

NASHVILLE CHAPTER OF THE AMERICAN GUILD OF ORGANISTS MISCELLANEOUS PROCEDURES AND GUIDELINES

These Miscellaneous Procedures and Guidelines, which are in accordance and agreement with the National Bylaws of the American Guild of Organists, were adopted by the Executive Committee on August 20, 2019.

DINNER RESERVATION POLICY

1. The Reservation Coordinator receives the dinner reservations and notifies the caterer. Once the caterer has been notified, no changes may be made.
2. Members must pay for a reservation they made when unable to attend unless they procure a replacement who pays for the reservation. They may not make future reservations until missed reservations have been paid.
3. Reservations may be made by non-members but only by paying with credit card in advance. They may not make reservations by paying at the door.
4. The dinner reservation deadline is set by the hosting venue and is based on their policies.
5. Members may make standing dinner reservations if they wish to attend every dinner without being called. Their reservation will automatically be made each month. They may cancel a standing reservation or make additional reservations for guests by contacting the Reservation Coordinator prior to the reservation.
6. Initial new members will have their first dinner compliments of the chapter.
7. At meetings, guest presenters for the evening's program will be offered a complimentary meal to be paid by the chapter.

WEBSITE EMAIL ADDRESSES

The website is to include a current listing of the Executive Committee along with chairs and coordinators. Additionally, for the Dean, Dean-Elect, Secretary, Treasurer, Membership Coordinator, Placement Coordinator, and Art Calendar Coordinator there is to be an email address that would be forwarded to the person's actual email address (e.g. dean@nashvilleago.org). For the Membership Coordinator, Placement Coordinator, and the Art Calendar Coordinator, there would be a brief description so people visiting the website would better know whom to contact.

ANNUAL EXECUTIVE COMMITTEE RETREAT

Each new Dean is strongly advised to hold a short retreat prior to September. At this retreat the Operating Procedures should be reviewed, position descriptions reviewed and discussed, and possible new initiatives proposed and discussed. There should be a review and approval of the Miscellaneous Procedures and Guidelines of the Chapter as well as of the list of Important Annual Dates. Additionally, a dialogue about the health of the Chapter, with a time to brainstorm how to strengthen the Chapter could happen. Chapter Chairs and Coordinators could also be invited.

ENDOWMENT FUND AND DISCRETIONARY FUND

Presently they are held in two accounts located at Vanguard.

The Oversight Committee in January will determine the distribution amounts of both funds for the next fiscal year and report it to the Executive Committee by February 1 in order for the budget to be determined.

ORGELKIDS ORGAN KIT (These three documents are located separately under Nashville AGO Documents)

Guidelines for Use of the Orgelkids Organ Kit

Organ Kit Instrument Rental Agreement for Member/Church Rental

Organ Kit Instrument Loan Agreement for Use with Member at Non-Church Venue

COMMUNICATIONS GUIDELINES

Regarding email communication the Operating Procedures states: Send all email blasts to membership (including but not limited to monthly Arts Calendar, time-sensitive member concerns, special announcements, and Pipelines).

Email blasts from the Communications Coordinator must fit certain parameters and includes

- The monthly Arts Calendar compiled by the Arts Coordinator. All member events notices must go through the Arts Coordinator in a timely manner rather than sending out individual notices.
- Time-sensitive member concerns would include the illness or death of a member or member's family or a last-minute change to a member's event (i.e., cancellation, time change, or date change).
- Special announcements would include a non-member event that would be of wide interest to members such as an organ event at the Schermerhorn, a special celebration of a member such as a reception honoring a member, or an event such as a fire or damage to a member's church.
- Sending out Pipelines.

ARTS CALENDAR

To post an event, please use the link below. **Do not send a PDF poster or flyer.** Instead list your event in the following manner in the email. Events will be listed monthly and must be submitted two weeks prior to the listing month. You may submit events for an entire year.

Day and Date/Time

Title (i.e., Evensong, Organ Concert, Choral Concert)

Description (i.e., name of choir, major work name, works of...)

Featuring (i.e., conductor, organist)

Location (name of church or venue)

Address

To also be listed in Pipelines, they must be submitted by the Pipeline's deadlines which are available in each issue of Pipelines.

SHARRON LYON ANNUITY

Knowing Sharron's involvement in the membership area of our chapter, the following budget items will be funded by her annuity: Young Organists AGO Fees, POE Scholarship for one Young Organist member, organ lesson scholarships for Young Organist members, stipends for buying organ music for Young

Organist members, fund new members first meal to be free, and contribution for annual chapter expenses. Young Organists for this purpose are those elementary through college age who reside and are either home schooled or going to school in the Middle Tennessee area and are members of the Nashville Chapter. The lesson scholarships would not be for students who are taking lessons through their schools by paying tuition. If an AGO membership is provided for a Young Organist by the chapter, they must commit to attending at least three program meetings per fiscal year. If the funds for Young Organists are not projected to be spent in a fiscal year, they may be used for other activities for Young Organists at the discretion of the Young Organist Coordinator with oversight by the Treasurer and Dean. If the Young Organist line items are not spent at the end of the fiscal year, they may be held over to fund these line items in the following year or at the end of each fiscal year, any budgeted money for the Young Organists initiatives funded by Sharron Lyon's annuity that is not spent will be transferred to the chapter's high yield savings account. It will be a separate line item in the account. This money may be used when needed for additional future events or initiatives for Young Organists. An additional amount will be allocated as income for chapter expenses. Each year at least \$6,000.00 of the annuity will be placed in the Discretionary Fund or a high yield savings account depending on the financial market situation at the end of the fiscal year at the discretion of the Finance Coordinator and Treasurer. This money will be used to fund the above items beyond 2038.

An Oversight Committee shall be appointed by the Dean who will oversee the Young Organists part of the annuity funding. There is to be a chair and 1-2 additional people, though no committee member may be an organ teacher. They will formulate any applications and processes for these awards.