

Chapter Policies for San Diego AGO

This is a record of policies approved by past chapter boards. It is the responsibility of each board member to be familiar with them and to implement them in a timely manner so to be faithful to the ongoing and recurring agreements we have made in covenant with each other. These policies may be changed by majority vote of the chapter board

1. **Facility use:** The program committee chair or his/her designee will negotiate all details regarding the use of facilities for chapter events.
 - A facility use form shall be completed and signed for each facility used by the chapter
 - Any fee over \$100 must be approved by the chapter's executive committee
 - A certificate of liability insurance shall be provided to each facility used by the chapter
2. **Co-sponsorship costs:** \$1,000 per year may be used to support one or more programs being presented by another entity. **Board approval is required to spend more than this amount in any one year.**
3. **Workshop presenters who are chapter members** will be offered an honorarium of \$250.
4. **Auditing of chapter finances:** The treasurer, dean, and one additional person with financial acumen who is not a member of the chapter executive committee will review all chapter financial records on an annual basis and report the state of the chapter finances at the first board meeting of the fiscal year.
5. **Recognition of outgoing dean's service:** At the installation of officers, the incoming dean will present the outgoing dean with a token of appreciation for his/her service.
6. **Donations in memory of members who die:** A donation of \$50 shall be made to the Scholarship Fund or the Endowment Fund (the board will determine which fund in each instance) in memory of a member who passes away. The Secretary will send a note of sympathy to the family. **Any member of the board may bring forward the passing of a member. The secretary and the treasurer will confirm that the letter and the check have been written.**
7. **Donations to the AGO Annual Fund:** The chapter will donate \$500 to the AGO Annual Fund each fiscal year. The AGO Annual Fund is an essential source of funding for the many initiatives to build and perpetuate the welfare of the organ community. More information may be found at www.agohq.org/. **All donations will be made on or about May first of each year.**
8. The chapter will **donate** \$250 to the **West Region Convention** (odd-numbered years).
9. The chapter will **donate** \$250 to the **West Region Pipe Organ Encounter** (when hosted by a chapter other than San Diego) in years when one is scheduled.
10. The chapter will **donate** \$250 to the **AGO National Convention** (even-numbered years).

11. Only members whose dues are current are eligible to be listed on the **substitute list** and the **teacher list** on agosd.org.

12. **Chapter Scholarship Auditions:** Each student organist who auditions is awarded, in addition to his/her scholarship, a student membership in the AGO. The chapter will waive the chapter portion of membership dues for each student organist who auditions (one per household) (a motion to this effect was passed in 2013). In addition, the chapter will provide \$550 each year to help cover scholarship audition expenses (a motion to this effect was passed 5/15/2015).

13. **Chapter Dean Convention Attendance:** The chapter shall make available to the dean \$500 per year of service for the purpose of attending AGO conventions during or near the end of their term of office.