

# **OPERATING PROCEDURES** **of the**

**G**REATER

**K**ANSAS

**C**ITY

**AG**O

CHAPTER OF THE

**A**MERICAN

**G**UILD OF

**O**RGANISTS

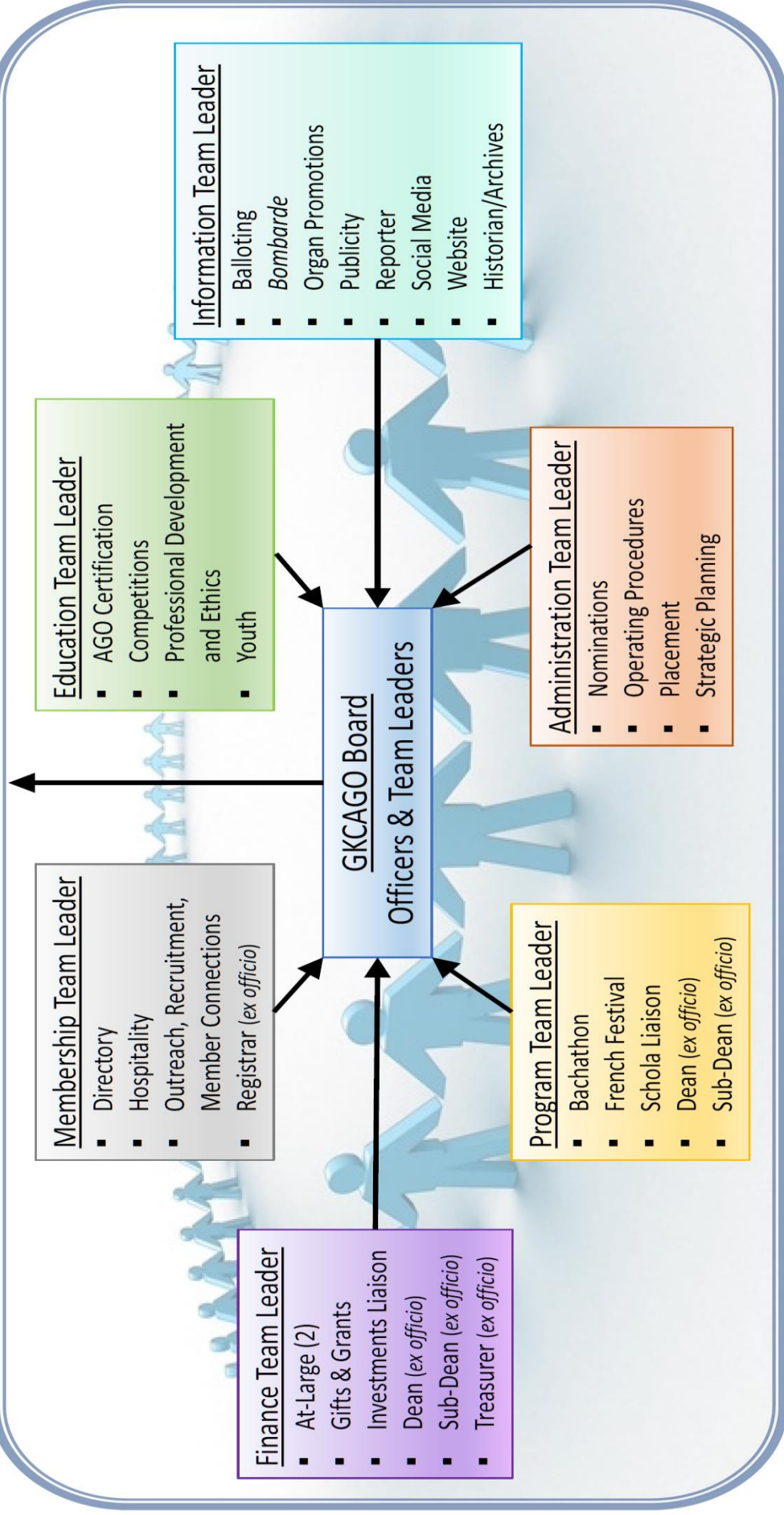
**EFFECTIVE JANUARY 1, 2022; AMENDED MAY 14, 2022;  
NOVEMBER 17, 2022; AUGUST 2, 2023**



Greater Kansas City Chapter

# Reporting/Accountability Structure

## Membership



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# **OPERATING PROCEDURES\***

## **to Govern the Greater Kansas City Chapter of the American Guild of Organists**

Newly Revised and Approved November 13, 2021; Amended May 14, 2022;  
Amended November 17, 2022; Amended August 2, 2023

**\*Consistent with the Guild's longstanding national recommendation and with customary practice throughout the Guild (per James Thomashower, May 11, 2015), this document is named "Operating Procedures". These Operating Procedures shall be regarded as the Standing Rules of the Greater Kansas City Chapter.**

**\*PROCESS DOCUMENTS that describe in more detail the mission and work of some Teams/Committees are either available now or under construction. Contact the Information Team Leader for document access.**

- 1. NAME.** The name of this organization shall be the Greater Kansas City 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, New York.
  
- 2. MISSION, VISION, and VALUES STATEMENT\*.** *The mission of the American Guild of Organists is to foster a thriving community of musicians who share their knowledge and inspire passion for the organ. The vision of the American Guild of Organists is to engage, support, and uplift every organist. As a member of the American Guild of Organists you can:*  
*connect with other organists.*  
*enhance your skills as an organist and choral conductor.*  
*celebrate the organ in historic and evolving contexts.*  
*discover news of the organ and choral world online and in The American Organist.*  
*nurture new organists of all ages.*  
*share knowledge and expertise.*  
*enjoy camaraderie at chapter events and conventions.*  
*find inspiration and challenge.*  
*receive encouragement from colleagues.*  
*experience great organs and organists.*  
*access career opportunities and job listings.*  
*earn professional credentials through AGO certification.*

**\*All provisions of the AGO National Bylaws (Approved 2/18/2021), the National Operating Procedures (Approved 11/17/2017), and the AGO Chapter Management Handbook (Approved 1/23/2018), whether referred to specifically or not, are assumed in these Operating Procedures. Nothing in these Procedures shall be read, and none of the Chapter's activities pursuant to these Procedures shall be undertaken or executed in a manner inconsistent with the Bylaws or the Mission Statement of the Guild.**

### **3. MEMBERSHIP.**

In 2014, the National AGO instituted ONCARD (Online National Collection and Remittal of Dues). The National office is now responsible for invoicing and collecting dues from all members.

The Chapter portion of dues plus any Chapter-specific donations (e.g., GKCAGO programs and general operations) collected during dues renewal are returned to the Chapter.

**The GKCAGO membership runs on a yearly cycle starting on the 1<sup>st</sup> day of the original month joined. All current members are encouraged to renew their membership 30 days prior their renewal date.**

New members may join at any time and will have a full one-year membership beginning with the date they join. Membership Forms and related details are available online at <https://www.agohq.org/membership/>

Renewing members have the following renewal options:

- 1) By internet: <https://www.agohq.org/membership/>
- 2) By phone: 212-870-2310 using a credit/debit card.
- 3) By mail:

Request a paper Membership Form from the Chapter Registrar. Mail the completed form with your check, **payable to "AGO"**, to (preferred):

**American Guild of Organists**  
**ATTENTION: Membership Renewal**  
**475 Riverside Dr, Suite 1260, New York NY 10115**

- 4. MEMBERSHIP CLASSES & DUES.** Article III, Sections 1-3 and Article VII, Section 3 of the National Bylaws are incorporated by reference, as if fully set out herein. **2023-2024** GKCAGO Dues are as follows:

**VOTING MEMBERSHIP** (Regular, Special & Young Organist  
subtract \$8 if you do not want TAO magazine)

Regular	\$120/\$112
Special [over 65, under 21, or disabled]	\$95/\$87
Young Organist [under 30]	\$60/\$52
Regular Dual [Second or more chapter]	\$45
Special Dual [Second or more chapter]	\$35
Young Organist Dual [Second or more chapter]	\$120
Lifetime Membership*	\$3500

\*Contact AGO National Headquarters for payment options and additional information.

**CHAPTER FRIEND** [Not an organist or choral conductor; a friend who supports the purposes of the Guild; local level only. Entitled to Chapter newsletter, admission to all programs, including ticketed ones.

**[Non-Voting]** \$30

- 5. GENERAL MEETINGS OF THE CHAPTER.** The general meetings/ programs of the Chapter are traditionally held on the third Monday of each month, from September through May, except that the meeting in December may be omitted at the option of the Program Team. A general meeting/program may take place at such other time as deemed necessary, with the approval of the Board. The general meeting typically includes a dinner, business meeting, and a Concert Series/Program Event. **Twenty-five (25) members shall constitute a quorum** for the transaction of any business. The host pastor shall be invited by the Dean, in timely advance of the meeting, to give the blessing before the meal. The host organist and/or choirmaster, if not Chapter members, shall be invited by the Dean to be present for the general meeting. The dinners shall be served at 6:15 p.m., and the programs shall begin at 7:30 p.m.

### **Governing Board of the Chapter**

- 6. THE GKCAGO BOARD (hereafter "the Board") shall consist of eleven elected members: five elected Officers** (Dean, Sub-Dean, Treasurer, Secretary, Registrar) **and six elected Team Leaders** (Education, Program, Membership, Administration, Finance, Information).

**Elected Officers and Team leaders are expected to have read and become familiar with the most recent editions of the GKCAGO Operating Procedures, the AGO National Bylaws, the AGO National Operating Procedures, and the AGO Chapter Management Handbook, as well as be familiar with basic principles of parliamentary procedure, in preparation for their service/mission on the Board.**

## 7. BOARD AND TEAM MEETINGS.

**The Board** shall meet **bi-monthly in the odd numbered months** of January, March, May, July (Board Orientation), September, and November, and at such other times as deemed necessary by the Dean.

**Teams** (consisting of Team Leaders with their respective Team Members, who are Committee Chairs) shall meet **as necessary/ appropriate, most particularly in the even numbered months** of February, April, June, August, October, and December. Team meetings shall not be scheduled on the same dates as Board meetings. (#19.b)

Regular attendance by elected Board members at Board and Team meetings is expected. The immediate past Dean is invited to attend Board meetings in an advisory, non-voting capacity. All meetings of the Board and Teams shall be conducted in accordance with the parliamentary practices found in the current edition of *Robert's Rules of Order, Newly Revised* (hereafter "RONR"). Technologically-assisted Board and/or Team meetings are acceptable, if necessary.

**Seven (7) of the eleven elected Board members shall constitute a quorum** for the transaction of any business at Board meetings.

In the event of a tied Board vote (e.g. if not all eleven are present) on a Team-submitted Motion, the Board may choose to refer the Motion back to the Team/Committee for further consideration.

Email voting is not allowed as a Board voting option, as it does not allow for real-time discussion and/or debate. Proxy voting as a Board voting option shall also not be permitted for the same reason. (RONR, 12<sup>th</sup> ed., 13:45.70; See also RONR, 12<sup>th</sup> ed., 4:9.30-36 "Electronic Meetings" and APPENDIX: Sample Rules for Electronic Meetings.)

## 8. ELECTION & INSTALLATION OF OFFICERS & TEAM LEADERS.

Only Voting members, as defined in Article II.I Sections 1-2 and Article VII, Section 3 of the National Bylaws, may hold office on the Board. To this end, the membership roster in the Directory shall identify those members not eligible for election (Subscribing/Honorary Members and Chapter Friends, #24.1).

**The annual election –**

**of Officers in even numbered years, and/or**

**of Team Leaders in odd numbered years and/or**

**of an Officer/Team Leader appointed to fill a vacancy in any year**

shall take place in April by means of online and/or paper ballots administered by the Information Team Leader (#27.c). Ballots shall provide the following voting options for each elected position: 1) Yes, 2) Abstain, 3) Write-in alternative. No voter shall write in the name of any alternative candidate without first obtaining that person's consent. A plurality of votes cast in person or by proxy (cf. Article VIII, Section 3, ¶2, *AGO National Bylaws*, 8-26-2021) shall be sufficient for election. In case of a tie vote between the two (2) candidates receiving the most votes, a run-off election between those two (2) candidates is required. The Officers or Team Leaders who are elected in April shall be installed at the May general meeting, and the term of office shall begin July 1. A portion of the July Board meeting shall be devoted to orientation for Board members.

9. **VACANCIES ON THE BOARD.** Any member of the Board may resign from their position. Such resignation shall be submitted in writing, and shall be effective immediately upon its acceptance by the Board. Vacancies on the Board, which may result from, but not be limited to resignation or death of a member, or removal of a member for failure to fulfill their responsibility, may be filled by appointment by the Officers' Committee of a member nominated 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 their predecessor and until their successor has been duly elected at the next annual election cycle - whether an even or odd numbered year (#8) - and officially installed.

- 10. REMOVAL FROM OFFICE.** An Officer or Team Leader may be removed from office for inability or failure to fulfill responsibilities only by action of the Board as follows:
- A simple majority vote of the Board shall authorize the Dean (or other Officer designated by the Board) to send formal written notice to the person in question, stating that action is pending before the Board to remove said person from office.
  - The person in question shall have a maximum of two (2) weeks to respond, after which time action to remove said person shall require a two-thirds majority vote of the Board.

### **Elected Members of the Board**

- 11. OFFICERS.** The Officers of the Chapter shall be the Dean, Sub-Dean, Treasurer, Secretary, and Registrar, who shall constitute the **Officers' Committee** (#12).
- 12. THE OFFICERS' COMMITTEE** is comprised of the five elected Officers (#11). These five Officers shall constitute the Chapter's nominal "Board of Directors" solely for purposes of required financial reporting (e.g., IRS filings, Investment Accounts documentation, etc.). (#6, #16.a, g, j)
- The Officers' Committee shall be empowered to make emergency decisions on behalf of the Board. An emergency is something that must be decided before the next regular Board meeting. A **quorum** shall consist of **four** of the five named Officers, with decisions made by a simple majority. A partial or completely technologically-assisted meeting is acceptable, if necessary.
- Email voting is not allowed as a Board voting option, as it does not allow for real-time discussion and/or debate. Proxy voting as a Board voting option shall also not be permitted for the same reason. (*RONR*, 12<sup>th</sup> ed., 13:45.70; See also *RONR*, 12<sup>th</sup> ed., 4:9.30-36 "Electronic Meetings" and APPENDIX: Sample Rules for Electronic Meetings.)
- 13. TEAM LEADERS.** The Team Leaders of the Chapter shall be the **Education** Team Leader, the **Program** Team Leader, the **Membership** Team Leader, the **Administration** Team Leader, the **Finance** Team Leader, and the **Information** Team Leader. (#6)

### **Officer and Team Leader Role Descriptions**

- 14. THE DEAN** shall:
- Be the chief executive officer of the Chapter.
  - Remain in office for a term of two (2) years, renewable/electable up to a total of three (3) consecutive terms/six (6) consecutive years.
  - Follow the *AGO Chapter Management Handbook, Eighth Edition (Approved 1/23/2018)* and its suggested time line.
  - Preside at all meetings of the Chapter, Board, and the Officers' Committee.
  - Nominate, for appointment by the Board, a person or persons to fill Officer or Team Leader vacancies that may occur as the result of death, resignation, incapacity, removal or disqualification of any duly elected Officer or Team Leader. Report any changes to the Board, the Directory Chair, and the Information Team Leader.
  - Recommend, as appropriate or needed, additional qualified Team Members/Committee Chairs to Team Leaders, and/or Committee members to Team Members/Committee Chairs. (#19.e)
  - Serve as an *ex officio*\* Member of all Teams and Committees of the Chapter, excluding Nominations.
  - Coordinate the work of Officers, Team Leaders, Team Members, and Committees.
  - Submit monthly agendas and reports to the Secretary **no later than the Saturday one week prior** to scheduled bi-monthly Board meetings. Submit reports at the general meetings of the Chapter.

- j. Execute the program of events for the year, including formatting and printing concert programs, with the assistance of the Program Team.
- k. Sign and/or countersign all contracts, payment vouchers, and other instruments for and in behalf of the Chapter as authorized by the Board.
- l. Perform such other duties as may be required by the Board, e.g., inviting host pastors to give the blessing before monthly dinner meeting, and host organists/choirmasters (if not Chapter members) to attend the general meeting. (#5)

\*NOTE: "*Ex officio*" means "by virtue of office held," with voice and vote, unless otherwise specified. (AGO *National Operating Procedures 2017*, IV.B.3.d)

**15. THE SUB-DEAN shall:**

- a. Exercise all the powers and perform all the duties of the Dean in the event of the Dean's absence. Succeed to the office of Dean for the remainder of the Dean's elected term in the event of the Dean's resignation, death, or removal.
- b. Remain in office for a term of two (2) years, renewable/electable up to a total of three (3) consecutive terms/six (6) consecutive years.
- c. Serve as an *ex officio* Member of the Program and Finance Teams to ensure that proposed program expenses do not exceed projected budgetary limits.
- d. Sign, as a Chapter Officer and an *ex officio* Member of the Program and Finance Teams, and with prior approval of the Board, contracts with guest performers for the following year.
- e. Submit reports to the Secretary **no later than the Saturday one week prior** to scheduled bi-monthly Board meetings.
- f. Perform such other duties as are incidental to the execution of this office, or that may be required of him/her by the Officers' Committee or the Board.

**16. THE TREASURER shall:**

- a. Supervise and have custody of all monies, funds, credits, and financial records of the Chapter, and keep full and accurate accounts of all receipts and disbursements of the Chapter. These shall include:
  - All general operating cash accounts (checking and savings)
  - All investment accounts (restricted and unrestricted)
  - Financial records and documents recommended or deemed as necessary by the Finance Team and/or the Board to monitor account and/or investment fund balances and performance
- b. Deposit all monies and credits in the name and to the credit of the Chapter, in such accounts and depositories as may be designated by the Board.
- c. Send to the National headquarters the National portion of any membership dues received, along with a dues report, in a timely manner.
- d. Disburse, or supervise the disbursement of, all other funds of the Chapter, in accordance with the authority granted by the Board, utilizing proper payment vouchers to correspond to the disbursements and keeping accurate records thereof. **All payment vouchers are to be co-signed by the Team Leader and the Dean and submitted to the Treasurer.**
- e. Prepare and submit reports or statements of Chapter finances to the Secretary **no later than the Saturday one week prior** to scheduled bi-monthly Board meetings, and/or as requested by the Board.
- f. Sign and/or countersign all financial instruments (cf. #14.k) requiring their signature.
- g. File yearly all tax documents and all other required forms to Federal and State agencies in order to maintain the Chapter's 501(c)3 status.
- h. Serve as an *ex officio* Member of the Finance Team.
- i. Assist the Finance Team in determining the annual budget for the Chapter, and with management of the Chapter's assets.



- j. Be one of the signatories (the other being the Investments Liaison, #26.1.a) on all deposit transmittals and withdrawal requests from the investment accounts.
- k. Remain in office for a term of two (2) years, renewable/electable up to a total of three (3) consecutive terms/six (6) consecutive years.

**17. THE SECRETARY shall:**

- a. Keep minutes of the Board meetings and general meetings of the Chapter in record books and/or digital files belonging to the Chapter. The Board minutes shall include the names of members present, members absent (excused/unexcused), and copies of any written reports presented at said meetings. Distribute Board minutes to Board members within ten days following each scheduled Board meeting.
- b. Maintain a Master Copy of the Chapter's Operating Procedures with additions and changes noted and dated, and keep them with the permanent records. The Secretary, and the Operating Procedures and Directory Chairs shall confirm agreement of this information in writing at the end of each program year.
- c. Receive reports from the Dean, Sub-Dean, Treasurer, Registrar, and the six Team Leaders (Education, Program, Membership, Administration, Finance, and Information) no later than the Saturday one week prior to scheduled bi-monthly Board meetings.
- d. Issue notices to Board members for all meetings of the Board, including all ten reports and the Dean's agenda **no later than the Thursday prior** to scheduled bi-monthly Board meetings.
- e. Remain in office for a term of two (2) years, renewable/electable up to a total of three (3) consecutive terms/six (6) consecutive years.

**18. THE REGISTRAR shall:**

- a. Be the Chapter Administrator of all Chapter membership records via the AGO ONCARD system for renewal.
- b. Assist members in gaining access to the ONCARD system. Provide, in collaboration with the Information Team Leader, opportunities for Chapter members to renew using ONCARD at Chapter meetings.
- c. Provide a paper Membership Form to members who request one.
- d. Collect any dues from members who prefer to pay locally and deliver said monies to the Chapter Treasurer.
- e. Prepare membership renewal articles for the Chapter newsletter during renewal season, and/or email blasts as appropriate, including any updates in member information after the Chapter Directory is published.
- f. Understand and be able to retrieve records of the Chapter membership from the AGO's membership data base through the ONCARD system.
- g. Maintain appropriate and necessary contact with the ONCARD system as to support the Chapter leadership.
- h. Serve as an *ex officio* Member of the Membership Team.
- i. Submit reports to the Secretary **no later than the Saturday one week prior** to scheduled bi-monthly Board meetings.
- j. Perform other duties appropriate to the execution of this office as may be required by the Board.
- k. Remain in office for a term of two (2) years, renewable/electable up to a total of three (3) consecutive terms/six (6) consecutive years.

**19. TEAM LEADERS shall:**

- a. Possess experience and/or education in Team mission areas.
- b. Convene and conduct Team meetings (#7) with their respective Team Members/Committee Chairs and Liaisons as appropriate/ necessary, most particularly in even numbered months. Team meetings shall not be scheduled on the same dates as Board meetings. Technologically assisted Team meetings are acceptable, if necessary.

- c. Determine, at Team meetings, the presence of a **quorum** consisting of **at least 50% of total team members** (Team Leader plus Team Members/Committee Chairs and Liaisons).
- d. Direct and oversee the day-to-day operations of their respective Team Members/Committee Chairs and Liaisons.
- e. Reconfirm and/or recruit Team Members/Committee Chairs after July 1 of the new program year, in consultation with the new Dean. Submit names of all returning and new Team Members in Team-by-Team Consent Motions for Approval by the Board at the September Board meeting.
- f. **(The Program Team Leader shall) appoint**, by the scheduled date of the January Board meeting, **a Bachathon Sub-Chair**, who shall serve with the current Bachathon Chair, and who shall become the Bachathon Chair for the following program year.
- g. Ensure Team compliance with the Chapter operating and financial procedures (standing rules) established by the Board. (#20.1)
- h. Co-sign with the Dean, and submit to the Treasurer, all Team and/or Committee payment vouchers. (#16.d)
- i. Serve as the chief channel of communication between their respective Teams and the Board.
- j. Compile their respective Team Member/Committee Chair reports, then submit ONE written Team Summary to the Secretary **no later than the Saturday one week prior** to scheduled bi-monthly Board meetings.
- k. Attend scheduled bi-monthly Board meetings.
- l. Remain in office for a term of two (2) years, renewable/electable up to a total of three (3) consecutive terms/six (6) consecutive years.

### **Appointments: Team Members / Committee Chairs**

**20. TEAM MEMBERS/COMMITTEE CHAIRS and LIAISONS** are reconfirmed and/or recruited BY THEIR RESPECTIVE TEAM LEADERS after July 1 of the new program year, and approved by the Board at the September Board meeting (#19.e).

Teams shall include the following committees/liaisons:

- a. **Education Team:** AGO Certification, Competitions, Professional Development/Ethics, Youth [Marionettes]
- b. **Program Team:** Bachathon, Bachathon Sub-Chair (#19.f), French Festival, Schola Cantorum Liaison, Sub-Dean *ex officio*
- c. **Membership Team:** Directory, Hospitality [Dinner Reservations, Punchbowl], [Outreach, Recruitment, Member Connections, etc.], Registrar *ex officio*
- d. **Administration Team:** Nominations, Operating Procedures, Placement, Strategic Planning
- e. **Finance Team:** At-large (up to two who shall be recommended by the Finance Team Leader for Board approval [#19.e, #14.e]), Gifts and Grants, Investments Liaison, Dean *ex officio*, Sub-Dean *ex officio*, Treasurer *ex officio*
- f. **Information Team:** Balloting (#27.c), *Bombarde*, Organ Promotions, Publicity, Reporter, Social Media, Website, Historian/Archives

#### **20.1 COMMITTEES**

Henceforth (January 1, 2022), all committees named in Article #20 shall be Standing Committees having equal voice and vote in Chapter deliberations and decision-making. No standing or *ad hoc* Committee/ Committee Chair, Liaison, or Team/Team Leader, shall be appointed, created, interpreted, or understood as having special or different privileges, or as having greater weight in decision-making, than any other committee or team within the Chapter.

**All Committees, Liaisons, and Teams named in Article #20 and any new Committees, Liaisons, and Teams, whether standing or *ad hoc*, are/shall be advisory to the Board, and shall comply with the Chapter operating and financial procedures (standing rules) established by the Board. No Committee/Committee Chair, Liaison, or Team/Team Leader may compose or adopt their own separate operating/financial procedures (standing rules) unless specifically instructed to do so by the Board. (RONR, 10th [16:50.25] and 12th [16:50.26] eds.)**

**21. TEAM MEMBERS/COMMITTEE CHAIRS shall:**

- a. Possess education and/or experience in committee mission areas.
- b. Be empowered, in consultation with the Dean (#14.e), to reconfirm/recruit likewise qualified members of respective committees as appropriate/needed to carry out committee assignments/projects.
- c. Work in partnership with their respective Team Leaders, and with other Committee Chairs/Committees as appropriate, to study issues.
- d. Assist their respective Team Leaders in planning, designing, and implementing programs/managing operations.
- e. Comply with the operating and financial procedures established by the Board.
- f. Be accountable to their respective Team Leaders, and to the Board.
- g. Submit payment vouchers for any committee purchases to their respective Team Leaders. (#19.h, #16.d)
- h. Submit monthly written reports to their respective Team Leaders **no later than the Wednesday ten days prior** to scheduled monthly Board meetings.

## **Team and Committee Role Descriptions**

### **EDUCATION Team**

**22. THE EDUCATION TEAM** promotes the continuing education of Chapter members, sponsors initiatives (e.g., POE, PPP, etc.) that foster and encourage youth interest in the organ and organ playing, and manages and administers Chapter sponsored organ competitions.

**22.1 THE AGO CERTIFICATION CHAIR shall:**

- a. Create ways to assist members of the Chapter in preparing for the AGO Examinations (Service Playing, Colleague, Choir Master, Associate, and Fellow).
- b. Conduct AGO examinations so long as Greater Kansas City is one of the National examination centers.
- c. Communicate ways to grow in musicianship and knowledge to members.

**22.2 THE COMPETITIONS CHAIR** shall convene a Competitions Committee, which shall be responsible for conducting the competition in organ playing. A local competition shall be held in odd-numbered years, with the winner continuing to the North Central Regional Competition later that same year. Competitors may compete in any chapter competition held within the AGO region of their home or school. This and all other rules established by the AGO National Office for the AGO/Michael Quimby Regional Competition for Young Organists will be followed by our local competition.

The date, place and other pertinent information regarding the competition shall be announced to the Board and to the membership as soon as the competitors are known, in order to comply with the AGO National Rules. The Competition Committee shall be responsible for publicizing the competition.

Prize money shall be interest from the Luther Crocker Memorial Fund (APPENDIX A), gifts, and Chapter funds. The number of prizes awarded and the amount of each prize shall be proposed by the Competition Committee and approved by the Board. The prize money shall be awarded at either the April or May general meeting of the Chapter, and the winner(s) shall be presented in recital at that Chapter meeting.

The Committee shall submit to the Board, for approval, the names of the persons selected to serve as judges. Honoraria for the judges will be determined by the Competition Committee and approved by the Board prior to each competition. Reimbursement shall be made for any mileage exceeding 60 miles, and overnight lodging and meals as necessary.

**22.3 THE PROFESSIONAL DEVELOPMENT/ETHICS COMMITTEE** shall:

- a. Define the professional matters that the Chapter needs to consider.
- b. Develop ways to assist the Chapter and its members in addressing those matters and educate the Chapter members and local churches about the policies developed.
- c. Obtain information from the National Councilor for Membership; the National Committees on Membership Development and Chapter Support, Sharing Skills and Resources, and Career Development and Support; the Regional Councilor for Professional Development; and communicate this information as appropriate to the general membership.
- d. Carry out the recommended policies of the National Council concerning practices as found in the Code of Professional Standards and the Code of Ethics.

**22.4 THE YOUTH COMMITTEE** shall promote an awareness of, and interest in, the organ to the youth of the community.

**PROGRAM Team**

**23. THE PROGRAM TEAM** shall be responsible for developing all Chapter programs, and submitting program plans to the Board for approval. Exceptions are Bachathon (#23.2), which is a part of the Concert Series/Program Events, and French Festival (#23.1), which was established alongside but apart from the Concert Series/Program Events. These two events have separate coordinators (Chairs) who are accountable to the Program Team Leader, the Finance Team (re: budgeting), and to the Board. One year in advance of the performance year, the Program Team shall:

- a. Select all artists, lecturers, and performing groups for the following season, including one program by Schola Cantorum (participation in Bachathon or a Hymn Festival may be considered one program).
- b. Research program costs and the availability of funding.
- c. Issue confirmations of program dates, and negotiate contracts for artists' fees, when necessary, ensuring that proposed program expenses do not exceed projected budgetary limits. (#15.c, #15.d)
- d. Secure proposed budgets for the following season from the French Festival and Bachathon Chairs and the Schola Conductor no later than February 1 of the current season. Schola Cantorum (Appendix B), the Bachathon and French Festival Chairs, and the Gifts and Grants Committee may/should seek extra-budgetary funding to cover projected expenses via grants, co-sponsorships, or program-specific donations. **The Board shall not be responsible to approve mid-season program funds that were not planned/budgeted/secured in a timely manner during the planning process.**
- e. Arrange for a suitable location for each program, negotiate for any co-sponsorship, and clarify policy on ticket sales or other revenue (a 50/50 split for equal co-sponsorships).
- f. Report preliminary plans to the Board no later than March, with final approval by the Board no later than May.
- g. Assist the Dean in executing these same programs the following year.

## **PROGRAM POLICY:**

Any program sponsored by the Chapter must have the approval of the Board. Any organization wishing to co-sponsor a program with the Chapter must contact the Program Team Leader, who shall reach a clear understanding with any co-sponsor that final approval of a co-sponsored program rests with the Board, and that confirmation of the event cannot be given until such approval is enacted.

Programs (and dinners) shall continue to be at churches or other venues which allow the Chapter to use their facilities without charge. Any janitorial fees required by venues shall be included in the budget.

No member of the Chapter will receive any fee or stipend for performing or participating in any program sponsored by the Chapter.

### **23.1 THE FRENCH FESTIVAL CHAIR**

The French Festival (established in 2013 by a Chapter member, alongside but apart from the Chapter Concert Series/Program Events) is an annual celebration of French music and culture. The French Festival Chair shall:

- a. Collaborate with the Program Team Leader and the Treasurer in preparing a proposed budget, in compliance with Chapter procedures regarding co-sponsorship of events. (#23, #23.c, PROGRAM POLICY: #23.¶ 1, #26.b, #26.c)
- b. Submit the following August's (the next program year's) French Festival budget to the Program Team Leader no later than February 1 of the current season.
- c. Recruit, select and engage all performers.
- d. Recruit volunteers for defined areas of need.
- e. Arrange publicity and all areas of house management.

### **23.2 THE BACHATHON CHAIR**

Bachathon is an annual event (established in 1980) that takes place on the first Sunday of May and is part of the Concert Series of the Chapter. Participation of GKCAGO members and of Schola Cantorum is encouraged. Chapter members shall have first priority as solo performers. The Bachathon Chair shall:

- a. Collaborate with the Program Team Leader, the Treasurer, and the Schola Conductor in preparing a proposed budget, in compliance with Chapter operating and financial procedures, especially regarding co-sponsorship of events. (#23, #23.c, PROGRAM POLICY: #23.¶ 1, #26.b, #26.c)
- b. Submit the following season's (not the upcoming May's) Bachathon budget to the Program Team Leader no later than February 1 of the current season (e.g., the 2022-2023 Bachathon Chair will submit a budget for Bachathon **2024**.)
- c. Select and engage all performers.
- d. Coordinate plans for the event with the Program Team Leader and the Treasurer; present plans to the Board for approval; arrange publicity, and program booklet advertising and printing.
- e. Mentor the appointed Bachathon Sub-Chair (#19.f).
- f. Consult the Chapter Bachathon Process Document for further details.

### **23.3 THE SCHOLA CANTORUM LIAISON**

Schola Cantorum is a mid-sized choral group sponsored by the Greater Kansas City Chapter of AGO (**Appendix B**). An experienced member of both the Chapter and of Schola Cantorum shall serve as Liaison for the Board to Schola Cantorum. If necessary, Schola Cantorum may be used for Choirmaster certification examinations.

## **MEMBERSHIP Team**

- 24. THE MEMBERSHIP TEAM** shall be responsible for activities focused on recruiting and retaining Chapter membership. These activities shall include, but not be limited to, the following:
- a. Collaborates with the Registrar regarding member updates/changes within the ONCARD Chapter Membership data base.
  - b. Develops and administers a process for identifying and recruiting new members and ensuring that they are registered in a timely fashion.
  - c. Serves as the key contact for members and prospects seeking information about membership categories, benefits, dues, etc.
  - d. Welcomes new members via phone, letter, or e-mail, and introduce them at a general meeting.
  - e. Takes an active role in ensuring that all Chapter members are welcomed cordially at meetings and integrated into the fabric of the Chapter.
  - f. Manages Chapter social events.
  - g. Sets the standards for hospitality and teach them to others.

**24.1 THE DIRECTORY CHAIR** shall be responsible for publishing a directory containing the name, address, telephone number, email address, and pertinent information provided by each member, and available to Chapter officers through the National AGO ONCARD membership process and database (#3). Those members who are Subscribing/Honorary Members or Chapter Friends (i.e., Non-Voting) shall be identified in the Directory. The Directory shall also contain (whenever practical) the AGO Mission, Vision, and Values Statement, the Declaration of Religious Principles, the Code of Ethics, a list of all former Deans, current Chapter Officers, Team Leaders, Team Members/ Committee Chairs, National Officers, the North Central Regional Councilor, and Missouri and Kansas State Conveners (the latter three with addresses and phone numbers), the complete program for the current year, and the most current revision of the Chapter Operating Procedures. A print-ready copy of the final draft of the Directory shall be provided electronically to the Sub-Dean, the Communications Chair, and the Operating Procedures Chair by September 20, with any edits returned to the Directory Chair by October 1. The Directory will then be printed and available for distribution to each member in good standing at the October meeting.

**24.2 THE DINNER RESERVATIONS CHAIR** shall:

- a. Accept reservations for each dinner held prior to a general meeting of the Chapter.
- b. Report the total number received by a published deadline to the person/s providing the dinner, and to the venue's facility manager.
- c. Send a bill for any unpaid reservation. (Anyone wishing to cancel a one-time or permanent reservation must do so by the announced deadline or pay for the meal.)

**24.3 THE HOSPITALITY CHAIR** shall be responsible for any social events of the Chapter, making all provisions that the Dean shall deem necessary.

## **ADMINISTRATION Team**

**25. THE ADMINISTRATION TEAM** is comprised of those Team Members and Committees that oversee Chapter planning and procedures.

**25.1 THE NOMINATIONS COMMITTEE** shall:

- a. Consist of five (5) persons, not more than two (2) of whom may be members of the Board.

- b. Nominate, in **even** numbered election years, candidates for each of the five **Officers** (#6, #8) whose terms of office are about to expire.  
Nominate, in **odd** numbered election years, candidates for each of the six **Team Leaders** (#6, #8) whose terms of office are about to expire.
- c. Ensure that all Nominees possess education and/or experience in their nominated Officer or Team Leader mission areas.
- d. Provide a role description (from the pertinent Operating Procedures listing and/or Process Document) to all candidates, who must agree to run before their names are presented to the Board.

The slate shall be approved by the Board in March, and shall be published in the April issue of *Bombarde* and/or via Chapter email blast, along with a brief biography of each candidate.

Additional nominations may be made by petitions signed by at least five (5) Voting Members of the Chapter in good standing, and submitted with biographies to the Secretary before March 20, so that the full ballot may be sent to each Voting Member in April. (#8)

Nominations Committee members shall serve no more than two consecutive years. The Nominations Committee Chair shall serve a one-year term.

#### **25.2 THE OPERATING PROCEDURES CHAIR shall:**

- a. Advise the Board of any incongruities within Chapter Operating Procedures, or between Chapter Operating Procedures and National AGO Operating Procedures, policies, and bylaws.
- b. Review Chapter Operating Procedures and committee Process Documents throughout the year for any evolving procedural changes/updates. Create new Process Documents for roles not yet defined or as needed for new roles, in consultation with Officers, Team Leaders, and/or Committee Chairs.
- c. Convene a Committee to discuss any necessary amendment/s to Chapter Operating Procedures.
- d. Propose said amendment/s to the Board for action at appropriate times throughout the program year. The Board may choose to recommend amendment/s for further consideration by the Chapter membership at a General Meeting (#5). Following adoption by the Board and approval by the Chapter membership, the Regional Councilor, and the National Vice President, these Operating Procedures and any provision thereof may be amended at any time by action of the Board. 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, with the date of such enactment.

As of each July 1, Master Copies of the Chapter Operating Procedures shall be kept by the Chair and by the Secretary. (#17.b) Any Board-approved amendments made during the following year shall be noted by the Chair and the Secretary on their respective Master Copies, with dates of each change also recorded. Before June 30 each year, the Chair and the Secretary shall confer to compare their records of the year's actions for accuracy and agreement. The Chair shall then prepare a clean Master Copy, including dates of any changes, and submit it to the Secretary. The Chair shall also submit a clean Master Copy, minus the dates of changes, to the Directory Chair by August 31, to be incorporated into in the new Chapter Directory.

#### **25.3 THE PLACEMENT CHAIR shall:**

- a. Maintain a current list of positions available for church musicians. This list is available only to members, published in the *Bombarde* but not on the website.

- b. Announce available positions at all meetings of the Board and general meetings of the Chapter.
- c. Maintain a Substitutes list published in the *Bombarde* and available to anyone. (GKCAGO Substitutes List Process Document)

**25.4 THE STRATEGIC PLANNING COMMITTEE** shall:

- a. Provide the Board and Teams with background and insights about activities and trends from other non-profit organizations in music, the arts, and faith communities.
- b. Assist the Board and Teams in periodically reviewing and revising their mission and vision statements.
- c. Assist the Board and Teams in developing, reviewing, and revising long-term goals.
- d. Assist the Board and Teams in choosing strategies and tactics to achieve their goals.
- e. Assist the Board and Teams in collecting relevant data to measure progress toward achieving their goals, and to revise strategies and tactics, as needed.
- f. Attend scheduled training events in preparation for accomplishing the above.

**FINANCE Team**

**26. THE FINANCE TEAM** shall:

- a. Be responsible for overseeing all Chapter income and expenditures, including investment allocations and disbursements.
- b. Establish budget submission deadlines for all projected programs - including Bachathon, Schola Cantorum, and French Festival – if different from those already specified in #23, #23.1, #23.2, Appendix B.
- c. Develop an annual balanced Chapter budget in consultation with the Program Team Leader, Bachathon Chair/Sub-Chair, Schola Conductor, and French Festival Chair.
- d. Recommend to the Board and seek Board approval for:
  - Investment account definitions, whether restricted or unrestricted. New accounts must be defined at inception.
  - Investment account changes in definition, structure, restrictions or disbursement procedures.
  - Disbursement from or deposit to any investment account.
- e. Actively engage in Chapter fundraising as needed.
- f. Meet as necessary/appropriate, most particularly in even numbered months.

**FINANCE POLICY:**

Requests for funds beyond the regular budget development process may be submitted to the Dean for consideration by the Finance Team and/or approval by the Board. Any such request must include a written description of how the request relates to the Chapter's strategic plan. (25.4) A Team Leader or Officer, with approval of the Dean, can request payment of an emergency, non-budgeted expense, not to exceed \$250.

An external audit of Chapter finances will occur 1) upon the election of a new Treasurer, and 2) at the Board's discretion. The Auditor will either be chosen 1) by the Finance Team Leader, or 2) at the direction of the Board.

**26.1 THE INVESTMENTS LIAISON** shall:

- a. Be one of the signatories (the other being the Treasurer, #16.j) on all deposit transmittals and withdrawal requests.
- b. Prepare, or cause to be prepared, such documentation as will be required for reviewing, and/or acting upon, the monetary status of the funds and earnings.



- c. Prepare a monthly report for the Treasurer containing investment account performance to be included in the Treasurer's monthly financial reports. This report is due to the Treasurer no later than the Wednesday ten days prior to scheduled Board meetings. (#21.h)
- d. Recommend to the Finance Team any changes to the investment portfolio mix to improve fund performance.

**26.2 THE GIFTS AND GRANTS CHAIR/COMMITTEE shall:**

- a. Solicit and gather funds to underwrite the Chapter Concert Series/Program Events, in the following categories:
  - Sponsor: \$500
  - Benefactor: \$250
  - Patron: \$100
  - Contributor: \$75
  - Donor: \$50
  - Supporter: ≤ \$49
- b. Acknowledge, in writing, contributions to the Concert Series/Program Events.
- c. Maintain a current list of donors and provide names of donors as they wish to be attributed to
  - 1) the Dean/program printer for inclusion in any printed program in the Concert Series (including Bachathon)/Program Events and
  - 2) the Historian for inclusion in the Chapter's Donor and Memorial Registry (#27.1.b).
- d. Research availability of, and apply for pertinent grants to assist with Chapter programs and other projects.

**INFORMATION Team**

**27. THE INFORMATION TEAM LEADER shall:**

- a. Coordinate all avenues of communication for GKCAGO including the *Bombarde* Editor, the Organ Promotions and Social Media Liaisons, the Publicity Chair, the Reporter, the Website Editor (including Email blasts, Video postings, Zoom meetings, Copyrights, etc.), and the Historian.
- b. Represent these avenues of communication at Board meetings.
- c. Manage the balloting process for, and execute the annual election of either Officers or Team Leaders (#8).
- d. Convene meetings of the following Team Members, including the Historian (#27.1), as necessary/appropriate, most particularly in even numbered months:
  - i. **Bombarde Editor.** *Bombarde* is the official newsletter of the Chapter. The Editor shall be responsible for gathering and publishing all necessary items and information for the benefit of the Chapter members. *Bombarde* shall be published regularly and e-mailed or mailed to members in good standing.
  - ii. **Organ Promotions Liaison.** cf. Information Team Process Document
  - iii. **Publicity Chair**, who shall be responsible for all publicity as the Board deems necessary, except for Competitions. The logo of the American Guild of Organists and/or of our Chapter shall be used with all publicity.
  - iv. **Reporter**, who shall monthly send information and any available pertinent pictures about the Chapter and its activities to the National Headquarters for publication in *The American Organist (TAO)*, and do any other reporting deemed necessary by the Board.
  - v. **Social Media Liaison.** cf. Information Team Process Document
  - vi. **Website Editor.** cf. Information Team Process Document

**27.1 THE HISTORIAN shall:**

- a. Collect a program of each chapter-sponsored event, any printed publicity concerning the Chapter, and all Chapter publications.
- b. Maintain a permanent record of donors and honorees, obtained from the Gifts and Grants Committee (#26.2.c), in the Chapter's Donor and Memorial Registry.
- c. Deliver, at the end of each program year, any archival records to the State Historical Society office at UMKC\*, where they will then be forwarded to the Western Missouri Historical Manuscript Collection at MU-Columbia.
- d. Act as liaison for any Chapter member wishing to access the Chapter's permanent records.
- e. Confirm annually the current local contact\* information for such access and report any change of contact to the Operating Procedures Chair for amendment (#25.2).

\*General Contact: 816-235-1543/ [kansascity@shsmo.org](mailto:kansascity@shsmo.org)

\*UMKC:

Lucinda J. Adams, Associate Director  
The State Historical Society of Missouri  
Research Center - Kansas City  
306 Miller Nichols Library UMKC  
801 E 51 St, Kansas City, MO 64110  
816-235-1544/ [AdamsLu@shsmo.org](mailto:AdamsLu@shsmo.org)

## **APPENDIX A**

### **Luther Crocker (1905-1980) Memorial Fund**

WHEREAS, Luther Crocker was one of the Charter Members of the Greater Kansas City Chapter of the American Guild of Organists; a former Dean; a substantial contributor for many years; Chairman of the Student Competition Committee for many years; and,

WHEREAS, on the occasion of his death, the Chapter desires to establish an enduring memorial to his memory and to his outstanding contributions to this Chapter, and to organ music generally,

Now, THEREFORE BE IT RESOLVED that the Greater Kansas City Chapter of the American Guild of Organists solicit contributions to a fund, to be known as THE LUTHER CROCKER MEMORIAL FUND; said Fund to be maintained in a separate, interest-bearing account, and to be used - \*upon the recommendation of the Finance Team to the GKCAGO Board (#6) - solely for the purpose of financing the annual competition for young organists, including awards and scholarships for participants.

APPROVED: Executive Committee, October 18, 1981; July 27, 1991

\*APPROVED AS AMENDED: GKCAGO Board, November 13, 2021.

## **APPENDIX B**

### **A Document of Affiliation between the GKCAGO and Schola Cantorum**

Schola Cantorum is a mid-sized group of talented amateur and professional singers performing diverse choral literature with emphasis on major classical works. The purpose of its existence is to provide education for both performers and audiences, opportunity for vocal performance, and joy that comes from participation.

Schola Cantorum has the right to develop a budget and to pursue promotional and fund-raising activities for the sole purpose and furtherance of Schola Cantorum. These activities must conform to the Operating Procedures\* and policies of the Greater Kansas Chapter of the American Guild of Organists, including regulations regarding the tax-exempt status of the Guild. Said budget shall be maintained internally within Schola Cantorum, and shall be submitted annually for review to the GKCAGO Treasurer.

The Guild will give promotional backing to the organization, such as assistance and use of the same channels of advertising as would be used for a GKCAGO recital event. The Guild will support and promote Schola Cantorum among its members as an education opportunity for those involved in the choral field of church music. The Guild will encourage its members to help in the participation and recruitment of Schola Cantorum singers. The Guild will continue to provide funding for Schola's participation in the Bachathon and one full Guild program **in compliance with the operating and financial procedures established by the GKCAGO Board.**\* Honoraria will be provided for the Conductor/Music Director and the Accompanist. A full GKCAGO membership may be provided for the Conductor/Music Director, if not already a member.

Schola Cantorum will maintain an internal organization to handle membership, scheduling, repertoire and goals in cooperation with the Conductor/Music Director of the organization. The singers will be chosen by the Conductor/Music Director through audition procedures. A Schola Cantorum Liaison shall be appointed by the GKCAGO Dean and Schola Cantorum Conductor/Music Director. Said liaison shall report on Schola activities at Chapter Board meetings, shall participate as a member of the planning committee of Schola, and shall be a member of both organizations.

APPROVED: Executive Committee, August 27, 1984; July 27, 1991

\*APPROVED AS AMENDED: GKCAGO Board, November 13, 2021

## **Appendix C**

### **Rodney A. Giles (1947-2010) Fund for Programming**

A permanently endowed gift of \$20,000 was received from Rodney A. Giles (former GKCAGO Chapter member and Dean) in 1998 and is designated to increase program funds for the Chapter. This gift is invested in a separate account with only interest earnings to be used. It was Mr. Giles' hope that others will add to this fund.

Originally overseen by a separate Board of Directors approved by the GKCAGO Executive Board on October 10, 1998 (per 10/10/1998 Board minutes), this Fund was placed, by the GKCAGO Executive Board, under the supervision of an Investment Advisory Committee on June 12, 1999 (per 6/12/1999 Board minutes). \*Subsequently, the GKCAGO Board (#6) placed this Fund under the oversight of the Finance Team (#26 - #26.3) on November 13, 2021.

\*APPROVED AS AMENDED: GKCAGO Board, November 13, 2021

**WHEREFORE, we, the undersigned members of the Officers' Committee of the Greater Kansas City Chapter of the American Guild of Organists, do hereby adopt the above and foregoing OPERATING PROCEDURES to govern the Greater Kansas City Chapter of the American Guild of Organists, the 19th day of December, 2022.**

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Dean Date

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Sub-Dean Date

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Secretary Date

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Treasurer Date

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Registrar Date