

**DISTRICT OF COLUMBIA CHAPTER  
of the  
AMERICAN GUILD OF ORGANISTS**

**BYLAWS**

**ARTICLE I  
Chapter Name**

This chapter shall be called the District of Columbia Chapter, American Guild of Organists (hereafter referred to as the "D.C. Chapter" or "the Chapter").

**ARTICLE II  
Chapter Governance and Guidelines**

**SECTION 1.** The Statement of Purpose, Code of Ethics, and Bylaws of the American Guild of Organists are recognized as being the governing guide and standard for the District of Columbia Chapter.

**SECTION 2.** "Robert's Rules of Order Newly Revised" are to be observed in the conduct of all meetings.

**SECTION 3.** The operating and fiscal year of the Chapter shall be from July 1 until June 30 of the following year.

**ARTICLE III  
Membership and Dues**

**SECTION 1.** Membership in the Chapter shall be as set forth in the bylaws of the American Guild of Organists.

**SECTION 2.** Candidates for membership and reinstatement, including transfer members from other chapters, shall submit an application to be reviewed and acted upon by the Executive Board (hereafter referred to as the "Board"). The national Code of Ethics shall be the standard for any application considered by the Board. Persons whose applications may be disapproved by the Board shall be informed of the reasons for the Board's action and shall be entitled to a fair hearing by the Board, if so requested within 90 days following notification of their status.

**SECTION 3.** Applications for membership may be received by any member in good standing and forwarded to the registrar.

**SECTION 4.** That portion of the annual dues sent to the national AGO headquarters shall be determined by the National Council. That portion of the annual dues retained by the chapter shall be the amount suggested by the National Council unless the Chapter, by action of the Executive Board, desires to change that amount.

**SECTION 5.** Forfeiture of membership, reinstatement, and transfer shall be as set forth in the national AGO bylaws.

ARTICLE IV  
Officers, Duties, and Election Procedures

**SECTION 1.** The chapter shall have an Executive Board consisting of the following officers: Dean, Sub-Dean, Secretary, Treasurer, and Registrar. A Librarian-Historian, one Auditors, and three Members-at-Large shall also serve on the Executive Board. All positions shall be filled by secret ballot from candidates who are resident members of the Chapter, either through use of the U.S. Mail or private carrier, or at the annual meeting held in May.

**SECTION 2.** All officers, the Librarian-Historian, and the auditors shall be elected annually and their terms shall commence on July 1 of the year in which they are elected. The Dean and Sub-Dean may serve for no more than three consecutive terms, and thereafter shall be eligible for re-election no sooner than the year following expiration of their third term.

**SECTION 3.** The Secretary, Treasurer, Registrar, Librarian-Historian, and Auditors shall serve until their successors are elected.

**SECTION 4.** One Members-at-Large shall be elected each year for terms beginning on July 1 of the year in which they are elected. There shall be three classes of Members-at-Large each of whose terms shall expire on June 30 of the third year following their election.

**SECTION 5.** The duties of the elected members of the elected Executive Board shall be as follows:

**Subsection A:** The Dean is the chief executive officer of the Chapter and shall preside at all meetings of the Chapter and Executive Board, serve as primary signatory of all contracts, approve (in consultation with treasurer) all chapter expenditures, serve as a member ex-officio without vote of all Chapter committees, appoint committee chairpersons and committee members in consultation with the chairperson, and appoint individuals to fill vacated elected positions until the next elections are held. The Dean or retiring Dean also shall serve as the Chapter delegate to the biennial national AGO and Region III conventions. The Dean also shall serve as an ex-officio, non-voting member of the Board of Directors of the DC AGO Foundation in conformance with its bylaws.

**Subsection B:** The Sub-Dean shall assist the Dean in any Chapter business upon request of the Dean, shall perform the duties of the Dean in the Dean's absence, shall chair the Program Committee, serve as secondary signatory of all contracts, and shall serve on or chair committees as appointed by the Dean.

**Subsection C:** The Secretary shall have custody of all Chapter Records, shall be responsible for recording minutes of all Chapter business and Executive Board meetings, shall be responsible for distributing to all Board members the minutes of all Executive Board meetings and make available to all Chapter members in good standing the minutes of all Chapter business meetings, shall conduct all Chapter correspondence as deemed necessary by the Executive Board, shall notify all Board members of meetings, and, in the absence of the Dean and Sub-Dean, conduct the affairs of the Chapter.

**Subsection D.** The Treasurer shall manage the Chapter funds, shall be responsible for keeping full and accurate records and accounts of receipts and disbursement of Chapter funds, serve as tertiary signatory of all contracts, approve (in consultation with the dean all chapter expenditures, shall present a full financial report at all Executive Board and Chapter meetings, shall present a budget for the next fiscal year at the final Board meeting of the current fiscal year, perform such other duties as are usually associated with this office, and in the absence of the Dean, Sub-Dean, and Secretary, shall conduct the affairs of the Chapter. The Treasurer also shall serve as an ex-officio, non-voting member of the Board of Directors of the DC AGO Foundation in conformance with its bylaws.

**Subsection E.** The Registrar shall be responsible for the maintenance of the list of members of the Chapter, send membership applications to prospective members, present the names of prospective new members for Executive Board approval, send renewal forms to current chapter members, and perform other such duties as are usually associated with this office.

**Subsection F.** The Librarian-Historian shall be the custodian of all permanent past records of the Chapter and all documents and papers that may have historical significance.

**Subsection G.** The Auditor shall audit the Chapter's financial records annually following the close of the fiscal year and shall submit a written report on their findings to the Executive Board.

**Subsection H.** The Members-at-Large shall be voting members of the Executive Board and shall assist with conducting the activities of the chapter.

## ARTICLE V Executive Board and Committees

**SECTION 1.** The Executive Board shall meet at least once each quarter upon call of the Dean or written request of three or more Board Members, as submitted to the Dean or Secretary. The Councillor of the American Guild of Organists from Region III, the Chairperson of the DC AGO Foundation, the Chaplain, and anyone else invited at the discretion of the Dean may attend meetings of the Board in an advisory capacity.

**SECTION 2.** The Board shall have an Operating Committee consisting of the elected officers. The Operating Committee shall be empowered to act for the Executive Board on matters which require interim action between regular meetings of the Board or on other matters referred to it by the Board. Valid action by the Committee requires a majority of concurring votes, and a quorum shall consist of a majority of the Committee. Actions taken by the Committee must be reviewed and ratified by the Executive Board.

**SECTION 3.** The duties of the Executive Board shall be to transact all business relative to the continued well-being of the Chapter, to advise the Dean in all matters deemed proper, to recommend business to be presented to the Chapter, and to approve the budget for the next fiscal year.

**SECTION 4.** All Executive Board members shall be expected to attend all meetings of the Board or to notify the Dean in advance when attendance is not possible. The Board may dismiss any member who has two unexcused absences.

**SECTION 5.** A majority of Executive Board members shall constitute a quorum at all meetings of the Board.

**SECTION 6.** Standing committees of the Chapter as named below shall be appointed annually by the Dean at the beginning of each operating year in consultation with the Executive Board, and duties of each shall be as follows:

**Subsection A. FINANCE:** The Finance Committee shall be responsible for assisting the Treasurer in the formulation and recommendation of financial policy, preparing the annual budget, monitoring budget performance, providing oversight in the administration of Chapter funds, receiving the auditor's reports, and for all other financial affairs of the Chapter, and for reporting thereon to the Executive Board. The Treasurer shall serve as chairman.

**Subsection B. NOMINATING:** The Nominating Committee shall present a slate of candidates for the elected Board positions, as mandated by the AGO bylaws.

**Subsection C. PROFESSIONAL CONCERNS:** The Professional Concerns Committee shall coordinate activities pertaining to members' employment relationships and other professional concerns.

**Subsection D. PROGRAM:** The Program Committee shall be responsible for all programming by the Chapter. The Committee shall annually propose to the Board a program, calendar, and budget plan, and make the appropriate arrangements to ensure an orderly coordination of Chapter programs and events.

**Subsection E. WEBSITE/TECHNOLOGY:** The Website/Technology Committee shall oversee the building, appearance, and maintenance of the chapter's website, recommend to the board updates, service provider contract needs and expenses, and keep the website's information up to date.

**SECTION 7.** The Dean may create and appoint membership to special committees, as deemed necessary. All special committee chairpersons and the immediate Past Dean may attend Executive Board meetings at the Dean's request.

**SECTION 8.** The Chapter shall have a Chaplain appointed by the Board upon recommendation of the Dean. The Chaplain's term of office is not limited and shall be as determined by the Board. The Chaplain shall represent the Chapter as religious leader, when appropriate, at Chapter religious services, festivals, and meetings. The Chapter shall pay the Chaplain's membership dues.

## ARTICLE VI Annual Meeting

**SECTION 1.** The Annual Meeting of the Chapter shall be held in May of each year, at which the election of pertinent officers and Members-at-Large as well as the DC AGO Foundation trustee shall take place. At this meeting, the officers and chairpersons of committees shall render reports, both oral and written, of their activities for the past year. A quorum shall consist of at least twenty-five (25) members in good standing or twenty-five percent (25%) of the membership, whichever is fewer.

## ARTICLE VII Publications and Services

**SECTION 1.** The Roster of Members shall be published annually in October by a special committee.

**SECTION 2.** The Chapter shall have a serially published newsletter, whose frequency shall be determined by the Board, and whose content shall be directed by an editor.

## ARTICLE VIII Amendments and General Guidelines

**SECTION 1.** These bylaws may be amended at any open meeting of the entire Chapter by a vote of two-thirds (2/3) of those present.

**SECTION 2.** These bylaws shall be made available to all Chapter members.

SECTION 3. The Chapter bylaws shall follow to National Code of Ethics.

SECTION 4. These bylaws are to be included in the Chapter Operating Procedures.

Amended and Adopted this 4th day of June, 2012.

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Secretary

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Dean