

ATOS POLICIES
(October 21, 2014 version)

February 7, 2015 (edited at the Mid-Year Board Meeting, February 7, 2015)

The Bylaws and Policies Transition Committee recommend these preliminary changes and/or deletions of the items listed in the policies document. Some are no longer applicable, been overcome by events, not needed, not followed, have become standard practice, etc.

Color code: red print means items to repeal; black type is that which is unchanged.

Motion: Moelmann; Second: Ledwon to repeal the policies or portions thereof as listed below from the Policies Document.

1. ACCOUNTS/BUSINESS

(b) TELEPHONE SERVICE. Telephone service initiated by ATOS is to be at residential rates utilizing the most economical long distance provider possible. *(Board Meeting Minutes, June 27-July 3, 1996, Pasadena, California; Board Meeting Minutes, February 1-2, 1997, St. Louis, Missouri)*

(d) EQUIPMENT ACCOUNTABILITY. All ATOS equipment will be accounted for in a central location. The Treasurer is responsible for this list. *(Board Meeting Minutes, February 1-2, 1997, St. Louis, Missouri)*

2. ARCHIVES/LIBRARY

(a) ARCHIVES/LIBRARY FEES. Charges for copying of any materials in the ATOS Archives/Library be instituted with fees to be set by the Curator. *(Board Meeting Minutes, July 2-9, 1992, King of Prussia, Pennsylvania)*

(c) RESOLUTION. ATOS will create and maintain an archives for the preservation of historical materials pertinent to the interests of ATOS as well as the business records of the Society. *(Board Meeting Minutes, January 7, 2006, St. Louis, Missouri)*

(d) ATOS ARCHIVE COLLECTIONS POLICY. The American Theatre Organ Society Archive actively pursues the acquisition and preservation of historic, primary research materials specifically related to the theatre pipe organ, theatre organists, and the corporate activities of ATOS and its chapters. These materials include photos, stoplists, and specifications of theatre organ installations; contracts, correspondence, blueprints, engineering documents, and business records pertaining to theatre organ installations and theatre organ builders; photos, correspondence, performance contracts, programs, recordings and scores as they relate specifically to the activities of theatre organists and theatre organ personalities; books, drafts, transcripts, lectures, interviews and other publications related to the theatre pipe organ; silent film scores, pedagogues, and music specifically composed, arranged, or adapted for the theatre organ; oral histories, written reminiscences, and other documents or artifacts relating specifically to the theatre organ. *(Board Meeting Minutes, May 23-29, 2006, Tampa, Florida)*.

(e) REMOVAL OF DOCUMENTS. No documents, photographs, recordings, or any other property belonging to ATOS shall be removed from the ATOS Archive without the express prior approval of the Board. *(Telephone Conference Call Board Meeting Minutes, May 6, 2010)*.

4. AWARDS

(e) AWARDS AND RECOGNITION. If no one is duly qualified for an award or recognition in a given year, none need be given. In addition, there will be a blank on the ballot indicating "no award this year." *(Board Meeting Minutes, August 3-8, 1990, Indianapolis, Indiana)*

(f) NOMINATIONS. All nominations for ATOS awards require a written nomination not to exceed one typewritten page. *(Board Meeting Minutes, June 28-July 4, 1995, Detroit, Michigan)*

(g) COPIES OF AWARDS. Copies of all awards, plaques, criteria, etc. are to be made available to the Secretary. *(Board Meeting Minutes, February 4, 2007, Chicago, Illinois, discontinuing use of Desk Reference Binder, and superseding in part text adopted at Board Meeting Minutes, June 28-July 4, 1995, Detroit, Michigan)*

(h) BALLOTING. Balloting will be standardized. In addition to the number of votes to be cast, there will be an “abstain” and “no award this year”, as applicable, item placed on the ballot. This applies to awards voted on by the Board or other committees. *(Board Meeting Minutes, June 27-July 3, 1996, Pasadena, California)*

5. BOARD/STAFF ACTIVITIES, CORRESPONDENCE, AND CONDUCT

(a) ATOS BOARD CORRESPONDENCE. Correspondence pertaining to ATOS Board business will be on either ATOS stationery, personal stationery, or on blank stationery. ATOS stationery shall not be used for non-ATOS business. *(Board Meeting Minutes, June 19-25, 1987, Los Angeles, California)*

(c) COMMUNICATIONS. All communications to and between the Board of Directors shall be answered in a timely manner. Should an Officer, Board member, or Staff member not have access to the information being requested, he or she is to refer the individual to the appropriate ATOS member. *(Board Meeting Minutes, June 27-July 3, 1994, Fresno, California)*

(i) FORMS. In an effort to create a uniform document appearance and form, and recreate a master document listing of all forms used, every Board member who has a form should provide it to the Secretary for file. *(Formerly ¶ 5(j); Board Meeting Minutes, January 28-29, 1995, Sacramento, California)*

(q) MOTION PRACTICE. All requests for Board action at a meeting shall be upon proper motion duly seconded as required by Robert’s Rules of Order. *(Formerly ¶ 5(s); Telephone Conference Call Board Meeting Minutes, January 30, 2010).*

(u) SOLICITATION OF CONTRIBUTIONS FOR SUMMER CAMP. Chapter Liaisons must solicit contributions for the Summer Youth Camp. *(Board Meeting Minutes, January 4, 2009, Las Vegas, Nevada)*

10. EDITORS

(b) JOURNAL EDITOR. The Editor of the *THEATRE ORGAN* Journal is authorized to acquire outside clerical help when needed at a fee commensurate with market conditions. This also includes outside help for proofreading of Journal material. *(Board Meeting Minutes, July 6-11, 1984, Indianapolis, Indiana; Board Meeting Minutes, June 27-July 3, 1994, Fresno, California)*

12. ENDOWMENT FUND

(c) REDISTRIBUTION OF UNCLAIMED FUNDS. Previously-awarded Endowment Fund grants shall be available for re-distribution if not claimed within one year, and will not be returned to the trust fund principal. **Notwithstanding, any Endowment Fund grant awarded prior to October 1, 2012 shall be available for re-distribution if not claimed within three years.**

(Action by unanimous written consent on October 5, 2012; Board Meeting Minutes, June 30, 2007, New York, New York; Board Meeting Minutes, February 10-11, 2001, St. Louis, Missouri)

There are numerous references throughout that refer to the “Executive Secretary”. In each case, the name should be changed to “Membership Secretary”.