



HARMONY HEARTLAND, REGION 4 SWEET ADELINES INTERNATIONAL STANDING RULES - January 2025

SECTION I – REGIONAL MANAGEMENT TEAM

The Regional Management Team (RMT) 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. Eligibility, Term of Office.

The number of Regional Management Team (RMT) members of Region 4 shall be eight appointed/elected as hereinafter provided.

The term of office of each RMT member shall be two (2) years.

No RMT member may serve more than three (3) consecutive two (2) year terms.

Terms of office of new RMT members shall begin on May 1, subsequent to their appointment or election.

All Region 4 members in good standing with their chapter, the region and international are eligible to apply, including CAL members.

The RMT shall appoint a member within thirty (30) days to fill a vacancy in any RMT position. Time served completing an unexpired term shall not be included as part of term limits.

B. Associate Regional Management Team Members.

Associate RMT members are appointed by the RMT annually for a one (1) year term.

Up to FOUR (4) Associate members may be appointed by consensus of the RMT. An Associate member may serve no more than two (2) consecutive one (1) year term.

Applicants must complete the standard RMT application and submit letters of reference. Applications are reviewed by all RMT members for final selection.

Associate members are expected to attend all scheduled RMT meetings. An Associate may request to shadow a coordinator for the first six (6) months, if desired.

Associate members are expected to work closely with and assist coordinators, as well as contributing to projects, and completing those projects as assigned.

Associate members are encouraged to join in discussions during meetings, but will not be included in consensus decision-making.

Funding and expense reimbursement are the same as that budgeted for RMT coordinators. Associate Members are not eligible for Region 4's stipend to attend International Conventions or International Educational events.

C. Election/Appointment of Regional Management Team.

A Regional Nominating Committee (RNC) shall be formed consisting of one (1) RMT member, whose term hasn't expired, and two (2) members in good standing with their chapters, the Region and SAI.

The RNC shall solicit nominations from R4 membership, submit a slate of nominees, together with their qualifications to the RMT for approval.

When considering who is to be recommended or appointed to RMT positions, the RMT should include balance among chorus representation as one consideration.

Each potential nominee must agree to comply with the RMT attendance requirement at the time their qualifications are submitted to the Regional Nominating Committee.

Only members in good standing with their chapter, region and SAI, and shall be eligible to be an appointed or elected as a member of the RMT or an Associate RMT member.

Education Coordinator candidates are recommended by the RMT to SAI Regional Leadership Committee and Education Direction Committee. These committees finalize this appointment and notifies RMT.

-An unexpected vacancy in the Education Coordinator's position required a new recommendation by the RMT to SAI.

Directors' Coordinator candidates are recommended by the RMT and voted on by Region 4's current Chapter Directors.

A male director of a chartered chapter may vote for Director's Coordinator, but is not eligible to run for that position as they may not be a member of SAI.

CAL member who is directing a prospective (non-chartered) chapter is eligible to run for the position of Director's Coordinator, but is not eligible to vote for that position.

Experience as an associate, assistant or front-line director is recommended for consideration, but not required.

After the slate of nominees is approved by the RMT, the RNC shall send the ballot with to regional chorus directors for their vote.

Membership Coordinator candidates are recommended by the RMT and voted on by Region 4's regional membership.

After a slate of nominees is approved by the RMT, the RNC shall send the ballot to all chapters, and CAL members for their vote. Each chapter will submit 1 vote. If only one (1) nominee for this position, no vote is required.

Communications Coordinator, Marketing Coordinator, Finance Coordinator, Events Coordinator and Team Coordinator are appointed by the RMT.

D. Regional Management Team (RMT) Meetings.

All meeting dates will be approved by the Team Coordinator. The Events Coordinator will approve all meeting sites.

Special meetings of the RMT may be called by the RMT provided that written notice of time, place and purpose is issued to each team member at least ten (10) days prior to the date called for the special meeting.

The RMT will meet a minimum of three (3) times in a fiscal year.

Annual or special membership meetings of the region may be held as deemed necessary by the RMT.

Attendance Requirements.

Each RMT Coordinator, and Associate Team members are expected to be in attendance at each RMT Meeting.

Any RMT Coordinator, or Associate **absent from two (2) consecutive meetings**, regardless of cause, shall be expected to tender their resignation from the RMT.

If a management team member or associate has prior knowledge that they will be absent from the second meeting in sequence, notice is to be given to the Team Coordinator in sufficient time, so that a successor may be selected.

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 video conference call. The minutes of the meeting shall indicate if electronic technologies are used for attendance purposes.

Regional Members attending RMT meetings. A Regional member may be invited by the RMT to attend an RMT meetings. Members wishing to attend should notify the Communications Coordinator in advance of the meeting so that they might be sent

relevant invitations. Consideration will be given relative to the venue, accommodations, catering, and other meeting aspects that may influence the number of people attending. The Communications Coordinator will notify RMT members of any members who will be attending. Items deemed “sensitive” by the RMT will be discussed by RMT members in a closed session.

The Chair of a regional committee may be required to attend a regular RMT meeting, if requested by the appropriate coordinator.

Action in Lieu of Meeting. If and when a majority of the RMT shall severally or collectively consent in writing to any action to be taken by the Region, such action shall be as a valid Regional action as though it had been authorized at a meeting of the RMT. Any actions by mail or e-mail shall be presented for ratification at the next meeting of the RMT.

Section II - DUTIES

Together, the RMT will perform the duties established by SAI. Additional duties can be established by the RMT, provided that such duties do not conflict with SAI policies, procedures, or rules. Job Descriptions for RMT Coordinators can be found in

Addendum #1 – RMT Job Descriptions

Section III – STANDING AND SPECIAL COMMITTEES

A. Standing Committees

Standing committees of the region shall include Nominating, Bylaws and Standing Rules Chair, Finance, Young Women in Harmony Committee (YWIH).

The RMT may establish additional Standing Committees to carry out the functions of the region, with the approval from Sweet Adelines International (SAI).

All committee members shall be in good standing with Chapter, Region and SAI.

One or more RMT coordinators shall be appointed as a member of any standing committee.

Current Standing Committees:

A. Nomination Committee: Structure/Duties

1. Committee shall consist of One (1) member of the RMT and two (2) members from the membership at large.
2. RMT will designate one of these members as Chair.
3. Committee will work in conjunction with the RMT to solicit and disseminate recommendations and appropriate paperwork to the RLC at SAI for the appointment of the Educational Coordinator to the RMT.
4. This committee will work in conjunction with the RMT to solicit and disseminate recommendations and appropriate paperwork to the RMT for the election within the region of the Director's Coordinator (elected by R4 Directors) and the Membership Coordinator (elected by R4 membership).

5. This committee will also work in conjunction with the RMT to solicit and disseminate recommendations and appropriate paperwork to the RMT for appointments of the Communication Coordinator; Finance Coordinator; Events Coordinator; Marketing Coordinator and Team Coordinator.

B. Finance Committee - Structure/Duties

1. Committee shall consist of RMT Finance Coordinator and up to two (2) members from membership at large.
2. Specific committee duties to be determined by RMT Finance Coordinator.

C. By Laws/Standing Rules Committee – Structure/Duties

1. Committee shall consist of RMT Team Coordinator and up to two (2) members from membership at large.
2. Committee chair, determined by RMT Team Coordinator will maintain review dates of all Chapter Standing Rules. Chair to contact each chorus up to three (3) months prior to deadline date to request a review of

Standing Committee Chairs- Duties

Chairs of standing committees are selected and appointed annually by the appropriate Coordinator after communication with the RMT and solicitation of feedback.

If at any time a chair of a standing committee is not fulfilling the position for any reason, or has fallen out of good standing with the Chapter, Region of SAI, that chair will be replaced by the appropriate Coordinator with feedback from the RMT.

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

The Chair of each standing committee will meet with their designated coordinator and provide a written update report prior to each scheduled RMT meeting.

Chair of standing committees, except finance, shall be appointed annually, at the beginning of each fiscal year, by consensus of the RMT. Standing Chair Duties can be found in **Addendum #2 – Standing Chair Duties**

B. Special Committees – A special committee may be appointed and by consensus of the RMT 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 RMT.

All committee members shall be members in good standing of a chapter, the region and SAI.

If at any time a chair of a special committee is not fulfilling her position, or has fallen out of financial “good standing”, the chair will be replaced by consensus of the RMT.

SECTION IV. FINANCES

A. Income

The amount of the annual Regional Assessment will be determined by the RMT and will be per member, per chapter based on the chapter's membership count as of May 1st.

This billing date will be as of July 1st, and the assessment will be payable by August 1st.

The assessment also applies to Chapter At Large and dual members. If a 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 RMT.

The RMT will determine the amount of convention and other event registration fees. Other income includes net proceeds from Regional Events and Ways and Means projects approved by the RMT. The RMT will oversee investments as deemed necessary for the financial soundness of the Region.

B. Expenses Regional expenses will be disbursed as approved by the RMT following policies and procedures specified in the Regional Disbursement Guide

Regional Convention

Reimbursement for expenses for the Regional Convention will be made in accordance with the Disbursement Guide. **(Addendum #4)**

Gifts to Regional Chorus/Quartet Champions will be made contingent upon the availability of Regional funds. **(Addendum #4)**

General Expenses

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 where applicable.

C. Annual Budget – The finance Coordinator, assisted by RMT coordinators will prepare and present a proposed budget at the first RMT meeting held in April of each year. The incoming RMT will approve budget.

D. Audit – Financial records of the Region will be audited annually by a qualified accountant approved by the RMT. Additionally, the RMT may require an audit at any time. The Finance Coordinator is responsible for preparing and submitting an annual financial statement to SAI headquarters.

E. Taxes – the Finance Coordinator shall file the annual 990 tax form with the IRS 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 the dates established by the state in question.

SECTION V. Annual Regional Convention (Addendum #5)

A. Regional Convention Steering Committee. The Regional Convention Steering Committee shall consist of the Events Coordinator, 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 aspect of the Regional Convention.

Events Coordinator will recommend the Chair of the Regional Convention (CRC) to the RMT for appointment.

RMT 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.

Schedule of Events will be determined by the Steering Committee, and approved by the RMT.

Site Selection will be determined by the Steering Committee, and approved by the RMT.

B. Regional Convention Committee.

The CRC will appoint the Regional Convention Committee.

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 RMT who selects the photographer. The rebate from the Official Convention Photographer shall go to the Regional treasury.

D. Registration Fee.

All competitors are required to purchase All Events Tickets (AET).

Registration fees are non-transferable to another competitor, and are not refundable.

All Events Tickets (AET) 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 RMT. (Addendum #3)

F. Contracts. All contracts are to be signed by Finance Coordinator.

SECTION VI – AMENDMENTS

These standing rules may be amended or rescinded as follows:

By consensus of the RMT present at any meeting of the RMT.

By a two-thirds affirmative vote by mail or e-mail of the RMT, with ratification at the next Regional Management Team Meeting.

Addendum #1: RMT Job Descriptions

Addendum #2: Standing Chair Duties

Addendum #3: Regional Awards

Addendum #4: Disbursement Guide/Gifts to Regional Champions

Addendum \$5: Chart of Regional Convention Committee

Edited and approved by RMT January 13, 2025.