

**North by Northwest Region #13
Regional Management Team
Guidelines and Procedures**



North by Northwest Mission Statement

North by Northwest is a cutting-edge group of diverse women singing, performing, and championing a cappella music.

Region 13 Guidelines and Procedures - “A living document”

	PAGE
Associate RMT Member	2
Awards Information	2
Convention and Competition	4
Competition Eligibility	4
Competition VIP System	5
Directors Forum	6
Director Mentor Program	6
Directors Side By Side Breakfast	7
Education Events	7
SET	7
PEP	7
Level Up (new 1/12/2020)	7
Quartet Show and Coaching (new 1/12/2020)	7
Area Schools	8
Other Educational Events	8
Education Scholarship Fund	9
Young Women in Harmony (YWIH) Scholarship Program (10/1/2017)	9
Election information	9
First-Timers Class	10
Gifts	10
Billboards at International	10
HOW Fund	10
“In the Can”	10
Love Gifts Parade	11
New Chartered Choruses	11
RMT Member Gifts	11
Rah-Rah at International	11
In Memory	11
InTune Newsletter	11
NxNW Advertising Policy	12
NxNW Logo use	12
Ovation	13
President’s Forum	13
Regional Committees List	13
Reimbursement Matrix	13
Vouchers	13
RMT Member Stipend	13
RMT reports/meetings	13
Regional Music	13
Sales Tables at Regional Events	14
ATTACHMENT	
Region 13 Operating Reserve and Investment Policy	15-17

ASSOCIATE RMT MEMBER

The regional management team appoints an Associate RMT member annually for a 1-year term. (Region 13 Standing Rules Section 1B)

The Associate is expected to attend all scheduled RMT Meetings and to work closely with and assist the RMT. She is encouraged to join in discussions, but will not be included in consensus decision-making. Funding and expense reimbursement is the same as that budgeted for RMT coordinators.

AWARDS INFORMATION

SWEET ADELINES INTERNATIONAL AWARDS

SAI Awards are purchased by Region 13 and presented during the awards presentation following each contest.

1. Region 13 will be printing certificates (using the SAI template) for our qualifying competitors.
2. Region 13 will also be ordering and providing the following awards to qualifying competitors:
 - a. First Place Quartet – SAI medals and individual plaques
 - b. 2nd – 5th Place Quartets – SAI medals
 - c. Overall 1st-5th Place Chorus Champion – SAI medals
 - d. Division A 1st-3rd Place Chorus – SAI medals
 - e. Division AA 1st-3rd Place Chorus – SAI medals
 - f. Most Improved Chorus – SAI medals
3. Medals/Ribbons for new or noncompeting members, or replacements for lost medals/ribbons, may be purchased by the member through International Sales.

NORTH BY NORTHWEST REGION 13 AWARDS

The following regional awards are purchased by Region 13 and presented to qualifying competitors during the contest weekend:

1. Audience Choice or Bravo Quartet and Chorus — certificate and ribbons
2. Novice Director—plaque
3. Novice Quartet—individual plaques
4. Most Improved Quartet—individual plaques
5. Heart of the Northwest—certificate and/or memento symbolizing this award
6. Starburst—certificate, \$100 gift from Region 13, and wrist bands for chorus members; certificates to Honorable Mention recipients

NEED TO ADD 2/23/20: Who orders which of the regional awards.

OPEN DIVISION: Audience Choice and Bravo Awards

When there are at least two eligible* competitors in the Open Division, ballots will be distributed for the Audience Choice Awards for each contest to a maximum of 50 people in the audience. The award is presented to the competitor receiving the highest vote count from audience members. No criteria are established except the personal preference of the individual audience member.

The voting forms will include instructions that those voting must be present for all competitors. The Regional Awards Chair will determine the best way to randomly distribute ballots to audience members at the beginning of each contest and collect ballots after each contest for tallying and reporting of results to the Chair of the Regional Convention.

When there is only one eligible* competitor in the Open Division, the Bravo Award will be presented instead of the Audience Choice Award. There will be no audience voting for the Bravo Award.

* Choruses that have already qualified and have earned the right to compete in the current year's international semifinals or Harmony Classic can perform in the Open Division, but they are not eligible for the Audience Choice or Bravo Award.

The recipients of the Audience Choice Award or the Bravo Award will receive a certificate and individual member ribbons.

Novice Director Award

The Directors Coordinator presents a plaque during the convention weekend to the chorus director meeting the following criteria:

- The director shall be competing as a Sweet Adeline director for the first time at contest. **Directors who have directed a chorus for Evaluation Only are not eligible for the Novice Director Award.**
- Scores higher than any other Novice Directors, with the chorus achieving a minimum of 400 points.
- Letter scores for choruses competing for Evaluation or Open Division shall be converted to a numeric score only for the purpose of this award by using the mid-point of letter scores.
- The Directors Coordinator is responsible for calculating the information and for presenting the plaque during the convention weekend.

Novice Quartet Award

Individual plaques, are presented during the convention weekend to a novice quartet that meets the following criteria:

- Scores higher than any other novice quartet in the contest, with a minimum of 400 points having been achieved,
- No more than two (2) members of the quartet have previously competed **or performed for Evaluation Only** at any Regional Competition.
- The Education Coordinator or her designee is responsible for calculating the information and for presenting the plaques during the convention weekend.

Most Improved Quartet Award

Individual plaques are presented during the convention weekend to the quartet meeting the following criteria:

- Exhibits the greatest increase in total points over the previous year's score when compared to other competitors,
- Must achieve a minimum score of 400 points,
- Must have competed the previous year with the same quartet personnel.
- The Education Coordinator or her designee will track the statistics and award the plaques during the convention weekend.

Heart of the Northwest Award

The Heart of the Northwest is an award the Regional Management Team will give each year to a Region 13 member who displays enthusiasm and commitment and exemplifies all that is a Sweet Adeline. Chapters may nominate members for this award. The deadline for receiving nominations is January 15. Nomination forms are available on the website. The final decision will be made by the Membership Coordinator along with the last four winners of the award based on a review of the candidates submitted. This will be done prior to contest and the award will be presented during the competition weekend. All candidates, along with the award recipient, will be posted on the regional website after contest.

Starburst Award

The Region 13 Starburst Award is presented to the chorus achieving the greatest percentage increase in membership beginning Feb. 1 of the preceding year to January 31 of the current year. A \$100 gift from Region 13 is presented to the winning chapter. Honorable mention certificates are presented to the two runners-up choruses. The Region 13 Membership Coordinator presents the awards sometime during the convention weekend.

CONVENTION AND COMPETITION

The Region 13 Events Coordinator serves as the Chair of the Regional Convention (CRC) and appoints the members of the Regional Convention Team (RCT).

The Events Coordinator will make a recommendation to the Regional Management Team, who will make recommendations to International Headquarters regarding the appointment of the Competition Coordinator (CC).

The Convention and Competition shall be planned by the Regional Convention Team (RCT) according to the Guidelines for Regional Conventions published by Sweet Adelines International.

Volunteers will be invited to assist with the regional convention.

The Regional Convention Team shall set the convention all-events fee with the approval of the Regional Management Team. (Region 13 Standing Rules, Section VA 2)

The Regional Marketing and Communication Coordinators are responsible for all publicity (both external and internal).

All- Events Packets

All-Events-Ticket Packets include:

- Name badge, recognition ribbons and a program.
- The AET name badges are tickets into the contests and convention activities. They also serve as bus passes on the regional bus route between hotels and the performance venue.

Eligibility to Compete in Region 13

CHORUSES

	Chapter	Region 13	SAI
Choruses		Good standing (current in regional dues)	Good standing (charter renewal fee and per capita member fees are paid)**
All chorus singers must be members in good standing (regular or dual) of the chorus with which they are competing. Each singer’s SAI Per Capita Fees and Region 13 dues must be paid.			
All singers’ names must be on the Chorus’ Official Membership Roster at Sweet Adelines International one day before our chorus contest (dates change yearly). *			
Region 13 CAL members cannot compete as part of a chorus. Region 13 CAL members will need to transfer from CAL status to the chorus they want to compete with. ***			
CAL members from other regions can compete with a Region 13 chorus provided that they are members in Good Standing of the Region 13 chorus. (see above) ***			

*Sweet Adelines International Competition Handbook – Section II, 1, a, (1), (c), 1

**Sweet Adelines International Policy Book - Section III, Div. A, 2

***Sweet Adelines International At-Large Application Packet

QUARTETS****

Quartets	Chapter	Region 13	SAI
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Region 13 Chapter members	Good standing in their chapter	Good standing thru their chapter's status	Good standing thru their chapter's status
Region13 CAL in quartet		Good standing (Region 13 CAL dues current)	Good standing (SAI CAL dues current)
Non-Region 13 CAL in quartet*****		Good standing in their region (not Region 13) (CAL dues are current in their region)	Good standing (SAI CAL dues current)
Chorus members from another region*****	Good standing in their own chapter	Good standing thru their chapter's status	Good standing thru their chapter's status

**** Sweet Adelines International Competition Handbook – Section II, 2...

*****Non-Region 13 quartet members will need to pay for their All Events Ticket to compete.

COMPETITION VIP SYSTEM

VIP LIST and Complimentary All-Events Packets*

The following VIPs are to receive FREE AET Packets. No other complimentary AETs will be awarded for the contest weekend.

- Outgoing Region 13 Quartet Champions
- International bound/ranked quartets
- Sweet Adeline VIPs, Past Intl. Presidents, Queens
- All Region 13 judges
- Judges for the weekend
- Trial scorers for the weekend
- Performers who are not Region 13 members (i.e. Spokane girl's ensemble, non-Region 13 quartets)
- Special guests / faculty who are not Region 13 members
- EVG District President

Technical Passes/Entries.

There are those who need "proof" in order to get in/out of buildings during the Contest weekend (name badges and programs)

- Drivers for judges
- Photographer
- Audio/Visual Personnel

Recognition Ribbons for Name Badges.

These will be used during contest weekend (and possibly also at SET). Ribbons will be given to the Competition Registration Chair for storage (and reordering) ... some are used for SET, etc

- RMT members
- Regional Convention Team members
- Chorus Directors
- "Certified Director"
- First Timers
- Region 13 Faculty (The Education Coordinator will provide a list of Regional Faculty members)
- Chapter Leaders
- Ovation
- "Arranger Certification Program" Participants (The Arranger Certification Coordinator will provide a list of ACP participants)

- “Director Certification Program” Participants (The Director’s Coordinator will provide a list of DCP participants)
- “Region 13 Arrangers” (The Region 13 Arrangers Coordinator will provide a list of Region 13 Arrangers)
- “Young Women in Harmony Coordinators” (The YWIH Specialists will provide a list of Region 13 YWIH Coordinators)

Longevity Awards

The Membership Coordinator will distribute Longevity Ribbons and letters honoring 5-year increments (5, 10...50, 55, etc).

- **Continuous Membership Longevity.** Continuous Membership is defined as longevity that includes all years of membership with no breaks in service according to SAI records.
- **Service Recognition Longevity.** Service Recognition is defined as a total of combined active years not including breaks in membership. This information must be provided to the Membership Coordinator by the member or the chorus membership coordinator.

DIRECTORS’ FORUM

The Region 13 Director Coordinator schedules and chairs an annual Directors’ Forum for Chorus Directors and Prospective Chorus Directors. If a director is unable to attend the meeting, minutes will be available.

DIRECTOR MENTOR PROGRAM

The Director Mentor Program is an on-going program designed to provide growth opportunities for both the Director and the Mentor.

- The Regional Director Coordinator will provide mentoring materials and guidelines.
- The Director, Membership, and Education Coordinators will make mentor assignments after consultation with mentor and mentee as well as providing contact information and program requirements.
- The Director being mentored or the chorus will provide lodging and meals if necessary, for the Mentor visits.
- The Membership Coordinator will communicate with the chorus to have their input on the impact of the Mentoring Program.
- Transportation and material costs will be provided through the International Chapter Visit Program or regional funds from the Director Coordinator budget.
- The Financial Coordinator will process travel funds for the Director mentor Visitations.
- The Regional Director Coordinator will report to the RMT each meeting on the activities of the program.

DIRECTORS SIDE-BY-SIDE BREAKFAST

The Directors Coordinator will make arrangements for the judging panel from our regional competition to meet with the front line Chorus Directors on Sunday morning after the competition. The purpose of the meeting is to recap the Regional Competition and discuss the needs for future growth. Breakfast is provided.

EDUCATION EVENTS

Schedules and plans for Region 13 Education events are made by the Education Coordinator and approved by the Regional Management Team.

1. SET (Summer Enrichment Training) – in odd years

- The Faculty shall be determined and contracted by the Education Coordinator with input from the Regional Management Team.
- The Venue Acquisition Specialist is responsible for the facility contract and works with the Education Coordinator regarding all arrangements on site.
- Registration fees are recommended by the Education Coordinator and approved by the Regional Management Team.
- The Regional Marketing and Communication Coordinators are responsible for all publicity (both external and internal).
- SET will be open to all Region 13 members, SAI members in other regions and BHS Evergreen District members. However, we anticipate the largest number of registrants will be SAI members residing in that geographic zone.

2. PEP (Preparing for Excellent Performance)

- The Education Coordinator appoints a Faculty Specialist. Choruses may contact the Faculty Specialist to schedule a visit annually. Visits may be scheduled on a weekend or during a regular chorus rehearsal.
- PEP visits provide an opportunity for choruses to bring in a team of Region 13 faculty members to provide education individually tailored to meet chorus needs. Topics may include vocal production, showmanship, chorus operations, membership growth and retention, PVIs, music team training, marketing, show production and much more.
- The Faculty Specialist makes the faculty assignments.

3. LEVEL UP (new, 1/12/2020)

- This NEW program targets those choruses, in the C-C+ level. who are focused and dedicated to reaching the next level.
- The program will provide both musical and administrative strength to the chorus through a three- year commitment and agreement between the chorus and region.
- This approach will incorporate all other Region 13 programs: PEP, Mentoring, CME, etc.

4. QUARTET SHOW AND COACHING (new, 1/12/2020)

- This NEW program takes an interactive approach to provide opportunities for 4-5 quartets in a specific area to get coaching while sharing the cost of the coach's fee, housing, meals.
- This two-day activity includes: a performance opportunity (show/ parade) on Friday evening for all participating quartets, during which the Coach will make notes (scoresheet) from each performance for use in the coaching provided on Saturday and Sunday.
- Region 13 will pay the travel costs for a regional faculty/coach.

5. Area Schools – in even years

We have identified 5 geographic areas and will provide Areas Schools on a rotating basis. The five areas are: Alaska, Idaho/eastern Washington, Montana, Oregon/southern Washington and western Washington. All areas schools will be open to all Region 13 members, SAI members in other regions and BHS Evergreen District members. However, we anticipate the largest number of registrants will be SAI members residing in that geographic zone.

- Funding for faculty transportation is provided by Region 13 and the internationally funded visits. Choruses are expected to cover costs for faculty housing and meals. Faculty does not receive payment.

6. Other Educational Events

Other events may be scheduled by the Education Coordinator and approved by the Regional Management Team. These include Quartet Workshops, Director/Faculty/ Music leader Workshops, Arrangers Workshops, Leadership Workshops and others.

EDUCATION SCHOLARSHIP FUND

The Education Scholarship Fund was established to provide a scholarship to a deserving North by Northwest Region 13 member(s) who is seeking education opportunities offered by Region 13, or registration fees, materials, and/or tools offered by Sweet Adelines International (SAI).

Application

The application is available on the Region 13 website. The deadline for scholarship applications is: November 15 and May 15.

Requirements

Be an active member (in good standing) of Sweet Adelines International and a member of a Region 13 Chartered Chorus or Region 13 Chapter-at-Large.

- Complete and submit a detailed report to the Region 13 Education Scholarship Chair no later than one month after the education event. The report is to explain how the scholarship was used and the benefits received.

Review Process

The Regional Scholarship Chair will receive all scholarship applications, review, and forward all recommendations to the General Educational Specialist without the name of the applicants on the forms.

- Education Coordinator and Education Direction Team members will together determine the scholarship recipient.
- Region 13 Finance Coordinator will review applicant's financial request and recommend appropriate amount to the education Coordinator based on availability of Region Scholarship funds.
- Additional information can be found on the Region 13 website Forms & Documents Page.

YOUNG WOMEN IN HARMONY (YWIH) SCHOLARSHIP PROGRAM (10/1/2017)

Region 13 provides annual scholarships to support Region 13 YWIH activities. The amount budgeted is \$250 for each of Region 13's six zones for a total of \$1,500. Scholarship applications are submitted to the YWIH Specialist for review and approval after consultation with the Regional Education Coordinator.

Scholarships may be awarded for activities that align with YWIH objectives such as:

- Targets Region 13 young women age 25 and under
- Exposes young women to the world of barbershop music
- Supports educators in their educational efforts to teach singing and performance of a cappella music, barbershop style
- Educational activities such as festivals, educational workshops, Scouting Patch Program

The applicant can be a Region 13 chorus, educator, festival organizer, scouting leader or other organizer of YWIH activity that meets the criteria.

ELECTIONS / APPOINTMENTS

The Policy of the RMT is to follow the Election and Appointment Procedures specified in the Regional Management Team Handbook provided by Sweet Adelines International. The following is a brief synopsis of that procedure.

1. Elections/Appointments will be held for Events Coordinator, Marketing Coordinator, Director Coordinator, and Finance Coordinator in even years for terms beginning May 1 of the following (odd) year.
2. Elections/Appointments will be held for Education Coordinator, Communications Coordinator, Team Coordinator and Membership Coordinator in odd years for terms beginning May 1 of the following (even) year.

A. Election Process, Responsibilities and Timeline

Time Period	Task	Responsible
January	Appoint Nominating Committee	RMT
April - September	Solicit applicants for RMT positions	Nominating Committee and RMT Members
May	Update RMT Application on website	Communications Coordinator
June - September	Receive applications, check eligibility, and solicit confidential appraisals	Nominating Committee
August - September	Review applications and appraisals. Prepare slate for elected offices. Nominating Committee shares applications and a summary of appraisals with the RMT.	Nominating Committee and RMT Members
On or before September 15	Deadline for applications and pictures to be received by Chair of the Nominating Committee	Applicants
On or before September 30	Appoint Chair of Tellers Committee	Nominating Committee
On or before October 10	Review of applicants for international appointment and determine recommendations to send to international.	RMT
On or before October 15	Deadline to send information to international headquarters about international appointment	Communications Coordinator
On or before November 1	Regional ballots & election information prepared and distributed to choruses, directors, CAL members, as appropriate	Nominating Committee
November 20	Ballots must be received by Chair of Tellers Committee	Choruses & individuals

On or before Dec. 10	Review applicants and make regional appointments	RMT
December	Invite incoming RMT members to attend January RMT meeting as guests	Team Coordinator
February 1	Announcement of new RMT after SAI has selected our Education Coordinator	Communications Coordinator

B. Nominating Committee

1. The Nominating Committee Chair shall be appointed by the RMT in January of each year.
2. The Nominating Committee Chair shall select members of the committee: one member from the RMT and a representative from each of the five regional zones.
3. The Nominating Committee shall work with the RMT to solicit/disseminate information.
4. The Nominating Committee shall appoint the Tellers Committee Chair.

C. Types of Elections/Appointments

1. Education Coordinator – International appointment.
2. Director Coordinator – Elected by front line Chapter Directors and Co-Directors – one vote from each person.
3. Membership Coordinator – Elected by Region 13 Chapters – one vote per chorus and Chapter at Large.
4. Communications, Events, Finance, Marketing, Team Coordinators – RMT appointment.

FIRST TIMERS CLASS

The Membership Coordinator will appoint the First Timers' Class Chair and/or Co-Chairs to schedule a class for first-time competitors during the Regional Convention weekend. The class will include information about the weekend activities and an opportunity to walk through the contest venue and pattern.

GIFTS

Billboard Ads at International Convention

The Regional Marketing Coordinator (or her appointee) orders the ads in tribute to each Region 13 competing group at the annual International Convention. She may work with the competing chorus(s) and quartet(s) to share costs.

H.O.W. Fund

The Help Our Winners Fund was created to assist Region 13 award-winning quartets and choruses who qualify to compete in Sweet Adeline International competitions. The gifts are presented annually. (Standing Rules, VB 4)

“It’s In The Can”

“It’s in the Can” is a coin collection program, whose proceeds are donated to the Young Singers Foundation, a charity of Sweet Adelines International. The chair encourages choruses to participate. It is intended to be used primarily at weekly rehearsals and chapter shows to encourage individuals to deposit small bills or spare change into a specially marked canister, can or box. The donations are deposited into the chapter’s treasury and a check payable to “Sweet Adelines International” for the same amount is presented annually during Region 13’s contest weekend.

Love Gifts

Early each summer, notice will be sent to the choruses in the region by the chair of the Love Gifts that we will be continuing the tradition of giving Love Gifts to the quartets and choruses representing our region at the upcoming International Competition. This includes Rising Star, Harmony Classic and Chorus and Quartet Competitions. Choruses will have an opportunity to present their token of good luck (cards,

financial support etc) to each representative present. Those choruses not at an educational event will be encouraged to send their donations directly to the contacts for the representatives.

This is also a time for the Region 13 Financial Coordinator to present the H.O.W. Fund gifts.

Newly Chartered Choruses

A “Baby Shower” will be held during the Kick-off show at Regional Convention. The New Chorus Shower Chair will invite chapters to present a card and/or gift to the Director and Team Leader or President of any new chapter.

RMT Member Gifts

1. Incoming

- Official Regional Management Team pins from SAI are traveling pins and will be passed on to incoming RMT members during the Kick-off show at Regional Convention by the Team Coordinator.
- The Communication Coordinator will present RMT name badges to incoming RMT members at the spring RMT meeting.

2. Outgoing

- The Team Coordinator will thank the departing member and present the “Past RMT” pin.

Region 13 Rah-Rah at International Convention

The “Rah-rah” chair will determine an appropriate time (based on convention schedule and rehearsal schedule) to hold a gathering of all Regional competitors and attendees during the International Convention. Small individual gifts will be presented to each competitor. The Marketing Coordinator will be responsible for advertising the event

IN MEMORY

The Membership Coordinator will communicate with choruses and encourage them to honor members who pass away by sending their name, article an picture to the PitchPipe and the InTune.

INTUNE NEWSLETTER

InTune is Region 13’s “three times a year” electronic newsletter, showcasing educational activities in the months ahead, as well as the latest news of our regional choruses and quartets. The Region 13 Communication Coordinator and the InTune Editors determine publication dates annually.

Regional Management Team members are encouraged to contribute articles on a regular basis. Informative articles that pertain to coordinator activities help members get to know you and your duties. Articles that address some broad area of interest to Region 13 members are always welcome.

Additional information can be found on the Region 13 website.

NXNW REGION 13 ADVERTISING POLICY

For event promotion and advertisements

Region 13 will provide free promotion in our electronic publications (InTune, Eblasts, Facebook Page, Website Blogs and Events Page) for the following:

1. All Region 13 sponsored Regional Events, Shows, Competitions
2. Chorus Shows and Events for Region13 Choruses & Quartets
3. Evergreen District sponsored Events, Shows, Competitions
4. Chorus Shows and Events for Evergreen District Choruses
5. Other SAI or BHS sponsored Events
6. Free or Nonprofit Barbershop Events (Tag Parties, Picnics, Power Quartet)

(Note: These items may also be promoted in printed programs as paid advertising)

Region 13 allows paid promotion only in our printed programs and the InTune for the following, on a case-by-case basis:

1. Sales of CD's, DVD's by members of SAI or BHS
2. Coaching, Cruises, Trips, Events with barbershop themes for individual gain or to benefit a quartet or chorus.
3. Vendors of Music or Performance Related Items (charms, apparel)
4. Classified or "shout-outs"
5. Ads must be approved by Regional Management Team or designee

NORTH BY NORTHWEST REGION 13 LOGO USE

Any chorus, quartet, or individual member of North by Northwest Region 13 (NxNW13) has the permission to use our regional name on printed items and materials such as stationery, business cards, brochures, newsletters, t-shirts, banners, electronic media, etc.

Members of NxNW13 may use either logo, but permission must be obtained from the Regional Communications Coordinator if the items on which the symbol, logo and/or name appear are offered for sale. See "Requesting Permission" below.

Our regional logo should not be modified nor integrated with other symbols unless permission has been granted by the Region 13 Communications Coordinator. If a NxNW13 member, quartet, or chorus wishes to use the regional logo as well as its own quartet or chorus logo, the two images should be separated by sufficient space so as not to appear to be one composite symbol.

Requesting Permission to Use the Insignia for Sale

Design of specialty items that are to be sold, and which use any of Region's artwork, must be submitted in advance to the Communications Coordinator, and approval secured before proceeding with production. Contact her at communications@sairegion13.org

Permission for a sales item may be granted provided that the item is not considered competitive with any items sold by the Region, and provided the quality of the item reflects the desired image of our region.

To request such permission, please contact the Communications Coordinator, and include the following information:

- An actual sample or completed sketch
- The use for which the item is intended
- The quantity of the item planned to be purchased and sold
- The expected sales price
- Promotional plans

OVATION

Ovation is an organization of Region 13 Quartet Champions. They are dedicated to the promotion of quartet singing through fellowship, education and performing. They collaborate with the Education Coordinator to carry out educational events to benefit quartets.

PRESIDENTS' FORUM

The Region 13 Membership Coordinator schedules a "President's Forum" during the annual Regional Convention. The President's Forum is comprised of the Chorus Presidents/Team Leaders and Prospective Chorus Presidents/Team Leaders. In the event that a President/Team Leader is unable to attend, another member from the chorus executive committee may be delegated to attend in her place.

REGION 13 COMMITTEES

A list of committees can be found in the Region 13 Job Descriptions Document.

REIMBURSEMENT MATRIX

The Region 13 Expense Reimbursement Matrix is a schedule of reimbursement for required expenses of RMT members, Regional Education Team members and Region 13 Committee Chairs. It can be found in the RMT Only section of the Region 13 website. The Finance Coordinator updates it annually.

Vouchers: Reimbursement Vouchers must be approved by the appropriate RMT Coordinator before submission to the Finance Coordinator for reimbursement. Reimbursement Vouchers for RMT expenses must be approved by the RMT Team Coordinator.

Regional Management Team Education Stipend: Each year members of the RMT are entitled to a stipend of no more than \$400 to be used for reimbursement of expenses regarding attendance at either the International Convention or an International Education Seminar. A reimbursement voucher must be prepared and submitted to the Team Coordinator. The Reimbursement Matrix is available on the Region 13 website.

RMT REPORTS/MEETINGS

RMT members are expected to attend two RMT meetings each year, participate in all scheduled teleconference meetings and complete their terms of office. Other meetings may be scheduled. One week prior to each meeting, each RMT member will prepare and send a report to the other RMT members, which could include:

- Agenda items for the coming meeting
- Items that need a decision from team members
- Upcoming projects and/or projects in progress

Outgoing RMT coordinators are expected to pass on to incoming coordinators all files pertinent to the position.

REGIONAL MUSIC

The regional website (at https://sairegion13.org/g/my_music for the My Music section) will provide a list of regional songs and links to where members can purchase the music on their own. There is also information in the My Music section containing copyright information. If you have a copy of regional music that you downloaded from the regional website prior to May 1, 2019 then you own that music and have permission to sing it.

SALES TABLES AT REGIONAL EVENTS

1. All eligible International-bound competitors (Regional Champion Quartet and Chorus, Wildcard Chorus or Quartet, Division A, and/or Division AA choruses that qualify to compete in the Harmony Classic) shall be given priority for one sales table at Regional events to assist in raising funds for participation at International Competition. There will be no fee. (Region 13 Standing Rules, Section VA 3)
2. All eligible International-bound competitors will be contacted by the Harmony Emporium Chair to see if they will or will not need a table at Regional events and to get approval of their project/item(s).
3. Other vendors will be charged a fee for table space. A sales agreement with the Region will be required. The number of outside vendors depends upon space limits.
4. Ovation, Young Singers Foundation (YSF), and Young Women in Harmony (YWIH) shall each be allowed one sales table to assist in raising funds.

Attachment
North by Northwest Region 13
Operating Reserve and Investment Policy
(Issued July 2014)

The following policy as adopted by the Regional Management Team of North by Northwest Region 13. This is to be shared with the Regional Management Team and any active portfolio managers responsible for investing unrestricted assets of the organization:

A. Policy Statement

The primary objective of this policy is to establish an operating reserve for the region that will permit the organization to continue to operate during difficult financial times. Some examples for use of operating reserve funds are as follows:

Maintain current level of operations while the region addresses longer term solutions to potential operating issues.

Maintain current level of operation while the Region provides funds for unforeseen future contingencies, and capital expenditures if needed.

Attain a proper and responsible balance of safety, liquidity, and yield.

The primary investment objectives of this policy are:

1. Capital preservation with liquidity for Budgeted Funds
2. Operating Reserve and low risk income for Long-term Investments.

B. Terms

Budgeted Funds – funds to support the approved annual operating budget

Operating Reserve – funds to support budget overruns and other unforeseen events

Surplus Funds – expected revenues for the budgeted period that exceed Budgeted Funds plus Operating Reserve.

Operating Funds – term to include Budgeted Funds, Operating Reserve, and Surplus Funds.

Long-term Investments – Funds carried from prior budgeting periods that are in excess of the Operating Funds for the current budgeted period

C. Budgeted Funds

These funds are expected to be expended for normal operations within the budgeted period so they should be maintained at a commercial bank or credit union in checking and savings accounts that are insured by FDIC. Some of the funds may be in FDIC insured Certificates of Deposits that are expected to mature prior to the expected expenditure of these funds

D. Operating Reserve

The Region will maintain an operating reserve that will be not less than 3 months and no more than 6 months of the annual operating budget.

Those funds not expected to be spent in the normal course of business during the current budget cycle but need to be sufficiently liquid to meet unexpected demands. A high interest savings account linked to the operating checking account may be appropriate for these funds upon approval by the Regional Management Team.

The operating reserve will be reviewed by the Regional Management Team at least annually to see if the organization is in compliance with this policy.

E. Long-term Investments

Since low risk income is the primary objective for long-term investments the portfolio will be focused on the bond or CD markets. Following are the investment guidelines for the investment of these funds:

Investment outlook for these funds will be from one to five years.

Federally insured checking and savings accounts not to exceed FDIC insurance levels each, including interest at commercial banks or savings and loan institutions

Permissible investments for the portfolio are as follows:

- a) Federally insured checking and savings accounts within insurance limits.
- b) Money Market Funds – Federally insured certificates of deposit not to exceed \$50,000 each, including interest at commercial banks or credit unions.
- c) Direct obligations of the U.S. government, its agencies, and instrumentalities which include treasury bills and notes, collateralized mortgage obligations (CMOs), Federal National Mortgage Association (FNMA), Government National Mortgage Association (GNMA), and Federal Home Loan Mortgages (FHLMC); Certificates of Deposit – these funds should be issued by financial institutions that are insured by the FDIC and are limited to \$50,000 in principal per institution.
- d) Commercial Paper – investments in these instruments are authorized provided they hold a AAA rating, are 90 days or less in maturity and are limited to the lower of \$30,000 or 10% of invested funds per issuing entity.

The Regional Management Team is to receive regular reports of investment performance and investment activity.

F. Investment Guidelines

The Finance Coordinator shall be authorized to invest your region's surplus funds. The services of a registered investment firm or advisor may be sought to manage some or all of these funds.

The following procedure shall be followed to engage a new or replace a current registered investment firm or advisor:

- The Finance Coordinator shall recommend the hiring or replacing of an investment consultant to the regional management team.
- The regional management team may request an interview with the recommended consultant or representative of the recommended firm.

Operating and surplus funds may be invested as follows:

- Maturity and/or return to principal scheduled to maintain a consistent cash flow to meet the financial obligations in a timely manner.
- Generally, short-term investments may not be purchased at a premium.

Long-Term Funds

- Investments may be purchased at a premium if anticipated net yields compensate for premium costs
- To maximize total return on long-term funds, a portion of these funds may be used to purchase corporate bonds. The amount allocated to purchase corporate bonds will be reviewed annually by the Finance.
- The guidelines for purchasing corporate bonds are:
 - I. High-grade corporate bonds (rated AAA, AA, or A by Standard & Poor's or Moody's rating services)
 - II. Each corporate bond may not represent more than 15 percent of total funds allocated for these investments
 - III. The maximum maturity of corporate bonds may not be more than 3 years
- The regional management team may restrict investments based on social and ethical criteria. (These restrictions may be specifically identified if preferred.)

G. Restrictions and Reporting Procedures

1) Restrictions

- a) No investments other than those defined in policy may be made without approval of the regional management team. These restrictions include, but are not limited to:
- b) Foreign securities are prohibited

- c) No private placements or mortgages may be purchased
- d) Only dollar-denominated securities may be purchased
- 2) Reporting Procedures
 - a) The regional management team will receive an investment report at each meeting (or more often, if deemed necessary).
 - b) Annually, (or more often, if deemed necessary) the Finance Coordinator will review performance and portfolio content of all investments and recommend to the regional management team any changes in strategy.
- 3) Changes to Policy
 - a) Investment policy and guidelines will be reviewed annually by the Finance Coordinator and Team Leader. Any recommendations for revision will be presented to the regional management team for approval.

H. Authorization

A resolution by the Regional Management Team shall authorize the Finance Coordinator to implement this investment policy in relation to investing the Organization's operating reserve funds.

There will be two signers on each account – the Finance Coordinator and Team Coordinator.

The ultimate responsibility for investment oversight resides with the Regional Management Team. The Finance Coordinator shall monitor the investment portfolio for compliance with this policy. The Finance Coordinator shall review the portfolio periodically and review guidelines at least annually.