

**DISTRICT POLICIES AND
OPERATING PROCEDURES**

**LAND O'LAKES DISTRICT
ASSOCIATION OF CHAPTERS**

**BARBERSHOP HARMONY
SOCIETY**

January 6, 2012

LAND O'LAKES DISTRICT

Statements of Policy & Operating Procedures

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Revised & approved - January 6, 2012

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 January 6, 2012.

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 LO'L 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 of Financial Development, Music & Performance/Education, Chapter Support Leadership Training, Immediate Past President and a 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 XVIII.

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 three times each year in conjunction with Leadership Training Academy, Spring and Fall Conventions.

Infrequently, the need may arise for legislation to be addressed at times other than the regularly scheduled meetings. On such occasions, motions, discussion and voting may be handled via Email; and minutes of the proposed legislation, motions and voting outcome will be recorded and distributed in the normal manner.

3.02 Voting

A majority of those voting at a validly constituted meeting, or by Email ballot, 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 EXPENSES

6.01 Elected Officers

Elected officers shall be allowed hotel and travel expenses to all general and special meetings. This includes the Board meetings held at Leadership Training Academy, 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 defined below:

A. Travel:

\$.25 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:

Two (2) nights at LTA, Spring and Fall Conventions at ½ of prevailing Convention 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 VII

CHAPTERS - SHOW DATES , NEW LICENSED AND CHAPTER DISSOLUTION

7.01 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.

7.02 Newly Licensed Chapters

A. Newly Licensed/Chartered Chapters shall be permitted to send up to 5 Chapter Officers to the Leadership Training Academy (LTA) and the tuition shall be waived on a one time basis.

7.03 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.

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.

7.04 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.

7.05 Religious Holidays

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

ARTICLE VIII
CHAPTER COUNSELORS

8.01 Chapter Counselors

The District Vice President of each Division has the option of appointing Chapter Counselors within their Division to assist them with their Division responsibilities and/or train as their replacements.

A. All appointments shall be submitted to the District President and District Executive Vice President for approval.

B. The District Education Team will provide training of Chapter Counselors. Each Division Vice President shall be responsible for the assignment of duties of each Chapter Counselor.

8.02 Duties and Responsibilities

- 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 at Leadership Training Academy (LTA).
- Be of assistance to other Chapter Counselors as occasions arise.

8.03 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 district budget, as follows:

A. Travel:

\$.25 per mile per itemized trips for visitation of assigned Chapters, LTA, or when requested to attend meetings by the District President.

B. Telephone, Postage, Office Supplies:

As documented by receipts.

C. Hotel/Motel

Only when advance permission is received from the Division Vice President.

D. All claims for expenses shall be submitted to the Division Vice President for approval, provided reports have been filed, the Division Vice President shall then submit them to the District Treasurer for payment.

ARTICLE IX
DIRECTORS/COMMITTEES/FUNCTIONS

9.01 Standing Committees/Directors/Functions

Standing committees, directors & functions of the District shall be Auditing, Awards, B.O.T.Y., Budget & Finance, Chapter Achievement Awards, Chorus Director Development, Contest & Judging, CSLT, Directory, District Education, District Publication, Ethics, Events, Financial Development, Hall of Fame, Historian, Laws, Regulations, Leadership Training Academy, Policies & Procedures, Marketing & PR, Membership Development, Music & Performance, Nominating, Quartet Coaching Schools, Take the Coaching to Chapters, Web site and Youth in Harmony. The BOTY and Hall of Fame chairman shall be a past winner. The President shall annually appoint a chairman for each standing committee/directors/function.

9.02 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 9.03.

9.03 Expenses

In the proper discharge of their office, District committees/directors/functions shall be allowed expenses incurred, as the treasury permits and within the confines of the budget as defined in Article VI Expenses.

9.04 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.

9.05 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.

Class AAA - Chapters with 76 or more members.

Class AA - Chapters with 40-75 members

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.

9.06 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.

9.07 District Events Committee

The District Events Team shall consist of the following and such additional committee members as deemed necessary to fulfill the obligations of holding successful district conventions, division contests and such other events within the district.

A. Director of Events

1. **Division Contests.** In cooperation with the District Vice President-Division(s) select a date and site for each annual division contest. Dates shall be selected at least two (2) years in advance and sites selected one year in advance.
2. **District Contests/Conventions**
 - a. After reviewing potential sites and based on established prerequisites, recommend to the House of Delegates for its consideration and awarding sites for future District Conventions at least two years in advance.
 - b. Approve the Host Chapter Convention Chairman at least one year in advance of the convention and maintain a file, including a budget one year in advance of the convention.
 - c. Perform such other duties as described in Article 19.03 of these Policies.

B. Contest Operations Manager

1. Together with the Host Chapter shall be responsible for the overall operation of the contest. This shall include overseeing and coordination in accordance with the contest manuals, setting of stage, sound, lights and communication system of the contest site at the spring and fall district contests.
2. When requested, attend division contests and assist the Host Chapter Committee in setting of stage, lights and sound.
3. Together with the Video Coordinator oversee the recording and distribution of these recordings both video and audio at the district contests and Int'l Prelims Contest.
4. When performing these duties and responsibilities at these contests shall be reimbursed for travel and expenses incurred.

C. Auditorium Sound & Lighting Advisor

1. At District contests, together with the Contest Operations Manager and in cooperation with the designated Asterisk Judge assure the contest sound and lighting is set at the optimum level for the audience.

D. Stage Manager

1. At District contests, oversee all backstage operations and make final check that the stage

is ready for the next contestant.

2. Maintain security so only authorized personnel are permitted backstage.
3. Assist contest MC regarding who the next contestant is during the contest.
4. Coordinate with the judges, video operator, and the next contestant, that everyone is ready and then advise the MC to announce them.
5. Collect from the runners the required certification sheets from the contestants and advise the judges the number of chorus members on stage. Turn in these sheets to the District Director of Contest & Judging.

9.08 Contest & Judging Committee

The Committee shall consist of the Director of Contest & Judging as Chairman and such additional committee members as deemed necessary by the Director of Contest & Judging to successfully fulfill the duties of the C&J Committee as defined in Article 19.02.

The Director of Contest & Judging and C&J Committee members together with the Contest Administrator(s) shall be responsible for the overall operation of the contests. The Director C&J when performing the duties and responsibilities as defined and/or when overseeing and coordinating these contests shall be reimbursed expenses for travel and actual hotel.

9.09 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 Foundation's fund-raising program for the benefit of the chapters, district and the Foundation.

9.10 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.

9.11 Membership Development Committee

The Committee shall consist of the Director of Membership Development, three members appointed annually for one-year terms. The committee shall provide ideas to Chapters for membership recruitment and retention of existing members.

9.12 Music and Performance Committee

The Committee shall consist of the Vice President of Music & Performance/Education as chairman, and such other committee members as deemed necessary by the chairman. 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, chorus director workshops, Standing Ovation Program and chord college/mini-HEP schools.

9.13 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 one (1) new member shall be appointed each year for a four year term. The member serving the last year of his four year term shall become the chairman for that year.

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.

9.14 Society Board Member (when elected)

Refer to District ByLaws Article 5.04 & 5.05

9.15 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 X DISTRICT DUES

10.01 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. Effective April 2007 District Dues are \$24.00 per member. Allocation of these dues effective January, 2012 is \$17.00 to District General Fund and \$7.00 to the District International Quartet and Chorus travel fund Policy 11.01, except that:

a) Youth (Y1) (No prior membership) New Youths with no prior Society membership must be under 26 years of age at date of enrollment, Society and District dues are waived for the first year of membership. There is a \$10.00 enrollment fee.

b) Youth (Y2) (Youth members under age 26 at the effective date of renewal) are set at 50% of Society and District dues.

c) Senior dues (70 years of age and 10 consecutive years of membership dues paid) to be as follows:

(1) "Seniors Legacy" (SL) Society classification qualifying before January 1, 2010 will continue at a rate of 50% of current dues.

(2) "Seniors" (SN) Society classification qualifying on or after January 1, 2010 will be at a rate of 75% of current dues.

Members with 50 years or more membership are exempt from District dues.

District dues are payable in U.S. funds.

10.02 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.

10.03 Chapter Assessments

The LO'L District shall annually assess chapters an appropriate amount to bring the annual budget into balance. The amount shall be recommended by the Budget Committee, reviewed by the Board of Directors and set by the House of Delegates.

A. The District Treasurer shall annually in January bill to and collect from each LO'L Chapter this assessment amount. Effective at the 2011 Fall District Convention the amount set by the House of Delegates is \$9.00 per Chapter member, determined by the Society membership as of December 31 of the previous year.

B. Because the Frank Thorne Chapter has no assets, competing members of the Frank Thorne Chapter shall be assessed this amount by the LO'L Contest & Judging Committee upon entering their first LO'L competition each year. Out of District Quartets are exempt from this assessment.

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

ARTICLE XI

QUARTET & CHORUS TRAVEL FUND

11.01 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 \$7.00 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 XII

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.

12.01 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.

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

12.03 Qualifying scores

Qualifying scores are set by the District Board after receiving the recommendation of the Director of Contest and Judging. Effective January 2012 they are set at:

Choruses - 360 (single panel) 720 (double panel)

Quartets - All quartet scores from the Spring Division Contests will be combined in order of scoring average. The 24 highest scoring quartets regardless of awards won at their Division will be invited to the Fall District Quartet Contests.

12.04 Judging Panel(s)

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

12.05 Judges Expenses

A. All expenses for contest Judges 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.

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

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

ARTICLE XIII DIVISION CONTESTS

13.01 Division Contests

A. All quartets and choruses must qualify at a Division Contest to compete at the Fall District Contests. The exception is any chorus or choruses that qualified to compete at International shall be given a "bye" from Division contest and may, at its option, enter the Fall District Contest.

B. All Division Contests shall be held prior to the third week of June preceding the Fall District Convention. Traditional dates are:

- Division One - First Saturday in April
- Packerland Division - Third Saturday in May
- Combined Southwest & 10,000 Lakes - Fourth weekend in March
- Combined Red Carpet & Northwest - Third Saturday in May

C. It is customary to combine a Division Contest with the Spring Convention and International Preliminary Quartet Contest. This Convention is generally held on the first full weekend in May.

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

E. The Division contests shall be open to all LO'L quartets and choruses who are registered with the Society and whose competing members are in good standing with the Barbershop Harmony Society.

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

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

H. A member may compete in more than one quartet and/or chorus provided he is officially listed with the Society office in that quartet or chorus.

13.02 Division Finance Split

A. The Host Chapter shall complete a final statement and forward the same along with remittance of the appropriate financial split to the District Treasurer within 30 days following the contest.

B. The net income shall be distributed 50% to Host Chapter and 50% to the District. No funds shall be retained or set up for future contests.

13.03 Division Contest Tickets

A. Division Ticket prices are set by the Board of Directors after receiving the recommendation of the Director of Events.

1. Effective October 2010 the price is set at \$15.00 for Division competitors and guests.
2. For Division Contests held in conjunction with the International Preliminary Quartet contest: Effective October 2010 are set at \$15.00 early, \$20.00 late for Division competitors and guests. (Late is defined as being within 14 days of the contest).
 - a. This ticket shall be general admission seating for the Friday night Quartet and Saturday Chorus contests only.
 - b. This ticket will not admit a person to the Saturday night Int'l Prelim Finals contest.

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

13.04 Division Quartet Contest

A. The Division Quartet contest shall qualify quartets by score (Policy 12.03) for the Fall District Quartet contest.

B. When a Division contest is held in conjunction with the International Prelims, to be included in the evaluation schedule a check in the amount of \$20.00 payable to the Land O'Lakes District is required.

1. The check must be received by the Director C&J prior to the contest.
2. When the quartet appears for evaluation their check will be returned to them.
3. Failure to appear for evaluation the check will be forwarded to the LOL District Treasurer for use in the Youth in Harmony program.

C. All quartets including Novice and Seniors may compete in whatever contests are in progress for which they are qualified and entitled to receive any awards which they are otherwise qualified.

D. Quartets containing members from Chapters in different Divisions must prior to competing specify in writing to the Director C&J the Division in which they wish to compete.

E. LO'L Frank Thorne Chapter members will be considered to belong to a Chapter in the Division in which they reside.

F. The eligibility for Division awards of quartets having Frank Thorne members outside the District will be determined by the residential Division of the other members of the quartet.

G. The Division Quartet Champion Award shall be presented to the highest scoring Division quartet which has not previously won the District or International Quartet Championship.

13.05 Division Novice Quartet Contest

A. A Quartet shall be defined as a Novice Quartet if the quartet: Does not contain more than two (2) members who in any previous quartet or quartets, have competed in any District Quartet contest, District Novice Quartet contest, District Seniors Quartet contest and/or the International Preliminary Quartet contest.

B. A Novice Quartet must qualify in a Division contest by score (Policy 12.03) to be eligible to compete in the Fall District Novice Quartet contest.

C. The Division Novice Quartet Champion Award shall be presented to the highest scoring Novice quartet entered in the contest via entry on the CJ-20 submitted.

13.06 Seniors Quartet Contest Spring

A. A Seniors Quartet is defined as all members being 55 or older and the accumulated ages 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 Int'l Mid-Winter contest.

B. District Seniors Quartet Contest

1. The District Seniors Quartet contest shall be held in conjunction with the Spring District Convention and conducted in accordance with the Society Official Quartet contest rules.
2. The District Seniors Quartet Champion Award is presented at the Spring Convention to the highest scoring Seniors Quartet that has not previously won this award.

C. Seniors Quartets at Division Contests:

1. Seniors Quartets must qualify by score (Policy 12.03) at a Division contest to be eligible to enter the District Seniors Int'l Preliminary Quartet contest which is held in conjunction with the Fall District Convention (Policy 14.06 B).
2. Whereas Seniors Quartets are required to compete at a Division Contest to qualify for the Fall Int'l Seniors Preliminary Quartet Contest, no awards are presented to Seniors Quartets at a Division contest. However, they are eligible to receive any other Division awards which they may otherwise be qualified for.

13.07 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 the 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.

13.08 Division VLQ Contests

At his option, the Division Vice President may hold a VLQ contest as part of his division contest. The following rules will govern the VLQ contest:

- The VLQ contest will be held in conjunction with the division chorus contest.
- A VLQ shall contain not less than 5 nor more than 11 members.
- The majority of the VLQ members shall be from the same chapter within the Division.
- No more than two (2) members of the VLQ may be from the same registered quartet and all members shall be members in good standing with the Barbershop Harmony Society.
- Each VLQ shall submit a CJ-20 contestant entry form in a timely manner and comply with all current BHS rules regarding contest song selection and copyright approval.
- Each VLQ shall sing two (2) songs during their position in the contest.
- Considering time restraints, evaluations for VLQ contestants will be at the discretion of the District Director of Contest & Judging.
- Individual awards may be given to members of the highest scoring VLQ in the contest.
- VLQ's are not eligible to compete in any contest at the Fall District Convention.

13.09 Division Chorus Contest

- A.** The Division Chorus contest shall qualify choruses by score (Policy 12.03) for the Fall District Chorus contest.
- B.** The contest shall be open to all LO'L choruses who have not won the International Chorus contest in the two years span preceding the competition.
- C.** Any Chorus that qualifies to compete at International shall be given a "bye" at its Division contest and may, at its option, enter the Fall District Contest.
- D.** All participants in a competing chorus, including male director(s), must be members in good standing of the Barbershop Harmony Society and the chapter which they are directing. Female director(s) must be an associate member in good standing with the Barbershop Harmony Society.
- E.** Plateaus are based on total chapter membership as of December 31 of the preceding year, or 30 days prior to their respective Division contest 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.
- F.** Division Awards to be presented include:
- Division Chorus Champion - highest scoring chorus.
 - All Plateau Champions - highest scoring chorus in their plateau.
 - Division Most Improved Chorus. To qualify a chorus must have competed in their respective Division Chorus contest in the previous year.

13.10 Division & District Chorus Contest draw for Chorus contest staging & singing order of appearance.

- A.** A two level draw shall be utilized in the Chorus contest to minimize the number of riser changes.
- B.** 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.
- C.** The second draw will determine the order of the chorus singing appearance within each of the above mentioned riser configurations.
- D.** The number of risers each chorus requires shall be determined by the request submitted on their CJ-20 Contestant Entry.
1. Division CJ-20's are due 30 days prior to the contest.
 2. District CJ-20's are due by August 1st preceding the Fall District contest.
- E.** The Host Chapter may request to sing in the contest, first, last or luck of the draw.
- F.** Any Chorus may request to sing first within each riser configuration grouping. This request must be made at the time the CJ-20 is submitted. If more than one Chorus makes such request, a second drawing will be held to determine the first.

ARTICLE XIV
DISTRICT CONTESTS AND INT'L PRELIMS

14.01 District Contests

- A.** Contests held in conjunction with the Spring Convention shall be:
1. International Preliminary Quartet Contest
 2. District Seniors Quartet Contest
- B.** Contests held in conjunction with the Fall Convention shall be:
1. District Quartet Championship
 2. District Novice Quartet Championship
 3. International Preliminary Seniors Quartet Contest
 4. International Preliminary Chorus Contest
 5. District Chorus Championship
 6. District Individual Plateau Chorus Championships
 7. District Most Improved Chorus Championship
- C.** To be eligible to sing on stage all competitors in a District level contest must purchase an All Events Registration (Ref, Society Contest rules).

14.02 District Tickets/Registration (Policy 15.04)

14.03 District Finance split (Policy 15.02)

14.04 District Quartet Contest

- A.** The contest shall be open to all Quartets which have qualified by (Policy 12.03) at a previous Spring Division contest.
- B.** If needed to achieve 24 quartets in the Fall District contest, additional quartets shall be selected by the Director C&J provided they have achieved a score of 60 average in the previous Spring Division Contest.
- C.** CJ-20 Contestant Entry forms must be received by the Director C&J by August 1st prior to the contest.
- D.** A Quartet must contain at least three (3) members who participated in the qualifying Division Quartet contest.
- E.** A quartet shall compete with the same four (4) members in both the semi-finals and the finals round in a contest.
- F.** Awards shall be presented to the three (3) highest scoring quartets in the contest, with the highest scoring declared the District Quartet Champion.
- G.** Should no quartet from Policy 14.05 (Novice) or 1406 -C (Seniors) qualify by Policy 12.03 their contest will not be held in that year.

14.05 District Novice Quartet Contest

A. The contest shall be open to all Novice Quartets which have qualified by score (Policy 12.03) at a previous Spring Division contest.

B. Description of Novice (Policy 13.05)

C. To be eligible to compete as a Novice Quartet in the Fall District Contest, a quartet must first compete as a Novice Quartet at a Division contest.

D. The Novice Quartet contest is held in conjunction with the Fall District Quartet Contest semi-finals. By definition, it is a single session event. The Novice Quartet achieving the highest score in this contest shall be declared the District Novice Champion and awarded accordingly.

14.06 Seniors Quartet Contest Fall

A. Description of Seniors (Policy 13.06 A)

B. The District Seniors Quartet Contest shall be held at the Spring District Convention (Policy 13.06 B).

C. The District Seniors International Preliminary Quartet Contest shall be held in conjunction with the Fall District Quartet contest.

1. This contest shall be open to all Seniors Quartets which have qualified by score (Policy 12.03) at a previous Spring Division Contest.
2. The Seniors Quartet is held in conjunction with the Fall District Quartet Contest semi-finals. By definition, it is a single session event. The Seniors Quartet achieving the highest score in this contest qualifies to represent the LO'L District in the Int'l Seniors Quartet Contest at the next Mid-Winter.
3. No awards are given to Seniors Quartets at the Fall Preliminary Seniors Quartet contest. However, they are eligible to receive any other District awards which they may be qualified for.

14.07 District Chorus Contest

A. The contest shall be open to all choruses which have qualified by score (Policy 12.03) at a Spring Division Contest, and the previous years chorus(s) that qualified to compete at the Int'l contest, provided they have not placed first in the Int'l Chorus Contest in the past two (2) years.

B. The Division Chorus Champion shall qualify regardless of score.

C. If needed additional choruses may be selected by the Director C&J based on score to achieve 18 choruses in the Fall District Chorus Contest.

D. CJ-20 Contestant Entry forms must be received by the Director C&J by August 1 prior to the contest.

E. All participants in a competing chorus, including male director(s), must be members in good standing of the Barbershop Harmony Society and the chapter which they are directing. Female

director(s) must be an associate member in good standing with the Barbershop Harmony Society.

F. Chorus contest staging and order of appearance. (Policy 13.10)

G. Chorus Plateaus (Policy 13.09 E)

H. District Awards shall be presented to:

- District Chorus Champion - highest scoring chorus
- All Plateau Champions - highest scoring chorus in their plateau
- Most Improved Chorus - to qualify a chorus must have competed in the District Chorus Contest the previous year.

ARTICLE XV DISTRICT CONVENTIONS

15.01 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.

15.02 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: 80% District, 20% 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.

15.03 Advance Registrations

A. Chapters hosting a District Convention shall set up a table or booth in the registration area at the preceding convention for the expressed purpose of selling advance registrations. The advance registration information shall be posted on the LO'L District Web site at the same time.

15.04 Ticket Packages and Reserved Seating

A. Ticket pricing: All Events Ticket Package, Junior All Events Ticket Package and Single Event prices shall be set by the Board of Directors after receiving the recommendation of the Director of Events.

Effective October 2010 the prices are:

All Events Ticket Package \$45.00

Junior All Events Ticket Package \$20.00 (12 yrs and under)

Single Event tickets \$20.00

B. Tickets

1. The All Events Ticket Package and Junior (12 years & under) All Events Ticket Package shall include a Convention badge, admission to all contest sessions with reserved seating and admission to the Pre-Glow and Afterglow if held.

2. All Events Ticket Packages are transferable but not refundable within 30 days of the convention.
3. Single Event tickets are admission to that event with general admission seating only if seats are available.
4. At the Spring Convention single event tickets shall be made available at the same time as the All Events Ticket Package.
5. At the Fall Convention single event tickets shall not be available until 30 days before the start of the convention.

C. Who Must Purchase

1. All competitors to be eligible to sing in the Fall District and/or the International Prelims Contests must purchase an All Events Ticket/Registration (Ref Society Contest rules)
2. All persons attending a contest event included in the All Events Ticket Package shall have an All Events Package or a single event ticket with the exception of ushers and auditorium employees.
3. When a Division Contest is held in conjunction with a Spring Convention, separate Division ticket pricing is covered in Policy 13.03.A.2.

D. Draw for Reserved Seating

1. The first draw shall be conducted the day after the previous Spring or Fall Convention for individual requests received with full payment at the convention. Chorus block seating is not permitted in the first draw.
2. Subsequent draws for individual requests shall be conducted at the end of each day in which the requests with full payment are received.
3. The first draw for chorus block seating accompanied with full payment shall be conducted 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.
4. Subsequent draws for chorus block seating shall be conducted at the end of each day in which the requests with full payment are received.

15.05 Complimentary Tickets

Complimentary All Event Ticket packages shall be issued to the members of the Judging panel, video taping crew and invited dignitaries at the Spring and Fall Conventions.

15.06 Special Events

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 Events Ticket Package.

ARTICLE XVI
CHARTER NIGHT SHOWS

16.01 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.

16.02 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 XVII
SUBSIDIARIES

17.01 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.

17.02 Budget and Finance

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

17.03 Membership in Subsidiaries

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

17.04 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.

17.05 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.

17.06 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 XVIII

DISTRICT OFFICER JOB DESCRIPTIONS

18.01 District President - LO'L Chief Executive Officer

Duties and responsibilities include:

- Manage 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.
- Establish 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.
- Communicate with his District officers as appropriate to ensure activity progress in the interim between Board meetings.
- Chair all meetings of the District Board and House of Delegates.
- Recruit and appoint Function Directors.
- Appoint committees as needed to carry on the business of the District.

18.02 District Executive Vice President

Duties and responsibilities include:

- Serve as chairman of the District Operations Team.
- Provide assistance to the Director of each function to establish goals & objectives for the year.
- Maintain knowledge of all governing documents.
- Attend as a member all District Board and House of Delegates meetings.
- Preside over District Board and House of Delegates meetings in the absence of the President.
- Assist President in recruitment and selection of Function Directors.
- Communicate with Function Directors as appropriate to ensure activity progress in the interim between Operation Team meetings.

18.03 District Secretary

Duties and responsibilities include:

- Serve as recording and corresponding secretary for the District.
- Maintain the district calendar and district documents.
- Issue Chapter show clearance & licenses; maintain a list of and publicize chapter shows in the Pitch Piper and District Web site.

- Record and transcribe the minutes of all District meetings.
- Issue calls and agenda to District Officials at least 14 days prior to all duly called District meetings.
- Issue Official Calls for Spring and Fall District House of Delegates meetings and such notice to be mailed to each LO'L Chapter 30 days prior to each meeting.
- Prepare minutes on all Board actions and mail to the Board and District Officials within 15 days following each meeting.
- Distribute District regulations, Statements of Policy and Operating Procedures to all District Chapters.
- Attend as a member all District Board and House of Delegates meetings.

18.04 District Treasurer - Chief Financial Officer

Duties and responsibilities include:

- Receive and deposit income and disburse expenses.
- Maintain financial records, analyze expenditures and is aware of State, Federal, and Province policies regarding non-profit organizations.
- Serve as chairman of the District Finance Committee which reviews policy & financial accounting.
- Prepare and submit appropriate financial reports to the District and Society Bd of Directors.
- Prepare and present the District budget for approval.
- Attend as a member all District Board and House of Delegates meetings.

18.05 District Vice President-Division(s)

Duties and responsibilities include:

- Assist 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.
- Attend as a member all District Board and House of Delegates Meetings.
- Responsible for the selection, assignment and activities of the Chapter Counselors and insure reports are filed in a timely manner by the Chapter Counselors.
- Follow up with his Chapters regarding Form 990, Chapter financial review and show clearance reporting.
- Promote attendance at contests, festivals, Leadership Training Academy, Mini-HEP, District schools and District conventions.
- Communicate with and provide assistance to the District Functional Directors.
- Conduct Division Council meetings with chapter Presidents and/or Delegates from chapters in his Division.
- Participate in Chapter and District events, such as: Leadership Training Academy, Min-HEP, officer installations, chapter shows and contests.
- File activity reports on his activities.

18.06 Vice President Financial Development - Harmony Foundation

Duties and responsibilities include:

- Work with the Harmony Foundation staff to ensure that the District implements a financial development program.
- Recruit and train District President Council Chair, Founder's Club Chair, Grant Writing

Chair and Grant Education Chair.

- Communicate to District members planned giving philosophy
- Has background in written and verbal communications.
- Attend as a member all District Board and House of Delegates meetings.

18.07 Vice President Music & Performance/Education

Duties and responsibilities include:

- Serve as chairman of the District Music and Performance Committee.
- Plan and coordinate District music education schools and organization of all music activities in the district that will improve and expand the musical knowledge and performance abilities of the membership.
- Coordinate Chorus Director, Assistant Director and CDWI workshops.
- Maintain records on director certification and director development programs.
- Organize quartet schools and chorus coaching programs including the Standing Ovation Program and Take The Coaching To The Chapters.
- Coordinate all Society Music representative visits to the District.
- Serve as District liaison with Society Music & Performance Committee.
- Participate in training carried out by the Society Music & Performance Committee.

18.08 Vice President of Chapter Support and Leadership Training (CSLT)

Duties and responsibilities include:

- Coordinate and monitor training programs for District officers, Function Directors and Chapter Counselors.
- Coordinate and assist the Society CSLT Committee and its LTA subcommittee with organizing and managing Leadership Training Academy.
- Serve as District Liaison with the Society CSLT Committee.
- Work with the Division Vice Presidents to coordinate the recruitment and training of Chapter Counselors.
- Participate in training carried out by the Society CSLT Committee.

18.09 Past District President

Duties and responsibilities include:

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

ARTICLE XIX

DIRECTOR JOB DESCRIPTIONS

19.01 Director of Marketing & Public Relations

Duties and responsibilities include:

- Serve as Chairman of the District Marketing and Public Relations Committee.
- Ensure the District, its Chapters and its Quartets have marketing image and awareness building tools to increase market impact.
- Provide information to chapters for improving public awareness and appreciation of the

Society through support of the unified service projects and local charities.

- Serve as District liaison with the Society Marketing and Public Relations Committee.
- Participate in training carried out by the Society Marketing Public Relations Committee.

19.02 Director of Contest and Judging

Duties and responsibilities include:

- Serve as Chairman of the District Contest & Judging Committee.
- Communicate and coordinate Society Contest and Judging policy within the District.
- Organize and administer all contest judging activities within the District.
- Communicate with all potential contestants in Division and District contests.
- Promote and handle all applications for judging candidates and schedule practice panels.
- Work with Director of Events to ensure contest venues have suitable sound and lighting.
- Attend Society C&J meetings as required.
- Serve as District liaison with the Society C&J Committee.
- Participate in training carried out by the Society C&J Committee.

19.03 Director of Events

Duties and responsibilities include:

- Duties as listed in District Policy 9.07
- Responsible for the site selection, contract negotiation, budgeting and planning of Spring and Fall Conventions and Division Contests.
- Assist other Function Directors and/or committees in site selection, contract negotiation, planning and budgeting of other events conducted within the District.
- Provide interpretation of Society regulations as they apply to conventions.
- Assure District Convention manuals are up-to-date and Society contest sound and lighting systems guidelines are followed.
- Maintain convention history file on past and potential convention sites.
- Serve as District liaison with the Society Events Committee, and when necessary, the Society External Affairs Committee.
- Participate in training carried out by the Society Events Committee.
- When performing these duties and responsibilities, shall be reimbursed for travel and expenses incurred.

19.04 Director of Membership Development

Duties and responsibilities include:

- Serve as Chairman of the District Membership Development Committee.
- Provide ideas to District Chapters for membership recruitment and retention of existing members.
- Seek out new extension sites for new chapters within the District.
- Serve as District liaison with the Society Membership Development Committee.
- Participate in training carried out by the Society Membership Committee.

19.05 Director of Young Men in Harmony

Duties and responsibilities include:

- Serve as Chairman of the District Young Men in Harmony Committee.
- Promote 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.

- Assist 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.
- Coordinate organizing, staffing and operating of the annual youth activities, Harmony Camps and other events at the Division and District levels.
- Establish and manage the District YMIH budget.
- Communicate with chapter Young Men in Harmony representatives through the District newsletter and other mailings, the status, plans and activities of the Districts youth activities programs.
- Work with the Vice President Music & Performance/Education on all visits of Society music representatives to ensure attention to the youth programs.

ARTICLE XX

DISTRICT TRAINING TEAM

20.01 Team Chairman

The District Training Team chairman is the Vice President Music & Performance/Education and the Vice Chairman is the Vice President of CSLT.

20.02 Training Team Members

Training Team members are appointed by the Vice President Music & Performance/Education in cooperation with the Vice President of CSLT.

Prerequisite: Proven background in training.

20.03 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, Chord College/Mini-HEP classes, Leadership Training Academy classes, Quartet Schools, chapter fund raising, etc..
- Recommend classes that will benefit chapter members on specific subjects.
- Assist District Vice President-Division(s) in training of Chapter Counselors.
- Assist in conducting annual District Leadership Training Academy.
- May succeed themselves for indeterminate number of terms.

ARTICLE XXI

POLICY STATEMENTS

21.01 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.

21.02 Amendments

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.

21.03 Amendment Procedure

The L&R Chairman shall present any known amendments or policy changes to the District Board by mail or Email at least 10 days before the meeting at which they are to be acted upon.

21.04 Intent

It is the intent of this grant of authority to provide flexibility in meeting changing conditions without the necessity of amending the ByLaws 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 ByLaws.

21.05 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.