

The American Guild of Organists
Northern Virginia Chapter
Procedural Guides

A. INTRODUCTION

1. The following Procedural Guides will govern the Operations and Conduct of the Northern Virginia Chapter ("Chapter") of The American Guild of Organists ("Guild"), originally organized as the Alexandria Chapter. These Procedural Guides are supplemental to and in accordance with the National By-laws of the Guild, adopted April 13, 1896, and as amended through October 27, 2006.
2. Article II, Section 1 of the National By-laws is incorporated by reference, as if fully set out herein. Nothing in these Procedural Guides shall be read, and none of the Chapter's business and activities in following these Procedural Guides shall be undertaken or executed, in a manner inconsistent with the fundamental purposes of the Guild.
3. In the absence of appropriate provisions in the Guild Constitution and By-laws, these Procedural Guides shall be followed in the conduct of Chapter business.
4. The Chapter shall be non-denominational and non-partisan. Neither the name of the Chapter nor the names of its officers in their official capacity shall be used in connection with any commercial enterprise, or for any purpose other than the regular work of the Chapter and the Guild.
5. The Chapter may cooperate with other organizations active in musical endeavor, provided its representatives make no commitments that bind the Chapter without prior approval of the members of the Executive Committee. If deemed by the Executive Committee to be of sufficient importance for prior approval of the members of the Chapter, the matter will be presented at a business meeting of the Chapter.

B. MEMBERSHIP

1. Classes of membership shall include members, dual members and subscribing members.

2. Members and dual members may vote, hold office and serve on committees.
3. Subscribing members do not vote, hold office or serve on committees.
4. Annual dues of members and dual members shall be those determined by the Guild. The annual dues of subscribing members shall be determined by the Chapter.

C. OFFICERS AND CHAPTER PERSONNEL

The elective officers of the Chapter shall be Dean, Sub-dean, Secretary, Registrar (Membership), Treasurer, Librarian/Historian, two (2) Auditors and three (3) Members-at-Large. There also shall be a Chaplain appointed by the Dean. Chairpersons of standing and *ad hoc* committees, appointed by the Dean and approved by the elected officers of the Executive Committee, may also be appointed to serve on the Executive Committee. (Note: Dean, Secretary and Treasurer are the only officers required by Guild By-laws. Additional officers are optional.) Each officer, except Members of the Executive Committee-at-Large, shall remain in office for one term of two (2) years, and shall not immediately succeed him/herself in the same office. Members-at-Large are elected for one term of three (3) years, and shall not succeed themselves in this office.

1. DEAN. The Dean shall be the chief executive officer of the Chapter, and shall:
 - a. Preside at all meetings of the Chapter or Executive Committee at which he/she may be present;
 - b. Appoint the chairpersons of all standing and *ad hoc* committees, with the approval of the Executive Committee;
 - c. Recommend for ratification 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 committees;
 - e. Appoint the Chaplain;
 - f. Serve as an *ex officio* member of all committees, excluding the Nominating Committee;
 - g. 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 and or considered by the members of the Chapter;

- h. Carry out all directions and resolutions of the Chapter and Executive Committee and make such other reports to the Chapter and Executive Committee he/she shall deem necessary, or which may be required by the policies of the Chapter or Executive Committee;
- i. Sign and countersign all contracts and other instruments for and on behalf of the Chapter, to include Chapter checks when Treasurer is unavailable, pertaining to usual, regular and ordinary affairs of the Chapter as may be authorized by the Executive Committee;
- j. Issue notices of Executive Committee meetings;
- k. Perform such other duties incidental to the execution of his/her office or which may be required of him/her by the Executive Committee.

2. SUB-DEAN. The Sub-dean, in the absence of the Dean, shall exercise all the powers and perform all the duties of the Dean, and shall:

- a. Serve as chairperson of the Program Committee (see Section D.3, Page 9), and be responsible for planning the programs for one fiscal year. This procedure assumes that, in the interest of year-to-year continuity, the Sub-dean subsequently may be elected Dean. This is suggested procedure, but not mandatory;
- b. Succeed to the office of Dean in case of the incumbent Dean's resignation or death for the duration of the unexpired term;
- c. Perform such other duties incidental to the execution of his/her office or which may be required of him/her by the Executive Committee;
- d. Issue notices of Chapter meetings.

3. SECRETARY. The Secretary shall serve as general secretary of the Chapter, and shall:

- a. Take and have custody of the minutes of the meetings of the Executive Committee and general meetings of the Chapter:
 - 1. Executive Committee minutes are to include the names of those members present or absent, and copies of the reports from the Treasurer, Registrar and, where appropriate, from committees;
 - 2. Chapter minutes are to include the numbers present, all old and new business presented and discussed, action taken and copies of any reports presented;

- b. Furnish a copy of the minutes of each meeting of the Executive Committee and each general meeting of the Chapter to members of the Executive Committee within two weeks after each meeting;
- c. Carry on correspondence of the Chapter as requested by the Dean and/or Executive Committee;
- d. Make such other reports and perform such other duties incidental to the execution of his/her office or which may be required of him/her by the Executive Committee.

4. REGISTRAR. The Registrar shall be custodian of the membership records of the Chapter, and shall:

- a. Collect all dues and deliver said monies to the Treasurer of the Chapter;
- b. Report to the Guild Secretary the names of all members who have paid dues, such list to include the class of membership (renewal, new member, reinstatement, subscribing, etc.) of each member. A copy of such list(s) shall be sent to the Treasurer of the Chapter;
- c. Gather information for the Chapter Membership Directory, copies of such information to be sent to the Treasurer and the Newsletter Editor;
- d. Provide membership forms upon request, which shall include the Guild membership application, Guild reinstatement form and Chapter membership renewal form, as appropriate;
- e. Send members of the Chapter the following items and other such items as may be deemed necessary by the Executive Committee:
 - 1. Dues statement (on a timely basis);
 - 2. Chapter membership renewal for;
- f. Send to prospective members a Guild membership application;
- g. Notify newly-elected members of their election;
- h. Issue membership cards to members in good standing;
- i. Serve as chairperson of the Membership Committee (see Paragraph 8, Page 12);
- j. Supervise the annual preparation and publication of a Roster of the Chapter membership;
- k. Perform such other duties incidental to the execution of his/her office or which may be required of him/her by the Executive Committee.

5. TREASURER. The Treasurer shall be custodian of all financial records of the Chapter, and shall:

- a. Prepare a proposed Chapter budget for the fiscal year July-June for submission to the Executive Committee for consideration and approval prior to presentation at the September meeting of the Chapter;

- b. Supervise and have custody of all current financial records of the Chapter and keep full and accurate accounts of the receipts and disbursements of the Chapter during each fiscal year, July-June. These shall include:
 - 1. Assets, liabilities and fund balances;
 - 2. Revenue and operating expenses;
 - 3. All other financial records and documents deemed necessary by the Executive Committee;
- c. Cause all monies and credits to be deposited in the name and to the credit of the Northern Virginia Chapter, American Guild of Organists, in such accounts and depositories as may be designated by the Executive Committee. Provisions shall be made that these funds may be withdrawn only by checks signed by the Treasurer or, in cases of emergency when the Treasurer may be unavailable or the office vacant, by the Dean;
- d. Send to the Guild Treasurer the required portion of membership dues or other fees. A copy of such list(s) shall be sent to the Registrar of the Chapter;
- e. Disburse, or supervise the disbursement of, all other funds of the Chapter, in accordance with the authority granted by the Executive Committee or the Chapter, requiring proper vouchers relating to the disbursement;
- f. Prepare and submit reports or statements of the Chapter's finances and accounts at each meeting of the Executive Committee and the Chapter;
- g. Sign and/or countersign such instruments requiring his/her signature;
- h. Perform such other duties incidental to the execution of his/her office or which may be required of him/her by the Executive Committee.

6. LIBRARIAN/HISTORIAN. The Librarian/Historian, in cooperation with the Education Committee, shall supervise the maintenance and circulation of all books, music and educational tools (cassettes, videos, etc.) owned by or loaned to the Chapter. He/she shall present a written inventory of all books, music and educational tools owned by the Chapter to the Executive Committee at the end of each fiscal year. The Librarian/Historian, to the extent practicable and possible, shall keep a copy of each recital program, any notice or article appearing in newspapers or magazines concerning the Chapter, a copy of all Chapter publications and all books, music, programs of concerts and recitals sent to him/her by the members of the Chapter. He/she shall keep the History of the Chapter in such a place that it shall be accessible to all members.

7. NEWSLETTER EDITOR. The Editor of the Chapter Newsletter, Keynotes, shall have responsibility for gathering and publishing all necessary items and information for the benefit of the members of the Chapter. Such items and information shall include, but not be limited to: announcements of forthcoming meetings of the Chapter; notices of upcoming Chapter program events; a calendar of future programs or events in the community; a list of positions available for church and synagogue musicians; a letter from the Chapter Dean; and any other item deemed appropriate by the Executive Committee. At the discretion of the Executive Committee, the editor shall also work closely with the Treasurer of the Chapter in soliciting paid advertising for the Newsletter.

8. WEBMASTER. The Chapter Webmaster shall have responsibility for maintaining the Chapter website with the most current information possible. The website shall include, but not be limited to: announcements of forthcoming meetings of the Chapter; a full listing of chapter events for the current year; contact information for Chapter leaders as determined by the Executive Committee; a link to the National AGO website <http://www.agohq.org>; any other information useful to individuals interested in contacting the Chapter via the internet. The Webmaster shall forward the Chapter's web address to National Headquarters to enable interested parties to reach the Chapter from a link on the National AGO website.

9. AUDITORS. The Auditors shall make a complete annual audit of the Treasurer's records and books as of June 30 each year. A special audit of those books shall be made upon the resignation of a Treasurer during his/her term of office. A written report of the results of each audit shall be made to the Executive Committee. The Auditors, being satisfied that the Treasurer's annual report is correct, shall sign a statement to that effect and submit it to the Executive Committee.

10. MEMBERS-AT-LARGE OF THE EXECUTIVE COMMITTEE. Three (3) Members-at-Large shall serve on the Executive Committee for three (3) years each, with one (1) new Member-at-Large being elected each year. They shall provide their knowledge and expertise to the Executive Committee. Members-at-Large shall not immediately succeed themselves in this office.

11. CHAPLAIN. The Dean, with the approval of the Executive Committee, shall appoint a local clergyperson to serve as Chaplain of the Chapter for a one-year term beginning July 1. Vacancies in the office of Chaplain shall be filled by the Dean. The Chaplain shall be invited to participate in all activities of the Chapter, and shall perform such duties deemed appropriate to the office.

D. COMMITTEES

All committee chairpersons of standing and *ad hoc* committees shall keep the Executive Committee informed of their activities, and no final decisions shall be made without the approval of the Executive Committee. The power to form *ad hoc* committees and appoint their members rests solely with the Dean and the Executive Committee. Upon approval by the Executive Committee of the final report of the *ad hoc* committee, the Dean shall automatically discharge the committee.

1. EXECUTIVE COMMITTEE. The Executive Committee shall consist of all elected officers of the Chapter, including the three elected Members-at-Large. All Chairpersons of standing and *ad hoc* committees may be invited to attend Executive Committee meetings with voice but no vote. The functions and responsibilities of the Executive Committee shall be governed by the Guild Constitution and By-laws, and by the following supplemental procedures.

- a. Transact all necessary Chapter business between general meetings of the Chapter, and conduct the affairs of the Chapter in such a way as to reduce to a minimum the business meetings of the full Chapter;
- b. Act on all business of the Chapter not specifically reserved to the Chapter as a whole by the terms of the Guild Constitution and By-laws or by the Chapter Procedural Guides;
- c. Meet at least quarterly or at the call of the Dean;
- d. Consider the fiscal year July-June budget proposed by the Treasurer. Following approval, the budget shall be presented for action by the Chapter at the May meeting;
- e. Determine such other standing and *ad hoc* committees as are needed for the conduct of Chapter business, define the duties of the committees, and approve the chairpersons and members of all committees submitted by the Dean;
- f. Fill all vacancies occurring among the officers of the Chapter, except vacancies in the offices of Dean (see Section C.2.b, Page 3) and the Chaplain (see Section C.1.e, Page 2);

- g. Supply the names of such other nominees required to be placed on the ballot if, between the filing of the report of the Nominating Committee and the Chapter election, any candidates for office withdraw;
- h. Invite nonmembers of the Executive Committee to attend its meetings for the discussion of particular questions on which their opinions are sought;
- i. Seven (7) elected members shall constitute a quorum at meetings of the Executive Committee;
- j. Voting in meetings of the Executive Committee is limited to the current officers of the Chapter (except the Chaplain), including Members-at-Large of the Committee;
- k. Any member of the Executive Committee who is absent more than once from a regular meeting of the Committee without an excuse acceptable to the majority of the Committee shall be deemed to have automatically forfeited his/her membership on the Executive Committee, and the Executive Committee may forthwith fill such vacancy;
- l. Any member of the Executive Committee may resign from his/her position. Such resignation shall be submitted in writing, and the resignation shall be effective upon its acceptance by the Executive Committee. Vacancies on the Executive Committee may result from, but are not limited to, resignation or death of a member, removal of a member for failure to fulfill his responsibility, or an increase in the number of members of the Executive Committee. The person appointed to fill such vacancy shall meet all qualifications to hold office and shall serve for the unexpired term of his/her predecessor, and until his/her successor has been duly elected and officially installed.

2. **NOMINATING COMMITTEE**. The Nominating Committee shall bear in mind that elected Chapter officers (other than Members-at-Large of the Executive Committee) shall serve one two(2)-year term and shall not immediately succeed themselves in the same office. The Nominating Committee shall consist of five (5) persons, not more than two (2) of whom may be members of the Executive Committee. The Nominating Committee shall:

- a. Nominate in even years (beginning in 1992) one (1) or more candidates for each office and an excess of candidates for Members-at-Large of the Executive Committee for those whose terms of office are about to expire. Nominate in each year (beginning in 1992) one (1) or more candidates for

Members-at-Large of the Executive Committee whose terms of office are about to expire. The slate prepared by the Nominating Committee shall be delivered to the Executive Committee, recorded in the minutes and published in the April newsletter in order that appropriate time and consideration may be given to the candidate(s) prior to the balloting at the Chapter meeting in May. Additional nominations may be made by petitions signed by at least five (5) members of the Chapter in good standing and submitted to the Secretary in time for inclusion in the May newsletter so that they may receive the same consideration as those proposed by the Nominating Committee;

- b. Prepare the ballot for Chapter elections and distribute it by mail (in the form of proxies) and at a general Chapter meeting;
- c. Conduct the election in such a way that the security of the ballot shall be maintained. After the results are produced, the Chairperson shall then attest to their validity and present them to the Secretary for recording the final results in the minutes of the Chapter. The results of the election will be published in the newsletter of the Chapter.

3. **PROGRAM COMMITTEE**. The Program Committee, chaired by the Sub-dean, shall be responsible for all programming by the Chapter, including, but not limited to, special concerts, recitals and lectures, etc. The Program Committee shall:

- a. Select all artists, lecturers and performing groups for the July-June fiscal year, and research costs and availabilities;
- b. Issue confirmations of program dates and negotiable contracts for artists' fees, when necessary, within budget guidelines;
- c. Arrange a suitable location for each program;
- d. Arrange any dinner or similar event that may precede a program or general meeting;
- e. Report preliminary plans for each year, July-June, to the Executive Committee on a timely basis, not later than March, in order to facilitate final approval by the Executive Committee in April;
- f. Maintain a file of program ideas and proposals;
- g. Compile and publish a brochure describing the entire year's programming.

4. **PROFESSIONAL CONCERNS COMMITTEE**. The Professional Concerns Committee shall define the professional concerns for the chapter to consider. It shall also develop ways to assist Chapter members to

address those concerns, and to educate the Chapter members, local churches and other appropriate institutions concerning the policies developed. It shall provide guidelines or special help that may be available from the Guild National Councilor for Professional Concerns or his/her representative. Specifically the Committee shall:

- a. Cultivate improved clergy-musician relationships and strengthen their ties;
- b. Raise professional standards and improve performance;
- c. Develop fee guidelines to assist Chapter members in their financial dealings with churches, prospective wedding clients and such other relationships;
- d. Develop and publish model job descriptions and contracts for use by Chapter members in negotiating with prospective employers;
- e. Assist and guide members of the Chapter, in cooperation with the Ethics Committee, in the settlement of professional disputes, both among Chapter members and between Chapter members and persons or organizations outside the Chapter;
- f. Provide guidelines for the maintenance and operation of a Referral Service both for Chapter members seeking regular employment and for those seeking employment as Substitutes.

5. ETHICS COMMITTEE.

- a. The Dean, with the approval of the Executive Committee, shall appoint an Ethics Committee of five (5) members of the Chapter in good standing. The Chairperson of the Professional Concerns Committee will be a member of the Ethics Committee. The additional four (4) members will consist of the present Dean of the Chapter, one (1) former Dean and two (2) other members appointed by the Dean;
- b. The Ethics Committee shall carry out the recommended policies of the Guild Ethics Committee concerning ethical practices as found in the Code of Ethics of the Guild. All members shall abide by this Code of Ethics. The Ethics Committee shall have copies of the Code of Ethics available for use by individual members and/or the churches where he/she may be employed;
- c. Ethical complaints shall be submitted in writing to the Chairperson of the Ethics Committee. The Chairperson shall bring such complaints to the attention of the Dean, and when relevant, to the attention of the membership of the Chapter through the most expedient means available;
- d. The Ethics Committee shall begin an investigation within seven (7) days of the submission of the complaint to the Chairperson. Both sides shall be thoroughly investigated;
- e. Upon completion of the investigation, the findings shall be reported immediately to the members of the Executive Committee and then to the membership of the Chapter by the most expedient means. At such time, the membership may be advised of any action that may or should be taken within the guidelines of the Guild.

6. COMMUNICATIONS COMMITTEE. The Communications Committee shall publish and distribute a monthly newsletter to the Chapter membership. The Committee shall gather and publish all necessary information for the benefit of the members of the Chapter, including but not limited to, announcements of the forthcoming general meetings of the Chapter, calendar of future programs and events, list of vacancies for church and synagogue musicians, a timely letter from the Dean and any other item of interest to the Chapter as may be deemed appropriate by the Executive Committee. Publication times and dates are to be established by the Chapter. The Communications Committee shall handle all publicity concerning general meetings, recitals, public relations and any other activities of the Chapter as the Executive Committee shall deem necessary. The logo of The American Guild

of Organists, provided by Guild Headquarters, shall be used with all publicity. The Committee will also furnish timely and appropriate reports to Editor, The American Organist, for possible use.

7. PLACEMENT COMMITTEE.

- a. A Musician Register shall be maintained to facilitate employment for members of the Chapter. It shall include a list of churches seeking church musicians, as well as a list of organists and directors desiring regular employment. After employment opportunities have been made known to any Chapter members on this "situations wanted" list, the information is published on the website and monthly newsletter, and may be announced at any general meeting of the Chapter. Suggested items to be included in the ad information are: name of church or institution, title or position, salary, type of organ/piano, music budget, other pertinent information available. The Tri-Chapter service fee to cover processing costs for a three-month advertisement is listed in the current NoVA Placement Procedures.
- b. Similarly, a Substitute's Register shall be maintained by the Substitute Coordinator to facilitate temporary employment for members of the Chapter, and to provide a readily available pool of musicians from which institutions may draw. The Chapter makes no recommendation or guarantee as to the suitability of individual Substitutes for particular venues.

8. MEMBERSHIP COMMITTEE. The Membership Committee shall be chaired by the Registrar, and the Committee members shall assist the Registrar in obtaining new members, annual membership renewals and reinstatements of former members. Further, the Membership Committee, under the direction of the Registrar, shall publish annually a Roster of the Chapter membership. Information which may be included in the Roster: Official addresses of local Chapter and Guild Headquarters, Officers and Committee Chairpersons, Regional and State Chairpersons, Dues and Fees, Newsletter Information, Placement, Change of Address, Archives, Transportation, Patrons and Sponsors List, History of Chapter, Membership Roster as of a certain date, Past Deans of the Chapter, Substitutes, *In Memoriam*, Purposes, Motto, History of the Guild, Code of Ethics, etc.

9. HOSPITALITY COMMITTEE. The Hospitality Committee shall provide refreshments, decorations and other appropriate amenities for all Chapter events that the Dean shall deem necessary.

10. EDUCATION COMMITTEE. The Education Committee shall stimulate the members of the Chapter to undertake programs for improving their knowledge and capabilities in various aspects of their profession. The Education Committee shall also:

- a. Secure, in cooperation with the Librarian/Historian, a library of educational resources, such as texts and tapes, for use by members of the Chapter in furthering their educational goals;
- b. Encourage and sponsor members to prepare for and undertake the examinations for Guild degrees and act as a “clearinghouse” for Chapter activities related to these examinations;
- c. Sponsor programs in coordination with the Professional Concerns Committee to attract musicians into the various phases of the church music professions, especially directed towards recruitment of young persons to undertake a career in church music, particularly as an organist;
- d. Prepare and conduct any competitions that the Chapter may sponsor.

11. PROCEDURAL GUIDES COMMITTEE. The Procedural Guides (By-laws) Committee shall keep the Executive Committee advised of the contents of the Guild By-laws and their effect on the Chapter. The By-laws Committee shall advise the Executive Committee of the corresponding policies that shall be developed for the Chapter. It shall keep records of all such policies and procedures as adopted by the Executive Committee, including such amendments and additional policies created by Executive Committee actions, noting the date of such action.

12. TRI-CHAPTER COMMITTEE. This committee, consisting of the Dean, Sub-dean and one other member, shall represent the Chapter in developing programs and activities sponsored by the three local Chapters. It shall make recommendations to the Executive Committee, and with its concurrence, shall arrange for appropriate Chapter support of Tri-Chapter activities.

13. AD HOC COMMITTEES. Unusual situations or special subjects may arise which do not fall under the jurisdiction of the standing committees

of the Chapter. In such cases the Dean and/or Executive Committee may establish an *ad hoc* committee to address the problem or subject. The Dean and/or the Executive Committee shall establish a termination date, not to exceed a maximum of two (2) years.

E. MEETINGS

1. CHAPTER MEETINGS. Meetings of the Chapter shall be held on the second Monday of each month except July and August, unless otherwise ordered and arranged by or with the approval of the Executive Committee. The Secretary shall notify all Chapter members through the medium of the newsletter concerning the time, place and program for each forthcoming meeting. A quorum at meetings of the Chapter for the conduct of business matters shall consist of twenty-five (25) voting members. The order of business at meetings of the Chapter shall be:

- a. Invocation;
- b. Reading of minutes;
- c. Introduction of new members and guests;
- d. Reports;
- e. Unfinished business;
- f. New business (Note: Any of the preceding five items may be waived on a vote by the majority of the members present.);
- g. Adjournment.

2. EXECUTIVE COMMITTEE MEETINGS. The Executive Committee shall meet at least quarterly, or as scheduled by the Dean, or by request of at least three (3) members of the Executive Committee. Regular attendance by the Executive Committee members is expected at all meetings of the Committee (see Section D.1.k, page 8). Seven (7) elected committee members shall constitute a quorum for the transaction of business. All business meetings of the Chapter and of the Executive Committee shall be conducted in accordance with the parliamentary practices found in the current edition of Roberts Rules of Order.

3. STANDING AND AD HOC COMMITTEE MEETINGS. Standing and *ad hoc* committees shall meet at the call of the Chairperson of the committee. Attendance at scheduled committee meetings shall be expected of all committee members, unless excused by the Chairperson.

F. SPECIAL PROCEDURES AND PROVISIONS

1. CONVENTIONS.

- a. The Dean, or an active member of the Chapter appointed by the Dean, with the concurrence of the Executive Committee, shall represent the Chapter at the Guild and Regional Conventions;
- b. A sum shall be set aside in the approved budget for each year for a Convention Fund. This Fund shall be used by the incumbent Dean or an alternate Chapter representative for convention expenses.

2. AMENDMENT. These Procedural Guides may be amended at any general meeting of the Chapter by a majority of those present and voting, provided that the text of an amendment proposed by two (2) or more members of the Chapter shall have been included in the newsletter one (1) month prior to the meeting at which action is to be taken. Amendments to the Guild Constitution and By-laws shall, upon passage, automatically supersede any provisions in these Procedural Guides that are inconsistent with the amended Guild Constitution and By-laws. Any such amendment or addition thereto and the effective date shall be included in this document and added in numerical sequence.

3. BUDGET. Initially the Treasurer shall prepare a proposed budget for the fiscal year July-June and submit it to the Executive Committee for consideration. Following review and approval by the Executive Committee, the budget will be presented for action by Chapter members at the May meeting of the Chapter. Any amendments to the budget after adoption by the Chapter shall follow the same approval steps as the originally proposed budget.

CERTIFICATION AND APPROVAL

A. Revision of 1989-90

1. We, the undersigned members of the *Ad Hoc* Committee on Operating Procedures, do hereby recommend adoption by members of the Executive Committee and then by members of the Northern Virginia Chapter of the American Guild of Organists (AGO) the above Procedural Guides to govern the Chapter's activities:

R. Eugene Livesay, Chair
Angeline I. Zipp
Helen Healy, who made significant contributions prior to her untimely death.

2. We, the undersigned members of the Executive Committee of the Northern Virginia Chapter, AGO, have received, edited and approved the above Procedural Guides to govern the Northern Virginia Chapter, and recommend their adoption by the members of the Chapter:

Marjory H. Melnick, Dean	Linda Calligaro
Nancy C. Reed	Thomas H. Leich
Robert G. Swift	Gene Boucher
Barbara Wilson Simpson	

3. Approved at the General Meeting of the Northern Virginia Chapter on April 9, 1990 with all members voting unanimously.

B. Revision of 1990-91

1. We, the undersigned members of the Committee on Procedural Guides, do hereby recommend adoption by the members of the Executive Committee and then by the members of the Northern Virginia Chapter, AGO, the revisions and amendments to the Procedural Guides of the Northern Virginia Chapter which were recommended by National Headquarters, AGO, and certain additional technical adjustments to improve Chapter cohesion and operations. These revisions and amendments were briefed in outline form to the Executive Committee, without objection, at its August 17, 1990 meeting.

John W. Duemmel, Chair	Marti Rideout
R. Eugene Livesay	

2. We, the undersigned members of the Executive Committee, Northern Virginia Chapter, AGO, in Executive Committee meeting, October 15, 1990, approved the above revisions and amendments to the 1989-1990 Procedural Guides to govern the Northern Virginia Chapter, AGO. We further approved the Procedural Guides Committee recommendations to circulate the revisions and amendments to all members of the Chapter as a supplement to the December 1990 newsletter, to discuss the revisions and amendments at the December 1990 meeting, and to have the membership vote on the revisions and amendments at the January 1991 meeting.

Shirley J. Fenn, Dean
Gene Boucher
Barbara Wilson Simpson
Anne Timberlake

Linda Calligaro
Angeline I. Zipp
Thomas H. Leich
Rebecca Verner

3. Approved at the General Meeting, Northern Virginia Chapter, AGO, January 14, 1991 all members present voting unanimously.

C. Revision of 1991-92

We, the undersigned members of the Committee on Procedural Guides, having been instructed by the Executive Committee, February 24, 1992, to prepare a proposal for two (2)-year terms for elective officers of the Chapter as authorized by National Headquarters AGO Bulletin, January 24, 1992, and having made the following motion conforming to the instructions of the Executive Committee and Paragraph F.2. of the Chapter Procedural Guides, at the April 6, 1992 Chapter meeting:

1. That the Northern Virginia Chapter, beginning with the May 1992 election, shall elect its officers for two(2)-year terms, except for one (1) Member-at-Large, who shall continue to be elected each year for a three(3)-year term (total of three);
2. That given a two(2)- or three(3)-year term, no elected officer shall succeed him/herself in the same office;
3. That the Chapter Procedural Guides shall be amended accordingly.

That motion, duly seconded, and having been approved by the majority of members attending and voting with a quorum present, has amended the Procedural Guides to comply with the motion cited immediately above.

John W. Duemmel, Chair
R. Eugene Livesay

Marti Rideout
(on sabbatical and absent)