
17. The Registrar shall e-mail information to all registrants, including directions to the Festival site, parking and unloading information, and the schedule for the Friday and Saturday.
18. The Registrar shall arrange for the preparation and printing of the Festival program in sufficient quantities for each participant and concert attendee. The program shall include
 - a. The Saturday schedule.
 - b. The concert program.
 - c. Information about the clinician.
 - d. A list of Festival participants and their directors.

- e. A thank you to the host church.
 - f. A list of the Festival planning committee members.
19. The Registrar shall prepare packets for each choir that include a Festival program for each ringer, name tags, evaluation forms, and a list of area restaurants if lunch is not included in the registration. The Registrar will give these packets to each choir director and welcome the choirs.
 20. The Chairperson shall open each Festival day, welcoming the clinician and participants, introducing the Festival Committee and making announcements.
 21. When moneys are collected on behalf of the chapter, before handing the funds to the appropriate treasurer, two chapter members so appointed (not to include the Treasurer) count the funds, and sign and date a receipt noting the amount.

Historian

The Historian is appointed by the Dean with approval of the Executive Committee. The Historian shall

1. Maintain the chapter archives, including newsletters, chapter recital programs, chapter press releases, reviews of chapter events, and chapter member activities. The file may include such items as inactive Minute Books of the Executive Committee and reports distributed at chapter meetings. The chapter archives are located at the home of Donald Traser, 128 South Laurel Street.
2. Arrange for photographs of chapter programs and events to be taken from time to time. Photographs should be placed in albums that may be displayed at meetings occasionally and kept as part of the archives. They may also be published in the newsletter and sent with chapter meeting reports to *The American Organist* magazine. (See Publicity Committee) Expenses may be reimbursed by the chapter.

Membership Committee

The Membership Committee Chairperson is appointed by the Dean upon approval of the Executive Committee. The Membership Committee is responsible for activities focused on recruiting and retaining chapter members. The two primary areas of responsibility are Membership Development and Administration.

Development

The Chairperson shall

1. Serve as key contact person for members and prospects seeking information about membership categories, benefits, dues, etc.

2. Develop and administer a process for identifying and recruiting new members. Provide membership applications to prospective members.
3. Periodically create and disseminate an interest inventory to all members. Compile and present the results and the inventory forms to the Executive Committee.
4. Analyze the demographics of the current membership.
5. Recommend and implement steps to maximize retention of current members.
6. Ensure that all chapter members, prospective members, and guests are welcomed cordially at meetings and integrated seamlessly into the fabric of the chapter.
7. Encourage current members to participate in the chapter's social, musical, and professional development programs.

Administration

The chairperson shall

1. Appoint a committee, subject to the approval of the Dean, to assist with telephoning and with other tasks such as sending expressions of sympathy, congratulations, and get well.
2. Submit a Yearbook update reminder to the Communications Coordinator and Newsletter Editor for the April and May newsletters. At the April and May meetings, circulate a copy of the chapter roster for updating. Contact the Treasurer regarding changes in member information and non-renewals. Telephone any member who has not returned the renewal form. The outgoing chairperson and the incoming chairperson together are responsible for compiling correct information for the Yearbook and forwarding it to the Yearbook Editor by July 1.
3. By August 1, send a list of prospective members' names and addresses to the Newsletter Editor for inclusion in newsletter distribution. Update this list at frequent intervals throughout the year.
4. During September, telephone again each person whose dues have not been received. Should a member decline to continue membership in the Guild, the Chairperson should tactfully ascertain the reasons for discontinuance and share this information with the Dean without delay.

New Organist Development Committee

The Chairperson of the New Organist Development Committee is appointed by the Dean upon approval of the Executive Committee. The Education Coordinator is a member of this committee. The New Organist Committee administers both the Scholarship Program and the Meet the Organ Initiatives.

Scholarship Program

This program encourages talented non-organists to become good organists by tangibly assisting in their education. Scholarship moneys are held in the Smith-Barney accounts and the Jeanie Little

Castle Memorial Fund, and augmented by allocations from the chapter treasury. Partial tuition scholarships are available for lessons taught by chapter members and may be awarded to students of chapter members for attending Pipe Organ Encounters.

1. The Executive Committee establishes criteria for lesson scholarships. The New Organist Committee may recommend changes. In 2009 applicants must
 - a. Be rising Grade 8 and older.
 - b. Demonstrate considerable skill and potential at the piano.
 - c. Have no previous organ study beyond the elementary level.
2. The scholarship covers one half of the cost of the lessons. Recipients are billed each semester by the chapter Treasurer for the remainder.
3. Scholarships are awarded for 15 lessons given in September through December and are renewable for 15 lessons given in January–May. In December, a progress report from the teacher is given to the committee chairperson to determine whether lessons should continue. When a student shows exceptional achievement at the May recital consideration may be given to renewal for a second year.
4. In administering the program for lesson tuition scholarships, the committee shall
 - a. Confer during the winter to review procedures, edit the wording of the flyer, and set a deadline for the return of applications.
 - b. Send an announcement and flyer information to the Newsletter Editor for inclusion in the April Newsletter.
 - c. Arrange for appropriate publicity with the Publicity Chairperson.
 - d. Print additional flyers and mail them to a committee-generated list of piano teachers, churches, and schools.
 - e. Review applications that are received, set an audition date and location, and notify all candidates.
 - f. Serve as judges at the audition to determine the winner(s).
 - g. Select a teacher for each student, taking care to use the proven talents of chapter members. Teachers shall be chosen from Richmond Chapter members who have a record of successful teaching. Share teacher assignment and contact information with recipients.
5. Within a week of making teacher assignments, the chairperson shall send to the Treasurer the names, addresses, and teacher assignments for each student. The Chairperson and Treasurer shall arrange for scholarship winners to be given Student Membership in the Richmond AGO chapter. The chairperson shall submit the names, street and e-mail addresses of scholarship winners to the Newsletter Editor.
6. In August, the chairperson shall invite the scholarship students to the September meeting; reserve dinners to be provided at chapter expense for each student and one accompanying guest. Contact the Publicity Committee regarding a short article and photographs for the September issue of the chapter newsletter. At the meeting the chairperson shall introduce recipients to the chapter.

7. In early December, the chairperson shall contact the teachers to assess the students' worthiness for scholarship renewal for the spring semester.
8. Students are expected to perform on the program at the May meeting. As in September, dinners for each scholarship student and an accompanying parent are provided at chapter expense. It is the chairperson's responsibility to make sure that the teachers and the Program Committee are prepared for this event and the Dinner Reservation Coordinator notified.
9. Scholarships for attendance at one-time events such as Pipe Organ Encounters may be awarded when funds are available. Scholarship awards must be competitive and advertised to the whole community. Criteria for awards must include evidence of significant potential as an organist.

Meet the Organ Initiative

1. Each year the New Organist Development Committee shall present educational events for the greater Richmond community with the approval of the Executive Committee.
2. Initiatives may include PipeWorks: Pedals, Pipes and Pizza sessions for youth and adults; public and private school classes using the chapter's demonstration organ; "Organizing at the Piano" programs in conjunction with piano teachers; and other approaches. See the materials offered by the national AGO Committee on the New Organist.
www.agohq.org/education/indexoutreach.html
3. The Committee may give one or more members primary responsibility for selected initiatives; these may, in turn, enlist the help of other chapter members.
4. Events open to the public at large should be promoted through the chapter's Publicity Chairperson. Each of these activities should be announced well in advance through the chapter newsletter, inviting participation as appropriate. Following the event, a report and photographs shall be submitted to the newsletter.

Newsletter Editor

The Newsletter Editor is appointed by the Dean upon approval of the Executive Committee. Newsletters are issued each month from September through June with an optional summer issue. The Editor shall oversee all facets of the newsletter, including information gathering, production of the online and print versions, and distribution. The Editor shall send reminders to the officers and committee chairmen and others responsible for newsletter information well in advance of the deadline date. Through the Communications Coordinator, the Editor shall send reminders to the membership requesting items for the newsletter.

Information Gathering

1. Each issue shall include
 - a. Information about forthcoming chapter events such as monthly programs, Recital Series, Master Classes, Handbell and Children's Choir Festivals and workshops.
 - b. Dean's letter.

- c. Complete membership directory information.
 - d. Substitute list.
 - e. Members' concerts.
 - f. Positions available.
 - g. News releases from AGO Headquarters and Region III.
 - h. Special member information such as birthdays during that month.
 - i. Deadline dates for newsletter copy for the succeeding issue.
2. Each issue may include
 - a. Reports on conventions, workshops, and special musical events.
 - b. Unique items relating to individual members such as congratulations and condolences.
 - c. Articles of special or seasonal interest.
 3. Specific issues shall include
 - a. In March–nominees for chapter offices.
 - b. In April–absentee ballots and the New Organist Scholarship application form. These forms are prepared by their respective committees.
 - c. In May, June, and September–dues notices accompanied by a clear explanation of dues categories.
 4. If questions arise regarding content, formatting, or procedure, contact the Communications Coordinator or Dean.

Publication

1. Edit and format the copy. Send a preliminary copy to the Communications Coordinator, Dean, and Sub-Dean for review.
2. After making corrections, send a copy to the Communications Coordinator and the Webmaster.
3. Arrange for duplication, folding, stapling, and mailing at the main Post Office on Brook Road.
4. The Newsletter shall be published online and mailed at least five days before the first of the month.
5. Send the Newsletter to all members and prospective members, the Chaplain, other chapters in Region III, the District Convener and Regional Councilor. Mailed copies are sent to members who have specifically requested them, the Regional Councilor, and National Headquarters.
6. Retain copies of each newsletter in case they are needed. At the end of the season, one copy of each issue should be given to the Historian for permanent filing; one copy of each issue should be given to the incoming Newsletter Editor for reference.
7. Present an itemized voucher with receipts to the Treasurer for reimbursement of expenditures.

Nominating Committee

In early November the Executive Committee shall appoint a Nominating Committee and its chairperson. See National Bylaws, Section VIII, Section 3. The Nominating Committee Chairperson shall

1. Request suggestions for candidates for the various elected offices through the December newsletter.
2. Contact the chapter Treasurer immediately prior to the first meeting of the Nominating Committee to get up-to-date membership information. Only current voting members may be nominated for chapter offices.
3. Remind the committee that nominees should ordinarily have served effectively on chapter committees prior to running for elected offices. Normally the Dean, Sub-Dean and Auditors serve no more than two consecutive one-year terms, however, they may be re-nominated at a later time. A double slate of nominees for each position is preferred.
4. At the February Executive Committee meeting, present the slate prepared by the chapter Nominating Committee have it recorded in the minutes.
5. Submit nominees' names and current procedures for making additional nominations to the Newsletter Editor in time for the March issue.
6. Should a candidate for office withdraw between the filing of the report of the Nominating Committee and the election in April, instruct the Nominating Committee to select another person for the ballot.
7. In early March, solicit brief biographies from all candidates. Edit and submit the biographies to the Newsletter in time for the April issue.
8. Prepare and submit ballots to the Newsletter Editor in time for the April issue. Additional ballots shall be prepared on different colored paper for use at the election meeting which is customarily held in April. The April newsletter should contain instructions for casting absentee ballots: the ballot itself should not be signed and should be mailed to the Secretary in an envelope on which the voting member's name and the word Ballot appear. These envelopes shall remain unopened until after the voting takes place at the April meeting, at which time they are opened and counted. Care shall be taken during the election that in-person ballots are distributed only to members who have not previously voted by mail.
9. The chairperson of the committee in conjunction with the Auditors shall count ballots at chapter elections. A plurality of votes cast shall be sufficient for election.

Organ Consultation Coordinator

The Organ Consultation Coordinator is appointed by the Dean upon approval of the Executive Committee. The Coordinator

1. Shall prepare and, upon request, distribute information pertinent to the acquisition, renovation, or replacement of an organ. Care should be taken to show no partiality.
2. May supply the following information
 - a. An annotated bibliography of readily available basic readings on organ design, planning, and selection.
 - b. A list of organ builders with contact information.
 - c. A list of chapter members who have expressed interest in serving churches in an advisory capacity. The coordinator shall state clearly that such persons are not recommended by the chapter by virtue of their inclusion.
3. May occasionally submit material (such as 2.a. above) for publication in the Newsletter.

Professional Concerns/Referral Service Coordinator

The Professional Concerns/Referral Service Coordinator is appointed by the Dean upon approval of the Executive Committee. The purpose of this position is to increase communication between the AGO and churches, to foster better communication among church musicians and their respective congregations and staff, and to manage the Referral Service.

Professional Concerns

1. The Coordinator may assist chapter members or churches only when invited to do so.
2. A chapter member or church may request the assistance of the Guild in matters of professional concerns and ethics. This request must be made to the Dean who will then consider the nature of the request and form a committee to assist, if needed.
3. In order to assist chapter members and churches, the coordinator shall
 - a. Increase sensitivity among members; bring attention to the Code of Ethics; and provide interpretation of the Code.
 - b. Discuss policies regarding the employment of church musicians with local clergy groups.
 - c. Help to re-establish communication between minister and church musician.
 - d. Discuss with employed musicians the scope and responsibilities of their positions.
 - e. Assist in devising musicians' contracts.
 - f. Promote chapter programs dealing with professional concerns.

Referral Service

The Coordinator shall

1. Maintain up-to-date lists of open positions and chapter members who will substitute. Submit updates to the Newsletter Editor and Webmaster whenever additions or deletions occur.

2. By July 15, forward to the yearbook editor a list of chapter members available for substituting. This list is prepared jointly by the outgoing and incoming coordinators.
3. Develop forms for institutions that clearly describe the position available.
4. Draft a statement of recommended employment provisions and distribute to institutions listing with the chapter referral service.
5. Explore the nature of vacant positions with appropriate church personnel or committees to ascertain the scope and responsibilities of the position.
6. Distribute courtesy guidelines to churches employing substitute organists and have them available for the substitutes themselves.
7. Counsel churches inquiring about appropriate compensation and refer them to the ago website www.agohq.org.

Program Committee

See: Sub-Dean

Publicity Committee

The committee chairperson is appointed by the Dean upon approval of the Executive Committee. A resource to assist committee members is the Chapter Management Handbook, available online or from the Dean. The Publicity Committee shall

1. Publicize all chapter events open to the public, including New Organist Development programs, festivals and recitals. It is imperative to meet media deadlines and format requirements.
2. Develop and maintain a complete contact list for all media outlets: newspapers, radio, television and Internet. The list shall include deadline dates, names of editors or special reporters, and other useful information.
3. Disseminate a list of deadline dates to all principals of chapter activities, advising them that members of the Publicity Committee will distribute information to the media provided that information is supplied to the Publicity Committee in time for editing.
4. Serve as a collecting agent for publicity materials.
5. Design, edit and format publicity material. Work with the Advertising Manager to design, prepare, and submit paid advertising authorized by the Executive Committee.
6. Send reports of recent chapter programs to the Newsletter Editor.

7. Send reports to *The American Organist* magazine for the AGO Chapter News several times each year. Occasional reports of unusual chapter activities may be sent to *The American Organist* and *The Diapason*.
8. When appropriate write longer reports or a feature article for TAO. This special writing assignment may be requested by the Dean and may or may not fall under the purview of the Publicity Committee.
9. Send a copy of each significant mailing to the Historian.

Repertoire Recital Series

The Recital Series Chairperson shall be appointed by the Dean upon approval of the Executive Committee. The incoming Dean appoints the Treasurer of the Series. The Dean in consultation with the General Chairperson appoints the chairpersons of the sub-committees.

The purpose of the Repertoire Recital Series is to bring guest organists to the Richmond area under the sponsorship of the Richmond Chapter. The Repertoire Recital Series committees are responsible for all details of planning and presenting the three yearly concerts that customarily make up the series. The areas of responsibility include artists, publicity, patrons, hospitality, ushers, program printing, and finance.

The General Chairperson shall

1. Frequently communicate with the Sub-Dean regarding proposed dates, bearing in mind that no chapter events may be scheduled in conflict with each other. As soon as the dates are determined, report these to the Sub-Dean and Executive Committee. (See General Information, No. 9.)
2. Meet with the Series Treasurer and the Dean early in the fiscal year to review the previous year's income and expenditures and draft the new budget. Determine the amounts for each giving level: Archangel, Angel, Benefactor, Sponsor, and Patron.
3. In September, confer with all chairpersons of sub-committees in order to outline the responsibilities, management, and budget for each committee.
4. Sign all contracts with artists, keeping the original copy and forwarding a photocopy of each to the Treasurer.
5. During April, write the letter to the patrons and have sufficient copies duplicated in time to mail by May 1. The chapter's return address shall be included in the body of the letter.
6. In concert with the chairperson of the Patron's Committee, determine the date and location for the patrons' mailing work night. This is customarily May 1 or immediately after the final concert of the current season whichever occurs last.
7. Compose the patrons' letter including the return address in the body of the letter.

8. Assure that all materials for the Patron’s mailing are on hand before May 1 or immediately after the final concert of the current season, whatever occurs last.
 - a. The flyers.
 - b. The Chairperson’s letter
 - c. Return envelopes, pledge cards, and mailing envelopes.The General Chairperson determines the quantity of flyers and, after ascertaining the supplies remaining from the previous year, the number of envelopes and pledge cards needed. At this time pledge reminder cards and acknowledgment cards should also be printed. The acknowledgment card must include the language “No goods or services were received for this gift.”
9. Send a copy of the flier to the Webmaster.
10. By July 15, forward to the Dean and Yearbook Editor information about Series recitals and a list of committee personnel.
11. Prepare complete program copy for the printer, including artists’ biographies, organ specifications, patrons lists, edited program notes, back cover information, etc., and submit final copy to the printer no later than two months prior to the first recital. Additionally, the chairperson shall ascertain the final deadline date for amending the list of patrons. Included at the end of each recitalist’s program shall be a note indicating that recording devices are not permitted.
12. Select paper and ink for the programs, choose type styles, and check proof copy for typographical errors, correct type styles, etc. Approximately 700 copies of the programs are needed for use at all three recitals and for mailing to patrons who are not members. Order envelopes for mailing programs to patrons who are not members.
13. Send a copy of the program to the Publicity Chairperson immediately after receipt from the printer.
14. Call the chairperson of each sub-committee no later than four days before each recital to ascertain that all is in order.
15. Keep the supply of programs and have several hundred programs at the church no later than a half-hour prior to the start of the recital.
16. Make the welcome announcement at the beginning of each recital.
17. Arrange for a digital photo to be taken and an article. Forward this to the Publicity Chairperson for submission to *The American Organist* and *The Diapason*.
18. Write thank-you notes to the artists and the host churches after each recital.
19. Maintain a file of printers’ names, addresses, costs, and other pertinent information and forward to the next General Chairperson. The file should include programs from previous years.

The Series Treasurer shall

1. Receive and deposit all pledges and other payments pertaining to the Series in a bank approved by the Executive Committee in the name of the Richmond Chapter, American Guild of Organists. The Series Treasurer shall have checks printed in the above name, c/o (Treasurer's name).
2. Maintain a legible record in a ledger of all receipts and disbursements. The record shall include patrons' names, addresses, and dates of payments. Receipts for all expenditures are to be retained. The ledger, bank statements, receipts and checkbook will be audited each year no later than August 31 by the chapter Auditors.
3. Maintain a file (card or computer data) of pledges received including names and addresses, and dates of payment in order to send acknowledgment cards. Be certain that the acknowledgment includes the language "No goods or services were received for this gift."
4. Following the mailing of the patrons' letters there will be a one to two-week period before the telephone callers begin phoning. During this period checks will be received. It is of the utmost importance to notify the person in charge of callers immediately that pledges have been received in order to prevent unnecessary and annoying calls to patrons. Pledge cards enclosed with checks should be forwarded to the Patrons Chairperson soon after receipt.
5. Send acknowledgment cards thanking the donor on receipt of pledge payment.
6. Keep a copy of every contract made with recitalists and have the artists' checks available on the night of the recital unless otherwise called for in the contract.
7. Make a written financial report after each recital and an annual report in May. Retain a copy and distribute to the Dean, chapter Secretary, and the Repertoire Recital Series General Chairperson. An oral financial report is presented to the chapter members at the meeting immediately following each recital.
8. By March, present a written report covering the previous January 1 through December 30 to the chapter Treasurer for income tax purposes. Show the balances on hand on each of the above dates and the total amount of receipts and disbursements. Forward any tax forms received to the chapter Treasurer for completion and filing.
9. Leave a balance of at least \$600.00 to \$800.00 in the Series account for expenditures for the coming year incurred before the fund drive is begun.
10. Obtain bank signature cards, have them signed by the Dean and the incoming Series Treasurer, and mail or take them to the bank as a final duty. A new card must be signed with each change of officer.
11. Ask two ushers to count the offering at every recital and have each sign a statement including the amount of the offering and the date. Deposit the offering in the Series account as soon as possible.

Patrons Committee

The Patrons Committee is solely responsible for all fund raising for the support of the Repertoire Recital Series.

1. After each drive, remove any patrons' names that will not be used in the following year and place them in the inactive file.
2. During January and February, check and correct addresses and phone numbers of patrons using the newest telephone directory. Obtain names of prospective donors from programs of other organizations, from *On the Move* in newspapers, from chapter members, etc. Aim for a total of about 600 names including chapter members and choirs. A work night may be used to update the files.
3. Update the Patrons' database including patron's name, address, telephone number, and email address when available.
4. After ascertaining when the patrons' letters and flyers are ready, the Patrons Chairperson collaborates with the General Chairperson to set the date and place for a work night for immediate mailing. Enlist a crew of volunteers to address and stamp envelopes. The work night should take place between May and the middle of June.
5. At work night, following supplies should be available: stamps, sponges and containers, the enclosure return address envelopes, AGO yearbook, and rubber bands for bundling letters. After letters and envelopes are addressed and stamped, bundle, and band them. Mail the letters the following day.
6. As checks are received update the database with the amount of the contribution. Make two photocopies of each check and retain one for the Patrons Committee files. Forward the second copy and the checks to the Series Treasurer within a week of receipt.
7. Send payment reminder cards to potential donors immediately after receiving their pledges and every two months thereafter through March until the pledge is paid. The reminder card should state the amount pledged and include a return address. Chapter members' and their choirs' reminder cards are to be distributed at the September meeting and every two months thereafter. When the donor is not present at the meeting, cards should be mailed.
8. The Chairperson compiles the list of patrons and sponsors for the program copy. The dollar amount for each category is determined by the Recital Series Committee. At this time the categories are Archangel, Angel, Seraphim, Benefactors, Sponsors, Patrons and Friend. Each donor's name is to be listed in the program under the appropriate contribution category. The Chairperson and committee may make follow-up calls to encourage contributions. Information on additional pledges should be forwarded to the Treasurer at this time.
9. The Chairperson should obtain the deadline date for the patrons' list from the General Chairperson. Prepare a patrons' list, alphabetical within donor categories and submit to the

General Chairperson by the specified date. Retain a copy for Patrons Chairperson's use, and hand-deliver the original to the General Chairperson for printing and proofreading.

Hospitality Committee

A Church or individuals are welcome to host a reception following a recital. A signed, itemized voucher with receipts shall be forwarded to the Series Treasurer for reimbursement.

Ushers

The Chairperson shall

1. Arrange to have at least four ushers available for each recital at the church no later than one-half hour ahead of the recital.
2. Locate the offering plates and check operation of house lights.
3. During the performance, close the narthex and exterior doors.
4. Arrange for two ushers to remain at the door through the first half of the recital to distribute programs to latecomers, who may be seated only between pieces.
5. Make a count of the house just prior to intermission and forward this information to the Series Treasurer.
6. After the offering has been received, two ushers will count the money, make a signed, written, dated notation of the amount, and give both to the Series Treasurer.
7. During intermission the chairperson shall check with the artist before blinking house and porch lights.
8. The ushers shall collect programs remaining immediately after the recital. The chairperson shall return leftover programs to the General Chairperson.

Telephone Coordinator

The Coordinator shall devise and implement, in conjunction with the Communications Coordinator, a procedure for relaying notices e-mailed to the membership to those who are without e-mail access.

Webmaster

The Webmaster is appointed by the Dean upon approval of the Executive Committee. The Webmaster shall

1. Design and create the chapter website with input from the Dean, Executive Committee, and key coordinators and committee chairpersons.

2. Include current and historical information about the chapter and its activities. The following subjects must always be available to the public: local, regional and national officers and their contact information, the current year's chapter programs, the Recital Series, local events, the Newsletter, Procedural Guide, National Bylaws, positions available, local scholarships, membership application, committees, substitutes, chapter history, Richmond area organs, links (including National Headquarters). Content available only to members may include the current roster, ballots, and details on positions available.
3. Provide technical support including hosting of the website and service the Domain name.
4. Maintain the Website making updates on a daily basis.
5. Contact the Communications Coordinator or appropriate officer or committee chairperson when questions arise about content.

Yearbook Editor

The Yearbook Editor is appointed by the Dean upon approval by the Executive Committee. The Yearbook roster 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 will be published on the Chapter Website with a limited number of copies made available to those without Internet access. The Yearbook Editor shall

1. In June and July, collect current yearbook information from the Dean, Professional Concerns/Referral Service Coordinator (list of substitutes), Membership Committee Chairperson, Treasurer (membership list with addresses and other information), and Advertising Manager.
2. Check the membership information acquired against the information in hand, and reconcile any differences.
3. Using the previous years' yearbooks as models, create the Yearbook computer file and layout; enter the data; and proofread.
4. Send the Yearbook's membership roster to the Webmaster for inclusion in the password-protected Membership Only section of the Chapter Website.
5. At the September and October meetings and by e-mail, (and snail-mail as necessary), announce the location and access information for the Members Only portion of the Chapter Website.

IV. AMENDMENTS TO THE PROCEDURAL GUIDE

This Chapter Procedural Guide should be reviewed at least biennially to assure concord with the most recent revisions of the National Bylaws and confirm that the operating procedures continue to meet the needs of the chapter.

Except as otherwise provided in this article, this Procedural Guide and any provision thereof may be amended at any meeting by action of the Executive Committee provided that the amendment is distributed to the Executive Committee at least one week prior to the meeting. A majority of votes cast shall be sufficient to amend any provision of or add to these operating procedures. Amendment of policies governing chapter elections requires a vote of the chapter membership. Significant changes to the Procedural Guide must be submitted to the Regional Councilor and the National Vice-President for their approval. The amended or revised Procedural Guide, while not always requiring approval by the chapter membership, Regional Councilor and Vice-President, should be forwarded in complete form to National Headquarters. The current Procedural Guide shall always be available on the chapter website.