

Sweet Adelines International Greater New York Region 15 - Standing Rules

REGIONAL MISSION STATEMENT

Greater New York Region 15, as part of a worldwide organization of women singers, is dedicated to advancing four-part a cappella music through the original art form of barbershop harmony by providing opportunities for education, performance and personal growth.

PURPOSE

The purpose for which this region was formed is to support, encourage and provide administrative and educational services to the chapters within the region. These Standing Rules, pertinent to Region 15, shall supplement and be used in conjunction with the Standard Form Regional Bylaws.

SECTION I REGIONAL MANAGEMENT TEAM

*A. 1. Number, Term of Office

1. The number of management team members of the region shall be eight appointed/elected as provided in *Article IV, Section 1 of the Standard Form Regional Bylaws*.
2. The term of office of each regional management team member shall be for two years, or until her successor shall be appointed. The terms of office and duties of the new regional management team members shall begin on May 1 subsequent to their appointment or election.
3. No member may serve more than three consecutive two-year terms on the regional management team. Time served completing an unexpired term will not be included as part of the term limits as defined in the Standard Form Regional Bylaws, Article IV, Section 1.

2. Election/Appointment of Regional Management Team

1. The Education Coordinator is appointed by the International Regional Leadership Coordinators, with approval of the Education Direction Committee. The Communications Coordinator, Marketing Coordinator, Finance Coordinator, Events Coordinator and the Team Coordinator are appointed by the Regional Management Team.

* You will note some items marked with an asterisk (*). This alerts you that there are bylaws or international policies addressing that subject which must be followed. You should refer to the bylaws or *Policy Book* in each case. Bylaws and international policies can be amended only by the International Board of Directors

2. The Director's Coordinator is elected by the chapter directors. The Membership

Coordinator is elected by the regional membership. The Nominating Committee shall submit a list of nominees consisting of more than the number to be elected, together with their qualifications, to each chapter. Ballots will be sent to regional chorus directors for the Director's Coordinator position and to the chapters for the Membership Coordinator position. The vote for the Membership Coordinator will be tallied in the same manner as the International Board election, with each chapter in the region, including Chapter-At-Large, having one vote.

3. 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 shall be eligible to be appointed or elected as a member of the Regional Management Team.

B. Vacancies (see Standard Form Regional Bylaws, Article IV, Section 6.)

SECTION II REGIONAL MANAGEMENT TEAM MEETINGS

***A. Regular Meetings**

The regular retreat meeting of the Regional Management Team held in the winter will also be the initial orientation meeting of the new members of the Management Team. There shall be three Regional Team meetings: one in June for the budget, a conference call in August to approve nominations and a fall meeting in November.

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 (2nd) 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 Regional Management Team and the Nominating Committee.

C. Quorum

A majority of the members of the Regional Management Team shall constitute a quorum.

D. Standing Committee Chairs

The Management Team staff; Competition Coordinator; standing committee chairs and other special appointment chairs are not required to attend meetings of the Regional Management Team unless requested to do so by the team.

E. Special Meetings

Special Meetings of the Regional Management Team may be called by the Team Coordinator 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 shall not be invalidated for want of such notice if such notice shall be waived by all management team members.

F. Action in Lieu of Meeting

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

G. Meetings by Telephone or Similar Communications Equipment

The Regional Management Team may conduct meetings by means of telephone conference or similar communications equipment, whereby all participating Management Team members can hear each other at the same time and participation in any such meetings shall constitute presence in person by such Management Team members at such meetings. A written record shall be made of all actions taken at any meetings so conducted.

SECTION III DUTIES OF THE MANAGEMENT TEAM

***A Duties of the Regional Management Team**

Together, the Regional Management Team will perform the following duties:

1. Serve as middle management and liaison to the international organization.
2. Oversee activities of the region.
3. Develop education focus for the region.
4. Assess the educational needs of the region and plan programs to meet those needs.
5. Develop long-range plans based on the goals and values of the regional membership.
6. Oversee and evaluate the implementation of long-range plans.
7. Accept fiduciary responsibility for the region; monitor regional financial progress.
8. Develop a structure of task-oriented groups (teams, committees, staffs) that are responsible for devising strategies to implement plans determined by the management team.

9. Monitor chapter compliance with corporate and regional bylaws, international policies and administrative procedures.
10. Provide counseling to individual chapters.
11. Ensure open communication at all levels of the region
12. Oversee election/appointment process.

***B. Regional Management Team Coordinators and Job Descriptions** (see addendum #1)

The Regional Management Team shall also be known as the RMT.

SECTION IV COMMITTEES

***A Standing Committees/Appointments:**

- *1. Finance Committee
- *2. Bylaws and Rules Chair
- *3. Regional Convention Committee
4. Any other standing committees as are, or may be, prescribed by the Regional Management Team.
5. All committee members shall 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**

1. Chairs of standing committees, except Finance, shall be appointed by consensus of the Regional Management Team to serve on such committees during the term of office of the appointing body.
2. The chair of each standing committee, after consultation with the Regional Management Team, shall appoint members of her committee.
3. If at any time a chair of a standing committee is not fulfilling her position for any reason, the chair will be replaced by consensus of the Regional Management Team.

C. Duties of Standing Committee Chairs

- *1. Finance Committee (see addendum #1)
- *2. Bylaws and Rules (see addendum #1)
3. Regional Convention Committee (see addendum #1)

4. Any other committees as are, or may be, prescribed by the Regional Management Team.

***D. Special Committees**

Special Committees may be appointed by consensus of the Regional Management Team and/or the membership at large, to perform functions not performed by standing committees, and shall serve until the special purpose for which they are appointed has been filled, or until dissolved by the Regional Management Team.

***E. Nominating Committee**

1. No later than January 30th of each year, the Regional Management Team will appoint a nominating committee to develop the slate for the election of the Directors' Coordinator or Membership Coordinator, as needed. The Nominating Committee will consist of one member of the Regional Management Team and two members from the membership at large. The Regional Management Team will designate one of these members as Chair of the Committee. All committee members shall be members in good standing in chapters that are in good standing in the region and the International organization.
2. The Nominating Committee will work in conjunction with the RMT to solicit and disseminate recommendations and appropriate paperwork to the Regional Leadership Coordinators for the International appointment of the Education Coordinator to the RMT. The Nominating Committee will work in conjunction with the RMT to solicit and disseminate recommendations and appropriate paperwork to the RMT for the election within the region of the Membership Coordinator and the Directors' Coordinator. The Nominating Committee also will work in conjunction with the RMT to solicit and disseminate recommendations and appropriate paperwork to the RMT for appointment of the Communications Coordinator, Finance Coordinator, Events Coordinator, Marketing Coordinator and Team Coordinator.

***SECTION V REGIONAL MEETINGS**

A. Meetings

Regional meetings shall be held as designated by the Regional Management Team. Regional meetings shall be open to all Sweet Adelines International members, prospective members and guests.

B. Sites

The sites of the Regional Meetings will be determined by the Events Coordinator.

C. Hostess Chapter

1. A chapter wishing to hostess a Regional Meeting shall so indicate in writing to the Events Coordinator at least one year prior to the respective meeting.
2. In the event that no Chapter indicates a desire to hostess a particular meeting, the Regional Management Team shall assign a Hostess Chapter.
3. The Hostess Chapter shall receive a fee, in an amount to be determined by the Regional Management Team.

D. Registration Fee

A registration fee shall be charged at all Regional Meetings. The registration fee will be paid by every attending Sweet Adeline member and guest.

E. TRAX Attendance Award

In order to encourage participation by the general membership in the annual education sessions, the RMT has established a raffle for those in attendance. The requirements for entry are:

1. Members must register for the full weekend of TRAX sessions.
2. Attend all classes for the General Membership taught by our guest faculty.
3. Have a member of the RMT initial their raffle card at each session.
4. Participate in at least one Saturday afternoon mini-class.
5. Attend the Saturday dinner show.
6. Turn in the raffle card to the RMT Communications Coordinator at the start of the Sunday morning session.
7. The raffle is drawn at the close of the Sunday session and members must be present to win.

SECTION VI FINANCES

A. Income

1. The annual Regional Assessment of seventy (\$70.00) per member, per chapter, is based on a chapter's membership count as of October 31st. This assessment will be payable by November 30th each year. The assessment amount will include the member's Convention Fee. This assessment also applies to Chapter At Large and Dual members. If a Dual membership is within Region #15, payment will be made with the primary chorus, as designated by the member.

2. Fulltime students, as certified by their chapters, will be assessed at the rate one-half the Annual Regional Assessment.
3. Net proceeds from the Regional Convention; rebate from Convention Photographer.
4. Ways and Means projects approved by the Regional Management Team.
5. Publication advertisements.
6. Net proceeds from the Regional Meetings.
7. Investments.

B. Expenses

1. Management Team
 - a. Travel and housing allowance for required management team meetings
 - b. Travel and housing allowance for regional meetings
 - c. Travel, housing and incidental expense allowance for regional management team training
 - d. Travel and housing allowance for counseling purposes
 - e. Travel and housing allowance for special travel
 - f. Travel and housing allowance for international conventions
 - g. Expense allowed for internationally sponsored education events
 - h. Other expenses allowed such as registration fees, per diem and incidental fees
 - i. Method of authorization of payment as per Reimbursement Guide (see addendum #2)
2. Other Staff and Committee Chairs
 - a. Travel and housing allowance for required meetings
 - b. Method of authorization of payment as per Reimbursement Guide (see addendum #2)
3. Education Programs
 - a. Travel and housing allowance for musical and/or administrative education visitations made by the Education Coordinator or persons authorized by her
 - b. Expense allowed for training workshops for Regional Faculty
 - c. Provisions for the funding of musical and administrative education programs
 - d. Expense allowed for special appointees for counseling visits
4. Membership Programs
 - a. Travel and housing allowance for visitations made by the Membership Coordinator or persons authorized by her
 - b. Provisions for extension programs for prospective chapters
 - c. Provisions for growth and retention programs for chartered chapter
- *5. General Expenses
 - a. All clerical expenses involved in the business operation of the Region
 - b. All insurance bonding of the Regional Finance Coordinator and such others, if any, who may expend funds in the name of the Region

- c. Expenses of publishing the Regional Publications
- d. Financial assistance to regional champion choruses and quartets to compete at International competition and others who may be invited to participate at Internationally sponsored educational opportunities
- e. Audit

SECTION VII ANNUAL REGIONAL CONVENTION

A. Regional Convention Committee (RCC)

1. The RCC shall be appointed by the Chair of the Regional Convention (CRC) and the Events Coordinator with ratification by the Regional Management Team, for a term to be from July 1 through June 30, or until their successors are appointed.
2. The RCC shall plan, coordinate and expedite all aspects of the Annual Regional Convention and shall meet regularly throughout the year as outlined in the RCC Job Description Handbook.
3. The Competition Coordinator is an International appointment. She is solely responsible for the competition portion of the Annual Convention. She is a member of the Regional Convention Committee.
4. Final reports will be submitted to the Chair of the Regional Convention (CRC) within 30 days following convention. The CRC will summarize the reports and present a final report to the RMT within 60 days.

B. Convention Photographer

The photographer for the Regional Convention shall be selected by the Regional Management Team. The rebate from the Official Convention Photographer shall go to the Regional Treasury.

C. Convention Assistance Chorus (CAC)

1. The regional championship chorus will be invited to be CAC at the following Regional Competition. If the chorus does not accept this position within six (6) weeks of receiving the invitation, the position will be opened to all other choruses in the region. Bids will be reviewed by the RCC.
2. The CAC must assume full responsibility in performing all duties involved in assisting for the convention weekend. It is the CAC's responsibility to delegate, in advance, any duties it is unable to perform.

D. Finances

1. A Convention Fee, including an individual registration and an all events ticket, is covered under the annual Regional Assessment. New members joining after November 1st will pay a Convention Fee prior to the convention.

2. Registration fees may not be transferred or refunded.
3. The RCC shall prepare a budget for the convention for approval by the Regional Management Team at its fall meeting.
4. The CAC shall receive:
 - a. A fee to be determined each year by the RCC as part of the proposed budget.
 - b. Receipts from the management of the Boutique plus the revenues of as many tables as may be required.
 - 1) One table will be offered to each chorus in the Region, at a weekend rental fee not to exceed \$50.00. Current Regional Champion Chorus and Quartet may have one rent-free table (and may rent one additional table).
 - 2) The CAC has exclusive rights to sell convention charms and hold a raffle.

E. Awards

Costs for the purchasing and engraving of awards will be borne by the Region. In addition to the medals and ribbons presented to contestants, the region will provide the following:

1. Chorus Awards
 - a. Traveling Awards
 - 1) Trophy - Champion Chorus
 - 2) Chorus Plaques - A, small chorus and AA, mid-sized chorus
 - b. Permanent Awards
 - 1) A Plaque is presented to the Director of the Champion Chorus
2. Quartet Awards
 - a. Individual small trophies which are permanent awards
 - b. A traveling trophy
 - c. “Cracker Jills” Novice Quartet Traveling Plaque
 - 1) This award will be given to the qualifying quartet receiving the highest score of 400 points or above.
 - 2) Any quartet consisting of not more than two members who have previously competed in any Sweet Adelines International Regional or International Quartet Competition shall be considered eligible.
 - 3) Eligibility questionnaires shall be distributed and collected by the Education Coordinator at the briefing.
 - 4) The Education Coordinator shall identify the winner of the award and deliver this name to the Awards Chair who will notify the emcee of the Saturday night show.
 - 5) Each member of the quartet shall receive a certificate.
3. The Dody O’Brien Most Improved Chorus Award

This award was established to honor the memory of Dody O’Brien for her many years of service and commitment to the musical advancement of the Region’s chapters and their members. She was a past Regent, a Regional Management Team member from its inception in 1998, and the internationally appointed Convention Coordinator. The smooth operation of our annual convention is due in large part to Dody’s leadership and dedication to the Regional Convention Committee.

- a. A traveling plaque and certificate will be presented at the Annual Regional Competition to the chorus that scores the greatest increase in total points over the preceding year's competition.
- b. All competitors are eligible, except those performing for evaluation only, and no minimum score is required. The recipient must have competed the previous year and there is no restriction on how many consecutive years the same chorus can win.

4. Novice Director Award

This award shall be presented at the Annual Regional Competition according to the following rules and regulations:

- a. To be eligible, a Director shall not have previously directed a competing chorus in more than three Sweet Adelines International Competitions, and shall direct both songs in the contest. This total of three contests shall be defined as two previous competitions plus the current one for which the award is given.
- b. A Director in this category whose chorus scores the highest point total of 400 or above in the Regional Chorus Competition shall win the award.
- c. The Education Coordinator will compile a list of eligible Directors based on information sent to her by competing choruses and/or to be determined at the briefing.
- d. Identification of the winner will be made by the Education Coordinator at the time all scores are compiled; she will notify the Awards Chair and the Show Emcee.
- e. In the event that no Director is eligible under rules a and b above, no award will be presented that year.
- f. Winners of this award will not be eligible to receive this award again.
- g. This award, presented by the Region, will be a traveling plaque, and a permanent Revere-style bowl and certificate that will remain with the winner. The winner will have the plaque engraved and send the bill to the Region. The bowl is engraved prior to the competition as follows:

GREATER NEW YORK REGION #15
NOVICE DIRECTOR AWARD
date 20 __

5. Greenhorn Award

This award shall be presented at the Annual Regional Competition according to the following rules and regulations:

- a. To be eligible, a Director shall not have previously directed a competing chorus.
- b. The award shall be given at the Chorus Briefing during competition weekend. Awards will be purchased and presented by the Education Coordinator staff.

6. Longevity Award

- a. All Region 15 Sweet Adelines members will be honored for each five (5) years of membership, beginning with their 15th anniversary; membership must be continuous although it need not be with the same chapter.
- b. Recognition will be in the form of a certificate presented by the Region at a time specified for that purpose by the Regional Management Team.

F. Site Selection

1. Site selection shall be made by Events Coordinator with approval of the RMT.
- *2. The contract shall be signed by Finance Coordinator, according to the job description contained in the *Policy Book, Section VIII, A: 5, 2, g.*

SECTION VIII OTHER

A. Chapter Responsibilities

1. Each chapter shall submit copies of approved minutes of its Board of Directors/Management Team meetings to the Regional Bylaws and Rules Chair.
2. Each chapter shall review its Standing Rules annually, and copies of the Standing Rules and any revisions shall be sent to the Regional Bylaws and Rules Chair for review and approval. (refer to *Chapter Guide, Section I: Chapter Organization, Page A-7*)
3. All quartets must be approved by their Chapter Director before they can perform in public. The Regional Education Coordinator or her designee retains the right to challenge this approval if necessary.

B. Quartet Competitions

A Double Quartet Competition and/or Novice Quartet Competition may be held at the discretion of the Education Coordinator.

C. Date Clearances

All dates, i.e., Chapter and Inter-chapter Events, shall be cleared through the Team Coordinator for not more than two (2) calendar years in advance.

D. Special Benefit Fund Raising

Any person(s) soliciting monetary support from other chapters or individuals for benefit performances, shows or ways and means projects on behalf of choruses or quartets shall obtain prior written approval from the Regional Management Team.

E. Special Activities

1. Any chorus or quartet scoring below 360 points in the Regional Competition may not perform in public until being successfully auditioned by the Education Coordinator or her designee.
2. Any Region 15 quartet having members from CAL must be approved by the Education Coordinator or her designee prior to performing in public.

SECTION IX AMENDMENTS

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 at the next Regional Management Team meeting.

Revised/adopted by Greater New York Region 15 on the
2nd day of February, 2008

Signed: Peggy DiSunno
Team Coordinator

Reviewed and approved by: Anita Larson
Corporate Secretary, Sweet Adelines International Corporation

Date: July 7, 2008