

HEART OF AMERICA REGION #25 STANDING RULES

ARTICLE I NAME

The name of this region, organized by the authority and under the provisions of the bylaws of Sweet Adelines International, will be HEART OF AMERICA REGION TWENTY-FIVE, Sweet Adelines International.

ARTICLE II PURPOSE

These Standing Rules, pertinent to Heart of America Region #25, will supplement, and must be used in conjunction with, the Standard Form Regional Bylaws (Management Team).

ARTICLE III MEMBERSHIP AND ORGANIZATION

Section 1: Good Standing

A chapter will be considered in good standing in the region provided it complies with all requirements of the International Certificate of Incorporation, the International Corporate Bylaws, these Regional Standing Rules, and any rules and policies as established from time to time by the International Board of Directors and the Regional Management Team. In addition, each chapter will be responsible for payment of regional assessment by August 31 of each year based on membership in the chorus as of April 30 of the year just ending.

Section 2: Fiscal Year

The fiscal year of the region will begin the first day of May each year.

Section 3: Regional Annual Membership Meeting (RAMM)

The annual meeting of the membership may be the last regularly scheduled meeting of the fiscal year, the time, place, and date to be set by the Regional Management Team.

- A. The Regional Annual Membership Meeting will be held prior to the regional competition and will be open to any member of Sweet Adelines International and others at the discretion of the Regional Management Team.
- B. At least sixty (60) days prior to the date of the Regional Annual Membership Meeting, notice of said meeting will be mailed to each

- chapter.
- C. An annual report of all Regional Management Team members and the Chair of the Regional Convention will be presented during the Regional Annual Membership Meeting and a copy filed with the Regional Communications Coordinator.
 - D. If a vote is included on the agenda, voting privileges will be exercised through chapters of the region, and each chapter (including Chapter-at-Large) will be allowed one vote, to be cast by its representative. Unless otherwise specified in these standing rules, all issues presented to the representatives will require a majority vote of those present.
 - E. No Regional Management Team member or International appointee may serve as a chapter representative.

Section 4: Special Meetings of General Membership

Special meetings, other than the Regional Annual Membership Meeting, may be held throughout the year for general membership participation.

- A. Special meetings may be called by the Regional Management Team, or upon written request to the Regional Management Team by a majority vote of the chapters voting, provided that written notice of the time, place, and purpose thereof is issued to all chapters not less than fifteen (15) days prior to the date of the called special meeting.
- B. Action taken at any special meeting will not be invalidated for want of such notice should such notice be waived.

ARTICLE IV REGIONAL MANAGEMENT TEAM

Section 1: Number, Term, Election

As defined in Standard Form Regional Bylaws (Management Team), Article IV, Sections 1 and 2:

- A. The number of team members of Region #25 will be eight (8).
- B. The term of office of each Regional Management Team member will be for two (2) years, or until her successor will be appointed. The terms of office and duties of the new Regional Management Team members will begin on May 1 subsequent to their appointment or election. No member may serve more than three consecutive two-year terms.
- C. The Education Coordinator is appointed by the International Regional Leadership Coordinators, with approval of the International Education Direction Committee. The Finance, Events, Communications, Marketing, and Team Coordinators 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.

- D. Appointments or elections are held for the Communications, Directors', Finance, and Team Coordinators so that their terms will begin in odd years. Appointments or elections are held for the Education, Events, Marketing, and Membership Coordinators so that their terms will begin in even years.
- E. 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 will be eligible to be appointed or elected as a member of the Regional Management Team.

Section 2: Attendance Requirements

- A. Each team member is required to be in attendance at each Regional Management Team meeting.
- B. Any team member absent from two (2) consecutive meetings, regardless of cause, will be expected to tender her resignation from the Regional Management Team.
- C. If a team member has prior knowledge that she will be absent from the second meeting in sequence, she is required to advise the Regional Management Team in sufficient time so that a successor may be appointed.
- D. Each potential nominee/appointee must agree to comply with this attendance requirement at the time her qualifications are submitted to the Regional Nominating Committee.
- E. Standing Committee chairs will be asked to attend on an as-needed basis.

Section 3: Regular Meetings

As defined in Standard Form Regional Bylaws (Management Team), Article IV, Section 3:

- A. INITIAL MEETING - The initial meeting of the new management team will be held as soon as possible after May 1 of each year. The time and place of such meeting will be determined by the Regional Management Team.
- B. FALL/WINTER MEETING - There will be a fall/winter meeting, the time and place of which will be determined by the Regional Management Team.
- C. ANNUAL MEETING - The regular annual meeting of the Regional Management Team (with the newly appointed/elected management team members observing) will be held prior to the Regional Annual Membership Meeting.
- D. At least ten (10) days prior to each regular meeting of the Regional Management Team, notice of said meeting will be sent to each management team member.

Section 4: Special Meetings

As defined in Standard Form Regional Bylaws (Management Team), Article

IV, Section 4:

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 (10) days prior to the date of the called special meeting. Action taken at any special meeting will not be invalidated for want of such notice if such notice is waived by all management team members.

Section 5: Action in Lieu of Meeting

As defined in Standard Form Regional Bylaws (Management Team), Article IV, Section 5:

- A. If and when a majority of the management team members will severally or collectively consent in writing to any action to be taken by the region, such action will be as valid regional action as though it had been authorized at a meeting of the Regional Management Team.
- B. All actions by mail or email will be presented for ratification at the next meeting of the Regional Management Team.

Section 6: Vacancies

As defined in Standard Form Regional Bylaws (Management Team), Article IV, Section 6:

- A. A vacancy in the position of Education Coordinator will be filled by appointment by the International Regional Leadership Coordinators with approval of the International Education Direction Committee.
- B. The Regional Management Team will appoint a member within thirty (30) days to fill a vacancy on the Regional Management Team for a position appointed by the Regional Management Team or elected by the regional membership, said action to be ratified by a majority vote of the Regional Management Team at its next meeting.

Section 7: Quorum

As defined in Regional Bylaws, Article IV, Section 7, a majority of the Regional Management Team members will constitute a quorum.

**ARTICLE V
REGIONAL MANAGEMENT TEAM MEMBERS AND DUTIES**

Job descriptions for members of the Regional Management Team are included in Attachment A of this document and/or can be found in the corporate *Policy Book*. The following are additions to those duties:

- A. Team Coordinator
Clear dates in the region. These will include all chapter shows, inter-chapter parties, and regional functions. Chapter shows will be

defined as performances in which admission is charged by the chapter.

- B. Finance Coordinator
 - 1. Prepare, distribute, and maintain copies of the "Request for Disbursement" forms. Such requests are to be approved by two team members before issuance of checks.
 - 2. Be responsible for billing and collecting regional assessment of all chapters, including Chapter-at-Large Members. Any chapter or Chapter-at-Large member in default of payment of regional assessment will be notified that they are not in good standing.

ARTICLE VI REMOVAL FROM OFFICE

As defined in Standard Form Chapter Bylaws (Management Team), Article VI:

Section 1: Internationally Appointed Team Members

- A. In the event that any internationally appointed member of the Regional Management Team fails to perform the duties that are delegated to her by the International Board of Directors, or her conduct is deemed by it to be prejudicial to Sweet Adelines International Corporation, the International Board of Directors may remove such team member from office by a two-thirds vote.
- B. Any team member so removed will have been served with written notice of the charges against her and will have been given thirty (30) days from the date of such notice to produce evidence to refute such charges.

Section 2: Regionally Appointed/Elected Team Members

- A. Any regionally appointed/elected member of the Regional Management Team who fails to perform the duties of her office, or whose conduct is deemed prejudicial to the organization, may be removed from her position by consensus of the Regional Management Team. Prior to such removal, a team member will have been given an opportunity to produce, before the team, evidence to refute such charges.
- B. Any regionally appointed/elected team member thus removed will have the right of appeal to the International Board of Directors.

ARTICLE VII COMMITTEES

Section 1: Standing Committees

- A. Standing Committees and Members
The standing committees of the region will be the Budget Committee, Bylaws and Rules Committee, and any other as are, or

may be, prescribed by the Regional Management Team. All committee members will be members in good standing of a chapter which is in good standing with the region and the international organization.

B. Chairs of Standing Committees

Chairs of standing committees, except budget, will be appointed by the responsible Team member, from the Regional Management Team and/or the membership at large, to serve on such committees during the term of office of the appointing Team leader. Such appointments will be ratified by a consensus of the Regional Management Team. The chair of each standing committee, after consultation with the Team member, will appoint members of her committee.

C. Replacements

If at any time a chair of a standing committee is not fulfilling her position for any reason, the responsible Team member will be empowered to replace such chair or, on the consensus of the Regional Management Team, the responsible Team member will replace such chair as directed. Any such replacement made by the responsible Team member will be ratified by a consensus of the Regional Management Team.

Section 2: Special Committees

A. Nominating Committee

1. Personnel

- a. The nominating committee will consist of the Communications Coordinator who is the chair and two members from the membership at large.
- b. All committee members will be members in good standing in chapters which are in good standing in the region and the international organization.
- c. The Communications Coordinator will make every effort to select members for the nominating committee from chapters that don't have members running for an office. It should not seem that the committee has a conflict of interest.

2. Purpose

As early as May but no later than July 1 of each year, the Communications Coordinator will appoint a nominating committee to develop the slate for the election of the Membership Coordinator or the Directors' Coordinator, whichever is appropriate.

a. Preparation of the Slate

- 1) Identifying potential candidates and determining their interest in running for the Regional Management Team is an ongoing process by the Team. Anytime from January through May, the Communications Coordinator will send information to each chapter about the positions to be elected/appointed for the year. She will canvas the

chapters for suggestions about qualified nominees from within each one's membership. All nominees will be members in good standing of a chapter which is in good standing with the region and the international organization. The Communications Coordinator will verify that each candidate is in good standing.

- 2) The Communications Coordinator will receive applications from possible candidates, check their eligibility, and request confidential appraisals. The deadline for receiving applications will be June 30. The Communications Coordinator will then compile the information from the confidential appraisal forms ready for the nominating committee to receive it. She will also keep the Regional Management Team informed about who is applying so that they can give references as well.
 - 3) In August, this committee will meet and prepare a slate of qualified nominees consisting of more than the number to be elected, if at all possible. In September the Communications Coordinator will prepare the ballots to be sent to the voters. For the appointments to be made by the Regional Management Team as well as the appointment to be made by International, the slate will be prepared in time for the September meeting of the Team. If there is only one qualified nominee for an elective office, there would be no election and that nominee would be elected by acclamation.
- b. Presentation of Slate for Elective Offices
- 1) During the first week in October of odd years, the Communications Coordinator will, by mail, present slates and ballots, together with a list of the qualifications of the nominees for the Membership Coordinator, to the chapters and Chapter-At-Large members. During the first week in October of alternate years, she will send slates and ballots and a list of the qualifications of the nominees for the Directors' Coordinator to the chorus directors in the region.
 - 2) The Communications Coordinator, the Membership Coordinator, and the Directors' Coordinator will encourage chapters and directors to return ballots to the Communications Coordinator by the deadline.
- B. Tellers Committee
1. No later than September 30, the Communications Coordinator will appoint the tellers committee, consisting of a chair and three (3) other members. No member of the tellers committee will be on the slate.
 2. The chair of the tellers committee will receive ballots from choruses and individuals by December 7. The entire committee will meet to count the ballots within three (3) days of the

election.

3. Counting of the ballots for these positions will follow the procedures outlined in the International Regional Management Team manual. Each director in the region will have one vote for Directors' Coordinator, and each chapter in the region and the total of the Chapter-at-Large members in good standing in the region will have one vote for the Membership Coordinator position.
4. On or before December 15, the Tellers Committee will notify the Communications Coordinator of the election results so she may notify all nominees, chapters, Chapter-at-Large members, and International. The nominees will be notified of the results within one week of the election. As soon as is possible but before February 1, the Coordinator will notify the region and International.

ARTICLE VIII FINANCES

Section 1: Income

The region will be financed by the chapters within the region in the following manner:

- A. One hundred per cent (100%) profit/rebate from the annual regional convention.
- B. Assessment
 1. A member's obligation to the Heart of America Region #25 will be twenty dollars (\$20) per member per year, due and payable by August 31 each year. Youth membership for women 25 or under will be ten dollars (\$10).
 2. A Chapter-at-Large member will pay twenty dollars (\$20) per year during the fiscal year as her regional assessment. These fees will be payable by August 31 each year.
- C. Other sources of income to the regional treasury will be approved by the Regional Management Team.

Section 2: Disbursements

Regional funds will be disbursed as approved by the Regional Management Team.

- A. General Expenses
 1. Postage, stationery and miscellaneous clerical expenses, and telephone expenses incurred in regional business
 2. Regional bulletin expense
 3. Bonding of Regional Finance Coordinator and one other team member, as designated by the Regional Management Team
 4. The Regional Management Team's expenses to international workshops/seminars, International Convention, and/or International Education Symposium will be disbursed as set out

in the following:

- a. For International Convention, each Regional Management Team member who attends and represents Region #25 will receive an amount determined annually, as outlined in Attachment B, to offset her expenses.
- b. Actual expenses will be paid to attend international workshops/seminars and/or International Education Symposium while representing Region #25 at official events and functions inherent to her position as a Regional Management Team member.

Actual expenses include:

- 1). Mileage at forty cents (\$0.40) per mile, parking, and tolls, or actual airfare at the lowest rate available (21-day advance fare)
- 2). Lodging based on one-half of the double room rate
- 3). One-half day of travel before and after the scheduled meeting day(s) to equal one day per diem (thirty dollars per day) for events outlined in Attachment B.

Official events and functions, as outlined in Attachment B, must be attended.

5. Regional Management Team members will receive disbursements for expenses to regional events, excluding Regional Annual Membership Meeting, as follows:
 - a. Actual Transportation: When driving, mileage at forty cents (\$0.40) per mile, or actual airfare at the lowest rate available (21-day advance fare)
 - b. Per diem at thirty dollars (\$30) per day for each day of the scheduled meeting plus one-half day of travel time before and after the scheduled meeting days (to equal one day)
 - c. Actual hotel charges, based on one-half of the double room rate
 - d. Actual airport/hotel parking
 - e. Other expenses as approved by the Regional Management Team
 - f. Registration for regional events will be waived for Regional Management Team members.
6. Reasonable expenses, such as transportation, housing, and meals, will be reimbursed for a team member or a qualified person appointed by her to inspect convention or meeting facilities, to attend a budget meeting, or otherwise to conduct the region's business. These reasonable expenses will be determined by the Regional Management Team.
7. Approved faculty/staff members will be reimbursed when making chapter visits, as follows:
 - a. Actual Transportation: When driving, mileage at forty cents (\$.40) per mile, or actual airfare at the lowest rate available (21-day advance fare)
 - b. Per diem at thirty dollars (\$30) per day for one day

8. Financial assistance to the regional champions to compete in International Competition will be awarded as follows:
 - a. A minimum of \$3,000 to the regional champion chorus
 - b. A minimum of \$1,000 to the regional champion quartet
 - c. Assistance to other eligible international competitors will be determined annually by the Regional Management Team.
 - d. Only choruses and quartets representing Region 25 in an upcoming International Competition are permitted to sell wares other than CDs/tapes at regional events.
 - 1) Any chorus or quartet may sell CDs/tapes at any regional function. The Events Coordinator will arrange for a "sales table" at each regional event other than Regional Competition.
 - 2) Choruses and quartets selling CDs/tapes must provide their own change and sales staff.
 - 3) Choruses and quartets selling wares, including CDs/tapes, at Regional Competition will be required to rent a Harmony Bazaar booth.
 9. Updates to the governance documents for the Regional Management Team will be ordered and distributed by the Regional Team Coordinator.
 10. Expenses incurred by the Competition Coordinator in the performance of her duties will be paid by the region.
 11. All other expenditures will be paid if approved by consensus of the Regional Management Team.
 12. Expenditures of fifty dollars (\$50) or under which are over-budget will be paid by the Finance Coordinator after which she will notify the Regional Management Team. If the over-budget expenditure is above fifty dollars (\$50), the Finance Coordinator will seek approval from the Team before making the payment.
- B. Regional Management Team
- Expenses incurred in the performance of official duties will be drawn from their respective regional funds approved as a part of the regional budget and will be as follows:
1. Expenses at regional music schools when teaching and/or supervisory duties are required
 2. Expenses for approved faculty for regional music schools will be as outlined in Attachment B.
 3. Approved faculty members will be reimbursed when representing Region #25 in their assigned duties, with the method to follow the guidelines set for regional team members' reimbursed expenses in Article VIII, Section 2, A, 5.
 4. Reimbursement of expenses to attend Regional Management Team meetings will follow the guidelines set for reimbursement for regional functions in Article VIII, Section 2, A, 5.
 5. Expenses reimbursed to attend Regional Annual Membership Meeting will be:

- a. Actual Transportation: When driving, mileage at forty cents (\$.40) per mile or actual airfare at the lowest rate available (21-day advance fare)
- b. Per diem at thirty dollars (\$30) per day for the day of the scheduled meeting plus one-half day of travel time before and after the scheduled meeting day (to equal one day)
- 6. Reasonable postage and phone charges in direct connection with duties (postage, stationery and miscellaneous clerical expenses, and telephone expenses incurred in regional business)

ARTICLE IX ANNUAL REGIONAL COMPETITION

Section 1: Awards

In addition to awards presented by International as authorized in the Competition Handbook, Section IV, the following awards will be presented:

- A. Quartet Competition
 - 1. Award pins will be purchased by the region from International Sales and presented to members of the quartets placing first, second, third, fourth, and fifth.
 - 2. The Rumors Traveling Trophy provided by Rumors quartet will be presented to the champion quartet by the immediate past champion.
- B. Chorus Competition
 - 1. Overall
 - a. Medals on which placement is designated will be purchased by the region from International Sales and presented to all competing members and chorus director(s) of the choruses placing first, second, third, fourth, and fifth in the overall contest.
 - b. A chorus champion traveling trophy provided by the region will be presented to the champion chorus to remain in their possession until the next chorus competition is held, at which time it is returned for presentation to the new chorus champion.
 - c. A director's trophy provided by the region will be presented to the director of the champion chorus.
 - 2. Division AA (31-60 singing members)
 - a. Medals on which placement is designated will be purchased by the region from International Sales and presented to all competing members and chorus director(s) of the first, second, and third place Division AA choruses.
 - b. A traveling plaque provided by the region will be presented to the Division AA chorus champion to remain in their possession until the next chorus competition is held, at which time it is returned for presentation to the new Division AA

- champion.
3. Division A (15-30 singing members)
 - a. Medals on which placement is designated will be purchased by the region from International Sales and presented to all competing members and chorus director(s) of the first, second, and third place Division A choruses.
 - b. A traveling plaque provided by the region will be presented to the Division A chorus champion to remain in their possession until the next chorus competition is held, at which time it is returned for presentation to the new Division A champion.
 4. Most Improved

A traveling plaque provided by the region will be presented to the chorus that shows the greatest increase in total points over the preceding year's competition. The plaque will remain in their possession until the next chorus competition is held, at which time it is returned for presentation to the new Most Improved Chorus.
 5. To be eligible to receive any award based on performance other than the Most Improved Chorus award, a contestant must receive a total score of 400 points or above. No minimum score is required for the Most Improved Chorus award.
 6. It is the responsibility of recipients of awards to have such trophies or plaques appropriately engraved and to ensure that traveling awards are present at the next year's competition. The receipted bills are sent to the regional Finance Coordinator for reimbursement within 90 days of the competition for which they are received.
 7. When no more room is available to engrave a traveling trophy or plaque, the award is presented to the competitor whose name appears on it most often. With the exception of the Rumors award, the Regional Management Team will provide a new award for the next year.

Section 2: All Events Tickets

- A. All members, prospective members, and directors attending and/or competing in the annual regional competition will purchase an All Events Ticket.
- B. The price(s) of the All Events Ticket will be approved by the Regional Management Team no later than the initial meeting prior to the next competition.
- C. Single tickets for the competition sessions may be sold to the general public.

Section 3: Regional Management Team

- A. Selection of the regional photographer is the responsibility of the Regional Management Team.
- B. Approval of the convention budget by the Regional Management

Team will occur prior to the next convention.

Section 4: Regional Convention Steering Committee

- A. The Regional Convention Steering Committee has been established for the purpose of coordinating all regional convention activities. Although a host chapter is not used for the planning of the convention, the current champion chorus provides most of the onsite work during that weekend.
- B. The Regional Management Team assumes legal and financial responsibility for planning and implementing regional competition/convention. The regional Events Coordinator, as chair of the Convention Steering Committee, represents both groups in the planning and implementation, and she is the communications link between them.
- C. Committee Structure
 - Chair - Regional Events Coordinator*
 - Regional Finance Coordinator*
 - Competition Coordinator*
 - Chair of Regional Convention**
 - Official Panel Liaison**
 - Representative from current champion chorus**
 - {*Member by virtue of election or appointment}
 - {**Member appointed by Regional Events Coordinator and ratified by Regional Management Team for one-year term July 1 to June 30}
- D. Finances
 - 1. The costs of producing a regional competition/convention are covered by income derived from the convention registration fees and other ticket sales.
 - 2. Distribution of profit/rebate will be 100% to the regional treasury.

ARTICLE X STANDING RULES

Approved Regional Standing Rules will be furnished by the region to each chapter within the region, to each member of the Regional Management Team, to each member of the Education Steering Committee, to the International Bylaws and Rules Specialist, and to International Headquarters.

ARTICLE XI AMENDMENTS

These Standing Rules may be amended or rescinded as follows:

- A. By a consensus of the Regional Management Team present at any meeting of the team
- B. By a consensus of the Regional Management Team present, if

- notice of the proposed action was given at a previous meeting or in the call for a special meeting
- C. By consensus by mail or email, with ratification at the next Regional Management Team meeting

ADOPTED THIS ____21st____ DAY OF ____February____, 2007

HEART OF AMERICA REGION #25, SWEET ADELINES INTERNATIONAL CORPORATION

Team Coordinator

Communications Coordinator

Approved and Ordered on File

Corporate Secretary
Sweet Adelines International

Date