

**NORTH PACIFIC REGION #13
SWEET ADELINES INTERNATIONAL**

STANDING RULES

Section I - Regional Management Team

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

- A. Term of office, election and appointment (see Standard Form Regional Bylaws, Article IV, Sections 1 and 2).

Section II - Regional Management Team

- A. **Place, Date, Number of Meetings** (see Standard Form Regional Bylaws, Article IV, Sections 3 and 4).
1. All meeting dates will be cleared with the Team Coordinator, and all meeting sites will be cleared with the Events Coordinator.
 2. Action in lieu of Meeting (see Standard Form Regional Bylaws, Article IV, Section 5).
- B. **Attendance Requirements** of Management Team:
1. Each management team member is expected to be in attendance at each Regional Management Team meeting.
 2. Any management team member absent from two (2) consecutive meetings, regardless of cause, shall be expected to tender her resignation from the Regional Management Team.
 3. If a management team member has prior knowledge that she will be absent from the second meeting in sequence, she is expected to advise the Team Coordinator in sufficient time so that a successor may be selected.
 4. Each potential nominee must agree to comply with this attendance requirement at the time her qualifications are submitted to the Communications/Technology Coordinator and Regional Nominating Committee.
- C. **Vacancies** in the position of Education Coordinator, Marketing and Membership Coordinator, or Communications and Technology Coordinator shall be filled by appointment by the International Regional Leadership Coordinators with approval of the Education Direction Committee. The Regional Management Team shall 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.
- D. **Quorum** as per Standard Form Regional Bylaws, Article IV, Section 7: a majority of the members of the Regional Management Team shall constitute a quorum.

- E. **Regional Chairs** may be invited by the Regional Management Team to attend meetings of the Regional Management Team.

Section III – Duties

- A. Duties of the Regional Management Team are included in the corporate *Policy Book* and the *Regional Management Team Handbook*. Any additional duties established by the Regional Management Team are included in the Regional Job Description addendum.

Section IV – Committees

- A. **Standing Committees/Appointments** (see Standard Form Regional Bylaws, Article VII, Section 1).
 - 1. Finance Committee
 - 2. Bylaws and Rules Chair
 - 3. All other Standing Chairs and Committees including, but not limited to, Chair of Regional Convention, and Convention Steering Committee.
- B. **Duties of Standing Committee Chairs** (Job descriptions included in addendum to these standing rules)
 - 1. Finance (See Standard Form Regional Bylaws, Article V, and Article VII, Section 1, Item B).
 - 2. Bylaws and Rules
 - 3. Any others as prescribed by the Regional Management Team including Chair of Regional Convention, and Convention Steering Committee.
- C. **Special Committees** (See Standard Form Regional Bylaws, Article VII, Section 2).
- D. **Nominating Committee** (See Standard Form Regional Bylaws, Article VII, Section 3).

Note: Additional information concerning the Nominating Committee is included in the *Regional Leader Election and Appointment Procedures*.

Section V – Regional Meetings (See Standard Form Regional Bylaws, Article III, Section 3, 4, 5, and 7).

- A. **Regional meetings** and other educational functions will be scheduled by the Regional Management Team and may include:
 - 1. Summer Education Time (SET)
 - 2. Area Schools
 - 3. Directors Workshops

4. Special Events

- B. **Registration fees** may be charged those attending regional meetings to assist the region in providing facilities unless otherwise specified by the Regional Management Team. Meeting registration fees are transferable but not refundable.
- C. **A financial statement** shall be prepared under the direction of the Regional Financial Coordinator and presented to the Regional Management Team giving and accounting of receipts and disbursements covering meeting expenses at the next meeting of the Regional Management Team.
- D. **Permission** for Chapter ways and means projects to be conducted at the regional meeting site must be obtained in advance from the appropriate Regional Management Team member or designee.
- E. **Presidents Forum** shall be comprised of the Chorus Presidents/Team Coordinators and Prospective Chorus Presidents/Team Coordinators. In the event a President/Team Coordinator is unable to attend, another member from the chorus executive committee may be delegated to attend in her place.
 - 1. A meeting of the Presidents/Team Coordinators Forum will be held annually. Additional meetings may be held at the discretion of the Forum.
 - 2. All meetings of the Presidents/Team Coordinators Forum will be chaired by the Regional Chapter Coordinator.
- F. **Directors Forum** shall be comprised of the Chorus Directors and Prospective Chorus Directors.
 - 1. A meeting of the Directors Forum will be held annually. Additional meetings may be held at the discretion of the Forum.
 - 2. All meetings of the Directors Forum will be chaired by the Regional Directors Coordinator.
 - 3. Additional meetings may be held at the discretion of the Forum.
 - 4. Meetings may be scheduled for “By Invitation Only” attendance.
 - 5. If a director is unable to attend any meeting, a designee, assistant or associate may be permitted to attend in her or his absence. This is at the discretion of the participants and/or subject matter of that meeting.

Section VI – Finances

A. Income

1. Regional Assessment

- a. **Annual Regional Assessment** for members in chartered choruses (including Chapter-at-Large) shall be \$25.00 per member beginning May 1, 2005. Chorus membership shall be determined by the official membership figures at International Headquarters as of March 1 of the previous fiscal year. Chorus Treasurers shall remit the amount due to the Regional Finance Coordinator, not International, no later than

July 1. Choruses and/or Chapter-at-Large members in default of payment shall be considered not in good standing.

- b. **Youth members** (females 25 years or younger) in Region 13 shall be responsible for a \$10.00 Regional Assessment payable by July 1. The assessment is to be remitted to the Regional Finance Coordinator, not International. Any youth member in default of payment shall be considered not in good standing.
- c. **Dual members:** Women who are dual members of choruses which are both chapters in Region 13 will be required to only pay one regional assessment.
 - i. **50-year members:** Region 13 members who have been recognized as 50-year members of Sweet Adelines shall have their regional assessment waived for as long as they remain a member of our region. This shall include members who have transferred into Region 13.
- d. **Past International Presidents:** Past International Presidents who are members of Region 13 shall have their Regional Assessment waived for as long as they are a member of Region 13, including those who may transfer into the region.

2. **Regional Convention**

- a. Convention All-Events fee shall be paid by all members registered for Regional Chorus and Quartet Competitions. The fee shall be set by the Regional Convention Steering Committee, with the approval of the Regional Management Team.
- b. Registrations are to be purchased at least ninety (90) days prior to the date of the convention.
- c. Convention registration fees are transferable but not refundable.
- d. Registration fees for all directors of competing choruses shall be at the same rate as for the contestants.
- e. Non-members may purchase convention registrations at a fee set by the Regional Convention Steering Committee.
- f. A financial statement shall be prepared under the direction of the Regional Finance Coordinator and presented to the Regional Management Team to give an accounting of receipts and disbursements covering the convention at the next meeting of the Regional Management Team.

3. **Harmony Emporium (Regional Sales Table)** shall be in operation at major Regional Functions (SET, Regional Convention). Proceeds from Harmony Emporium will be deposited to the regional treasury.

- a. Items carried by the Harmony Emporium will be selected by the Harmony Emporium Chair or designee.
- b. The Regional Champion Quartet and Chorus shall be allowed one sales table to assist in raising funds for participation at International Competition. There will be no fee charged, but no duplication of the inventory of Harmony Emporium will be permitted. This effort will be separate from Harmony Emporium or a table maintained by members of the Quartet(s) or Chorus. Harmony Emporium will have no responsibility for this sales effort other than approval of the table.
- c. Any midsize chorus (Division AA) or small chorus (Division A) who qualifies to compete in the Harmony Classic Competition will be allowed the same opportunity to assist in raising funds.

- d. Any quartet qualifying as a Top 15 International contestant or Wild Card will be allowed the same opportunity as outlined above.
 - e. All eligible International-bound competitors are responsible for contacting the Harmony Emporium Chair to advise if they will or will not be needing a table at Regional events and to get approval of their project/item(s).
 - f. Vendors other than the current Regional Championship Quartet(s) or Chorus(es) will be charged a fee for table space. A sales agreement with the Region will be required.
 - g. Members of the current Regional Championship Chorus will be required to assist in staffing of Harmony Emporium during scheduled hours of operation.
4. **Regional Calendar/Directory** will be published as soon as possible after the beginning of each fiscal year. The fee to members will be determined by the Regional Management Team. One (1) complimentary copy shall be sent to each chorus, International appointee, Regional Management Team member, committee chairs as appropriate, and prospective chorus contacts.
 5. **Ways and Means proceeds** from projects as approved by the Regional Management Team shall be deposited to the regional treasury.
 6. **H.O.W. Fund (Help Our Winners Fund)** was created to assist Region 13 award-winning quartets and choruses who qualify to compete in Sweet Adeline International competitions.
 - a. This fund is financed through the annual Regional budget and is presented at SET.

B. Expenses

1. Regional Competition

- a. A total of five hundred dollars (\$500.00) will be paid to the chorus(es) who assist(s) the Steering Committee with Regional Convention backstage support responsibilities.
- b. The chorus(es) are appointed by the Events Coordinator and approved by the Regional Management Team. (See Section VII – Annual Regional Competitions; B. Backstage Support Chorus)

2. Regional Management Team

- a. Travel allowance for required meeting attendance shall be at the rate established annually upon recommendation of the Budget Committee.
- b. Housing allowance for required meeting attendance shall be at the rate established by the Regional Management Team annually upon recommendation of the Budget Committee.
- c. Regional funds shall be disbursed under the direction of the Finance Coordinator as necessary, covering above expenses, upon presentation of statement with receipted bills attached, and after being checked and approved by the appropriate RMT member.

- d. All other disbursements for expenses of Regional Management Team members for travel and meetings other than to regional events shall be in accordance with an Annual Regional Budget prepared each year by the Regional Budget Committee and as adopted by the Regional Management Team.

3. Regional Committee Chairs

- a. Travel allowance for required meeting attendance shall be at the rate established by the Regional Management Team annually upon recommendation of the Regional Budget Committee.
- b. Housing per diem allowance for required meeting attendance shall be at the rate established by the Regional Management Team annually upon recommendation of the Regional Budget Committee.

4. H.O.W. Fund (Help Our Winners Fund)

- a. **The H.O.W. Fund** was created to assist Region 13 award-winning quartets and choruses who qualify to compete in Sweet Adeline International competitions. These are the only monetary gifts awarded by Region 13 and will be presented annually at SET.
- b. **Regional Championship Chorus:** The regional championship chorus will receive \$40.00 per member for support as they work toward International. These funds will be presented at SET.
- c. **Regional Championship Quartet:** The regional championship quartet will receive \$1,000.00 from the region to support their participation in International competition, to be presented at SET.
- d. **Top 15 And Wild Card Quartets:** Any Region 13 quartet returning to International competition because they finished in the Top 15 will be awarded \$1,000.00. Any Wild Card Quartet will receive \$800.00. These quartets must have competed in a Region 13 competition. These gifts of love will be presented at SET.
- e. **Harmony Classic Participants:** Any Region 13 midsize chorus (Division AA) qualifying for Harmony Classic will be awarded \$1,500.00, while any small chorus (Division A) will receive \$1,000.00 towards their expenses to participate in the Harmony Classic competition. These gifts will be awarded at Showcase 13.

5. General Expenses

- a. Postage, stationary and miscellaneous clerical expenses incurred in official region business are reimbursable by the Region as budgeted.
- b. All costs of printing and distribution of the Regional Publication (*InTune*) will be borne by the Region as budgeted.

- c. Charges for the annual audit, if any, shall be paid by the Region. The cost of the annual Internal Revenue Service forms preparation, if any, shall be paid by the Region.
- d. If a Regional Management Team member or committee chair anticipates expenses in excess of annual budgeted amount, said amount must be presented for approval by Regional Management Team.
- e. Any additional expenditure, as authorized by the Regional Management Team prior to such expenditures shall be reimbursed.

6. Annual Budget

- a. A budget shall be prepared annually by the Regional Budget Committee and presented to the Regional Management Team for approval.

Section VII – Annual Regional Competitions

- A. **Regional Competition Steering Committee** members shall be appointed by the Chair of the Regional Convention on an annual basis, and they shall be responsible for all aspects in conducting the Regional Convention.
- B. **Backstage Support Chorus**
 1. The current Championship Chorus will be invited by the Events Coordinator to assist the Steering Committee with Regional Convention backstage support responsibilities.
 2. If that chorus is unable to assume these responsibilities, the Events Coordinator shall appoint a chorus to handle the backstage responsibilities.
 3. The support chorus will receive \$500.00 for their assistance, which will be presented at SET.
- C. **Convention All-Events Fee** (See Section VI, A, 2 of these Standing Rules)
- D. **Convention Photographer** – The Regional Management Team is responsible for selection of the Regional Convention Photographer. No photography except that approved by the Regional Management Team is allowed.
- E. **Awards** - Establishment of all Regional awards, memorials and trophies shall be as approved by the Regional Management Team. These are awards only and do not guarantee a performance on the Festival of Champions.
 1. **Novice Quartet Award**, in the form of a traveling plaque, is a regional award presented to a novice quartet that meets the following criteria:
 - a. Scores higher than any other novice quartet in the contest, with a minimum of 370 points having been achieved,
 - b. No more than two (2) members of the quartet have previously competed at any Regional Competition.

- c. The award will be presented at the Festival of Champions.
2. **Novice Director Award**, in the form of a trophy, is a regional award presented to the chorus director meeting the following criteria:
 - d. The director shall be competing as a director for the first time at contest,
 - e. Score higher than any other Novice Directors, with the chorus achieving a minimum of 370 points
 - f. The award will be presented at the Festival of Champions.
2. **Most Improved Quartet Award**, in the form of a traveling plaque, is a Regional award presented to the quartet meeting the following criteria:
 - a. Exhibits the greatest increase in total points over the previous year's score when compared to other competitors
 - b. Must have competed the previous year with the same quartet personnel
 - c. The Education Coordinator will track the statistics and award the traveling plaque at the Festival of Champions.

Section VIII – Other

A. Distribution of Regional Minutes, Notices, Etc.

1. All notices, bulletins, and publications will be distributed on need-to-know basis.

B. Dates for Regional Functions

1. It shall be the policy, when arranging dates for the Regional Meetings and other functions, to avoid, if at all possible, all observance days and holidays. All dates for chorus shows, inter-chorus functions, as well as Regional affairs, are to be cleared through the Regional Management Team Coordinator or her designee.

C. Good Standing

1. **Compliance** – A chorus or Chapter-at-large member assigned to Region 13 shall be considered in “Good Standing” in the Region provided they comply with the following:
 - a. All requirements of the International Articles of Incorporation and International Corporate, Regional and Chapter Bylaws are fulfilled.
 - b. All Regional monies and assessments are paid in full on or before the due date.
2. **Notification** – A chorus or Chapter-at-large member will be notified of loss of their Good Standing by the appropriate Regional Management Team member.
3. **Loss of Privileges** – Loss of Good Standings causes the Chorus or Chapter-at-large member to forego these membership privileges:

- a. Participation in any Regional Contest, such as, but not limited to: Novice Quartet, Bulletin, History Book,
 - b. Participation on stage in Regional competition,
 - c. Receiving any regionally sponsored award at Regional Competition, such as, but not limited to: Novice Quartet, Novice Director Award,
 - d. Having a Chapter President/Team Coordinator or delegate at the Presidents Forum,
 - e. Having Director/Co-Director participate in Directors Workshops, and,
 - f. Participation in regional elections.
4. **Reinstatement** – The Chorus's or Chapter-at-Large member's Good Standing status is restored by:
- a. Bringing all dues and assessments current.

Section IX – Amendments (See Standard Form Regional Bylaws, Article XI)

A. These standing rules may be amended or rescinded as follows:

1. By consensus of the Regional Management Team members present at any meeting of the Management Team.
2. By a two-thirds (2/3) affirmative vote by mail of the Regional Management Team, with ratification in the next Regional Management Team Meeting

Standing Rule revisions, adopted by Region #13 Regional Management Team, on the 5th day of June, 2004.

Signed: _____
Sue Middleton, Team Coordinator

Reviewed and approved by: _____
Director of Corporate Services, Sweet Adelines International

Date: _____