

**STANDING RULES
AS OF FEBRUARY 27, 1994, TO GOVERN
THE HAWAII CHAPTER
OF
THE AMERICAN GUILD OF ORGANISTS**

ARTICLE I -- NAME AND ORGANIZATION

Section 1. The name of the organization shall be the Hawaii Chapter, American Guild of Organists, hereinafter in this document referred as the Chapter.

Section 2. The principal office of the Chapter shall be fixed and located in the State of Hawaii. The chapter shall maintain an official mailing address within the State. The Chapter is a non-profit organization organized for and devoted to: advance the cause of organ and choral music and to promote their understanding, appreciation, and enjoyment; cooperating with organizations and groups of like purpose in achieving these aims.

Section 3. The Chapter shall be constituted and operated in accordance with the authority of the National American Guild of Organists Bylaws adopted April 13, 1896, and as amended through June 30, 1992. The National Bylaws govern all chapters; therefore this document will be known as Standing Rules, and any policies and procedures set forth will be in compliance with the National Bylaws.

ARTICLE II -- PURPOSE

Section 1. The fundamental purpose of this Chapter shall be:

- A. To advance the cause of organ and choral music; to increase their contributions to aesthetic and religious experience; to promote their understanding, appreciation, and enjoyment.
- B. To improve the proficiency of organists and choral conductors.
- C. To evaluate, by examination, attainments in organ playing, choral techniques, conducting, the theory and general knowledge of music, and to grant certificates to those who pass such examination at specified levels of attainment.
- D. To provide members with opportunities to meet for discussion of professional topics, and to pursue such other activities as contributing to the fulfillment of the purposes of the Guild.

Section 2. Nothing in these Standing Rules shall be read and none of the Guild's activities pursuant to these Standing Rules shall be undertaken or executed in a manner inconsistent with these fundamental purposes, or the Code of Ethics adopted by the National Council on October 23, 1933 as revised through October 18, 1988. (See Enclosure I, page 6)

ARTICLE III -- MEMBERSHIP

Section 1. Eligibility for membership. Membership in the Chapter shall be open to any person interested in the objectives stated in Article I of these Standing Rules. Membership in the Chapter shall not be denied on the basis of race, religion, sex, or national origin.

Section 2. Classification of members shall be as follows:

- A. Regular member.
- B. Special rate member (over 65 or disabled).

- C. Student member (with valid student I.D.).
- D. Partner members.
- E. Dual member.
- F. The chapter also offers a subscribing membership which does not include voting privileges or a subscription to *The American Organist*. Dues for this category of membership are set by the Chapter.
- G. Chapter Honorary members shall consist of those individuals who have made a distinguished contribution to the furtherance of the purpose of the Guild and the Chapter. They shall be nominated by two voting members of the Chapter in good standing and elected by the Chapter. Such members shall not be required to pay any dues or fees. The privileges of this class of membership shall include the right to participate in all Chapter activities and to receive Chapter publications. The Chapter Honorary members shall not be eligible for election to Chapter or Guild office and they shall have no vote.

All voting members may attend Chapter functions, business meetings, and Executive Committee meetings.

Section 3. Termination of membership. See Discipline, (Enclosure I, Code of Ethics, page 8).

ARTICLE IV -- MEETINGS

Section 1. Regular meetings. Regular meetings should be held as necessary; however, a minimum of one (1) meeting shall be held each quarter. The Dean shall select the time and place of the regular meeting, and the membership shall be notified by mail at least ten (10) days before each meeting. Twenty five (25) percent of the voting membership shall constitute a Quorum.

- A. The purpose of these meetings shall be to receive reports of officers and committees, to provide the membership with an opportunity to express their views on matters concerning the Chapter and its purpose, and to conduct any other business that may arise.
- B. The fourth quarter regular meeting shall be known as the Annual Meeting of the Chapter. It shall be for the purpose of the election of officers and for any other business that may arise.
- C. Special meetings may be called at the option of the Dean, or upon written petition by three (3) or more members of the Executive Committee, or upon written petition by ten (10) percent of the voting members. The petition shall contain a complete outline of the nature and scope of the topic(s) to be considered. No other matter shall be considered at this meeting.

Section 2. Executive Committee meetings. A minimum of four (4) quarterly Executive Committee meetings are to be called each year. Additional Executive Committee meetings may be held at the option of the Dean or upon written petition by three (3) or more Executive Committee Members. A Quorum shall consist of not less than a majority. All actions of the Executive Committee are subject to ratification by the Chapter.

ARTICLE V -- ELECTIONS

Section 1. The Executive Committee shall, not later than December 31, appoint a Nominating Committee of at least three (3) members, a majority of which shall not be members of the Executive Committee. The Nominating Committee shall nominate one or more candidates, who have agreed to be considered, for each Chapter office and the two (2) members-at-large positions on the Executive Committee in place of those whose terms of office are about to expire.

- A. The slate prepared by the Nominating Committee shall be delivered to the Executive Committee, recorded in the minutes, and announced to the members of the Chapter prior to March 1 of the election year.

- B. Additional nominations may be made by petitions signed by at least five (5) Chapter voting members in good standing. Such petitions must be received by the Secretary prior to April 1, or within thirty (30) days after the notification of the members of the Nominating Committee's slate, whichever is later. Nominations may also be made from the floor at the Annual Meeting.
- C. The election shall be concluded by May 31 of the election year. A plurality of votes cast in person or by absentee ballot shall be sufficient for election.
- D. Absentee ballots will be sent, upon request only, to members who are out of town, medically incapacitated, or absent due to employment responsibilities.
- E. Terms of office shall begin on the first day of the fiscal year after the meeting for which they have been elected, and shall be served for one (1) year.
- F. Candidates may not be nominated for, or hold, more than one office and must be voting members in good standing.
- G. Ballots may be cast only by voting members in good standing.

ARTICLE VI -- EXECUTIVE COMMITTEE

Section 1. There shall be six (6) members on the Executive Committee. The Executive Committee shall consist of: Dean, Sub-Dean, Secretary, Treasurer, and two additional Members-at-Large. They shall be empowered to transact the business of the Chapter between General Chapter Meetings.

- A. All actions of the Executive Committee are subject to ratification by the Chapter.
- B. At all meetings of the Executive Committee, the presence at the commencement of such meeting of not less than a majority of the members thereof shall be necessary and sufficient to constitute a quorum for the transaction of any business.
- C. The Executive Committee shall appoint 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. All Executive Committee members shall serve without compensation from the Chapter.
- E. Unless duly authorized by the Executive Committee, no officer, agent, or other person shall have any power of authority to bind the Chapter in any way or render it liable for any purposes or to any amount, except as specified in these Standing Rules.

Section 2. Duties of officers.

- A. Duties of the Dean. The Dean shall be the chief executive officer of the Chapter. The Dean shall preside at all meetings of the Chapter, the Executive Committee, and shall be an Ex-officio member of all standing and special committees of the Chapter. The Dean shall see that all dates and deadlines requested by National are met in a timely fashion.
- B. Duties of the Sub-Dean. The Sub-Dean, in the absence of the Dean, shall exercise all the powers and perform all the duties of the Dean. In case of resignation or death, the Sub-Dean will succeed to the office of Dean.
- C. Duties of the Secretary. The Secretary shall be responsible for all matters of Chapter correspondence, have custody of the records of the Chapter, and shall be responsible for recording the proceedings of the meetings of the Chapter and the Executive Committee. The Secretary shall keep, or cause to be kept, lists of the members of the Chapter in their respective classes. The Secretary shall cause to be issued, notices for all meetings of the Executive Committee and membership meetings.

- D. Duties of the Treasurer. The Treasurer shall have supervision over the management of the funds of the Chapter and shall keep full and accurate records and accounts of receipts and disbursements in books belonging to the Chapter. The Treasurer shall cause all monies and credits to be deposited in the name and to the credit of the Chapter and send to the National Treasurer the portion of membership dues owed. The Treasurer shall prepare quarterly financial reports, file pertinent documents as required, and mail dues notices to members.

ARTICLE VII -- DUES AND FINANCE

Section 1. Annual dues for Chapter membership.

- A. The membership shall run for twelve (12) consecutive months beginning at the Chapter's fiscal year.
- B. The amount of the dues shall be established by the National American Guild Of Organists except for Subscriber dues.
- C. No dues shall be refunded after submission to the Chapter Treasurer.

Section 2. Budget. An annual budget proposal shall be submitted by the Executive Committee to the General Membership at the Annual Meeting for ratification. Any change in the budget, after its ratification, must be approved by a two thirds vote of the members at a General Membership Meeting.

Section 3. Accounts and disbursements.

- A. Unallocated funds. All funds that are not apportioned for a specific purpose shall be placed in appropriate accounts for greater interest earnings.
- B. Allocated funds. These funds are budgeted for use during the year for the general fund. The general fund is to be used for Chapter activities, concerts, and other projects the Chapter may wish to sustain.
- C. The Executive Committee will appoint an Audit Committee of two (2) members to perform a comprehensive audit of the Treasurer's books at the end of the fiscal year. The audit should be completed by September 1.

ARTICLE VIII -- AMENDMENT OR REVISION

Section 1. Proposed amendments or revisions of the Standing Rules shall be submitted to the entire membership by mail at least two weeks prior to a regular or special Chapter meeting.

Section 2. Proposed amendments or revisions to the Standing Rules shall be adopted when a fifty one (51) per cent affirmative vote is cast by the members in good standing.

Section 3. A copy of the Standing Rules of the Hawaii Chapter and the National American Guild of Organists Code Of Ethics shall be provided to each member. A copy of any amendments or revisions to the Standing Rules shall be sent to each member.

ARTICLE IX -- RULES OF ORDER

Section 1. All meetings of the Chapter or Executive Committee shall be conducted in accordance with the procedures contained in the current edition of "Robert's Rules Of Order".

Section 2. Rules Of Order shall follow these Standing Rules whenever specifically covered.

ARTICLE X -- DISBANDMENT

Chapters may be disbanded by the National Council upon written request of the Chapter or by recommendation of the Regional Councillor. Prior to action by the National Council, a committee of officers and members of the Chapter may give reason for or against the disbandment in writing to the National Council.

In the event of disbandment, each member of the Chapter may transfer individually to any other chapter which the member may choose. The assets and property of the chapter, remaining after payment of expenses and satisfaction of all liabilities, shall accrue to the Guild for distribution as determined by the National Council for the nonprofit purposes of the Guild.

ARTICLE XI -- SAVINGS CLAUSE

If any provision of these Standing Rules be declared invalid or inoperative by any competent authority of the Executive, Judicial, or Legislative branch of the Federal or a State government, the Executive Committee shall have the authority to suspend the operation of such provision during the period of its invalidity and to substitute in its place and stead, a temporary provision which will satisfy the objections to its validity and which will be in accord with the intent and purpose of the invalid provision. However, unless said temporary provision is duly approved as a permanent amendment to these Standing Rules pursuant to the procedure set out in Article VIII herein within six months from the date of this interim adoption by the Executive Committee, it shall automatically cease to have any effect or validity. The remainder of the provisions of these Standing Rules shall not be affected by the invalidity of any specific provision and they shall remain in full force and effect.