

SENECA LAND DISTRICT ASSOCIATION OF CHAPTERS



Policy Manual

10/02/2011

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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 and ratified by the House of Delegates 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 These resolutions are binding on the District and all its sub-divisions, as stated, until suspended, modified, or rescinded by majority vote.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 all standard chapter offices and positions as well as Chapter counselors.
 - 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 District Secretary shall share each report two weeks in advance of the scheduled meeting. 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 a draft of the District Board minutes are sent to the members of the Board within two weeks, then posted on the District website within two weeks of board approval.

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.
- B) Methods for the distribution of other income shall be approved by the District Board or as prescribed in this Policy Manual.

4.03 FUNDS FOR THE ADVANCEMENT OF MUSIC ENDEAVORS (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 early convention registration fee plus \$50, not to exceed a total of \$8,000 for an international chorus competitor.
- C) The District shall underwrite the reasonable out-of-pocket expenses incurred by a registered candidate judge while practice-judging out of the SLD.

- 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 DISTRICT SUPPLIES AND PROPERTIES

- A) The District Secretary shall be responsible for ordering 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 current 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 Vice President of Finance 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) 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, chorus 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, chorus 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. The District Treasurer shall not provide funding for any decisions of the committee that are not consistent with these rules. In such an event, the District Treasurer will notify the District President, who shall require that the Endowment Fund Committee comply with the policy or obtain an exception to the policy by majority vote of the District Board.

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 (reasonable being 60 days) after the expenses have been incurred.
 - B) Approval of all expenses shall be the responsibility of the District President, providing they fall within the guidelines described above or below.
 - D) Any denial of reimbursed expenses may be appealed (within 30 days of denial) to the District Board through the District Treasurer.
 - 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) or submitting proof of distance traveled.
- 5.02 District Board members may apply for reimbursement for mileage for visitations to chapters. 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 All official District representatives 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 for members of SLD is (\$0.08) less than the current IRS rate. Mileage for out of District members (coaches, faculty etc.) is the current IRS rate. 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 \$45.00 per day as follows; \$10 breakfast, \$12 lunch and \$23 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 the "Seneca Land District Convention Manual", which is to be approved by the DBOD (see Appendix A of this document) and in the "Society C&J Manual".

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 BMI/SESAC 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 BMI/SESAC 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 Convention, 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 secretary of the chapter(s) having the date(s) cleared.
 - 2) The District Secretary must receive the letter(s) with the BMI/SESAC clearance form and check.
- E) 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.
- F) The District Secretary shall complete the form. One copy is for the District files. The Society copy, BMI/SESAC copy, and check shall be forwarded to the Society. The chapter copy shall be signed by the District Secretary and returned to the sender.
- G) The chapter now has a cleared show date and approved BMI/SESAC clearance. The District Secretary shall give a report of "cleared dates" (cleared defined as BMI/SESAC form and payment has been received) 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, date, location, or seating that affect the BMI/SESAC fee shall be forwarded from the chapter to the District Secretary. BMI/SESAC 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) BMI/SESAC fee decreases will require a new form #3016 completed by the chapter and forwarded to the District Secretary. He shall contact Barbershop Harmony Society (herein after referred to as "BHS") headquarters and obtain a check in the amount of the decrease and return it to the chapter.

- H) 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. The Fall Convention shall never be held at the same time as Rosh Hashanah.

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 Secretary 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 Annually, 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 Secretary 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. The Directory shall be posted on the District website.
- C) The target date for printed distribution of the Directory shall be February 15th.
- D) Distribution shall be by hard copy, or by electronic means, or a combination thereof, at the discretion of the DBOD.
- E) 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."

ARTICLE XI: AMENDMENTS

- 11.01 No amendments to this Policy Manual, or its appendices, may be adopted that conflict with the SLD Bylaws or Rules and Regulations.
- 11.02 Subject to the restrictions in Paragraph 11.01 above, this Policy Manual may be amended at any time by a simple majority vote at a meeting (teleconference or in person) of the DBOD. Any amendments approved by the DBOD shall be communicated bi-annually to all District officers, Operations Team members, and chapter Delegates prior to each HOD meeting.

ARTICLE XII: INDIVIDUAL AND COMMITTEE DUTIES AND RESPONSIBILITIES

12.01 GENERAL REQUIREMENTS

- A) All committee chairmen, vice presidents, and other individuals holding a district position shall communicate at least semi-annually to keep the District President and the DBOD informed of activities and progress. A written report must be forwarded electronically to the District Secretary three weeks in advance of each fall and spring HOD meeting. The District Secretary shall distribute the reports to the HOD at least two weeks prior to the HOD meeting.
- B) Each committee, vice president, and other individuals holding a district position shall originate a budget for presentation to the DBOD at Pow-Wow in July.

12.02 ARCHIVIST AND HISTORIAN

- A) Compile and maintain the history of the Seneca Land District.
- B) Prepare and maintain a list of all conventions and/or contests:
 - 1) Where and when held
 - 2) Who participated
 - 3) Contest results
 - 4) What awards were given and the recipients
- C) Maintain a history of all awards, trophies, plaques, etc. Maintain a scrapbook of Hall of Fame members and pertinent data.
- D) Collect all available photos, news stories, facts, and memorabilia about the District and its sub-divisions from its inception to the present day.

12.03 DISTRICT BARBERSHOPPER OF THE YEAR

- A) The previous years' BOTY (or the most immediate past) serves as the presenter of the BOTY.
- B) By July 1st, the immediate past BOTY contacts all chapter presidents and former BOTY recipients who are still current SLD members and who reside in the District, and asks them for BOTY nominees and the reasons for their nomination.
- C) The immediate past BOTY sends all of the results of potential candidates to the former BOTY recipients who are still current SLD members and who reside in the District, and asks for their 1st, 2nd, 3rd choices and the reasons for their choices by August 1st.
- D) The immediate past BOTY (or the most immediate past) compiles the results and by August 20th sends the top three nominees to all former BOTY recipients who are current SLD members and who reside in the District, and asks them to rank the three nominees. Any responses not received by September 10th shall not be considered.

- E) The winner is determined based on the highest vote count where each first-place vote counts as three points, each second-place vote counts as two points, and each third place vote counts as one point. In the event of a tie, the immediate past BOTY sends out the names to all former BOTY recipients who are current SLD members and who reside in the District, and asks them to rank the nominees. In such instances, the nominee with the highest number of first-place votes is the BOTY. If there still is a tie, the immediate past BOTY shall break the tie.
- F) The outgoing BOTY makes the presentation as part of the Saturday night show at the fall convention.

12.04 CHAUTAUQUA COMMITTEE

- A) The committee shall work with the Chautauqua Institute Program Director, or his or her appointee, to obtain a show date and suitable fee to the district for providing talent to the Chautauqua Serenade.
- B) Once agreement has been reached upon a date and fee, and is announced by the Institute, immediate efforts shall be made to obtain talent.
- C) The committee shall have sole and specific responsibility to contract talent subject to the following requirements:
 - The committee shall invite, to participate at their own expense, that year's international chorus and quartet representatives and the then-current District quartet and chorus champions.
- D) All proceeds from the Serenade are shall be forwarded within 30 days to the District Treasurer, who shall deposit them into the FAME.
- E) Within 60 days following the Serenade, the committee shall provide a detailed financial report to the District Treasurer, Secretary, and President.

12.05 CHAPTER SUPPORT & LEADERSHIP DEVELOPMENT VICE PRESIDENT

- A) Coordinates, monitors, and maintains an effective chapter counselor program in the District.
- B) Responsible for removing any non-performing chapter counselor.
- C) Recruit and train chapter counselors and chapter counselor trainers in and for the District, and communicate and coordinate its policies.
- D) Disseminate related chapter counselor and training materials within the District.
- E) Participate in training carried out by the Society Chapter Support and Leadership Training Committee.
- F) Attends all House of Delegates meetings, and District Board meetings as requested by the District President.

12.06 CHORUS DIRECTOR DEVELOPMENT VICE PRESIDENT

- A) Promotes, administers, and recruits participants for the Chorus Director Workshop Intensive (CDWI), chorus director certification, and chorus director training programs in the District, and reporting on and publicizing accomplishments of participants
- B) Recruit and develop a District faculty for chorus director training and maintain and disseminate chorus director training materials within the District
- C) Recruit CDWI trainers for certification
- D) Communicate, promote, and coordinate all functions of chorus director recruitment and development programs in the District
- E) Maintain records on the CDWI, chorus director certification, and chorus director development programs in the District and recommend the certification of chorus directors from the District, when appropriate
- F) Participate in training carried out by the Society Chorus Director Development Committee
- G) Attends all House of Delegates meetings, and District Board meetings as requested by the District President.

12.07 CONTEST & JUDGING VICE PRESIDENT

- A) The District Contest & Judging Vice President shall also be a member of the District Convention Committee. Maintain a close liaison with the Convention Committee for the purpose of coordinating District contests in regards to necessary forms, equipment, expenses, transportation, facilities, etc. Work closely with the Convention Committee to ensure that activities are carried out as planned. Coordinate with the Convention Committee to ensure the publication and timely distribution of scoring summaries to the convention attendees for each contest session.
- B) Maintain the highest ethical standards and practices in all contest and judging activities; report to the SCJC any verified infraction of such standards by any member participating in the judging program.
- C) Recommend acceptance or rejection of District members for the applicant and candidate judge status; actively seek out qualified members and encourage their application for the program.
- D) Supervise the training of qualified applicants and candidates under the procedures and supervision of the SCJC.
- E) Maintain records of activities and performances of all certified judges, certified Contest Administrators, qualified applicants, and qualified candidates.
- F) Coordinate with Society, the procurement of the necessary forms in the required quantities for the successful operation of the contest.

- G) Visit each contest site prior to convention weekend to ascertain adequate facilities (auditorium, stage, judging area, lighting, sound, etc.).
- H) Process and approve all expense vouchers for payment to judges serving on the official panel in all District contests.
- I) Schedule all post contest clinics in conjunction with the Contest Administrator.
- J) Notify the Society Headquarters of all contest results, forwarding necessary reports as required.
- K) Recommend to the SCJC any means through which communications or relations between the SCJC and the DVP-C&J may be facilitated or improved and actively assist in the implementation of same.
- L) Recommend to the DBOD improvements or enhancements to convention weekends, from a C&J perspective, which will ultimately benefit the competitor.
- M) Attends all House of Delegates meetings, and District Board meetings as requested by the District President.

12.08 CONVENTION COMMITTEE

- A) Coordinate all aspects of the convention.
- B) Maintain complete financial and attendance records for each District convention.
- C) Responsible for the schedule of events, subject to the following restriction: no contest session shall begin prior to 11:00 am.
- D) Prepare a final report on the each convention to be submitted to the DBOD within 60 days following the convention.
- E) Accept and recommend to the DBOD and HOD all bids for conventions.
- F) Hire the official chorus and quartet photographer.
- G) Inspect the contest site for adequacy of seating, dressing rooms, warm-up rooms, etc.

12.09 DIVISION VICE PRESIDENTS

- A) Assists the District President in administering the District work plan through interaction with his chapter presidents and Divisional Directors—Chairmen of his Divisions board (which is comprised of District functional VP committee men or Directors) including the areas of Music & Performance, Director Development, Events, and Membership.
- B) Conducts Divisional meetings inviting all Chapter officers to attend (to occur twice a year).
- C) Tracks Chapter activities and communicates said activities in the “Smoke Signals.”
- D) Helps Chapters attain their goals by bringing local support to the chapter based upon their requests and needs.

- E) Attends all House of Delegates meetings, and District Board meetings as requested by the District President.
- F) Ensures appropriate follow-up with his Chapters regarding Form 990 and Chapter audits.
- G) Encourages attendance at all District events.

12.10 ENDOWMENT COMMITTEE

The Endowment Committee shall carry forth its duties as given in Article IV, Section 4.07 above.

12.11 ETHICS COMMITTEE

- A) Once a written report of a suspected or alleged ethics violation has been received, investigate and file an appropriate written report to the District President.
- B) Handle all ethics complaints following the procedures outlined in the Society Rules & Regulations.

12.12 EVENTS VICE PRESIDENT

- A) Responsible for the effective planning and budgeting, site selection, and operation of all events held in the District. Coordinates with District Convention Committee and Contest & Judging Vice President with respect to site selection for District conventions. Coordinates with Vice Presidents for Music & Performance and Youth in Harmony with respect to site selection for HX Camp and Pow-Wow.
- B) Assures that District convention manuals are up-to-date and used, and Society contest sound and lighting system guidelines are followed
- C) Participates in training carried out by the Society Events Committee
- D) Attends all HOD meetings, and attend DBOD meetings as directed by the District President.

12.13 FINANCE VICE PRESIDENT

- A. Promote and educate the district membership regarding Harmony Foundation and its programs.
- B. Set District goals and devise plans for their implementation upon approval of the DBOD.
- C. Receive all reports from Harmony Foundation and distribute the information as required.
- D. He shall prepare activity reports for each meeting of the DBOD and HOD. The annual report shall detail the amounts and percentages of donation goals for Harmony Foundation, and all additional funds by chapter and chapter chairmen. All quartet donations shall also be listed.
- E. Initiate fund-raising programs within the District in keeping with the District and Society fund-raising policy.

- F. Provide a District Harmony Foundation gift at the International Convention site for the Harmony Foundation raffle.
- G. Obtain space at the District convention sites for a Harmony Foundation display and fund-raising.
- H. Attends all House of Delegates meetings, and District Board meetings as requested by the District President.

12.14 FINANCIAL REVIEWER

- A) The reviewer shall provide at least one financial review of the District Treasurer's books and the District Convention Treasurer's books each calendar year. During the review, for a randomly chosen period of at least two non-consecutive months the reviewer shall trace every receipt and every disbursement to the bank statement and review the monthly bank reconciliation.
- B) Reports of all current financial reviews shall be presented to the District President and Treasurer, who will share them with the DBOD and HOD.

12.15 FUN VICE PRESIDENT

- A) Develops and promotes a fun curriculum that can be executed at chapters with the goal of improving the retention of chapter membership.
- B) Identifies, recruits, and trains chapter agents of fun that are charged with weekly fun activities during the chapter meeting. He shall also identify, recruit and train a team of special fun agents across the District and create a schedule for special agents to interact with chapters.
- C) Monitors and communicates results of fun activities.
- D) Responsible for effective communication and promotion of Seneca Land activities through the "Smoke Signals."
- E) Reports monthly to the District President.
- F) Attends all HOD meetings, and attend DBOD meetings as directed by the District President.

12.16 HALL OF FAME COMMITTEE

- A) Advertise to the District membership that any member of the District may make a nomination by sending the appropriate form to the Hall of Fame Committee Chairman by June 15. The Hall of Fame Committee has sole responsibility for deciding what information is required. The purpose of the Hall of Fame is to honor those men of the Seneca Land District who have made exceptional, long-standing, unselfish, and devoted contributions to the Seneca Land District through their participation in chapter, District, and Society activities. This award will extol the virtues of such participation and excellence, and give recognition to these achievements.

- B) Evaluate nominees according to these qualifications:
- 1) Membership in the Hall of Fame normally shall be limited to those individuals and quartets whose continuing contributions to the Seneca Land District span not less than ten years. In extraordinary circumstances, an individual or quartet who has made exemplary contributions for a period of less than ten years may be considered. Contributions may have been at various levels of the Society (chapter, the Seneca Land District, and Society), and in various activities, including administration, quartetting, chorus directing, coaching, contest judging, composing, arranging, teaching, and philanthropy. In all instances the service and activities will have added to the overall well-being of the Seneca Land District and to the hobby known as barbershop harmony.
 - 2) Recognition need not be limited to currently active Society members, but the recognized service shall have been performed while the individual was a member of the Society and the Seneca Land District.
 - 3) The fact that a nominee has, or has not, received the District B.O.T.Y. award has no bearing on his qualifications to be nominated to the Hall of Fame.
- C) Hold at least one teleconference or face-to-face meeting to discuss the nominees and vote, with the restrictions that:
- 1) A nominee shall be named to the Hall of Fame only if he is approved by at least four of the five committee members.
 - 2) Normally only one individual or quartet shall be elected to the Hall of Fame in any given year.
- D) The chairman is responsible for ensuring that the Hall of Fame recipient announcement is in the fall convention program, and that the presentation is made at one of the fall contest sessions. Each inductee shall receive a permanent plaque and a Hall of Fame pin. The chairman is responsible for ensuring that the District bulletin editor features inductees in the district publication, and that the names of the inductees are listed in the District Directory.

12.17 LAWS AND REGULATIONS COMMITTEE

- A) Compose, and/or audit, and edit resolutions and amendments to the District Bylaws and Rules and Regulations. Changes may be proposed by the DBOD or HOD.
- B) Oversee the legal actions of the District to ascertain compliance with the requirements set forth in the Bylaws and Rules and Regulations. It shall issue instructions to the officers of the District, as may be necessary, to insure full compliance with federal and state laws, and Society rules and regulations.
- C) Obtain the required approval of governing documents by the Society Laws and Regulations Committee.
- D) Provide interpretation of all governing documents.

- E) All motions passed by the DBOD and HOD that qualify as resolutions or amendments to the SLD governing documents shall be presented as part of the committee's report at each annual fall HOD meeting.
- F) Maintain up-to-date District governing documents, and ensure they are available on the District website.

12.18 MARKETING & PUBLIC RELATIONS COMMITTEE

- A) The Vice President of Marketing & PR shall be the chairman of this committee, which is responsible for internal and external public relations and marketing. Assist chapters, as appropriate, with public relations and marketing. Provide assistance to public relations officers and bulletin editors within the district who may ask for help.
- B) Provide a central point in the District for originating public relations releases for internal and external use.
- C) Provide the Seneca Land District with good public relations within our District, and to all districts in our Society.
- D) Conduct an annual district bulletin contest in coordination with PROBE.
- E) By direct contact and assistance, encourage all chapters to produce regular chapter bulletins.
- F) Communicate with the District webmaster regarding marketing and PR efforts and how the District website can be a resource for chapters.
- G) The chairman attends all House of Delegates meetings, and District Board meetings as requested by the District President.

12.19 MEMBERSHIP DEVELOPMENT COMMITTEE

- A) The Vice President of Membership shall be the chairman of this committee.
- B) Provide counseling, guidance, inspiration, and ideas to all SLD chapters to help them recruit and retain members. Provide assistance to all chapters for total chapter programming to enhance membership growth.
- C) Develop and update a plan for new chapters subject to approval by the DBOD. Once the plan has DBOD approval, coordinate the promotion of new extension sites and follow up on licensed chapters to progress to charter chapters. Provide guidance for the sponsoring chapter(s) and extension site to guarantee that proper enthusiasm is instilled to make a chapter happen.
- D) The chairman attends all House of Delegates meetings, and District Board meetings as requested by the District President.

12.20 MUSIC & PERFORMANCE COMMITTEE

- A) The Vice President of Music & Performance shall be the chairman of this committee.
- B) Coordinate all music education throughout the district.
- C) Plan, schedule, and supervise schools, clinics, craft sessions, and other activities to improve the musical abilities and general performance level of all Barbershoppers.
- D) Plan and carry out Pow-Wow.
- E) As requested by chapters, seek educational and clinical help for all chapters, choruses, quartets, directors, coaches, etc. over and above the regularly planned staff visits and associated schools.
- F) Prepare requests for Society staff visits following the requirements established by the Society staff.
- G) The chairman attends all House of Delegates meetings, and District Board meetings as requested by the District President.

12.21 NOMINATING COMMITTEE

- A. Present a slate of eligible candidates (one for each office) for District office at such time and in such manner as provided in the District's governing documents.
- B. Prior to March 15, the chairman shall submit to the editor of the "Smoke Signals" an open letter to the chapter presidents and delegates of the Seneca Land District requesting the submission of names of possible candidates for each elective district office.
- C. The slate of nominees for District office shall be forwarded to the District Secretary a minimum of 45 days prior to the annual fall HOD meeting.
- D. Recommend to the HOD how many at-large Board members be elected.

12.22 PARLIAMENTARIAN

- A. Advise and assist on points of parliamentary law and general operating procedures. Note that the presiding officer is the only officer authorized to decide questions of order, or to make rulings.
- B. He shall attend all DBOD and HOD meetings as requested by the president.
- C. He shall hold the District copy of the most recent "Robert's Rules Of Order" and shall see that it is passed on to his successor.

12.23 YOUTH IN HARMONY COMMITTEE

- A. The Vice President of Youth in Harmony shall be the chairman of this committee.
- B. Coordinate the efforts of the Society staff to work with the state music educators in an effort to promote barbershop harmony within our school systems.
- C. Plan and carry out a youth Harmony Explosion Camp.
- D. Raise funds to support youth programs in the District.
- E. Where appropriate, assist chapters in establishing chapter YIH programs and chapter teams in working with local school and college music educators
- F. The chairman attends all House of Delegates meetings, and District Board meetings as requested by the District President.

12.24 VICE PRESIDENT OF CHAPTER DEVELOPMENT

- A. Seeks attractive extension sites for new chapters within the district, working the District plan
- B. Use, develop, refine, and implement programs that will stimulate target-marketed current/former members to join/rejoin the Society in district chapters
- C. Utilize E-Biz to target former members with-in a potential extension site
- D. Identify spark plugs across the District within targeted extension sites
- E. Work with the VP of Chorus Director Development in identifying potential new front line directors
- F. Advise and mentor start up groups as to the basics of forming a chapter
- G. Create and deliver a template and tool kit to enable average singers to start a chapter in their community
- H. Monitor and communicate results by Division, by Chapter (communication vehicle – Smoke Signals)
- I. Report monthly to the District President
- J. Attend all Seneca Land House of Delegate meetings.

12.25 VICE PRESIDENT OF HUMAN RESOURCES

- A. Constantly seek new talent for District jobs, through personal conversations with chapter presidents and individuals
- B. Recruit talented men based upon their skill set and what they deem as a fun contribution
- C. Create a balance sheet of barbershopper capital (men, their likes and talents)
- D. Act as a resource for both the District President, Divisional Vice Presidents and Nominating Committee
- E. Report monthly to the District President
- F. Attends all Seneca Land District House of Delegate meetings.