

SENECA LAND DISTRICT ASSOCIATION OF CHAPTERS



Policy Manual

11/30/08

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ARTICLE I: OBJECTIVES

- 1.01 The following policies, maintained by the District Secretary and reviewed by the District Board of Directors (hereafter: District Board) annually, consist of stated actions passed upon by the District Board that are specifically intended to provide:
- A) Specific information for all items for which details are called for by the SLD Bylaws and Rules and Regulations.
 - B) A depository for actions of the District Board that are intended to be legislation of a continuous or indefinite nature. These resolutions are binding on the District and all its sub-divisions, as stated, until suspended, modified, or rescinded by majority vote.
 - C) The District Secretary shall ensure that the current policies are available on the District website.

ARTICLE II: LEADERSHIP ACADEMY

- 2.01 The Leadership Academy shall be located, scheduled, and held yearly under the direction of the District Vice President for Chapter Support, in coordination with the District Vice President for Events.
- A) Instruction classes shall be held as determined by the Vice President for Chapter Support so long as, at a minimum, training is provided for chapter secretaries, treasurers, presidents, and vice presidents for membership development and marketing and PR.
 - B) The District Vice President for Events shall have the overall responsibility for confirming the annual date, making necessary arrangements for the meeting place, properly informing all chapter officers-elect, District officers-elect, and others of the meeting time and place, and for the conduct of the session. He must work in coordination with the Vice President for Chapter Support.
 - C) A newly chartered chapter or a licensed chapter, by District Board approval, shall have the first year's Leadership Academy registration fees for its officers underwritten by the District. The District shall underwrite costs only once for the chapter's current license/charter. This expense is limited to classes for a maximum of six officers plus a chorus director if a specific chorus directors' class is offered.

ARTICLE III: REPORTING BY MEMBERS OF THE DISTRICT LEADERSHIP TEAM

- 3.01 REQUIRED REPORTS AND DISTRIBUTION
- A) Each committee chairman, member of the District Board, District Vice President, and others, as requested by the District President, shall submit a report to the District Secretary, with a copy to the District President. The report shall describe the District

activities for which he is responsible for the period requested by the District President.

- B) Each District officer, past District President, and member of the House of Delegates shall receive one electronic copy of the reports submitted by the District Leadership Team members and one electronic copy of all House of Delegates meeting minutes.
- C) The District Secretary will see that District Board minutes are posted on the District website.

ARTICLE IV: DISTRICT FINANCES

4.01 All proposals submitted to the District Board to institute, eliminate, or modify a function, service, or responsibility shall include an estimate of the effect of such a proposal on the District budget and expenses.

4.02 OTHER INCOME

- A) District Convention proceeds shall be shared between the host chapter (if any) and the District. The Convention Team may, at its discretion, invite the international chorus representative chapter to host the spring convention for a fee of \$1,000 plus 10% of the net profit (after all costs, including the \$1,000, have been deducted).
- B) Methods for the distribution of other income shall be approved by the District Board or as prescribed in this Policy Manual.

4.03 FUND FOR THE ADVANCEMENT OF MUSIC EDUCATION (FAME) DISBURSEMENTS

- A) Financial assistance from FAME shall be provided to members of those choruses and quartets who are the District's selected representatives to the International Contests as described in Paragraph 4.03(E) of the Rules and Regulations. If a chorus, chorus members, or quartet awarded funds chooses not to go to the International Contests, the funds shall be returned immediately to the District Treasurer. Also, payments made to the chorus representative based on the number of men on stage at the Fall Convention shall be adjusted, in either direction, based on the actual number of men on stage at the International Convention.
- B) FAME shall provide each International competitor (quartet or chorus) with a sum equivalent to the cost of the convention registration fee plus \$50, not to exceed a total of \$8,000 for an international chorus competitor.
- C) The District shall underwrite the out-of-pocket expenses incurred by a registered candidate judge while practice-judging out of the SLD. Reimbursement shall not exceed \$300.00.

- D) To assist candidate judges and certified judges to attend a Society taught school in preparation for their final examination or re-certification, the District shall reimburse all reasonable expense.

4.04 JUDGING PANELS

Judges and Contest Administrators serving on the Official Judging Panel for District and International Preliminary Contests shall be reimbursed in accordance with the procedures set forth in the Society Contest & Judging Handbook.

4.05 STATIONERY SUPPLIES, ETC.

- A) The District Secretary shall be responsible for ordering and supplying all stationery, forms, and supplies agreed upon by the District President for District use by the District Leadership Team.
- B) The District President may also delegate the acquisition of other District properties to the District Secretary when such purchases have been approved by the District Board. All newly acquired properties shall be forwarded to the responsible officer or committee chairman. The District Treasurer shall add all such properties over a value of \$100 to the SLD property records.

4.06 DISTRICT DUES ALLOCATION

All District membership dues collected by the District shall be allocated to the District General Fund.

4.07 SENECA LAND DISTRICT ENDOWMENT AND MEMORIAL FUND

- A) A special fund known as the Seneca Land District Endowment and Memorial Fund (the Endowment Fund) has been established as a Restricted (Named) Endowment, as described in Paragraph 4.05 of the SLD Rules and Regulations.
- B) The policies and regulations established by Harmony Foundation shall govern the operation of the Endowment Fund. These policies currently include the following:
 - 1) As an endowment fund, the principle cannot be withdrawn.
 - 2) Money cannot be withdrawn from the Endowment Fund until the annual income available for distribution reaches at least \$250.
 - 3) Harmony Foundation will assess a one-time administrative fee on all new contributions, and on the annual investment income (Realized Income). These fees will be five percent. No fee is assessed on withdrawals.
- C) Contributions to the Endowment Fund shall be accepted in any form allowed by Harmony Foundation, including life insurance, wills, trusts, and cash contributions.
- D) Gifts to the Endowment Fund shall be identified so that Harmony Foundation can acknowledge the donor.

- E) The Endowment Fund Committee shall give recognition to contributors in a manner that shall include, but not be limited to, publication of his (her) name in the “SMOKE SIGNALS.”
- F) The Endowment Fund Committee shall submit an annual report of the Endowment Fund activities to the District House of Delegates, including a projected estimate of funds available for projects in the coming year.
- G) The Endowment Fund Committee shall be responsible for initiating, and coordinating fund-drive activities.
- H) Publicity about the Endowment Fund shall make it clear that this is only one of several options for contributing to Harmony Foundation. Donors shall be free to consider any other of the Society’s Named Funds, or the unrestricted fund which benefits the whole Society.
- I) Rules for allocation of the interest earned by the Endowment Fund
 - 1) Only the SLD Endowment Fund Committee shall allocate the interest earned by the District Endowment Fund.
 - 2) The SLD Endowment Fund Committee shall invite applications for funding by email contact with all registered SLD quartets and chapters in January of each year. Applications will be due by April 1 for projects or activities intended for the twelve months following June 1. Preference shall be given to projects intended to improve performance skills.
 - 3) Applications must include an accurate and informative description of the project, a current 12-month working budget of the quartet or chapter, an accurate estimate of project costs, and as much information as is necessary to properly evaluate the project and request.
 - 4) Upon completion of a project supported by the Endowment Fund, the recipient must provide to the Endowment Fund Committee documentation showing that the money was actually spent on the project (copies of receipts, cancelled checks, etc.). Failure to provide such documentation shall be grounds for denying any future request from the quartet or chapter. Any grant money not spent on the project shall be returned to the District to be allocated by the Endowment Fund Committee.
 - 5) The Endowment Fund Committee may not provide funds to any individual, quartet, or chapter in excess of 25% of the previous year’s interest and dividend earnings.
 - 6) The Endowment Fund Committee shall evaluate each funding request with due consideration to whether or not the quartet or chapter has taken advantage of educational opportunities sponsored by the District at HX Camp, Pow-Wow, and Top Gun School, as well as free coaching from qualified SLD or area coaches. Further, the Endowment Fund Committee shall evaluate each request without regard to any prior history of funding so long as the

requesting group has provided the expected documentation of the use of funds.

- 7) SLD Endowment Fund Committee members may not be involved in the application process for funding of projects, either directly or indirectly, other than to advise the applicants of the mechanics of the application process.
- 8) The Endowment Fund Committee shall make and communicate its funding decisions by May 1. Decisions of the committee that are consistent with these rules are final and not open to appeal.

ARTICLE V: EXPENSE ACCOUNTS

- 5.01 Members of the District Board, qualified Past District Presidents (as defined in Article 4, Paragraph 4.01(c) of the District Bylaws), Committee Chairmen, and appointees of the District President may apply for expense reimbursement for postage, telephone, meals, lodging, mileage, supplies, and those expenses associated with one's District obligations and responsibilities. Application may be made by submitting a completed Seneca Land District Expense Voucher to the District President.
- A) Expense vouchers shall be in a form approved by the District Board of Directors and may be obtained from the District Secretary, the District Treasurer or downloaded from the District Website.
 - B) Expense vouchers must be submitted to the District President a reasonable time after the expenses have been incurred.
 - C) Approval of all expenses shall be at the discretion of the District President, regardless of whether or not they fall into the guidelines described above or below.
 - D) Original receipts must accompany all requests for reimbursements. Mileage reimbursement requests must include vehicle odometer readings from the beginning and ending of the trip(s).
- 5.02 District Board members may apply for reimbursement for mileage for visitations to chapters of their responsibility. A visitation is considered to be any activity that is listed on the Activity Report. An "Other" activity is subject to review by the District President.
- 5.03 The District President's maximum allowable expense to the International Convention is six nights' lodging, reasonable transportation costs, and meal allowance as defined in Article 5.08. The District President's allowable expense to the International Midwinter Convention is lodging as is required to participate in the meetings of the District Presidents Council and attend any contest in which a District representative is competing, reasonable transportation costs, and meal allowance as defined in Article 5.08.

- 5.04 The District Executive Vice President's allowable expense to the International Convention and to the Midwinter Convention is lodging as is required to participate in meetings of the District Presidents Council, reasonable transportation costs, and meal allowance as defined in Article 5.08.
- 5.05 The District President and District Executive Vice President shall be reimbursed for lodging, transportation, and meal expenses (see 5.08) incurred for attending the Society Forum.
- 5.06 The allowable expense to the International Convention for the District Vice President for Contest and Judging is three nights' lodging, reasonable transportation costs, and meal allowance as defined in Article 5.08.
- 5.07 Mileage allowance is thirty-five (\$.35) cents per mile plus tolls and parking. Car pooling is encouraged, but only one request for mileage, tolls, and parking will be allowed per car.
- 5.08 The daily maximum meal allowance is not to exceed \$35.00 per day as follows: \$8 breakfast, \$9 lunch, \$18 dinner.

ARTICLE VI: CONTESTS AND CONVENTIONS

- 6.01 All contests and conventions sponsored by the district or any of its subdivisions shall be governed by the rules stated in "Seneca Land District Convention and Contest Manual," which is subject to the approval of the District Board and is Appendix A of this document.

ARTICLE VII: SHOW CLEARANCE

- 7.01 The purpose of obtaining show clearance is to prevent conflict in dates between chapters. Show clearance shall be required for annual chapter shows, charter shows, and license-night shows. It is suggested all other activities be checked through the District Secretary to prevent conflicts.
- 7.02 Each chapter should obtain District and ASCAP/BMI show clearance by submitting the appropriate form (obtained from the Society website), filled out by the Chapter Secretary, to the District Secretary with a check for the ASCAP/BMI fee based upon a printed rate schedule from the Society. The procedure, requirements, and rate schedule are found in the Society's "Chapter Secretary's Manual." A further definition of the process for SLD is as follows:
- A) The chapter will decide upon a planned show date. A permanent show date can be obtained from the District Secretary and is recommended. The first year a chapter does not use its permanent date it becomes open for other chapters.
 - B) No chapter may have a show on the District Contest, Pow-Wow, or Leadership Academy dates.
 - C) Contact the District Secretary for an open show date.

- D) No two chapters located less than fifty miles apart may obtain clearance for shows on the same date(s) unless the following is completed.
- 1) A letter of permission must be obtained by the requesting chapter from the president(s) of the chapter(s) having the date(s) cleared.
 - 2) The District Secretary must receive the letter(s) with the ASCAP/BMI clearance form and check.
- E) Upon receiving an affirmative answer for the open date (the District Secretary will put a temporary hold on the requested date), the chapter will start contact with quartets and a location of their choice for their show.
- 1) Temporary holds apply for 60 days and are non-renewable if another request has been received by the District Secretary for the same date.
 - 2) The chapter who has a temporary hold and files form #3016 and its check to the District Secretary shall be preferred ahead of the chapter who sends the required forms, but has failed to previously contact the District Secretary for a temporary hold.
- F) Immediately upon obtaining a location and acquiring talent, complete the form #3016, and forward it with the BMI/SESAC fee check (payable to Barbershop Harmony Society) to the District Secretary.
- G) The District Secretary shall complete the form. One copy is for the District files. The Society copy, ASCAP/BMI copy, and check shall be forwarded to the Society. The chapter copy shall be signed by the District Secretary and returned to the sender.
- H) The chapter now has a cleared show date and approved ASCAP/BMI clearance. The District Secretary shall give a report of "cleared dates" to the District Bulletin Editor for inclusion in the "SMOKE SIGNALS" and to the District Webmaster for inclusion on the SLD Website and in the SLD Events Calendar.
- 1) Any change in ticket price, number of performances, location, or seating that affect the ASCAP/BMI fee shall be forwarded from the chapter to the District Secretary. ASCAP/BMI fee increases will require a new form #3016 completed by the chapter and forwarded to the District Secretary with a check for the additional fee.
 - 2) ASCAP/BMI fee decreases will require a new form #3016 completed by the chapter and forwarded to the District Secretary. He shall contact headquarters and obtain a check in the amount of the decrease and return it to the chapter.
 - 3) Date changes different from the cleared date must be immediately handled through the District Secretary.
- I) The District Secretary shall establish and maintain a permanent calendar for the current calendar year plus two additional calendar years. The calendar shall contain all permanent show dates, national holidays, all Society, District, and

Division events, and all Divisional and chapter cleared events as clearance is obtained.

ARTICLE VIII: DISTRICT BULLETIN

- 8.01 The official SLD bulletin shall be named "SMOKE SIGNALS" and shall be published a minimum of four times a year.
- A) The Editor shall be appointed by the District President, and shall serve until resignation or his appointment is terminated by the District President.
 - B) Distribution will be by hard copy, or by electronic means, or a combination thereof, at the discretion of the Board of Directors.
 - C) Non-SLD members who are recipients of "SMOKE SIGNALS," other than Society officials and other District office holders, must be approved annually by the District Vice President for Marketing and PR.
 - D) "SMOKE SIGNALS" shall publish reminders that District Board and House of Delegates meeting minutes are available on the District website.
 - E) The Editor shall, at all times, exercise discretion and sound judgment with regards to the content of "SMOKE SIGNALS."
 - F) The District Vice President for Marketing and PR shall annually obtain PROBE memberships for the "SMOKE SIGNALS" Editor and himself.
 - G) The District shall fund the publishing and mailing expense of "SMOKE SIGNALS."
 - H) The District Vice President for Marketing and PR shall be responsible for obtaining and maintaining a bulk mail permit.
 - I) Non-member subscriptions shall be available at a rate set by the District Vice President for Marketing and PR, so long as the District Treasurer has received payment.

ARTICLE IX: DISTRICT DIRECTORY

- 9.01 Yearly, the District Secretary shall be responsible for the preparation, printing, and distribution of the Seneca Land District Directory. The layout and contents shall be approved by the District President.
- A) The District Vice President for Marketing and PR shall be responsible for obtaining bids on the printing of the Directory in sufficient time for the District President-elect to include the cost in the proposed budget for presentation at the Fall District Board meeting.
 - B) The Directory shall be published as soon after the election of District and chapter officers as possible.

- C) The target date for distributing the Directory shall be January 15th.
- D) Distribution shall be by hard copy, or by electronic means, or a combination thereof, at the discretion of the Board of Directors.
- E) The District Vice President for Marketing and PR shall be responsible for the distribution of the Directory.
- F) Changes and/or corrections to the Directory shall be forwarded to the District Secretary, who shall collect and forward to the District Bulletin Editor, who, in turn, shall be responsible to publish them in the next issue of "SMOKE SIGNALS." The Secretary shall also forward an electronic copy of the District Directory, updated with said changes, to the District Webmaster for publication on the SLD Website.

ARTICLE X: DISTRICT PROPERTIES

- 10.01 Responsibility for all District property shall be assigned by the District President. Expense items purchased with District monies for use by an officer, committee, and/or others shall not be classified as properties. All properties should be transferred to the appropriate new officer-elect, editor, or committee chairman by January 1st.
- 10.02 A complete record of all District-owned properties with a current value in excess of \$100 shall be maintained by the District Treasurer. This list shall be called "SLD Property Records."