LAND O'LAKES DISTRICT

ASSOCIATION OF CHAPTERS

S.P.E.B.S.Q.S.A.

DISTRICT BYLAWS
&
DISTRICT POLICIES AND OPERATING PROCEDURES

October - 2004

Land O✡Lakes District ByLaws

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Adopted May 5, 1950
Revised by Society Board 2003
Ratified by House of Delegates, October 22, 2004

LAND O✡LAKES
District ByLaws

ARTICLE I

NAME

1.01 Name

The name of this organization shall be ✡The Land O'Lakes District Association of Chapters of SPEBSQSA, Inc,✡ (hereinafter called the ✡District✡). The District is organized and exists pursuant to the provisions of Article X of the ByLaws of the Society for the Preservation and Encouragement of Barber Shop Quartet Singing in America, Incorporated, a not-for-profit corporation, (sometimes call SPEBSQSA, Inc., and hereinafter called the ✡Society✡) and is incorporated under the laws of the State of Wisconsin.

ARTICLE II

PURPOSES AND SCOPE

2.01 Purposes

To perpetuate the old American institution, the barbershop quartet, and to promote and encourage vocal harmony and good fellowship among its members throughout the Land O'Lakes District by the formation in

every city, town and hamlet, of local chapters, composed of members interested in the purposes of this corporation, which shall be the same as the purposes of the Society; to hold annual, local and district contests in quartet and chorus singing; to encourage and promote the education of its members and the public in music appreciation; to initiate, promote and participate in charitable projects; and to promote public appreciation of barbershop quartet and chorus singing by publication and dissemination thereof.

The District activities shall be conducted without personal gain for its individual members and any profits or other inurements to the District shall be used in promoting the purposes of the Society or the District.

2.02 Scope

These Bylaws in their entirety, both in form and substance, as well as the Society Bylaws, shall be mandatory and binding upon all districts, except that a change in terminology, form and/or substance may be permitted, subject to approval by the Society Laws and Regulations Committee acting on behalf of the Society Board of Directors, when necessary to comply with the laws of any nation, state or province, or when consistent with rules, regulations, policies and operational procedures established by the Society Board.

ARTICLE III

DISTRICT TERRITORIAL AREA AND MEMBERSHIP

3.01 District Territorial Area

The geographical areas of the Land O'Lakes District shall be the States of Wisconsin, Minnesota, and North Dakota, the Upper Peninsula of Michigan (except the counties of Chippewa, Luce, Mackinac, and Schoolcraft), the Provinces of Manitoba and Saskatchewan and the Counties of Kenora, Thunder Bay, and Rainy River in the Province of Ontario, Canada.

3.02 Membership

Each chartered chapter situated within the territorial limits of the district shall be a member of the District and all chapters within these territorial limits shall constitute a District Association of Chapters.

ARTICLE IV

DISTRICT HOUSE OF DELEGATES

4.01 How Constituted

The District House of Delegates shall be the supreme legislative and governing body of the district and shall consist of; (a) the duly designated delegate, or delegates, from each duly chartered District chapter; (b) each member of the District Board of Directors; (c) any number of past District presidents, at the option of the District House of Delegates, who are members of the Society, available and willing to serve, and whose principal barbershopping activity is in a chapter in that District. Each of the above-named shall be a ✡Delegate✡. Such House of Delegates shall be subject to the rules and regulations of the Society and the Society ByLaws and shall have discretionary powers in all District affairs.

4.02 Quorum

A quorum for the transaction of business by the District House of Delegates shall be 30% of the Delegates or alternates.

4.03 Rules of Order

All meetings of the District House of Delegates shall be conducted in accordance with *Robert's Rules of Order* (current edition).

4.04 Order of Business

The order of business at the District House of Delegates meeting shall be as follows:

1. Roll Call, checking of credentials and establishing a quorum.

2. Minutes of previous meeting.

3. Reports of officers and committees.

4. Unfinished business.

5. New business.

6. Report of Nominating Committee. (Fall meeting only).

7. Election of officers and, when applicable, Society board member. (fall meeting only)

8. Adjournment.

ARTICLE V

Officers and elections

5.01 Officers

The officers shall be a president; executive vice president; such number of other vice presidents or other officers as deemed necessary to carry on the business of the District; secretary; treasurer; and immediate past president.

5.02 Qualifications

Each officer of the District shall be an active member in good standing of a chapter within the District, other than the Frank H Thorne Chapter.

5.03 Election of Officers

A. District officers shall be elected by the District House of Delegates at its meeting held in the fall of the year, except the immediate past president, who shall succeed to such office as the retiring district president. Each delegate shall be entitled to one vote for one of the nominees for each office. Officers shall take office on January 1 of the year following their election. Officers shall serve for a term (as fixed by District regulation or statement of policy) of either one or two years; provided however, that all officers serve until their successors are elected and take office. No District president having served a term of two years (or two consecutive terms of one year) shall be eligible to succeed himself.

B. In the event that the District president, elected by the Board of Directors to fill a vacancy under the provisions of Section 5.06 below, shall serve more than nine months of a one-year term, or more than one year and nine months of a two-year term in such office, it shall be considered a full term for the purposes of determining his

eligibility for election to a successive term.

5.04 Society Board member

As provided in Article 4 of the Society ByLaws, the Society Board will elect a Society Board member from this District or the district with which this District is paired (as provided in Section 4.07(b) of the Society ByLaws).

5.05 Nominations

A. A nominating committee of three (3) or more, composed of either members of the House of Delegates, or past District Officers, or other District members, shall be appointed by the president-elect on or before January 1 of each year. A majority of the members of the nominating committee shall be past District officers, and all members shall be required to have demonstrated knowledge of District affairs and experience in the governance of the District. Such committee shall present a slate of eligible candidates (at least one for each position) for each District office and position of District Board member at large at such time and in such manner as prescribed by District regulations or Statement of Policy. Acting together with the Society Nominating Committee and the nominating committee of the district with which this District is paired (as provided in Section 4.07(b) of the Society ByLaws), the nominating committee shall nominate at least two eligible persons for the position of Society Board member to be elected from the paired districts; provided, however, that the Society Nominating Committee and each of the nominating committees from this District and the district with which it is paired, must separately concur in all of the nominations for that position.

B. As an alternative to the procedure set forth in Section 5.05 (a) for the nominations for the position of Society Board member to be elected from this District and the district with which it is paired, the district president may, on or before January 1 of the year in which such nominations are to be made, appoint a special nominating committee or a subcommittee of an existing nominating committee for the purpose of making such nomination. The special nominating committee or subcommittee shall consist of three or more members, having the same qualifications as specified in Section 5.05(a).

C. Nominations for any position of District officer or District Board of Directors may be made from the floor by any delegate provided that he has obtained the consent of his proposed nominee and has notified all delegates in writing at least 10 days in advance of the meeting of his intention to make such nomination.

5.06 Vacancies in Office

In the event that an elective District office or a District Board of Directors position shall become vacant, for any reason, the District Board of Directors shall elect a qualified member of the District to fill such vacancy, and the person so elected shall hold office until his successor is elected and qualified.

5.07 Duties of Officers

District officers shall perform such duties as are usually associated with their particular office or as more particularly prescribed in the District Policies and Operating Procedures.

ARTICLE VI

District Board of Directors

6.01 Composition

There shall be a District Board of Directors consisting of president, executive vice president, secretary, treasurer, immediate past president, and such number of board members at large as the District House of Delegates shall, by resolution adopted from time to time, determine. The board members at large shall be elected by the District House of Delegates at the same time as the election of officers pursuant to Section 5.03.

6.02 Duties

The District Board of Directors shall be the responsible administrative agency of the District and shall have the power and authority to transact all the business of the District during the interval between District House of Delegates meetings; provided, however, that all acts of the Board of Directors are subject to ratification by the District House of Delegates at its meetings. The District Board of Directors shall be authorized to make emergency expenditures and empowered to take such emergency action as may be in the best interests of the District. It shall also enforce Society and District rules and regulations and shall be the enforcing agency of disciplinary powers of the District.

6.03 Meetings

The District Board of Directors shall meet at least twice each year. Special meetings of the Board may be held on call of the District president, or as otherwise provided by applicable corporate law.

6.04 Quorum

A quorum for the transaction of business by the District Board of Directors shall be a majority of the membership thereof.

ARTICLE VII

DISTRICT HOUSE OF DELEGATES MEETINGS

7.01 Time and Place

The District House of Delegates shall hold at least two (2) meetings a year at times specified by resolutions adopted by the District Board or House of Delegates.

7.02 Delegates and Voting

Each District chapter shall be entitled to representation in the District House of Delegates by one or more delegates or alternates in accordance with the ratio adopted by the House of Delegates. Each Delegate shall be entitled to one vote on any question submitted for vote at the House of Delegates meetings, and no person shall be entitled to more than one vote regardless of the offices or representative positions held. No proxy or absentee votes shall be permitted.

ARTICLE VIII

DISTRICT COMMITTEES

8.01 Committees

Prior to January 1st following his election, the District president-elect shall appoint such committees and task forces as may be required to carry on the business of the District.

ARTICLE IX

AREA AND DIVISION ORGANIZATION

9.01 Areas and Divisions

The District may organize Chapters of the District into areas or divisions, the number and boundaries of which shall be determined by the District Board of Directors subject to approval by the District House of Delegates.

ARTICLE X

10.01 DISCIPLINARY POWERS

Subject to the power and authority of the Society Board of Directors, and provisions of the Society Bylaws, the District Board of Directors shall have the authority to regulate and discipline District Chapters in such manner as may be proper and just under the circumstances.

ARTICLE XI

11.01 DISSOLUTION

In the event of the dissolution of the District, all assets, after payment of obligations, shall be used exclusively for one or more purposes for which the Society and District were formed.

ARTICLE XII

AMENDMENTS

12.01 By Society Board

The Society Board may amend these Bylaws

under its power given in the Society Bylaws, and any such amendments shall become binding upon this District.

12.02 By District

(A) Amendment by District: These Bylaws may be amended by this District only as may be necessary to comply with the laws of any nation, state or province, or otherwise as approved by the Society Laws and Regulations Committee, acting on behalf of the Society Board. Any such amendment shall not become effective until approved by the Society Laws and Regulations Committee.

(B) Notice and voting: Proposed amendments shall be in writing and shall be mailed, together with notice of the meeting of the District House of Delegates, to each District delegate at least two weeks prior to the meeting at which they are to be voted on. Amendments may be considered at any regular or special meeting of the District at which a quorum is present, and shall be adopted upon two-thirds vote of the delegates present.

LAND O✡LAKES DISTRICT

Statements of Policy & Operating Procedures

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Revised & approved – October 22, 2004

LAND O✡LAKES DISTRICT

Statements of Policy and Operating Procedures

The Land O✡Lakes District Association of Chapters of SPEBSQSA, Inc., adapted Statements of Policy and Operating Procedures pursuant and subject to the District ByLaws. This restatement is dated October 22, 2004

ARTICLE I

HOUSE OF DELEGATES

1.01 Delegates
All delegates, as defined in the ByLaws, Article IV, must be members in good standing of an LOL District Chapter other than the Frank Thorne Chapter.

1.02 Motions
All resolutions and motions other than procedural motions shall be in writing.

1.03 Voting

A majority of the votes cast at a validly constituted meeting shall be required to carry a motion. A Delegate shall have only one vote even though he may qualify in two or more capacities. Each Chapter shall be entitled to one vote regardless of the number of Delegates sent.

1.04 Meetings

The House of Delegates shall meet twice each year, in conjunction with the Spring Convention and in conjunction with the Fall Convention (annual mtg).

ARTICLE II

ELECTED OFFICERS & BOARD OF DIRECTORS

2.01 Elected Officers

The elected officers and Board of Directors of the District shall include President, Executive Vice President, Secretary, Treasurer Vice President Financial Development, Immediate Past President and a Division Vice President for each of the following Divisions: Division One, Packerland, Southwest, 10,000 Lakes and combined Red Carpet & Northwest Divisions.

2.02 Duties

Duties of the elected officers shall be as defined in these Policies, Article XIX.

ARTICLE III

BOARD OF DIRECTORS

3.01 Meetings

All meetings of the Board of Directors shall be conducted in accordance with Robert✡s Rules of Order (current edition). The Board of Directors shall meet two times each year in conjunction with the Spring and Fall Conventions.

3.02 Voting

A majority of those voting at a validly constituted meeting shall be required to carry a motion.

3.03 Disciplinary Powers

The Board of Directors may impose such penalties under the circumstances and permitted by Society rules as to licensed or chartered Chapters which fail to comply with the District ByLaws or Statements of Policy, or Society regulations, or which violate or act inimically to the purposes of the Society.

ARTICLE IV

DISTRICT PROPERTY

4.01 Ownership of Physical Properties

The Officers are authorized to purchase such properties as are required upon approval by the Board of Directors.

The rules governing use of such property shall require the approval of the Board of Directors. All property shall be under the supervision of the Secretary or his designated agent.

ARTICLE V

DIVISION BOUNDARIES

5.01 The boundaries of the six Divisions are defined as follows:

Division One - Southern Wisconsin. The south boundary being the WI/IL state line, west boundary being the Iowa state line. The north boundary being from Prairie du Chien Hwy 60, 14 & 23 to Wisconsin Dells and east to Lake Michigan.

Packerland - Northeastern Wisconsin and upper Peninsula of Michigan, The west boundary being Hwy 13 & 80 from Ashland south to Hwy 23. The south boundary being Hwy 23 at Wisconsin Dells east to Lake Michigan.

Southwest - Southern Minnesota and southwestern Wisconsin. The south boundary being the MN/IA state line to South Dakota state line. The west boundary being the SD state line. The north boundary being Hwy 212 east to Hastings and Wisc Hwy 10 to Hwy 13. The east boundary being Hwy 13 to Wisconsin Dells. The south boundary being Hwy 23, 14 & 60 to Prairie du Chien.

10,000 Lakes - Northeastern Minnesota and northwestern Wisconsin. The south boundary being Hwy 212 east to Hastings and Wisc Hwy 10 to Hwy 13. The west boundary being Hwy 15, 23, 169 & 38 to Ontario 71. The east boundary being Wisc Hwy 13.

Red Carpet - Northwestern Minnesota, eastern North Dakota and eastern Manitoba. The south boundary being Hwy 212. The east boundary being Hwy 15, 23, 169 & 38 to Ontario 71.. The west boundary being North Dakota Hwy 281 north to Manitoba Hwy 34, 50 & 276.

Northwest - Saskatchewan, western Manitoba and western North Dakota. The south boundary being the South Dakota state line. The east boundary being North Dakota Hwy 281 and Manitoba Hwy 34, 50 & 276.

ARTICLE VI

DISTRICT MANAGEMENT TEAM

6.01 Functional Directors

The District Management Team is comprised of the Functional Directors as set forth in Article XX appointed by the District President for a term of one (1) year. The District Executive Vice President is Chairman of the District Management Team. The required meetings include Planning conference, COTS and Spring District Convention. Directors may succeed themselves for an indeterminate number of terms.

6.02 Duties

The Functional Directors and their duties are defined in these Policies, Article XX.

ARTICLE VII

EXPENSES

7.01 Elected Officers

Elected Officers shall be allowed hotel and travel expenses to all general and special meetings. This includes the Board meetings held at Spring and Fall District Conventions, and special meetings called by the President or as required to carry out the duties of the Office.

The President shall be allowed actual hotel and travel expenses to the two annual International Conventions. In the year prior to becoming President, the Executive Vice President shall be allowed travel and 5 nights lodging for the summer International Convention.

All District Officers shall be allowed such other actual expenses incurred in the proper discharge of their offices, as the treasury permits and within the confines of the budget, as follows:

A. Travel:

$ .20 per mile per itemized list of trips, or actual cost of fare when using commercial carrier such as air, train or bus. NOTE: Air, train or bus fare must have prior approval from the District President.

B. Telephone, Postage, Office supplies:

As documented by receipts.

C. Hotel/Motel:

Three (3) nights at the Spring and Fall Conventions at ✡of prevailing Convention double room rate. One (1) night at the Planning Conference and 2 nights at COTS at ✡ of prevailing double room rate. Such other lodging as required to carry out the duties of the Office.

D. All claims for expenses shall be submitted to the District Treasurer on standard district expense vouchers.

7.02 Functional Directors

Functional Directors shall be allowed expenses for hotel and travel to all general and special meetings. This to include the Directors meetings held at the Planning conference, COTS, Spring Convention and special meetings called by the President or Exec Vice President or as required to carry out the duties of the Office. Functional Directors shall be allowed such other actual expenses incurred in the proper discharge of their office, as the treasury permits and within the confines of the budget as follows:

A. Travel:

$ .20 per mile per itemized list of trips, or actual cost of fare when using commercial carrier such as air, train or bus. NOTE: Air, train or bus fare must have prior approval from the District President.

B. Telephone, Postage, Office supplies:

As documented by receipts.

C. Hotel/Motel:

Three (3) nights at the Spring Convention at ✡of prevailing Convention double room rate, one (1) night at the

planning conference, two (2) nights at COTS meeting at ✡of prevailing double room rate. Such other lodging as required to carry out the duties of the Office.

D. All claims for expenses shall be submitted to the District Treasurer on standard district expense vouchers.

ARTICLE VIII

CHAPTERS - SHOW DATES , NEW LICENSED AND CHAPTER DISSOLUTION

8.01 Show Date Clearance

A. No Chapter shall conduct a Chapter sponsored show,
without first obtaining clearance from the District Secretary.

B. It is recommended that no clearance be granted for a date on which there is a District meeting, District School or District Contest.

C. The Secretary shall be responsible for granting and monitoring clearance for show dates as requested by chapters. There shall be no limit to the number which can be held on a given day provided no two are within forty miles of each other. The Secretary is empowered to grant exceptions to this rule provided that each previously cleared chapter which lies within a forty mile radius of the site of the requesting chapter show gives its written permission.

D. The Secretary shall advise any chapter applying for show clearance on dates reserved for International Conventions that the chapter must receive conditional clearance from the Society office. Clearances shall not be granted on mid-winter Convention dates within five hundred miles of the mid-winter Convention site.

8.02 Newly Licensed Chapters

A. Newly Licensed/Chartered Chapters shall be permitted to send up to 5 Chapter Officers to COTS and the COTS tuition shall be waived on a one time basis.

8.03 Chapter Dissolution

In the event a Chapter dissolves the following is to take place:

A. The Chapter shall turn in its Charter to the District, or provide a letter stating they cannot find the Charter and that they wish to relinquish it.

B. U.S. Chapters shall pay all their outstanding bills and turn over all their remaining assets (money, risers, uniforms, music, etc.) to the District. No exceptions are allowed. No funds may be donated or used for any purpose contrary to IRS regulations affecting the Society✡s tax exemption.

C. Canadian Chapters shall pay all their outstanding bills and turn over their assets to a registered Canadian charity. This may be another Canadian Chapter but it must be a Chapter that has properly Incorporated and established its charitable status under Canadian (or Provincial) law.

D. The Chapter must file a final Corporate tax return (IRS Form 990) (Province Form T2) and to the Society

office, or provide a letter stating they are out of business and never earned more than $25,000 in any calendar year of operation.

E. The Chapter must notify the State (or Province) that it is no longer a viable Corporation and provide documentation of such to the District.

F. Upon completion and verification of the above the Society will remove the Chapter from its rolls.

8.04 Political participation

The following is the substance of a recommendation from the Society Laws & Regulations Committee, and is being included as an LOL District Policy.

A. Chapters may not accept political advertisements in their show programs or other publications. Organizations (such as the Society) which are tax exempt under Section 501(c)(3) of the Internal Revenue Code are specifically prohibited by IRS laws, rules and regulations from engaging, in any substantial manner, in activities for carrying on propaganda, or attempting to influence legislation, or participating in any political campaign. (The Society's chapters, districts and other officially recognized subordinate units are included under the Society's exemption by virtue of a "blanket exemption" ruling issued by the IRS to the Society.) Many state laws applicable to non-profit organizations have similar -- and in some cases more restrictive -- provisions.

B. Paragraph 7e of the Society Statements of Policy specifically prohibits paid or unpaid appearances (performances) at political functions in support of a candidate. It is our opinion that including political advertising in a show program is a similar activity, in that it may give the appearance of an endorsement of the candidate, and (even if it is identified as a paid political advertisement) it may be deemed to be "participating" in a political campaign. L&R is of the opinion, however, that a chapter may accept an ad from someone who happens to be a political candidate, using his/her name, but with no reference to any political contest -- just like an ad (or "best wishes," "compliments) from any non-candidate.

C. By contrast, a chapter chorus (or quartet) may make an appearance at the opening ceremony for a political convention to sing the National Anthem (as a paid or unpaid civic activity), and/or to provide entertainment as paid performers (being careful not to include any material which could be considered to be partisan). We caution the chapter that its members (in uniform or otherwise identified as chapter/chorus members) should also enter and leave the hall as a unit, avoiding any appearance of being participants in the official convention activity -- other than as performers or entertainers. In this case, L&R believes the activity is permitted, so long as there is no suggestion of "endorsement" of candidate(s), party, or issue(s), and no favoritism is shown.

D. As previously noted, organizations (such as the Society, its chapters, districts and other subordinate units) holding an exemption under Section 501(c)(3) of the IRS Code are also generally prohibited from engaging, in any substantial manner, in activities for carrying on propaganda, or attempting to influence legislation. For that reason, great care should be taken to avoid any activities such as participating as an identifiable group in letter writing campaigns, circulation of petitions, or other activities which might be considered to be lobbying in favor of, or in opposition to legislation, or otherwise to fall within that prohibition.

8.05 Religious Holidays

The Society and its Districts will not schedule barbershop events in conflict with significant religious holidays and

observances.

ARTICLE IX

CHAPTER COUNSELORS

9.01 Chapter Counselors

The District Vice President of each Division is responsible for the selection and training of Chapter Counselors and for the assignment of a Chapter Counselor to each Chapter in his respective Division(s)..

9.02 Duties and responsibilities include:

- ✣ Develop an ongoing and positive relationship with assigned chapter leadership.
- ✣ Be a line of communication between Chapter and District/Society.
- ✣ Assist assigned chapters in development of a Mission Statement, planning long term and annual goal setting, and accomplishment of annual objectives.
- ✣ Provide assistance to assigned chapters when requested.
- ✣ Ensure that assigned chapters receive information on Division and District Events.
- ✣ Provide expertise in the resources available for chapter training.
- ✣ Provide reports three times per year to Division Vice President on progress of assigned chapters toward meeting their annual objectives.
- ✣ Maintain a file of reports for all assigned chapters.
- ✣ Conduct Officer Installations for assigned chapters when requested.
- ✣ Attend training programs held at COTS.
- ✣ Be of assistance to other Chapter Counselors as occasions arise.

9.03 Expenses

Chapter Counselors shall be allowed actual expenses incurred in the proper discharge of their duties, as the treasury permits and within the confines of the budget, as follows:

A. Travel:

$ .20 per mile per itemized trips for visitation of assigned Chapters, COTS, or when requested to attend meetings by the District President.

B. Telephone, postage, office supplies:

As documented by receipts.

C. Hotel/Motel

Hotel at ✡of the prevailing double room rate to attend COTS.

D. All claims for expenses shall be submitted to the District Treasurer on standard district expense vouchers.

ARTICLE X

COMMITTEES

10.01 Standing Committees

Standing committees of the District shall be Auditing, Awards, B.O.T.Y., Chapter Achievement awards, Chorus Director Development, Contest &Judging, COTS, CSLT, Directory, District Publication, Ethics, Events, Financial Development, Hall of Fame, Historian, Laws and Regulations, Marketing & PR, Membership Development, Music & Performance, Nominating, and YMIH. . The BOTY and Hall of Fame chairman shall be a past winner. The President shall annually appoint a chairman for each standing committee.

10.02 Special Committees

The President may appoint such special committees from time to time as deemed necessary. Expenses for Special Committees shall be as defined in 10.03.

10.03 Expenses

In the proper discharge of their office, District Committees shall be allowed expenses incurred, as the treasury permits and within the confines of the budget, as follows:

A. $ .20 per mile per itemized trips.

B. Office supplies, postage, telephone as documented by receipts.

C. When requested to attend by the President, two (2) nights at District Conventions at ✡of prevailing Convention double room rate.

D. All expenses shall be submitted to the District Treasurer on standard district expense vouchers.

10.04 BOTY Committee

A committee consisting of past winners of the District B.O.T.Y. award shall set up standards on which such an award is based, and shall annually select one (1) member of the District to be known as the Barbershopper of the year. The recipient shall receive a bow tie bearing the letters ✡LOL BOTY✡and the year in which he receives the award together with a lapel pin and a plaque.

10.05 Chapter Achievement Awards Committee

At the Spring Convention, awards will be made to the first, second, and third place Chapters in each of the following classes determined on the basis of the Society membership records as of December 31 of the preceding year.

1. Class AAA - Chapters with 76 or more members.
2. Class AA - Chapters with 40-75 members
3. Class A - Chapters with 39 or less members.

A. Wall plaques shall be awarded to the first place winners in each class. In addition, certificates shall be awarded in each class to the #1 winner as ✡Outstanding✡, #2 as ✡Meritorious✡, and #3 as ✡Exceptional✡.

B. The purpose of the Chapter achievement contest is to spur Chapters in civic activity, publicity, charity, membership, quartet and chorus gratis appearances.

C. The Committee shall be responsible for the contest and determine the winners in accordance with such guidelines and criteria as are established for the District.

D. Other contests may be established and conducted as deemed appropriate by the committee.

10.06 District Publication Committee

The Chairman of the committee shall be known as the Editor and be responsible for the preparation, printing, and distribution of the District✡s official publication, the PITCH PIPER, on a regular schedule as directed by the Board of Directors.

A copy of each issue of the PITCH PIPER shall be sent to each member of the District, and $4.00 of each members annual dues shall be for a subscription to the publication.

10.07 Events Committee

The Committee shall consist of the Director of Events; an Events Coordinator; a sound, lighting and video Coordinator; and such additional committee members as deemed necessary by the Director of Events to successfully fulfill the duties of the Events Committee as defined in 20.05, and as follows:

A. Division Contests

1. It shall be the responsibility of the Director of Events, in cooperation with the District Vice President-Division (s), to select a date and site for each annual Division Contest/Festival. Dates shall be selected at least two (2) years in advance and sites selected one year in advance.

B. District Contests/Conventions

1. After reviewing potential sites and based on established prerequisites, recommend sites for District Conventions. All bids to host a convention, and the recommendation of the Director of Events, shall be submitted to the House of Delegates for its consideration. District Convention sites shall be awarded by the House of Delegates at least two years in advance.

2. Maintain a file on each Convention awarded to include a budget one year in advance of the subject Convention. Approve the Convention Host Chapter Chairman one year in advance of the Convention.

C. General

1. The Director of Events and Events Coordinators, together with the Host Chapter shall be responsible for the overall operation of the Convention. Events team members, when performing the duties and responsibilities as defined in 20.05, and/or when overseeing and coordinating these events, shall be reimbursed expenses for travel, actual hotel expenses and per diem up to $20 per day.

10.08 Financial Development Committee

The committee is chaired by the Vice President of Financial Development and consists of Presidents Council chair, Founders Club chair, Grant Writing chair and Grant Education chair. The committee shall serve as an extension of the Harmony Foundation✡s staff in the planning, implementation and evaluation of the Foundations fund-raising program for the benefit of the chapters, district and the Foundation.

10.09 Hall of Fame Committee

The committee shall consist of four (4) past winners who are active members of District Chapters and who reside in the District.

10.10 Membership Development Committee

The Committee shall consist of the Director of Membership Development, three members appointed annually for one-year terms. The committee will develop and refine programs that will help Chapters stimulate new members to join the society while emphasizing the need for retention of current members.

10.11 Music and Performance Committee

The Committee shall consist of the Director of Music & Performance, and vice chairmen for music education, music publications; quartet support, coaching and performance evaluation. The committee is responsible for the organization of all music activities in the district that will improve and expand the musical knowledge and performance abilities of the membership. This includes Music Leadership schools, Quartet and Chorus coaching programs, and Mini-HEP schools.

10.12 Nominating Committee

The Nominating Committee appointed by the President shall consist of 4 members who are Past District Presidents, past District Officers, members of the House of Delegates, or other District members, and who are active in Chapters in the District. A majority of the members of the nominating committee shall be past District officers, and all members shall be required to have demonstrated knowledge of District affairs and experience in the governance of the District. To ensure continuity only one (1) new member will be appointed each year with the most senior member becoming the chairman.

A. District Officers. The Nominating committee shall review job descriptions, current or past performance of the prospective candidates, their leadership qualities, barbershop experience and other qualifying experiences to determine their ability to function as a team member. They shall present a slate of eligible candidates (at least one for each elective office) by July 1 annually.

Upon submission of the slate to the District Secretary, Official Call, District President and its release for publication in the Pitch Piper, the responsibility of the committee is ended for that year.

B. Functional Directors

The Nominating Committee will recommend candidates for the positions of Functional Directors for consideration and appointment by the President and Executive Vice President.

10.13 Society Board Member (when elected)

Refer to District ByLaws Article 5.05

10.14 Other Committees

Other committees shall have such powers and duties normally associated with the function of such committees within the Society or as assigned by the President, Board of Directors, or House of Delegates.

ARTICLE XI

DISTRICT DUES

11.01 Membership Dues

Each member of an LOL chapter shall pay such annual District dues as are established from time to time by the House of Delegates by a 2/3 vote of those delegates present and voting, except that reduced dues of 50% of such amount shall be charged for (a) full time students younger than 23 years of age, and (b) members who are 70 years of age or older with ten (10) years of membership in the Society. Members with 50 years or more membership are exempt from District dues. District dues are payable in U.S. funds.

11.02 Multiple Membership

District dues for persons holding membership in more than one chapter of the LOL District shall be collected and paid only by whichever chapter has the dues date earliest in the calendar year.

ARTICLE XII

QUARTET & CHORUS TRAVEL FUND

12.01 Fund Disbursement

Prior to each International Quartet and Chorus contest, the Treasurer shall distribute moneys for travel aid to:

A. Each quartet representing the District on the basis of $.05 per man mile, and

B. Chorus(s) representing the District on the basis of $.05 per man mile.

C. Money shall be disbursed from the District quartet and chorus travel fund, which is derived from a $4.00 per capita dues assessment. These distributions shall at no time exceed the balance of the fund, and in the event that such is insufficient to make a full distribution as set forth in this policy, said distribution shall be prorated based on the ratio that the number of men in each competing unit bears to the total number of men actually competing in all qualifying units.

ARTICLE XIII

ALL CONTESTS - GENERAL

NOTE: These policy statements are not meant to usurp the authority of the Society Contest and Judging Committee. Policies not covered by this statement shall be referred to the Society Contest and Judging Handbook.

13.01 Conduct of Contests

All contests shall be conducted, operated and judged in accordance with the current SPEBSQSA Society Chorus/Quartet rules and regulations and District Policies.

13.02 Venue Access - All contests shall be held indoors at facilities that comply with the Americans with Disabilities Act.

13.03 Qualifying scores

Scores needed to qualify for the fall District contests as defined in 15.01-C Quartets, 15.02-D Choruses, 15.03-A Novice Quartets and 15.05-A Seniors Quartet, shall be reconfirmed or reset by the District Board at the previous Fall Board meeting based on recommendation of the Director of Contest and Judging..

13.04 Judging Fund

A fund is maintained to pay the costs of Judges & Coaches expenses for Divisional and International Preliminary Quartet contests. The District Treasurer shall, upon submission of vouchers by the Director of Contest and Judging, pay such expenses from the fund.

A. At its budget approval meeting held annually in conjunction with the Fall Convention, the Board of Directors shall set a per member assessment sufficient to pay such costs anticipated for the ensuing year.

B. The number of members to be assessed at the figure so set shall be the total chapter membership determined by Society as of December 31 of that year.

C. The Secretary shall annually notify Society of the assessment so determined, and cooperate with Society so that assessments are billed to and collected from each Chapter by Society.

D. Failure of a Chapter to pay such assessment shall be grounds for imposition of sanctions deemed appropriate by the Board of Directors, including suspension of charter until such Chapter obligations are met.

13.05 Judging Panel(s)

Judging panels for District and Division level contests shall be selected by the Society Contest and Judging Committee.

13.06 Judges/Coaches Expenses

A. All expenses for contest Judges and Coaches for Division contests and the International Prelims will be paid by the District Treasurer including, travel, lodging, and meals. Host Chapters for these contests will pay local expenses and submit such to the District Treasurer for reimbursement.

B. All expenses for contest Judges for the Fall District contest are paid by the Host Chapter from revenues from the Convention.

C. Individual Judges expenses will be submitted to the Director of C&J on a CJ-22 expense voucher.

D. Registration Badges shall be provided for each panel member and an accompanying family member to all convention events including pre-glow and afterglow.

E. Primary Contest Administrator(s) who provide their own computer equipment shall be reimbursed the sum of $100.00.

F. Practice panel members may be included, cost free, at judges meals provided by the convention.

ARTICLE XIV

DIVISION CONTESTS/FESTIVALS

14.01 Division Contests/Festivals

At Division level, choruses and quartets have the option of entering either the contest or festival (if offered), and shall so indicate on their CJ-20 contestant entry. A panel of certified judges will score the contest choruses and quartets to meet qualification criteria for the following district contest.

All contest choruses and quartets shall receive an evaluation from the official judging panel. Festival contestants shall receive coaching by district coaches selected by the Director C&J. Festival only contestants will not have their scores published and will not be eligible to win awards or compete in the fall district contest.

A. Divisions may be combined. In combined Division contests, the contestants may be intermingled in order of appearance but each Division shall select its own winners and representatives to the District contests.

B. All income and expenses shall be considered in determining net income. Within 30 days following each contest the chairman shall provide a statement of income and expense to the District Treasurer. The net income shall be distributed 1/3 to Host Chapter and 2/3 to the District. No fund shall be retained or set up for future contests.

C. All Divisional Chorus and Quartet contests shall be held prior to the third week of June preceding the District Chorus and Quartet contests.

D. Coaches for Division Contests shall be selected by the District C&J Committee.

14.02 Division Contest/Festival Tickets

A. All competitors as well as members of the Host Chapter must have tickets except for ushers and auditorium employees.

B. Ticket prices for Division contest/festivals held alone shall be $10.00 for competitors and guests.

C. Ticket prices for Division contest/festivals held in conjunction with the International Preliminary Quartet contest shall be $10.00 early, $15.00 late for all competitors and guests. (Late is defined as being within 14 days of the contest).

D. When a Division contest/festival is held as part of the Spring District Convention, this Division contest/festival Ticket shall also act as a general admission ticket for the Division Quartet and Chorus contests, provided general admission seating is still available. A Division contest/festival ticket will not admit a person to the International Preliminary Quartet Finals contest held at the Spring Convention.

14.03 Division Quartet Contests/Festivals

A. The Division Quartet contest shall select the Division Quartet Champion and Division Novice Quartet Champion, qualify Quartets for the District Quartet Contest and qualify Seniors Quartets for the Fall Int✡l Preliminary Seniors Contest as specified in 15.01-C.

B. Contestant entry forms (CJ-20) must be received by the Director of C&J at least 30 days prior to the contest/festival.

C. The contests shall be open to all LOL quartets who are registered with the Society and whose competing

members are members in good standing with SPEBSQSA.

D. Quartets may enter and compete in one or more Division contests for a score to qualify for the Fall District contest. However, they are only eligible for awards if they compete in the Division in which their Chapter is a member.

E. Quartets containing members from two or more Chapters in different Divisions must specify in writing to the Director of C&J, prior to competing, the Division in which they wish to compete.

F. Frank Thorne Chapter members who reside in the District will be considered to belong to a Chapter in the Division in which they reside. Frank Thorne Chapter members who reside outside the District will be considered members of no Division and the quartet✡s eligibility for Division awards will be determined by the residential Divisions of the other members of the quartet.

G. Novice, Senior, Collegiate and other Quartets shall compete in the contest without specification to the panel of judges as to their designation. Novice and Senior quartets, when competing with other quartets, may compete in whatever other contests are in progress for which they are qualified and are entitled to receive any awards which they may earn.

H. A member may compete in more than one quartet provided he is officially listed with the Society office as a member of each quartet in which he intends to participate.

I. The Division Quartet Champion shall be the highest scoring division quartet which has not previously won the District or International Quartet Championship.

J. The Division Novice Quartet Champion shall be the highest scoring division quartet meeting the requirements for a Novice Quartet as specified in 15.03. If no quartet meets the requirements, the division will not name a Novice Quartet Champion.

K. Novice Quartets who compete at Division level and achieve the score as defined in 15.01-C shall qualify to compete in the Fall District Quartet contest.

L. Awards shall be presented annually to the Division and Novice Quartet Champions.

14.04 Division Chorus Contest/Festival

A. The Division Chorus contest will select a Division Chorus champion and three Plateau champions, and will qualify Choruses for the District contest. The Chorus scoring the most points shall be the Division Chorus Champion. A Chorus may enter and compete in one or more Division contests for a score to qualify for the Fall District.

B. CJ-20 Contestant entry forms must be received by the Director C&J at least 30 days prior to the contest/festival.

C. The contests shall be open to all LOL choruses who have not won the International Chorus contest in the two year span preceding the competition.

D. Any Chorus that qualifies to represent the District at International shall be given a ✡bye✡at its Division contest and may, at its option, enter the Fall District Contest.

E. All participants in a competing chorus, with the exception of the director, must be members in good standing of SPEBSQSA and the chapter with which they are competing.

F. Plateaus are based on total chapter membership as of December 31 of the preceding year, or on the date of chartering if chartered after December 31st.
The Plateaus are:
A - Chapter membership of 39 or less.
AA - Chapter membership of 40-75.
AAA - Chapter membership of 76 or more.

G. A first, second and third place winner shall be selected on the basis of total score.

H. Awards shall be presented to the Division Chorus Champion & all Plateau Champions.

I. Awards shall be presented to the chorus which shows the most improvement over the previous years score. The basis for computing this award shall be the respective chorus score from the corresponding contest of the preceding year. To qualify, a chorus must have competed in their respective, previous year✡s contest.

14.05 Division and District Chorus Contest staging
A. Draw for order of appearance.
A two level draw shall be utilized in the Chorus contest to minimize the number of riser changes.

The first draw will determine the order in which each riser configuration shall appear. The riser configurations are; 5, 7 or 9 sections of risers.

The second draw will determine the order of competitor/chorus appearance within each of the above mentioned riser configurations.

Chapters will be requested to designate which riser set-up they want to use by contacting the District VP C&J no later than 30 days prior to the contest in which they are entered. Although risers may have four steps, contestants do not have to use all four steps or the floor.

B. Singing Order.
Any Chorus in a Division or District contest may request to sing first within each riser configuration grouping. Such request must be made to the Director C&J no later than 30 days prior to the contest in which they are entered. If more than one Chorus makes such a request, a second drawing will be held to determine the singing order of the choruses requesting this option.

ARTICLE XV

DISTRICT CONTESTS AND INT✡L PRELIMS

The District Chorus and Quartet contests and the Preliminary International Seniors Quartet contest shall be held in conjunction with the Fall Convention.

The District Seniors Quartet contest and the International Preliminary Quartet contest shall be held in conjunction with the Spring Convention.

15.01 District Quartet Contest

A. All competitors in a District level or Int✡l Prelims contest must hold an All Events Registration to be eligible to sing on stage. (Ref SPEBSQSA contest rules)

B The contest shall be open to Quartets that qualified by competing in a Division contest. The Division Champion Quartet from each Division contest, plus all other Quartets that have achieved the score set as described in C below shall qualify. If needed, additional Quartets shall be selected by the Director C&J based on score to achieve a minimum of 22 Quartets in the Fall District Contest.

C. A minimum Division Quartet Contest score is required for Quartets to compete in the District Quartet contest. The minimum score is 390 (single panel) 780 (double panel) as set by the District Board at the previous Fall Board meeting based on the recommendation of the Director C&J.

D. CJ-20 Contestant Entry forms must be received by the Director C&J at least 30 days prior to the Contest.

E. At the Spring Convention the quartet prelims contest will be split into a division quartet contest and an Int✡l Prelims quartet contest.

F. A Quartet must contain at least three (3) members who participated in the qualifying Division Quartet contest.

G. Awards shall be presented at the District quartet contest to the three (3) highest ranking quartets to be recognized according to their respective rank. The highest scoring quartet shall be declared the District Quartet Champion. The highest scoring Novice Quartet, if any and as described in 15.03, shall be declared the Novice Quartet Champion.

15.02 District Chorus Contest

A. All competitors in a District level contest must hold an All Events Registration to be eligible to sing on stage, (Ref SPEBSQSA contest rules)

B. The contest shall be open to all choruses that have qualified by competing in their Division contest and the previous years Choruses that qualified to compete at the International contest, provided they have not placed first in the International Chorus competition in the past two years.

C. Each Divisions allotment of choruses permitted to enter the District chorus contest finals shall be based on a pre-set total score. The Division champion Chorus may compete even if no Chorus scores the required points.

D. A minimum Division Chorus Contest score shall be required for Choruses to compete in the District Chorus contest. The minimum score is 360 (single panel) 720 (double panel) as set by the District Board at the previous Fall Board meeting based on the recommendation of the Director C&J. If needed, additional Choruses may be

selected by the Director C&J based on score to achieve 18 Choruses in the District Contest.

E. CJ-20 Contestant Entry forms must be received by the Director of C&J at least 30 days prior to the contest.

F. The District Chorus contest shall select a District Chorus champion and three (3) Plateau Champions. The Plateau Champion scoring the most points shall be declared the District Chorus Champion and shall represent the District at the following years International chorus competition.

G. All participants of a competing chorus, with the exception of the director, must be members in good standing of SPEBSQSA and the chapter with which they are competing. Unless he is a new member to the Society, each participant must have established membership with the Chapter prior to the qualifying Division contest. This is further defined in C&J rules.

H. Awards shall be presented annually to the District Chorus Champion, all Plateau Chorus Champions and the Most Improved Chorus. Also a first, second, and third place winner shall be selected on the basis of total score.

I. Chorus Contest draw for order of appearance.
The same rules apply as indicated in 14.05 A.

J. Singing order request.
The same rules apply as indicated in 14.05 B.

K. Plateaus.
The same rules apply as indicated in 14.04 F.

15.03 District Novice Quartet Contests

A. Novice Quartet Qualification. A Quartet shall be defined as a Novice Quartet if the quartet:

1. Has never competed in a District Quartet Contest, a District Seniors Quartet Contest, or an International Preliminary Quartet Contest, and;

2. Does not contain more than two (2) members who, in any previous quartet or quartets, have competed in any District, District Seniors, or International Preliminary Quartet contest.

B. Novice Quartets as defined above who competed at Division level and achieved the minimum score of 390 (single panel) 780 (double panel) shall qualify to compete in the Fall District Quartet contest.

C. In the event that no novice quartet qualifies for the District Quartet Contest, the District will not name a Novice Quartet Champion that year.

15.04 District Seniors Quartet Contest

A. Qualification - Each member of a quartet competing in the District Seniors quartet contest must be age 55 or older and the sum of the accumulated ages of the quartet must equal 240 years or more. These requirements must

be met on the basis of birthdays reached on or before the Friday of the LOL Spring Convention at which time the District Seniors Quartet contest is held.

B. The District Seniors Quartet Contest shall be open to any LOL Seniors Quartet, as defined above which has not previously won the District Seniors Quartet Contest.

C. The District Seniors Quartet contest shall be held in conjunction with the Spring Convention and conducted in accordance with the Society Official Quartet contest rules.

D. CJ-20 Contestant Entry forms must be received by the Director of C&J at least 30 days prior to the contest.

E. Seniors Quartets, when competing with other quartets, may compete in whatever other contests are in progress and are entitled to whatever awards for which they are otherwise qualified.

15.05 International Seniors Preliminary Quartet Contest

A. Qualification - Each member of a quartet competing in the International Seniors quartet contest must be age 55 or older and the sum of the accumulated ages of the quartet must equal 240 years or more. These requirements must be met on the basis of birthdays reached on or before the date of the Int'l Seniors Contest held at the following Mid-Winter contest.

B. The International Seniors Preliminary Quartet contest shall be held in conjunction with the Fall Convention and shall be open to LOL District Seniors Quartets, as defined above who have achieved the qualifying score of 340 (single panel) 680 (double panel) in a Division Contest during that calendar year.

C. CJ-20 Contestant Entry forms must be received by the Director of C&J at least 30 days prior to the contest.

15.06 CBQC College Quartet Contest

A. Preliminary contests for the CBQC College quartet contest shall be conducted, and the Districts representative shall be selected in accordance with official rules promulgated by the Society.

B. Eligible quartets may compete at any Division or District level contest.

C. CBQC Quartet contest entrants are not charged admission by the District or Division to compete.

ARTICLE XVI

DISTRICT CONVENTIONS

16.01 Dates

The Spring Convention is generally held on the first full weekend in May.
The Fall Convention is generally held on the fourth full weekend in October.

16.02 Finance Split

The Host Chapter shall complete a final statement and forward the same along with remittance of the appropriate finance split to the District Treasurer within 60 days following the convention.

The distributions are:

1. Fall Convention: 75% District, 25% Host Chapter.

2. Spring Convention: 2/3 District, 1/3 Host Chapter.

3. Combination: When a Division Contest is held in conjunction with a Spring Convention: 2/3 to District, 1/3 to Host Chapter.

16.03 All Events Ticket Package

A. All Competitors in a District and/or International Prelims contest must purchase an All Events Ticket/Registration Package to be eligible to sing in the contest. (Ref., Society Contest rules). All Events Tickets package shall include tickets to all Contest events and a Convention badge.

B. The first draw for order of seating shall be conducted the day after the previous Spring or Fall Convention. Individual Ticket Package requests accompanied by payment in full received by or purchased at the Convention shall be included in the first draw. Chorus block seating is not permitted in the first draw.

C. All individual requests received after this date and accompanied by payment in full shall be issued pursuant to a draw held at the end of each day in which they are received.

D. Chorus requests for block seating and accompanied by payment in full shall be conducted in a draw held 30 days after the Spring Convention and/or last Division contest. For the Spring Convention the date shall be 30 days after the previous Fall Convention.

E. All Event Ticket packages are transferable but not refundable within 30 days of the Convention.

F. All Event Ticket package requests accompanied by payment in full shall entitle purchaser to reserved seating issued pursuant to a draw as described in A, & C above.

G. All Event Ticket packages shall be issued to the members of the judging panel, video taping crew and invited dignitaries at no cost.

H. Chapters hosting a District Convention shall set up a table or booth in the registration area at the preceding convention for the express purpose of selling advance registrations and accepting housing requests.

J. A Junior All Event Ticket Package shall be available at the reduced price of $15.00 for Students 12 years of age and under.

16.04 Tickets

A. All persons attending a contest event or other special event for which tickets are included in the All Event Ticket package must have a ticket, except for ushers and auditorium employees.

B. Anyone competing in a quartet or chorus at a District level contest must purchase an All Events Ticket/Registration Package to be eligible to sing on stage.

C. When a Division Contest is held in conjunction with a Spring Convention, members competing in the Division Contest only, to be eligible to sing on stage must purchase a minimum of one ticket for the contest in which they

are entered, as further defined in section 14.02.

D. At the Spring Convention single event tickets shall be made available at the same time as the All Events Ticket Package. At the Fall Convention single event tickets shall not be made available until 30 days before the start of the Convention.

E. Single event tickets shall be general admission seating only.

16.05 Complimentary Tickets

Only members of the judging panel, members of the video taping crew, members of the media covering the event, and official guests of the District shall receive complimentary tickets to Division and District Contests. All competitors as well as members of the Host Chapter must have tickets unless otherwise exempted by these Policies.

16.06 Prices

All Event Ticket package and single event ticket prices shall be set by the Board of Directors after receiving the recommendation of the Director of Events and the Host Chapter Chairman. Chapters having ✡special✡ events where a dinner or meal is served are permitted to price the food portion as a separate sale ticket which would not be included in the price of the All Event Ticket package.

16.07 Housing

Except for members of the judging panel, district officers and official guests of the District, the Host Chapter is not obligated to make housing reservations for anyone who has not purchased a registration package.

ARTICLE XVII

CHARTER NIGHT SHOWS

17.01 Participating Quartets

Participating quartets, except for host chapter quartets, should be reimbursed for their expenses, but should not receive a fee for charter night shows.

Each quartet member should be given free tickets for him or herself and a guest for any such functions and/or afterglows.

17.02 Master of Ceremonies

The MC for charter night show should be selected by a committee from the sponsoring chapter, and should be a member of the Society in good standing or someone familiar with the aims, ideals, practices and language of barbershopping and capable of making an enthusiastic and successful presentation. A non-member MC should have advance approval of the District President.

ARTICLE XVIII

SUBSIDIARIES

18.01 How Established

For the purpose of providing an opportunity for special interest groups within the District to meet, exchange

information and undertake projects of benefit and value to the District, the Board of Directors shall have the authority, subject to the approval of the Society Board as provided in the Society By-Laws, to create, approve, supervise and control subsidiary organizations and authorize the use of a properly descriptive name for each.

Groups desiring to form a subsidiary shall make written application to the District Board stating their name, purposes and proposed method of operation. The Board shall take appropriate action at its next regular meeting and shall exercise supervision and control over such groups as are approved.

18.02 Budget and Finance

Each subsidiary shall annually submit a financial statement to the Society Board, and, upon request, to the District Board of Directors.

18.03 Membership in Subsidiaries

Subsidiaries shall limit their membership to those who are currently paid up members of the Society.

18.04 By-Laws of Subsidiaries

Changes in the By-Laws of a subsidiary organization shall not become effective until approved by the Laws and Regulations Committee acting on behalf of the Board of Directors.

18.05 Abolishment &Dissolution

Any District approved subsidiary which is no longer active, or whose purposes (a) are breached or (b) become obsolete, shall be dissolved by the Board of Directors. Upon dissolution, all assets of such subsidiary, after payment of all obligations, shall be distributed to the District, to be used for District purposes.

18.06 Assn of District Quartet Champions (ADC)

A. Submit a financial statement (Balance sheet) to the District President annually.

B. Submit a yearly activity report to the District President.

C. Submit articles/activity reports in each of the District Official Calls.

D. Upon election submit names, addresses, phone numbers and Email address of Officers to the District Directory publisher.

E. ADC Past Champions Show at the Fall Convention. Net proceeds from the show are split 60% to ADC, 20% to District & 20% to Host Chapter.

ARTICLE XIX

DISTRICT OFFICER JOB DESCRIPTIONS

19.01 District President - LOL Chief Executive Officer

Duties and responsibilities include:

- Management of all District Officers and committee chairman who, in turn, are responsible to ensure Society programs are implemented at the Chapter level.
- Supervise and monitor all administrative functions and activities of the District.
- Maintain knowledge of all governing documents.
- Establishes the annual goals and priorities of the District and is responsible for achieving them.
- Develop a District work plan.

- ✣ Approve all financial matters and reports to the Society Board on such plans and budgets as well as progress toward achieving goals.
- ✣ Communicates with his District Officers as appropriate to ensure activity progress in the interim between Board meetings.
- ✣ Chairs all meetings of the District Board and House of Delegates.
- ✣ Recruits and appoints Functional Directors.
- ✣ Appoint committees as needed to carry on the business of the District.

19.02 District Executive Vice President

Duties and responsibilities include:

- ✣ Chairman of the District Management Team.
- ✣ Provide assistance to the Director of each Function to establish goals & objectives for the year.
- ✣ Maintains knowledge of all governing documents.
- ✣ Attends as a member all District Board and House of Delegates meetings.
- ✣ Presides over District Board and House of Delegates meetings in the absence of the President.
- ✣ Assists President in recruitment and selection of Functional Directors.
- ✣ Communicates with Functional Directors as appropriate to ensure activity progress in the interim between Management Team meetings.

19.03 District Secretary

Duties and responsibilities include:

- ✣ Recording and corresponding secretary for the District.
- ✣ Custodian of the district calendar and district documents.
- ✣ Issues Chapter show clearance & licenses; maintains a list of and publicizes chapter shows.
- ✣ Records and transcribes the minutes of all District meetings.
- ✣ Issues calls to all District Officials and Chapter Delegates to their appropriate meetings.
- ✣ Prepares minutes on all board actions and distributes them, as well as district regulations and Statements of Policy and Operating Procedures to Chapter Delegates.
- ✣ Attends as a member all District Board and House of Delegates meetings.

19.04 District Treasurer - Chief Financial Officer

Duties and responsibilities include:

- ✣ Receives and deposits income and prepares and disburses expenses.
- ✣ Maintains financial records, analyzes expenditures and is cognizant of State, Federal, and Province policies regarding non-profit organizations.
- ✣ Member of the District finance committee which reviews policy & financial accounting.
- ✣ Prepares and submits appropriate financial reports to the District and Society Board of Directors.
- ✣ Prepares and presents the District budget for approval.
- ✣ Attend as a member all District Board and House of Delegates meetings.

19.05 District Vice President-Division(s)

Duties and responsibilities include:

- ✣ Assists the District President in administering the District work plan through supervision of his Chapter Counselors, their activities and personal contact with the Chapters in his Division.
- ✣ Attends as a member all District Board and House of Delegates Meetings.

- ✣ Is responsible for the selection, training, assignment and activities of the Chapter Counselors and insures reports are filed in a timely manner by the Chapter Counselors in his Division.
- ✣ Maintains contact with the District President, District Officers and Functional Directors to ensure that all appropriate messages get out to the Chapters within his Division.
- ✣ Ensures appropriate follow up with his Chapters regarding Form 990 and Chapter Audits.
- ✣ Encourages attendance at Contests, Festivals, COTS, Mini-HEP Schools and District Conventions.
- ✣ Communicates with and provides assistance to the District Functional Directors: Music & Performance, Member Services, Contest & Judging, Events, Chapter Support and Leadership Training, Chorus Director Development, Marketing & Public Relations and Young Men in Harmony.
- ✣ Holds Division Council meetings with Chapter Presidents and/or Delegates from his Chapters.
- ✣ Selects a host Chapter for the Division contest the following year at one of these meetings.
- ✣ Is active in Chapter and District events, such as: COTS, Mini-HEP, Officer Installations, Chapter Shows and contests.
- ✣ Files Activity reports on his activities.

19.06 Vice President Financial Development

Duties and responsibilities include:

- ✣ In concert with the Harmony Foundation staff, ensures that the District implements an integrated, comprehensive and successful financial development program.
- ✣ Leads and directs the annual District fund raising program planning process.
- ✣ Recruits and trains District President Council Chair, Founder✡s Club Chair, Grant Writing Chair and Grant Education Chair.
- ✣ Understands and is able to communicate planned giving philosophy.
- ✣ Has proven administrative ability and excellent written and verbal communications skills.
- ✣ Attend as a member all district board and House of Delegates meetings.

19.07 Past District President

Duties and responsibilities include:

- ✣ Duties as normally associated with the office or as further defined by the President.
- ✣ Attends as a member all District Board and House of Delegates meetings.
- ✣ Credentials Chairman for the Board and District House of Delegates meetings.

ARTICLE XX

FUNCTIONAL DIRECTORS
JOB DESCRIPTIONS

20.01 Director of Music & Performance

Duties and responsibilities include:

- ✣ Serves as chairman of the District Music and Performance Committee.
- ✣ Organization of all music activities in the district that will improve and expand the musical knowledge and performance abilities of the membership.
- ✣ Quartet and Chorus coaching programs, including music coaches guilds and music and performance coach training.
- ✣ Develops and administers performance evaluation programs for quartets and choruses.
- ✣ Plans and coordinates District Music Education Schools.

- ✣ Coordinates all Society Music representative visits to the District.
- ✣ Communicates with local music educators and develops student participation in college and high school quartet contests.
- ✣ Coordinates, with the Director of Events, all arrangements for the annual District Mini-HEP Schools, making arrangements for faculty and classes offered.
- ✣ District liaison with Society Music & Performance Committee.
- ✣ Participates in training carried out by the Society Music & Performance Committee.

20.02 Director of Chorus Director Development

Duties and responsibilities include:

- ✣ Serves as Chairman of the District Chorus Director Development Committee.
- ✣ Promoting, administering and recruiting participants for Chorus Directors Workshop Intensive (CDWI), chorus director training and certification.
- ✣ Recruits and develops District faculty for chorus director training and teaching materials.
- ✣ Recruit CDWI trainers for certification.
- ✣ Coordinates all functions of chorus director recruitment and training in the District.
- ✣ Maintain records on director certification and director development programs.
- ✣ District liaison with the Society Chorus Director Development Committee.
- ✣ Develops an effective chorus directors guild in the District and chair its meetings.
- ✣ Participate in training carried out by the Society Chorus Director Development Committee.

20.03 Director of Marketing & Public Relations

Duties and responsibilities include:

- ✣ Serves as Chairman of the District Marketing and Public Relations Committee.
- ✣ Ensures the District, its Chapters and its Quartets have marketing image and awareness building tools to increase market penetration.
- ✣ Provides program and materials to enhance public awareness of barbershopping and the value of music education for personal enrichment.
- ✣ Provide guidelines to chapters for improving public awareness and appreciation of the Society through support of the unified service projects and local charities.
- ✣ Promotes the sale and distribution of Society merchandise.
- ✣ District liaison with the Society Marketing and Public Relations Committee.
- ✣ Participates in training carried out by the Society Marketing Public Relations Committee.

20.04 Director of Contest and Judging

Duties and responsibilities include:

- ✣ Serves as Chairman of the District Contest & Judging Committee.
- ✣ Communicates and coordinates Society Contest and Judging policy within the District.
- ✣ Organizes and administers all contest judging activities within the District.
- ✣ Communicates with all potential contestants in Division and District contests.
- ✣ Promotes and handles all applications for judging candidates and schedules practice panels.
- ✣ Works with Director of Events to ensure contest venues have suitable sound and lighting.
- ✣ Attends Society C&J meetings as required.
- ✣ District liaison with the Society C&J Committee.
- ✣ Participates in training carried out by the Society C&J Committee.

20.05 Director of Events

Duties and responsibilities include:

- ✣ Serves as Chairman of the District Events Committee.
- ✣ Responsible for the effective planning, budgeting, site selection and operation of Spring and Fall Conventions, Division Contest/Festivals and alternatives to competition.
- ✣ In concert with other Functional Directors and/or Committees, assist in the site selection, contract negotiation, planning and budgeting of other events conducted within the District.
- ✣ Provides interpretation of Society regulations as they apply to conventions.
- ✣ Assures District Convention manuals are up-to-date and Society contest sound and lighting systems guidelines are followed.
- ✣ Maintains convention history file on past and potential convention sites.
- ✣ District liaison with the Society Events Committee, and when necessary, the Society External Affairs Committee.
- ✣ Participates in training carried out by the Society Events Committee.

20.06 Director of Membership Development

Duties and responsibilities include:

- ✣ Serves as Chairman of the District Membership Development Committee.
- ✣ Provides inspiration and ideas to District Chapters for membership recruitment and retention of existing members.
- ✣ Develops and implements programs that will stimulate target-marketed members to join the Society and District Chapters.
- ✣ Effective communication and promotion of District activities through regular distributed District and Chapter bulletins.
- ✣ Seeks out new extension sites for new chapters within the District.
- ✣ District liaison with the Society Membership Development Committee.
- ✣ Participates in training carried out by the Society Membership Committee.

20.07 Director of Chapter Support and Leadership Training (CSLT)

Duties and responsibilities include:

- ✣ Coordination, implementation and monitoring of training programs for District Officers, Functional Directors and Chapter Counselors.
- ✣ Coordinates and assists the Society CSLT Committee and its COTS subcommittee with managing Chapter Operations Training Seminars in the District.
- ✣ District Liaison with the Society CSLT Committee.
- ✣ Working with the Division Vice Presidents to coordinate the recruitment and training of potential Chapter Counselors and Chapter Counselor trainers.
- ✣ Disseminating related Chapter Counselor training materials to Division Vice Presidents for further distribution to Chapter Counselors.
- ✣ Participates in training carried out by the Society CSLT Committee.

20.08 Director of Young Men in Harmony

Duties and responsibilities include:

- ✣ Serves as Chairman of the District Young Men in Harmony Committee.

- Responsible for all District supported youth activities and services within the district, which are intended to improve and expand the musical knowledge and performance abilities of school and college-aged young men.
- Fostering and assisting in the establishment of groups of harmony singers at local schools & universities as an integral part of the schools music curriculum, by working through local chapter representatives, school administrators and educators.
- Identifying and suggesting performance opportunities to groups of student harmony singers within the District, including; festivals, workshops, clinics, shows and contests.
- Assisting music educators in developing, primarily within young men, a sense of singing as a life-long activity.
- Assisting Chapters in establishing Young Men in Harmony Programs and Chapter teams in working with local school administrators and music educators to establish harmony singing groups, as requested.
- Identifying and encouraging others within the district to seek out youth education opportunities that can be organized and/or supported by the District, individual Chapters and the District Young Men in Harmony team.
- Organizing, staffing and operating the annual youth activities, Harmony Camps and other events at the Division and District levels.
- Establishing and effectively managing the District YMIH budget.
- Effectively communicating with chapter Young Men in Harmony representatives, through the District newsletter and other mailings, as necessary, the status, plans and activities of the Districts youth activities programs.
- Coordination with the Director of Music & Performance, all visits of Society music representatives to the District to ensure attention to the youth programs.

ARTICLE XXI

DISTRICT TRAINING TEAM

21.01 Team Chairman

The District Training Team chairman is the Director of CSLT appointed by the District President for a term of one year. May succeed himself for indeterminate number of terms.

21.02 Training Team Members

Training Team members are appointed by the District President and Director of CSLT.
Prerequisite: Proven background in training.

21.03 Duties and responsibilities

- Coordinate and conduct training programs of all types throughout the District.
- Develop curriculum and materials for classes to be conducted at Division and/or District level.
- Conduct Schools, Seminars, Classes on various topics throughout the District such as: Membership development, Music Team seminars, Marketing & PR, Chorus Director workshops, Mini-HEP classes, District COTS classes, Quartet Schools, Chapter fund raising, etc., etc..
- Recommend classes that will benefit Chapter members on specific subjects.
- Assist District Vice President-Division(s) in training and Certification of Chapter Counselors.
- Assist Director CSLT in conducting annual District COTS School.
- May succeed themselves for indeterminate number of terms.
- Report directly to the District President and Director CSLT.

ARTICLE XXII

POLICY STATEMENTS

22.01 Authority

The Board of Directors is granted authority to adopt policies intended to provide guidelines, rules or regulations for the conduct of District and Chapter business, membership activities and relationships with the general public.

22.02 Intent

It is the intent of this grant of authority to provide flexibility in meeting changing conditions without the necessity of amending the By-Laws so long as such Policies are within the purview of the authority granted and do not contravene powers secured to the House of Delegates by Society regulation or the District By-Laws.

22.03 Sanctions

The intentional disregard or abuse of such properly adopted Statements of Policy may be the basis for disciplinary action in accordance with section 3.03 of these Policies.

ARTICLE XXIII

AMENDMENTS

23.01 Authority

These Policies may be amended by the District Board of Directors by a two thirds vote of those present and voting at a meeting duly called, provided a quorum is present.