

# AMERICAN GUILD OF ORGANISTS

## San Francisco Chapter Operating Procedures

*Adopted January, 1998; Revised May, 2000; Updated February, 2008*

1. **NAME.** The name of this organization is the San Francisco Chapter of the American Guild of Organists (hereinafter, "Chapter"), and is affiliated with the national organization known as the American Guild of Organists, whose headquarters are in New York, NY.
2. **STATEMENT OF FUNDAMENTAL PURPOSES.** Article II, Section 1, of the National Bylaws is incorporated by reference, as if fully set out herein. Nothing in these operating procedures shall be read, and none of the Chapter's activities pursuant to these operating procedures shall be undertaken or executed, in a manner inconsistent with the fundamental purposes of the Guild.
3. **CLASSES OF MEMBERSHIP AND DUES.** Membership in the chapter shall be as defined in Articles III and VII of the National Bylaws of the American Guild of Organists. Membership shall consist of Voting members: Regular, Dual, Special, and Honorary; and Non-voting members: Chapter Friend.

Chapter Friends are those who (1) are not organists or choral conductors, but who (2) are interested in the work of the Guild, and (3) have paid dues and fees set forth by the Chapter. The privileges of this class of membership shall be limited to eligibility to receive the official newsletter of the Chapter.

Honorary Members are those who have made a distinguished contribution to the furtherance of the purposes of the Guild and the Chapter. Honorary Members shall be nominated by two Chapter Voting Members in good standing and elected by the Chapter.

Dues are determined by the National Council of the American Guild of Organists, and shall be collected and reported according to the instructions issued annually from the National Headquarters. Dues for Honorary Members are paid by the Chapter.

4. **CHAPTER GOVERNANCE.** The Executive Committee consists of voting and nonvoting members. Elected Officers and Members-at-Large are voting members of the Executive Committee. The Appointees, Immediate-Past Dean, State, Regional, and National Officers have a voice on the Executive Committee but no vote. The Chair of the Special Projects Committee is a non-voting member of the Executive Committee.
  - a. Elected Officers. The Elected Officers of the Chapter shall be Dean, Sub-Dean, Sub-Dean Elect, Secretary, Treasurer, and two Auditors.
  - b. Members-at-Large. Twelve members of the Chapter shall be elected to serve as Members-at-Large. This group also constitutes the Long-Range Planning Committee.
  - c. Appointed Officers. The Appointed Officers of the Chapter shall be Registrar, Archivist, Chaplain, Newsletter Editor, and such other officers as the Executive Committee deems appropriate. Appointed Officers shall be nominated by the Dean for approval by the Executive Committee.
  - d. Immediate Past-Dean. May be considered a member of the Executive Committee for a period of one year providing he/she retains current Chapter membership.
  - e. Executive Committee Meetings. The Executive Committee shall normally meet to transact the business of the Chapter at least on a quarterly basis. Additional meetings shall be held as necessary. The committee shall take into consideration variance of location for board meetings throughout the Bay area. A majority of the voting members then in office shall be sufficient to constitute a quorum for the transaction of any business. Actions of the Executive Committee shall be approved by a majority of voting members constituting a quorum. Regular attendance by Executive Committee members

is expected at Executive Committee meetings. All meetings of the Executive Committee shall be conducted in accordance with the parliamentary practices found in the current edition of Robert's Rules of Order. Three unexcused absences of any voting member may be cause for his/her dismissal from the Executive Committee.

- f. General Meetings of the Chapter. The Chapter shall hold a minimum of one general business meeting each year, normally in May, for the announcement of election results, reports from the Officers and Executive Committee, and the transaction of any other business that may properly come before the Chapter. At all meetings of the Chapter, the presence at the commencement of such meeting of not less than twenty-five percent of the membership, or twenty-five members, whichever is fewer, shall be necessary and sufficient to constitute a quorum for the transaction of any business.
  - g. Vacancies on the Executive Committee. Any member of the Executive Committee may resign from his/her post with such resignation submitted in writing, effective immediately upon its acceptance by the Executive Committee. Vacancies on the Executive Committee that may result from but not be limited to resignation or death of a member, removal of a member or failure to fulfill his/her responsibilities, or an increase in the number of members of the Executive Committee may be filled by appointment to the Executive Committee upon nomination by the Dean. A person appointed to fill such a vacancy shall meet all qualifications to hold office and shall serve for the unexpired term of his/her predecessor, and until the successor has been duly elected and officially installed.
  - h. Removal from Office. An officer or duly elected member of the Executive Committee may be removed from office due to inability or failure to fulfill his/her responsibilities only by action of the Chapter Executive Committee as follows:
    - i. 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 the action is pending before the Executive Committee to remove him/her from office. In the event of such action against the Dean, the Sub-Dean shall act as the Chapter's executive officer.
    - j. The officer in question shall have a maximum of two weeks to respond (or until the next meeting, whichever occurs later), after which time action to remove said officer shall require a two-thirds majority vote of the Executive Committee.
5. **DUTIES OF THE DEAN.** The Dean shall be the chief executive officer of the Chapter. S/he shall follow the Chapter Management Handbook and suggested timeline to execute these duties and responsibilities:
- a. Preside at all meetings of the Chapter and Executive Committee at which he/she may be present;
  - b. Nominate the directors of all standing committees for appointment by the Executive Committee;
  - c. Nominate, for appointment by the Executive Committee, a person or persons to fill vacancies that may occur as the result of death, resignation, incapacity, removal, or disqualification of any officer or duly elected member of the Executive Committee;
  - d. Appoint committees and correlate the work of the officers and standing committees;
  - e. Serve as an ex officio member of all committees, excluding the Nominating Committee (Ex officio means "by virtue of office held," and does not necessarily mean that the officer has no vote);
  - f. Submit reports at the general meetings of the Chapter covering such matters and making such recommendations as he/she feels should be brought to the attention or consideration of the members of the Chapter;

- g. Carry into effect all directions and resolutions of the Chapter and Executive Committee and make such other reports to the Chapter and Executive Committee that he/she shall deem necessary, or that may be required by the policies of the Chapter or Executive Committee;
  - h. Sign and countersign all contracts and other instruments for and in behalf of the Chapter pertaining to usual, regular, and ordinary affairs of the Chapter, as may be authorized by the Executive Committee;
  - i. Perform such other duties as are incidental to the execution of this office or that may be required of him/her by the Executive Committee;
  - j. Remain in office for one year, with the possibility of re-election to no more than two additional terms;
  - k. By virtue of office may sign/countersign checks of/for the Chapter;
  - l. Present, if warranted, an annual Dean's Award to a SFAGO member for outstanding service to the Chapter (this award is provided for by the chapter);
  - m. Attend and represent the Chapter at Regional and National Conventions of the Guild (the Chapter provides funds for this purpose);
  - n. Shall keep in custody the chapter charter;
  - o. At regular chapter meetings at which there is a dinner, may invite as dinner guests of the chapter appropriate program participants and personnel of the hosting organizations.
6. **DUTIES OF THE SUB-DEAN.** The Sub-Dean, in the absence of the Dean of the Chapter, shall exercise all the powers and perform all the duties of the Dean of the Chapter. S/he will be responsible for implementing the program for the current Chapter year. The Sub-Dean shall be the previous year's Sub-Dean Elect, thereby serving a term of two years. The Sub-Dean shall perform such other duties as are incidental to the execution of the office, or which may be required by the Executive Committee. There is no election for Sub-Dean. In case of the Dean's resignation or death, the Sub-Dean will succeed to the office of Dean. By virtue of office may sign/countersign checks of/for the Chapter.
7. **DUTIES OF THE SUB-DEAN ELECT.** The Sub-Dean Elect will form a Program Committee and serve as the chair (Paragraph 30) and as such, be responsible for planning the program for the next Chapter year. The Sub-Dean Elect shall become the next year's Sub-Dean. The Sub-Dean Elect, assisted by the Sub-Dean and/or Dean, shall prepare a tentative schedule of and budget for those programs to present to the Executive Committee at its February and March meeting for discussion. The program is to be approved at the April Board meeting. The Sub-Dean Elect shall announce the approved program schedule at the May Chapter meeting and develop a publicity brochure for distribution. By virtue of office may sign/countersign checks of/for the Chapter.
8. **DUTIES OF THE SECRETARY.** The Secretary shall keep, and have custody of, the minutes of the meetings of the Executive Committee and general meetings of the Chapter, such minutes of the Executive Committee to include the names of those members who are present and absent, and copies of the reports from the Treasurer, Membership Registrar, and Operating Procedures Chair. The Secretary shall issue notices for all meetings of the Executive Committee, and submit a monthly summary of Board Highlights to the Newsletter. S/he shall make such reports and perform such other duties as are incidental to the execution of this office or that may be required of him/her by the Executive Committee. Term of office of the Secretary is one year, with the possibility of re-election to no more than two additional terms. By virtue of office may sign/countersign checks of/for the Chapter.
9. **DUTIES OF THE TREASURER.** The Treasurer shall be custodian of all financial records of the Chapter, and as such, shall have the following duties and responsibilities:

- a. Supervise and have custody of all monies, funds, and credits of the Chapter and keep full and accurate accounts of the receipts and disbursements of the Chapter, those records of which, kept in books belonging to the Chapter, shall include the following:(1) Assets, liabilities, and fund balances; (2) Revenue and operating expenses; (3) Organ Recital Series income and expenses; (4) All other financial records and documents deemed necessary by the Executive Committee; (5) Through consultation with Board members, prepare the annual budget for approval at the September Board meeting;
  - b. Cause all monies and credits to be deposited in the name and to the credit of the Chapter in such accounts and depositories as may be designated by the Executive Committee;
  - c. Disburse, or supervise the disbursement of, all other funds of the Chapter, in accordance with the authority granted by the Executive Committee, taking proper vouchers to correspond to the disbursements;
  - d. Prepare and submit such reports or statements of the Chapter's finances and accounts as may be requested by the Executive Committee;
  - e. Sign and/or countersign such instruments requiring his/her signature, including checks of/for the Chapter;
  - f. Prepare necessary income tax forms, ensure tax filings are available for Board and/or independent auditor review sufficiently in advance of filing deadlines; ensure tax forms are timely filed;
  - g. Ensure the Board is advised regarding any motions that may need to be passed regarding the Chapter's tax-exempt status;
  - h. Perform such other duties incidental to the execution of this office that may be required by the Executive Committee;
  - i. Serve, ex officio, as a non-voting trustee of the Special Projects Committee of the San Francisco Chapter of the American Guild of Organists;
  - j. Term of office of the Treasurer is one year, with the possibility of re-election to no more than two additional terms;
  - k. Be bonded at the Chapter's expense.
10. **DUTIES OF THE AUDITORS.** There shall be two Auditors. They shall examine the books of the Chapter that are maintained by the Treasurer. This examination shall take place as soon as possible following the close of the fiscal year of the Chapter, which must correspond with that of the national organization (currently July 1-June 30). The books shall be made available for audit on July 1 and they shall be returned to the Treasurer no later than September 15. Term of office of the Auditor is one year, with the possibility of re-election to no more than two additional terms.
11. **DUTIES OF THE MEMBERS-AT-LARGE.** Twelve members of the Chapter shall serve as Members-at-Large and attend the meetings of the Executive Committee. In addition, they shall comprise a Long-Range Planning Committee for the Chapter. At the first meeting of the season, the Members-at-Large will select a chair from amongst themselves. They may meet as often as necessary and shall have the responsibility of defining the long-range goals of the Chapter and for making recommendations as to the implementation of such goals. Members-at Large may serve as a member or chair of any Chapter committee. Four members shall be elected each year for a term of three years. No Member-at-Large may be elected to more than one successive term in that office.
12. **DUTIES OF THE REGISTRAR.** The Registrar shall be custodian of the membership records of the Chapter, and as such, shall have the following duties and responsibilities:
- a. Collect all dues and deliver said monies to the Treasurer of the Chapter;

- b. Report to the National Membership Coordinator the names of all members who have paid dues, such a list to include the class of membership (renewal, new member, reinstatement, subscribing, etc.) of each member. A copy of these lists may be sent to the Treasurer of the Chapter upon request;
  - c. Send to National Headquarters the portion of membership dues that must be sent to National Headquarters by their payment deadline;
  - d. Via the annual membership/renewal form, gather the information for the Chapter Directory; the substitute organists, substitute directors, and organ teachers lists; the newsletter mailing list; members' contributions to the Recital Series; and disseminate said information appropriately;
  - e. Provide membership forms upon request, which shall include the national membership application, national reinstatement form, and Chapter membership renewal form;
  - f. Sign and distribute all membership cards;
  - g. Mail the following items and other such items as may be deemed necessary by the Executive Committee: (1) Dues statement; (2) Chapter membership renewal form;
  - h. Mail the following items to new and/or prospective members: (1) National membership application; (2) A current SFAGO Chapter Program brochure; (3) Cover letter with chapter information;
  - i. Perform such other duties as are incidental to the execution of this office or that may be required by the Executive Committee;
  - j. Publish the annual Chapter Directory containing the name, AGO certification, address, telephone number, and pertinent information given by each member of the Chapter to the Registrar. Other information that may be included: official addresses of the Chapter and National Headquarters; present officers, committee chairs, and Members-at-Large; regional councilors and district conveners; dues and fees; general information; information about the Newsletter, placement, changes of address, archives, and transportation; patron and sponsor lists; and history of the chapter. The Directory may also contain (whenever practicable) the AGO Code of Ethics, Purposes of the AGO, the Code of Professional Standards, a list of all former Deans, the complete program of the year, and the most current revision of the Chapter Operating Procedures, and any other material that the Executive Committee may deem necessary. The Registrar, in consultation with the Executive Committee and the Advertising Committee, will collect any other information to be included;
  - k. Given the nature of this position, the registrar has no term limit.
13. **DUTIES OF THE ARCHIVIST.** The Archivist shall keep a copy of each Chapter recital program, any Chapter publication, or other materials relevant to the history and activity of the Chapter. The Historian/Archivist shall keep the history of the Chapter, which may be made accessible upon request. There is no term limit for this position.
14. **DUTIES OF THE CHAPLAIN.** The Chaplain shall be nominated by the Dean and appointed by the Executive Committee, shall serve a term of one year, and shall be eligible to be appointed to two successive terms. The Chaplain shall perform those duties deemed appropriate to the office and shall serve as a member of the Professional Concerns Committee. (Paragraph 29)
15. **DUTIES OF THE NEWSLETTER EDITOR.** The Editor of the Chapter Newsletter shall be responsible for gathering and publishing all necessary items and information for the benefit of the members of the Chapter. The newsletter is to be published monthly from September through May, with the option of a single issue during the summer months if appropriate. Such items and information shall include but not be limited to announcements of the forthcoming general meetings of the Chapter, notices of Organ Recital Series events, calendar of future programs and

events, list of vacancies for church and synagogue musicians, letter from the Dean, and any other item of interest to the Chapter as may be deemed appropriate by the Executive Committee. The logo of the San Francisco Chapter and/or the American Guild of Organists shall be used with all publicity. The editor may solicit such advertisements as may be appropriate to the Newsletter. The Newsletter Editor is to provide a web-ready PDF file of the monthly newsletter for the Chapter Webmaster to post on the Chapter website.

16. **DUTIES OF THE WEBMASTER.** The Webmaster creates, maintains, and manages the Chapter's website, updating it as frequently as needed to keep it current. Website content includes information about current program offerings, officers, a calendar of events, membership information and forms, and downloadable chapter newsletters as well as a newsletter archive. The Webmaster fields email inquiries received via the webpage and routes them to the appropriate officers or committee chairs for response. The Webmaster maintains the Chapter email list and sends out mass emails as for official Chapter purposes only. The Webmaster arranges for the Internet service provider for the website and maintains the sfago.org domain name, and is responsible to submit invoices for these expenses to the Treasurer.
17. **STANDING COMMITTEES.** The Executive Committee has the power to appoint all standing committees and committee directors. Directors are nominated by the Dean, and each committee director appoints the members of his/her committee. The standing committees may include Advertising, Competition, Dinner Reservations, Educational Concerns, Fund-raising, Hospitality, Long-Range Planning, Mailing, Membership, Nominations, Operating Procedures, Placement, Professional Concerns, Program, Publicity, and The American Organist Reporter. The Program Committee is chaired by the Sub-Dean Elect. Each chair has the power to appoint members of the committee, with the Dean serving as an ex-officio member of all the above committees, except Nominations.
18. **ADVERTISING COMMITTEE.** The Advertising Committee shall be responsible for securing advertising for the Annual Directory, the monthly Newsletter and for any other publication or event that the Executive Committee might deem appropriate. This committee is also responsible for placing ads, at the request of the Executive Committee, in the programs for the National and Regional AGO convention booklets.
19. **COMPETITION COMMITTEE.** The Competition Committee shall be responsible for conducting student competitions in organ performance. Local competitions held in odd-numbered years shall be governed by the rules of the Regional Competition for Young Organists published in the June issue (in even-numbered years) of The American Organist. Local competitions shall be governed by rules of the Chapter, as adopted by the Executive Committee. In such competitions that are governed by national rules, the Director shall keep the Executive Committee advised as to the contents of the national rules, especially the financial obligation of the Chapter to the Region. The Competition Committee shall inform any prospective competitors of the competition, giving the date, location, and any other pertinent information in October of each year and to the general membership no later than November. The Competition Committee shall be responsible for publicizing the competition.

The prize money and levels of awards shall be determined at the October board meeting. The Competition Committee shall inform any prospective competitors of such award. Prize money shall be awarded at the May general meeting of the Chapter, the winner(s) being the guest(s) of the Chapter.

The Committee shall submit to the Executive Committee the names of four or more persons to serve as judges, so that the Executive Committee may select three. No judge is to receive any stipend, except that mileage and expenses may be paid out of contestants' entry fees. The Competition Committee shall arrange practice time for all contestants, and arrange a page turner for both practice time and the competition. The Chair shall appoint a timekeeper, as well as provide a stop-watch. The Chair and/or any member(s) of the Committee shall be present at the competition in order to insure the proper procedure will be followed.

20. **DINNER RESERVATIONS.** The Dinner Reservations Committee shall be responsible for accepting reservations for dinners held prior to certain meetings of the Chapter, and for reporting the number of reservations received to the Sub-Dean.
21. **EDUCATIONAL CONCERNS.** The Chapter Educational Concerns Coordinator shall be the Director of this Committee. This Committee shall be responsible for devising ways to aid members of the Chapter in their efforts to prepare themselves for the AGO examinations. The Director shall be responsible for arranging AGO examinations.
22. **FUNDRAISING COMMITTEE.** This Committee shall be responsible for applying for grants from the California Arts Council and other Arts organizations.
23. **HOSPITALITY COMMITTEE.** The Hospitality Committee shall be responsible for all social events, making all provisions that the Dean and Sub-Dean shall deem necessary.
24. **MEMBERSHIP COMMITTEE.** The Membership Committee shall assist the Membership in obtaining and welcoming new members, as needed. Members-at large constitute this committee. The Registrar is a member of this committee.
25. **NOMINATING COMMITTEE AND ELECTIONS.** The Executive Committee shall, not later than November 30 of each year, appoint a Chapter Nominating Committee, which shall consist of at least three members, a majority of which shall not be members of the Chapter Executive Committee. The Dean is ineligible for membership on the Nominating Committee. The Nominating Committee shall nominate one or more candidates for each chapter office, one or more candidates to replace the member(s) of the Special Projects Committee whose terms are about to expire, and an excess of candidates to replace the Members-at-Large of the Executive Committee whose terms are about to expire.

The slate prepared by the Chapter Nominating Committee shall be delivered to the Dean by February 1. The Dean shall deliver the slate to the Executive Committee at the February meeting. The proposed slate shall be recorded in the minutes and announced to the Chapter in the March newsletter, each candidate will provide the following in the newsletter: (1) qualifications, (2) short biography, and (3) reasons why they desire to run for office.

Additional nominations may be made by petitions signed by at least five Chapter Voting members in good standing, and received by the Secretary prior to March 15. The ballots will go out in the April newsletter. The results of the election will be announced at the May Chapter meeting by the Nominating Committee Chair or his/her designee. A plurality of votes cast shall be sufficient for election.

The annual election of officers shall take place via U.S. Mail by May 1. Ballots shall be unsigned, and shall be returned to the chair of the nominating committee, in an envelope with the member's signature on the outside. Envelopes that do not include a member's signature will be considered invalid. The ballots are to be opened in the presence of at least two members of the nominating committee and counted by the same prior to the May annual meeting. The elected officers may be installed at a general meeting. The term of office shall begin July 1.

26. **OPERATING PROCEDURES.** The Operating Procedures Chair shall be responsible for keeping the Executive Committee advised of the contents of the National Bylaws, particularly as to the effect of the National Bylaws upon the Chapter. This committee shall also be responsible for advising the Executive Committee of the corresponding policies that have been developed by the Executive Committee and Chapter and keeping records of all such policies and procedures as adopted by the Executive Committee, including such amendments and additional policies created by Executive Committee action, with indication of the dates of such actions.
27. **PROFESSIONAL CONCERNS COMMITTEE.** The Professional Concerns Committee shall be responsible for developing Chapter policy and establishing relations with institutions in

the community regarding the ethical and professional conduct of the Chapter's members. The Chaplain serves as a member of this committee. The director of this Committee shall be the Chapter's Professional Concerns Coordinator. S/he maintains the SFAGO Handbook for Organists, Churches and Synagogues. This Committee shall also be responsible for carrying out the policies set forth in the National AGO Code of Ethics, including the Discipline. It shall obtain guidelines for special help available from both the National Councilor for Professional Concerns and the regional representative and make them known to the general membership.

28. **PROGRAM COMMITTEE.** The Program Committee, of which the Sub-Dean Elect shall be the Chair, shall be responsible for all programming by the Chapter, including but not limited to the Organ Recital Series, (Paragraph 33) special concerts, recitals, and lectures. All programs sponsored by the Chapter must have the approval of the Executive Committee. The dates, times, and costs of such programs must also be approved by the Executive Committee. Any organization wishing to co-sponsor a program with the Chapter should submit such a proposal to the Program Committee, with the understanding that confirmation of the event cannot be given until it is approved by the Executive Committee. Whenever possible, Programs and Dinners shall be at churches that allow the Chapter to use their facilities without charge. Churches that do charge may be used, but such charge needs to be approved by the Executive Board prior to scheduling. A janitorial fee, which is generally expected, shall not be interpreted as a charge by the church.

One year in advance of the performance year, the program committee shall have the following duties and responsibilities:

- a. Select all artists, lecturers, and performing groups for the following season, and research costs and availability. No member of the Chapter may receive any fee or stipend for performing or participating in any program sponsored by the Chapter;
- b. Issue confirmations of program dates, prepare budgets, and negotiate contracts for artists' fees, when necessary;
- c. Arrange for a suitable location for each program, negotiate for any cosponsorship;
- d. Report preliminary plans to the Executive Committee in February/March with final approval by the Executive Committee in April. The approved program is announced at the May Chapter meeting.

During the current performance year the same program committee shall:

- e. Secure ushers for all programs in the current year;
- f. Make arrangements for any dinner which may precede a program or general meeting;
- g. Assist the then Sub-Dean in any capacity deemed necessary and carry out the appropriate logistics and making all arrangements to ensure the smooth coordination of Chapter events.

29. **PUBLICITY.** The publicity committee shall work with the Sub-Dean in publicizing SFAGO events in a variety of formats, including newspapers, radio, and Internet resources.
30. **REPORTER.** The Reporter shall gather information about each Chapter activity or event and forward such information to National Headquarters for publication in *The American Organist*, and do such other reporting as may be deemed necessary by the Executive Committee.
31. **MAILING COORDINATOR.** The Mailing Coordinator shall be responsible for the mailing of the chapter newsletter and other mailings that the Executive Committee deems necessary.
32. **PLACEMENT.** The Placement Chair shall be responsible for maintaining a current list of positions available for church and synagogue musicians. This list is available only to members, is published in the Newsletter, and may be announced at all general meetings of the Chapter. Items to be included are: name and address of church or institution, title of position, salary and

benefits, type of organ, and all other pertinent information available. The coordinator shall also maintain an updated substitute list available to everyone. S/he informs the chair of Professional Concerns of inquiring employers.

33. **ORGAN RECITAL SERIES.** The Organ Recital Series is a part of the program year. It is under the guidance of the Sub-Dean and/or Sub-Dean Elect of said year. This series consists of special concerts, recitals, and lectures, for which additional monies are solicited in order to fund the special events. The program chair shall be responsible for soliciting and gathering funds not covered in the budget that are needed to underwrite the Organ Recital Series. Any monies collected shall be turned over to the Treasurer. The Organ Recital Series brochure is to be prepared by the Program Committee as well as obtaining and maintaining the list of names to whom the brochure is to be sent. The Sub-Dean, with assistance from the treasurer, shall also maintain a list of all contributors to the Organ Recital Series and see that the names are published in the printed program of each event of the Series. In addition, thank-you notes are to be sent. The Sub-Dean is to also list the contributors to the series in the May Newsletter. Monies for the Concert Series shall be solicited under the following categories: Bombarde \$1000+, Tuba Mirabilis \$500-999, Trompette en Chamade \$250-499, Clarion \$100-249, Hautbois \$50-99, Krumhorn \$25-49, Vox Humana \$1-24.
34. **SPECIAL PROJECTS COMMITTEE.** This Committee is an independent committee of the San Francisco Chapter of the American Guild of Organists. This Committee is chartered separately by the Chapter and functions according to a charter adopted in 1984 and amended in 1996.
35. **DISBANDMENT.** The chapter may be disbanded by the National Council upon written request of the Chapter or by recommendation of the Regional Councilor. Prior to action by the National Council, a committee of officers and members of the Chapter may give reasons for or against the disbandment in writing to the National Council. In the event of disbandment, each member of the Chapter may transfer individually to any other Chapter which the Member may choose. The assets and property of the Chapter, except for those funds managed by the Special Projects Committee, remaining after payment of expenses and satisfaction of all liabilities shall accrue to the National Guild for distribution as determined by the National Council for the non-profit purposes of the Guild. Funds managed by the Special Projects Committee shall not be considered Chapter assets upon disbandment, and shall be placed under such perpetual management as may be elected by vote of the chapter.
36. **AMENDMENTS TO OPERATING PROCEDURES.** Following adoption by the Executive Committee and approval of the Chapter, Regional Councilor, and National Councilor for Organizational Concerns, these operating procedures and any provision thereof may be amended at any time by action of the Chapter Executive Committee. A majority of votes cast shall be sufficient to amend any provision of or add to these Operating Procedures. Any amendment or addition thereto shall be included in this document and added in numerical sequence in order of enactment, complete with the date of such enactment.

Amendment of policies governing chapter elections requires a vote of the chapter membership, in keeping with the rules governing national elections in National Bylaws (Article XI, Section 1): "All Bylaws of the Guild shall be subject to alteration or repeal, or new Bylaws may be adopted, by the affirmative vote of two thirds of the National Council at any meeting of the National Council. If any Bylaw regulating the number of members or method of electing the National Council is adopted, amended, or repealed by the National Council, such Bylaws must be approved by vote of the Members."