

# Harmony Heartland REGION # 4

## STANDING RULES

Revised 2016

### SECTION I - REGIONAL MANAGEMENT TEAM

The Regional Management Team shall be the policy-making body of the region and, as such, shall establish rules for carrying out regional business, provided that none of the acts of the Regional Management Team conflicts with policies established by the International Board of Directors.

#### A. NUMBER, TERM OF OFFICE

The number of management team members of the region shall be eight appointed / elected as hereinafter provided.

The term of office of each Regional Management Team member shall be two years, or until her successor shall be appointed. The terms of office and duties of the new Regional Management Team members shall begin on May 1 subsequent to their appointment or election.

No member may serve more than three consecutive two-year terms on the regional management team.

Up to five Associates may be selected by a consensus of the Regional Management Team members. The term of office for an Associate shall be one year and shall begin May 1 subsequent to her selection. An Associate may serve no more than four consecutive one-year terms.

#### B. ELECTION/APPOINTMENT OF REGIONAL MANAGEMENT TEAM

Candidates for the **Education Coordinator** are recommended by the Regional Management Team to the Sweet Adelines International Regional Leadership Committee who recommend the Education Coordinator for appointment by the Sweet Adelines International Education Direction Committee.

**Communications Coordinator, Marketing Coordinator, Finance Coordinator, Events Coordinator, and the Team Coordinator** are appointed by the Regional Management Team.

The **Directors' Coordinator** is elected by the chapter directors. The **Membership Coordinator** is elected by the regional membership. The Regional Nominating Committee shall submit a slate of nominees consisting of more than the number to be elected, together with their qualifications to the Regional Management Team for approval. After the slate has been approved by the Regional Management Team, the Regional Nominating Committee shall send the ballot with the slate of nominees to regional chorus directors for the Directors' Coordinator position and to the chapters, Members-at-Large, and Chapter-at-Large members for the Membership Coordinator position. Ballots shall be returned to and counted by a Teller's Committee approved by the Regional Management Team. The vote for the Membership Coordinator will be tallied in the same manner as the International Board election, with each chapter in the region, including Members-at-Large and Chapter-at-Large, having one vote.

When considering who to recommend or appoint to RMT positions, the RMT should include balance among chorus representation as one consideration.

Applications for Associates will be accepted for the next fiscal year prior to January 30th. At the first Regional Management Team meeting after January 30th, the applications will be reviewed and up to five Associates will be selected for the next fiscal year by consensus of the Regional Management Team.

Only a member in good standing in her chapter who meets the qualifications established by the International Board of Directors and the Regional Management Team shall be eligible to be appointed or elected as a member of the Regional Management Team or as an Associate.

**C. VACANCIES**

A vacancy in the position of Education Coordinator shall be filled by appointment by the process outlined above. The Regional Management Team shall appoint a member within thirty (30) days to fill a vacancy in any other RMT position.

Time served completing an unexpired term shall not be included as part of the term limits as defined in Section I A.

**SECTION II - REGIONAL MANAGEMENT TEAM MEETINGS**

**A. REGULAR MEETINGS**

The RMT will meet a minimum of three times in a fiscal year as defined in the Standard Form Regional Bylaws, Article IV, Section 3. Locations and dates of the meetings will be set for the next fiscal year at the Annual meeting that is a joint meeting of the out-going and in-coming RMT members.

Special Meetings of the Regional Management Team may be called by the Regional Management Team provided that written notice of the time, place, and purpose thereof is issued to each management team member at least ten days prior to the date of the called special meeting. Action taken at any special meeting shall not be invalidated for want of such notice if such notice shall be waived by all management team members.

**B. ATTENDANCE REQUIREMENTS**

1. Each management team member and associate is expected to be in attendance at each Regional Management Team Meeting.
2. Any management team member or associate **absent from two consecutive** meetings, regardless of cause, shall be expected to tender her resignation from the Regional Management Team.
3. If a management team member or associate has prior knowledge that she will be absent from the second meeting in sequence, she is expected to advise the Team Coordinator in sufficient time so that a successor may be selected.
4. Each potential nominee for a coordinator position must agree to comply with this attendance requirement at the time her qualifications are submitted to the Nominating Committee. Each potential nominee for an associate position must agree to comply with this attendance requirement at the time her application is submitted to the Regional Management Team.

C. **QUORUM** - A majority of the members of the Regional Management Team shall constitute a quorum. If circumstances require, attendance for the purposes of a quorum may be established via conference call, video conferencing, or other electronic means which allow all participants to communicate with each other as if meeting in person. The minutes of the meeting shall indicate if electronic technologies are used for attendance purposes.

D. A **chair of a regional committee** may be required to attend a regular Regional Management Team meeting if requested by the appropriate coordinator.

E. **ACTION IN LIEU OF MEETING**— If and when a majority of the management team members shall severally or collectively consent in writing to any action to be taken by the Region, such action shall be as valid Region action as though it had been authorized at a meeting of the Regional Management Team. Any actions by mail or e-mail shall be presented for ratification at the next meeting of the Regional Management Team.

### **SECTION III - DUTIES OF THE MANAGEMENT TEAM**

Together, the Regional Management Team will perform the duties established by Sweet Adelines International. Additional duties can be established by the Regional Management Team, provided that such duties do not conflict with SAI policies, procedures, or rules. Job descriptions for the members of the Regional Management Team are in the addendum.

### **SECTION IV - COMMITTEES**

#### **A. STANDING COMMITTEES**

1. The standing committees of the region shall include the Bylaws and Standing Rules Chair-and the Finance Committee. The Regional Management Team may establish additional standing committees to carry out the functions of the region.
2. All committee members shall be members in good standing of a chapter which is in good standing with the region and the international organization.
3. Duties of each standing committee and the duties of their chairs shall be included in an addendum.
4. Chairs of standing committees, except Finance who is the Finance Coordinator, shall be selected by the appropriate Coordinator after communicating with the RMT and soliciting feedback. Chairs of standing committees are appointed annually.

The chair of each standing committee, after consultation with the appropriate Coordinator, shall appoint members of her committee.

5. If at any time, a chair of a standing committee is not fulfilling her position for any reason, the chair will be replaced.

- B. SPECIAL COMMITTEES** may be appointed by consensus of the Regional Management Team and/or the membership at large, to perform functions not performed by standing committees, and shall serve until the special purpose for which they are appointed has been fulfilled, or until dissolved by the Regional Management Team.

The Regional Management Team shall be empowered to appoint such special committees at any time it deems needful. All committee members shall be members in good standing of a chapter which is in good standing with the region and the international organization.

If at any time a chair of a special committee is not fulfilling her position for any reason, such chair shall be replaced by consensus of the Regional Management Team

- C. NOMINATING COMMITTEE** - The management team will appoint a nominating committee, consisting of one member of the Regional Management Team and two members from the membership at large. The Regional Management Team will designate one of these members as Chair of the Committee. All committee members shall be members in good standing in chapters which are in good standing in the region and the International Organization.

The Nominating Committee will work in conjunction with the Regional Management Team to solicit and disseminate recommendations and appropriate paperwork to the Regional Leadership Committee for the

International appointment by the Education Direction Committee of the Education Coordinator to the Regional Management Team.

The Nominating Committee will work in conjunction with the Regional Management Team to solicit and disseminate recommendations and appropriate paperwork to the Regional Management Team for the election within the region of the Directors' Coordinator and the Membership Coordinator.

The Nominating Committee also will work in conjunction with the Regional Management Team to solicit and disseminate recommendations and appropriate paperwork to the Regional Management Team for appointment of the Communications Coordinator, Finance Coordinator, Events Coordinator, Marketing Coordinator and Team Coordinator.

## **SECTION V - REGIONAL MEETINGS**

Annual and/or special meetings of the membership of the region may be held per Article III, Sections 3 through 7 of the Standard Form Regional Bylaws.

## **SECTION VI - FINANCES**

### **A. INCOME**

1. The amount of the annual Regional Assessment will be determined by the Regional Management Team and will be per member, per chapter based on the chapter's membership count as of April 30<sup>th</sup>. This billing date will be as of June 1, and the assessment will be payable by July 1<sup>st</sup>. The assessment also applies to Members – at-Large and Chapter-at-Large and Dual members. If Dual membership is completely within Region 4, payment will be made with the primary chorus as designated by the member. Young Singers (members who are age 25 and under) may be offered a discounted Regional Assessment as determined by the Regional Management Team.
2. The Regional Management Team will determine the amount of the convention and other event registration fees.
3. Other income includes net proceeds from Regional Events and Ways and Means projects approved by the Regional Management Team.
4. The Regional Management Team will oversee investments as deemed necessary for the financial soundness of the Region.

### **B. EXPENSES. Regional expenses will be disbursed as approved by the Regional Management Team following policies and procedures specified in a regional Disbursement Guide (see addendum).**

1. Regional Convention
  - a. Reimbursement for expenses for the Regional Convention will be made in accordance with the Disbursement Guide
  - b. Gifts to Regional Chorus / Quartet Champions will be made contingent upon the availability of Regional funds.
2. General Expenses
  - a. Expenses incurred in the course of conducting the business of the Region will be reimbursed in accordance with the Disbursement Guide by submitting a reimbursement form to the Financial Coordinator with receipts when applicable.

### **C. ANNUAL BUDGET**

The Finance Coordinator, assisted by a Budget Committee consisting of the Education Coordinator, Events Coordinator, and Competition Coordinator, will prepare and present a proposed budget at the Annual Meeting of the current and incoming Regional Management Team members. The incoming RMT will approve the budget.

**D. AUDIT**

The financial records of the Region will be audited annually by a qualified accountant approved by the Regional Management Team. Additionally, the Regional Management Team may require an audit at any time.

The Finance Coordinator is responsible for preparing and submitting an annual financial statement to the Sweet Adelines International headquarters.

**E. TAXES.**

The Finance Coordinator shall file the annual 990 tax form with the Internal Revenue Service by September 15 for the preceding fiscal year ending on April 30th. The Finance Coordinator shall file any forms required to a state agency according to dates established by the state in question.

## **SECTION VII - ANNUAL REGIONAL CONVENTION**

**A: REGIONAL CONVENTION STEERING COMMITTEE.**

The Regional Convention Steering Committee shall consist of the Events Coordinator, the Chair of the Regional Convention (CRC), and Competition Coordinator (CC). These three individuals may agree to add members to the steering committee as needed. The Steering Committee's function is to coordinate all aspects of the Regional Convention.

1. The Events Coordinator will recommend the **Chair of the Regional Convention (CRC)** to the RMT for appointment.
2. The Regional Management Team will recommend the **Competition Coordinator** to International for appointment by the Judge Specialists with approval by the Education Direction Committee. She is solely responsible for the competition portion of the Annual Convention.
3. **SCHEDULE OF EVENTS** will be determined by the Steering Committee, and approved by the Regional Management Team.
4. **SITE SELECTION** will be determined by the Steering Committee; and approved by the Regional Management Team.

**B: REGIONAL CONVENTION COMMITTEE**

1. The CRC will appoint the Regional Convention Committee. (See addendum).
2. Final reports will be submitted to the Chair of the Regional Convention (CRC) within 30 days following the convention. The CRC will summarize the reports and present a final report to the RMT within 60 days.

**C. CONVENTION PHOTOGRAPHER**

The CRC will submit proposals for an official photographer to the Regional Management Team who selects the photographer. The rebate from the Official Convention Photographer shall go to the Regional Treasury.

**D. REGISTRATION FEE**

1. All competitors are required to purchase All Events Tickets.

2. Registration fees are transferable to another competitor but are not refundable.
3. All Events Tickets and single session tickets are available for non-competing Region 4 members and for guests. Single session tickets for those under the age of 12 are discounted.

**E. AWARDS**

Regional awards shall be determined by the Regional Management Team and described in an addendum.

**F. CONTRACTS will be signed by the Finance Coordinator.**

**SECTION VIII - OTHER**

- A. **CHAPTER STANDING RULES** – Each chapter shall review its Standing Rules every three years, and copies of the Chapter Standing Rules and any revisions shall be sent to the Regional Bylaws and Rules Chair for review and approval.
- B. **CHAPTER-at-LARGE QUARTETS** – must be approved by the Education Coordinator or her designee to perform as a Sweet Adelines quartet.
- C. **LOW COMPETITION SCORES** - Any chorus or quartet scoring below 360 points in the Regional Competition may not perform in public as representing Sweet Adelines until being successfully auditioned by the Education Coordinator or her designee.

**SECTION IX - AMENDMENTS**

These standing rules may be amended or rescinded as follows:

1. By consensus of the Regional Management Team members present at any meeting of the Regional Management Team.
2. By a two-thirds affirmative vote by mail or e-mail of the Regional Management Team, with ratification at the next Regional Management Team meeting.

Revised / adopted by East Central Region # 4 17<sup>th</sup> day of February, 2013.

Signed: *Sharon Terrell*  
Team Coordinator

Reviewed and approved by: \_\_\_\_\_  
Corporate Secretary, Sweet Adelines International

Date: \_\_\_\_\_

Addendum 1 – Job Descriptions

Addendum 2 – Standing Chair Duties

Addendum 3 – Chart of Regional Convention Committee

Addendum 4 – Regional Awards

Addendum 5 – Disbursement Guide

Addendum 6 – Gifts to Regional Champions