

**NORTHEASTERN DISTRICT
SPEBSQSA, INC.**

Operating Code

**Adopted October 2, 1970
by the
Northeastern District House of Delegates
Effective January 1, 1971**

**Revised January 28, 2022 by the
Northeastern District House of Delegates**

**Approved by the Society G&B Committee
January 30, 2022**

INTRODUCTION

Welcome to the Northeastern District Team!

The basis for all district operations is the Northeastern District Bylaws. Additionally, this Operating Code, adopted by the District House of Delegates, amplifies and supplements provisions of the Bylaws by spelling out authorities, powers and duties of officers, committees and appointees for the efficient conduct of district affairs. If you are an elected District Officer, a committee member, a district appointee, or a Chapter Officer or Delegate, this reference handbook will help you to do your job better.

Revisions to this Operating Code may be made at any meeting of the District House of Delegates in any of the following ways:

1. By a majority vote provided that written notice and the substance of the change was mailed to all Delegates at least 30 days before the meeting at which the change is to be considered.
2. By a two-thirds vote provided that written notice and the substance of the change was mailed to all Delegates at least 10 days before the meeting at which the change is to be considered.
3. By a unanimous vote.

As properly-approved revisions are made to either the Code or to the Bylaws, updates will be posted to the district's web site. Electronic copies or hard copies will be made available upon request.

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SECTION ONE

GEOGRAPHIC BOUNDARIES

The boundaries of the Northeastern District are established by the Society Board of Directors. They include that portion of New York State east of the western boundaries of the counties of Franklin, Hamilton, Fulton, Montgomery, Schoharie, Greene, Ulster and Orange, except the counties of Rockland and Westchester, and the town of Middletown in Orange County, but including the city of Peekskill in Westchester County, as well as the following states and provinces in their entirety:

Connecticut	New Brunswick
Maine	Newfoundland
Massachusetts	Nova Scotia
New Hampshire	Prince Edward Island
Rhode Island	Quebec
Vermont	

Any chapter in a county which is on the border of the Northeastern District and a neighboring district of the Society may be transferred from one district to the other with the mutual approval of the chapter, the Boards of Directors of both districts involved and the Society Board of Directors.

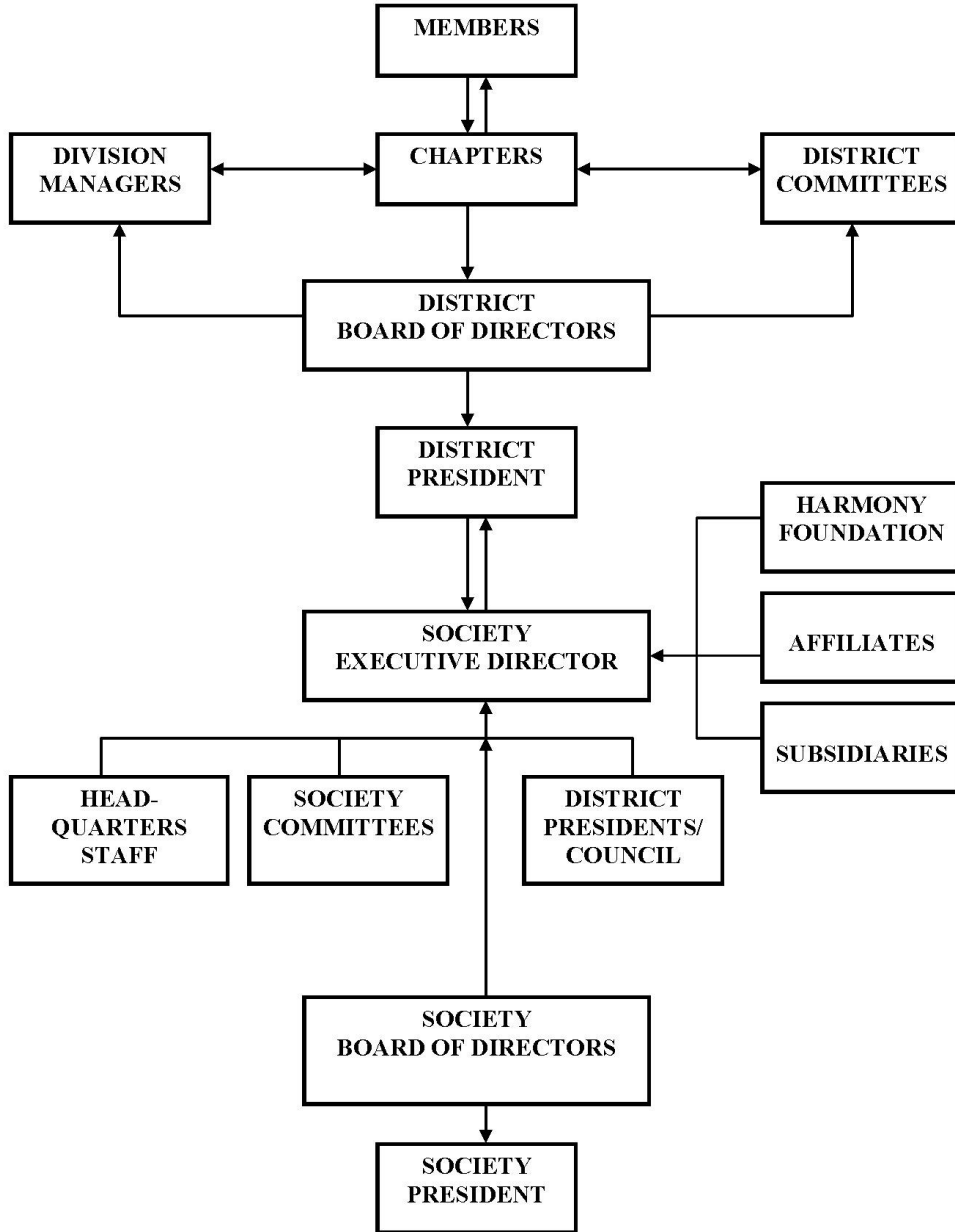
The Northeastern District is divided into five divisions as follows:

- SUNRISE** The provinces of New Brunswick, Nova Scotia, Prince Edward Island and Newfoundland.
- GRANITE & PINE** The states of New Hampshire and Maine.
- MOUNTAIN** The province of Quebec, the counties of Albany, Clinton, Columbia, Essex, Franklin, Fulton, Greene, Hamilton, Montgomery, Rensselaer, Saratoga, Schenectady, Schoharie, Warren and Washington in the state of New York; the state of Vermont and the counties of Berkshire, Franklin, and Hampshire in the Commonwealth of Massachusetts.
- PATRIOT** The Commonwealth of Massachusetts, excepting the counties of Berkshire, Franklin, Hampden and Hampshire, and the state of Rhode Island.
- YANKEE** The state of Connecticut, Hampden County in the Commonwealth of Massachusetts, the counties of Dutchess, Orange, Putnam and Ulster in the state of New York and the city of Peekskill in Westchester County in the state of New York.

Any chapter may be transferred from one division to an adjacent division upon approval of the chapter involved, the District Board of Directors, and the District House of Delegates.

SECTION TWO ORGANIZATION

The District organization and the principal lines of communication are depicted on the following diagram:



SECTION THREE

DUTIES OF CHAPTERS

The responsibilities and duties of the various chapter officers and committees in effectively conducting the affairs of the chapter are described in the manual furnished each officer by the Society through its Leadership Academy Seminars. This section deals with those duties of each chapter officer that interface with district operations.

3.1 SHOW CLEARANCES

Dates for all chapter shows, charter presentations, and other public chapter events not strictly local in character, must be cleared with the district. To obtain clearance for a show date and location, a chapter in the United States must submit a BMI/SESAC license application along with a check made out to the Barbershop Harmony Society, to the District Secretary prior to the show. An annual fee is paid to ASCAP via the Society by any chapter holding a show where tickets are sold. The annual fee is determined by the Society in conjunction with ASCAP and the chapters are so advised. A chapter in Canada must submit a properly completed SOCAN license application to the District Secretary for show and location clearance prior to the show. The license is then submitted to SOCAN after the show. The District Secretary will follow the procedures outlined in ~~his~~ the job description found elsewhere in this Operating Code.

3.2 DISTRICT DUES AND ASSESSMENTS

3.2.1 Any member belonging to a chapter in the district must pay, as a part of the total dues bill, \$22.00 for district dues. These funds, when collected, are deposited into the general operating fund of the district and used for paying the district's operating expenses. Any member holding a membership in the Society for fifty years or more is exempt from this provision.

3.2.2 "Senior" members and "youth" members, as defined by the Society Board of Directors, pay district dues in the amount defined in the following :

3.2.2.1 Senior members who were designated as such on or before December 31, 2009 shall pay and continue to pay district dues at one-half of the amount defined in Paragraph 3.2.1 above. Senior members who are designated as such on or after January 1, 2010 shall pay district dues at three-quarters of the amount defined in Paragraph 3.2.1 above.

3.2.2.2 Youth members who join the District on or after January 1, 2009 shall pay their first year's district dues in the amount of \$0.00. All other youth members shall pay one-half of the amounts as defined in Paragraph 3.2.1 as their district dues.

3.2.3 Members of the Frank H. Thorne Chapter, the Northeastern District's Chapter-at-Large, who reside within the geographic boundaries of the District, will pay full district dues.

3.2.4 Every member of the District, as defined in the previous three paragraphs, will be

assessed \$3.00 annually for the Al Maino Memorial Chorus-Quartet Support Fund. Any member holding a membership in the Society for fifty years or more, or is a first-year Youth Member, is exempt from this provision.

3.2.5 Dues payments are made through the Society office using any of the dues payment structures available to members of the Society.

3.2.6 As a benefit to newly-chartered chapters, the district waives all district dues and assessments for new Society members joining a newly-chartered chapter within one year from the date of the Chapter Charter. This waiver does not apply to members who are transferring into a new chapter or establishing dual membership with another chapter of the District but does apply to former members who are rejoining as "reinstated" members, as defined by the Society Board of Directors.

3.2.7 As a further benefit to newly-chartered chapters, the District will provide leadership training tuition expenses for the President, three Vice Presidents, Secretary, Treasurer and Chorus Director for the first year.

3.2.8 The Society Office will bill each member for District dues and assessments at the same time it bills for Society dues.

3.3 SOCIETY DUES

Society dues are billed to each member by the Society Office after that office has been advised that such member is a member in good standing of the chapter.

3.4 GOOD STANDING

A member of a chapter is in good standing and eligible to compete in district contests and participate in district activities when such member is in good standing in the chapter and with Society and has paid required district dues.

3.5 HARMONY FOUNDATION

All district chapters and individual members are encouraged to participate in the Society's Harmony Foundation International. Financial donations identified with the name of the project or person for which they are intended should be sent to the Financial Development Committee chair, as listed in the District Directory, so that they may be correctly allocated to their intended purpose.

3.6 CHAPTER OFFICER TRAINING

Each year the district sponsors one or more training schools for new chapter officers. It is most important to successful operation that each chapter send its newly-elected officers for this training. Even if individual officers have attended one in a previous year, new techniques are added each year which make attendance beneficial.

3.6.1 TUITION

3.6.1.1 Each chapter shall be entitled to send as many officers or interested

members as it wishes. The Board will set the tuition as part of the budgeting process and communicate these rates through the registration process.

3.6.1.2 Overnight accommodations at a set charge will be made available and shall be utilized at the option of each attendee.

3.7 CHAPTER DELEGATE

3.7.1 Each chartered chapter in good standing has a voice in governing the district through its Delegate to the District House of Delegates. The Chapter's Delegate should attend and actively participate in all regular and special HOD meetings

3.7.2 The agenda for each HOD meeting is published in advance, and each Delegate's chapter should be acquainted with it before such delegate attends a meeting. The chapter should not instruct its Delegate on how to vote on any matter, but the Delegate should exercise best judgment after obtaining the views of Chapter members and after consideration of all facts and discussions presented at the HOD meeting.

3.7.3 If the regularly-elected Chapter Delegate is unable to attend a meeting, an alternate Delegate should be appointed to attend. A letter of certification from the Chapter President or Secretary must be sent in advance to the District Secretary, or given to the alternate Delegate to take to the meeting for presentation to the Credentials Chairman.

3.8 DISTRICT PUBLICATION

3.8.1 In addition to its own bulletin and public relations activities, each chapter should contribute to the district bulletin. This is easily done by including the District Editor on the distribution list for chapter bulletins. The District Editor will then extract items of interest for the district bulletin.

3.8.2 In addition to chapter bulletins, each Chapter can send other newsworthy items to the District Editor. Also, any Chapter or individual member is encouraged to send news items and photographs that are of District-wide interest directly to the District Editor. Items submitted should be formatted in accordance with requirements established and published by the District Editor.

3.8.3 In addition to the District Editor, copies of chapter bulletins should be sent to the VP for Marketing & Public Relations (VP-M&PR), District President, District Secretary, Immediate Past President, Society headquarters, and the officers of PROBE.

3.9 DISTRICT CONTESTS AND CONVENTIONS

All Northeastern District chapters are strongly encouraged to compete in their division's annual contest.

3.9.1 Every chapter should, from time to time, serve as the host for its division contest.

This should be coordinated with the District Vice-President for Events. Section 9 of this Operating Code provides details on conducting division contests.

3.9.2 The description of the site requirements for district conventions is presented in the NED Convention and Contest Manual. These requirements are set forth and amended from time to time by the District House of Delegates at the recommendation of the District Board of Directors. If a chapter can provide the facilities described in the requirements, the chapter's interest in serving as host will be considered even though there may be a chapter that is closer to those facilities.

3.10 ETHICS

3.10.1 All Barbershoppers are expected to abide by the Society's Code of Ethics. All district members must continually be on guard to ensure that any performance by a district chorus, quartet or individual member continues to follow high standards. If any district member becomes aware of any possible infraction, such member should communicate with the District Ethics Chairman who will investigate and take any appropriate action required to maintain the high standards that have been established.

3.11 DISTRICT NOMINATIONS

Prior to January 1 following District Officer elections each year, the District President appoints a Nominating Committee for the purpose of nominating a slate of District Officers. Every chapter and member of the district should participate by giving the Nominating Committee suggestions and comments on possible candidates. Contact the Chairman before April.

3.12 EXTENSION

Each new chapter of the Society that is formed should be sponsored by an existing chapter. Every chapter, and every member of each chapter, should continually be on the lookout for new chapter prospects in their general geographic area. The first requirement is to find one or more individuals in the new community who are interested in forming the nucleus of a potential new chapter. The next step is to call upon the District Vice-President for Membership Development (VP-MD) to coordinate the extension activity with the District. Your chapter must then be prepared to work with the new chapter, these efforts culminating in participation and assistance in its Charter Night Show.

3.13 CHAPTER OFFICER REPORTING

The Standard Chapter Bylaws specify that the election of officers must take place prior to October 15 of the year proceeding the term of office. Following the election, the Chapter Secretary shall report all officers for the ensuing year by entering their names on the appropriate areas of the Society web site NO LATER THAN November 1st. Failure to meet this deadline may result in an incomplete or incorrect listing in the District Directory.

SECTION FOUR

DISTRICT BUDGET

- 4.1 Each year, at its last meeting of the year, the District Board of Directors shall approve a budget for the forthcoming year. The budget is prepared by the Finance Committee and is comprised of anticipated income and expense items.
- 4.2 If required by the Operating Code provisions governing the Reserve Account (Section 6.1), \$4,000 for the Reserve Account must be deducted from the projected income figure. The total of the projected expenses in this budget must not exceed the remaining projected income.
- 4.3 All figures contained in the budget must be developed from the best available information.
- 4.4 Following is a typical listing of income and expense items:

4.4.1 Income

Per-Capita District Dues	Spring Convention
Bank Interest	Fall Convention
Other	

4.4.2 Expense

Awards	Division Contests
Committees	Gifts
Contest & Judging	Governance and Bylaws
Contingencies	Historian
Events Team	Insurance and Bonding
Directory	Schools and Training
District Bulletin	Massachusetts Tax
District Officers	Public Relations
Other	

- 4.4.3 The Finance Committee may provide further breakdown of any of the above categories. An example is a breakout of the following categories for each district officer:

Travel	Postage
Meals	Telephone
Lodging	Supplies/Miscellaneous

4.5 Budget Revisions

- 4.5.1 At any time, the District Board of Directors may revise the budget provided that total expenses do not exceed the new total income after all required allocations are deducted.
- 4.5.2 At the last meeting of the year, if necessary, up to one hundred percent (100%) of any surplus may be used to cover unanticipated expenses if not required to be transferred to the Reserve Account in accordance with the "Reserve Account"

provisions in Section 6.

4.6 Currency

4.6.1 The financial records of the district will be maintained by the Treasurer in U.S. dollars. All monetary amounts in the Operating Code, as well as those contained in all reports made by the Treasurer, will be stated in U.S. dollars unless otherwise specified.

4.6.2 All payments to the district for any purpose will be made in United States currency. However, fees for schools sited in Canada may be set and collected in Canadian funds.

4.7 Expense Reimbursement

4.7.1. Reimbursement Rates and Limits:

4.7.1.1. Automobile

Thirty (30) cents per mile is the standard allotment. Travel for approved District business is to be paid in US Funds for any approved District business. Additionally, actual tolls and necessary parking fees will be reimbursed.

Actual tolls and parking paid in Canadian Funds will be converted to US Funds at the Canadian exchange rate as published quarterly by the Barbershop Harmony Society on its web site plus tolls and necessary parking fees for travel within Canada calculated using the same exchange rate.

No voucher is to be submitted by a District Officer who rides with another District Officer who also submits a voucher. Car-pooling is encouraged when District Officers travel to the same function.

4.7.1.2. Rail

First class.

4.7.1.3. Air

Coach fare will normally be allowed. First-class fares will only be allowed when coach is not available. Road mileage to destination must be greater than two hundred and fifty (250) miles one way.

4.7.1.4. Lodging

One half the cost of a standard twin-bedded room will normally be allowed. At any district function where the individual desires

a single room, such individual will be reimbursed one half the full cost of the room.

NOTE: Good judgment is required in not incurring unnecessary hotel bills.

If transportation time from a person's home to the location of a district function that such person must attend is less than two hours, a voucher for overnight lodging will not be approved except under special circumstances.

For example:

If a district officer can make a 9:00 AM meeting by leaving home at 7:00 AM, such officer should not incur an extra hotel bill by traveling the day before. Similarly, lodging expenses for the night after a district function which ends by 9:00 PM should not, under the same circumstances, be incurred.

4.7.1.5. Meals

Breakfast	\$10.00
Lunch	\$12.00
Dinner	\$18.00

4.7.1.6. Telephone

Actual expense - submit toll slips with notations of persons called. Do not use the phone if business can be transacted by mail, electronic transmission, etc.

4.7.1.7. Postage

Actual expense.

4.7.1.8. Supplies and Equipment

Reimbursable only when previously approved. Stationery supplies should be requisitioned from the District Secretary.

4.7.2 Eligibility

The following rules apply to the reimbursement of expenses of those persons listed below and certain out-of-District personnel.

District Officers
Committee Chairs

Committee Members
Other authorized personnel

4.7.3 Approval

- 4.7.3.1.** District officers and committee chairs must submit vouchers to the District President for approval.
- 4.7.3.2.** District officers, committee chairs and committee members who attend Spring and Fall Conventions and Division Conventions for the purpose of competing in any quartet and/or chorus contests associated with those conventions may submit expense vouchers to the District President only for those expenses which are incurred in the course of serving the district and which are in excess of those expenses which they would have normally incurred if they attended solely to compete in the contest(s). All reimbursements for critical Events Staff only must be approved, in advance, by the DVP-Events.
- 4.7.3.3.** Committee members must submit vouchers to the committee chairman who will, after approving the voucher, send it on to the District President for his approval.
- 4.7.3.4.** Appropriate reports may be required by the District President before expense vouchers will be paid.
- 4.7.3.5.** Judges serving on an official panel at a division contest must submit vouchers (form CJ-22) to the Vice-President for Contest & Judging who will, after approving the voucher, send it on to the District President for his approval.

4.7.4. How to Submit

- 4.7.4.1.** Submissions must be on the official NED Expense Voucher Form. Vouchers should be submitted either monthly or when expenses incurred since the last voucher exceed ten dollars (\$10.00).
- 4.7.4.2.** Vouchers must be received by the District President within 60 days of an incurred expense to be eligible for reimbursement by the District Treasurer. Expenses incurred after October 15th must be received by the District President not later than December 15th of the same year to be eligible for reimbursement.

4.7.5. Judges Working at District Conventions

- 4.7.5.1.** Expenses of Judges sitting on official judging panels are reimbursed in accordance with Society C&J policy and are approved by the Vice-President for Contest & Judging.
- 4.7.5.2.** Judges may be provided a single room if they specifically so request.
- 4.7.5.3.** Candidate Judges sitting on a practice panel receive no reimbursement for expenses.

4.7.6 Society Convention Expenses for District President and Executive Vice President

4.7.6.1. Transportation, lodging and meal expenses and convention registration fees shall be paid in accordance with the guidelines which govern District Officers when conducting official District business, or actual expenses, whichever is less.

4.7.7 Expense Control

Each District Officer, Committee Chairman and appointee to an established District position is responsible for operating within the District budget.

Variations to both income and expenses occur on an ongoing basis and some of these variations are not known until after the fact. Minor deviations can be managed by making trade-offs within a particular event or program budget. A significant deviation which cannot be offset within the program budget that is known ahead of time will be brought to the Board for preapproval. At that time, it will be decided which other programs or budget items will be used to offset the deviation. Any deviations, which become known after the fact, will be immediately brought to the Board to determine appropriate action for managing the overall District budget.

SECTION FIVE

COMPETITOR SUPPORT FUNDS

5.1 Al Maino Memorial Chorus-Quartet (C-Q) Support Fund

The Al Maino Memorial Chorus-Quartet Fund, hereinafter called the “C-Q Support Fund” is established in memory of Al Maino, a member of the Providence, Rhode Island chapter and a former District President. The C-Q Support Fund is established exclusively to help defray the travel and living expenses of choruses and quartets representing the district at the International Conventions. It is supported by assessments (see Paragraph 3.2.4). A disbursement from this fund is made each year to the chorus and quartets representing the district at the International Conventions.

Funds raised by, or donated to, the Northeastern District in support of its International Contest Representatives in addition to the assessments accrued from Paragraph 3.2.4 in this Operating Code shall be added to this C-Q Support Fund and held separately from the district's operating funds by the district treasurer. These funds may be invested in any way deemed appropriate by the district treasurer provided that sufficient liquidity is maintained for making the scheduled payments.

For example: Investments can be made using accounts fully insured by the FDIC or in accounts backed by the full faith and credit of the United States or Canadian Governments.

All bank interest and other earnings that accrue shall be accounted for and will be added to the C-Q Support Fund.

C-Q Support Fund distributions will be determined annually for the chorus and quartets which represent the district at the appropriate International Contests according to the formulae defined in Section 5.1.1. These distributions, if any, will be made by the district treasurer between January 1st and June 15th for the Society Seniors Quartet Contest held in that year and between January 1st and June 1st for the International Chorus and Quartet Contests to be held in that year. However, upon application to the District Board of Directors, advances may be drawn by the competitors subject to the loss of interest that would have been earned if the payment had been made on January 15th and June 1st respectively. Such advance payments may only be made during the same fiscal year in which the normal distribution of funds is made.

If any quartet representative chooses not to compete, the amount of money allocated to them by shares shall revert to the Fund and be treated in the same manner as interest.

5.1.1 Distribution

One-half of the available funds raised through assessing the membership are disbursed based upon the ratio of the distance from Boston, MA to the International Convention for the current year divided by the sum of the distances from Boston, MA to the next three International Conventions to assist the competitors with their travel expenses. The remaining half is disbursed equally for the current and next three Conventions to assist the competitors with their expenses which are not related to the distance they must travel.

The disbursement shall be distributed to the chorus or choruses and quartets as follows:

5.1.1.1 Six (6) percent of the total amount, as defined above, will be given to each quartet representing NED at the International Quartet Contest and the International Seniors Quartet Contest.

5.1.1.2 The balance of the total amount will be given to the NED chorus representative(s) to the International Chorus Contest in equal shares.

5.1.2 Limit On Distribution

The amount of money received by any member from the C-Q Support Fund in any single year and from all sources is limited to actual traveling expenses, his International Convention registration fee, plus fifteen dollars (\$15.00) per day for a maximum of four days while attending the International Convention.

5.1.3 Interest

The interest earned by the C-Q Support Fund will be accumulated in the Fund and will not be distributed until the C-Q Support Fund has reached a year-end balance of fifty thousand dollars (\$50,000). After this maximum of fifty thousand dollars (\$50,000) has been achieved, the previous year's interest or the portion thereof in excess of the stated maximum of fifty thousand dollars (\$50,000) will be distributed as outlined above.

If, in any given year, the normal distribution of the C-Q Support Fund funds causes the year-end balance to fall below fifty thousand dollars (\$50,000), up to 50% of that year's interest shall be used to restore the balance and the remainder shall be distributed as outlined in Section 5.1.1. This practice shall continue until the end of the year balance of fifty thousand dollars (\$50,000) is restored.

SECTION SIX

RESERVE ACCOUNTS

6.1 District Treasury Reserve Account (“Reserve Account”)

- 6.1.1.** Prior to the end of the year, four thousand dollars (\$4,000) of the annual budget will be placed into the District Treasury Reserve Account and allowed to accumulate with interest. If in any given year on December 31 of that year, the District Treasury Reserve Account balance is in excess of one hundred thousand dollars (\$100,000), this requirement for that year shall be null and void.
- 6.1.2.** At the end of the year, 100% of the achieved district budget surplus will be added to this Reserve Account and allowed to accumulate with interest. If in any given year the District Treasury Reserve Account balance on January 31 is in excess of one hundred thousand dollars (\$100,000), this requirement is waived for that year.
- 6.1.3.** The maximum total for this Reserve Account will not exceed one hundred thousand dollars (\$100,000). On the first of January or as soon as is practicable thereafter, any funds in excess of the allowable total of one hundred thousand dollars (\$100,000) shall be transferred from the Reserve Account. That portion of the excess attributable to interest income shall be transferred to the Interest Income Operating Account. That portion of the excess attributable to retained earnings (surplus) shall be transferred to the appropriate Operating Account. These funds, when transferred, shall be part of the District's income for that year and will be considered when the Annual Budget is formulated.
- 6.1.4.** The \$100,000 maximum amount for this Reserve Account will be deposited in an interest-bearing account and/or invested subject to the following provisions:
- 6.1.4.1.** The principal amount of \$100,000 is never at risk and
- 6.1.4.2.** Up to \$25,000 can be withdrawn by vote of the District Board.
- 6.1.5.** Withdrawals from this Reserve Account may be authorized by the District Board, provided that the balance of funds in the Reserve Account remains at \$75,000 or more. Withdrawals from this Reserve Account that reduce its total to less than seventy-five thousand dollars (\$75,000) can only be authorized by specific action of the House of Delegates using the same voting rules as used for amending this Operating Code.

6.2 Hudson Chapter Harmony Explosion Reserve Account (“HX Reserve Account”)

- 6.2.1.** At the end of each year, any net proceeds from the Harmony Explosion Camp income account and the Harmony Explosion expense account will be deposited into the Hudson Chapter Harmony Explosion Reserve Account. Funds deposited in this Reserve Account will be allowed to accumulate and will be used exclusively to fund expenses directly related to the harmony Explosion Camp.
- 6.2.2.** This HX Reserve account will be under the direct control of the district's VP-YIH.

6.3 Hartford Convention Harmony Education Fund (“Hartford Fund”)

This Hartford Fund, established by the 1987 Northeastern District Hartford Society Convention Committee and funded from the proceeds from the 49th Society Convention held in Hartford Connecticut in 1987, is established to provide scholarships each year to weekend District Music Seminars. This scholarship will provide the tuition costs of such seminars only. Transportation and other costs associated with attending the seminar will be the responsibility of the recipient. It shall be managed by the District Treasurer and shall be kept separate from other District funds.

6.3.1 The principal of \$16,500 of this Hartford Fund shall not be spent, but rather held in perpetuity so that the members of the Northeastern District can continue to enjoy the benefits from the 49th Society Convention in future years.

6.3.2 The District Treasurer shall invest the principal of \$16,500 in such a way that the principal is not at risk and that the interest is available when needed for funding the scholarships. All interest earned on this Hartford Fund in each annual time period beginning on January 1 and ending on December 31 will be disbursed during the following year to provide the scholarships to District Music Seminars as follows:

6.3.2.1 One (1) scholarship for each member of the current Yankee Division champion quartet.

6.3.2.2 One (1) scholarship for one member of the current Northeastern District Most Improved Chorus as selected by that chorus' Chapter Board.

6.3.2.3 One (1) scholarship for one member of the current Northeastern District Great Small Championship Chorus as selected by that chorus' Chapter Board.

6.3.2.4 One (1) scholarship for one member of the current Yankee Division Most Improved Chorus as selected by that chorus' Chapter Board.

6.3.3 If, after awarding the above scholarships, there are still funds available for distribution, the **VP-M&P** may offer scholarships to members of the Northeastern District who are, ~~in his opinion~~, deserving of such an opportunity.

6.3.4 If there are insufficient funds available on any given year to award full scholarships as outlined above, the funds available will be awarded as equally as possible to those who are eligible to receive them.

6.3.5 In the event any funds are left unexpended for any given calendar year, they will be kept separate by the District Treasurer and added to the amount which becomes available in the following calendar year to provide scholarships in accordance with paragraph three of this section

6.3.6 Administration:

6.3.6.1 The District Treasurer, in concert with the **VP-M&P** will determine the

number of scholarships available for that year. This number will be based on the amount of income generated by the fund as well as the tuition costs of the seminars for that year. The **VP-M&P** will then inform the District Secretary by letter of the number of available scholarships.

6.3.6.2 After the applicable Division Contests have been held, the District Secretary will write to each scholarship winner, instructing such winner to register for the appropriate seminar with the **VP-M&P** or the **VP-M&P's designee** no later than sixty (60) days before the seminar is to begin. After the scholarships have been accepted, the District Treasurer will withdraw the appropriate amount of money from the fund and credit it to the income account for the seminars affected.

6.3.6.3 If a scholarship winner is unable to attend a seminar, the District Secretary will notify the **VP-M&P** as soon as possible. The **VP-M&P** will then award those vacant scholarships as well as any surplus scholarships to members of the Northeastern District who are worthy of such an opportunity.

6.4 Judges' Training Reserve Account ("Judges' Reserve Account")

6.4.1 At the beginning of each year, a minimum of one thousand dollars (\$1,000) will be allocated to the Operating Budget disbursement account "Category Training".

6.4.2 At the end of each year, any funds left unspent in the Category Training disbursement account will be deposited into a Judges' Reserve Account under the heading "Judges' Training Reserve Account". The maximum total of this account will not exceed five thousand dollars (\$5,000).

6.4.3 Any funds in excess of five thousand dollars (\$5,000) in the "Judges' Training Reserve Account" will be transferred to the Music Education Support Reserve Account by the district treasurer on the first business day of January, or as soon as is practicable thereafter.

6.4.4 This account will be used at the discretion of the District VP Contest & Judging to defray costs for the following when such costs are not part of the current annual budget:

6.4.4.1 Certified NED Judges attending their category school(s).

6.4.4.2 NED Judges, qualified Candidates and qualified Applicants in training who have been invited to attend Candidate or Category Schools by their Category Specialist(s) as steps toward certification.

6.5 Music Education Support Reserve Account ("Music Reserve Account")

6.5.1 The principal amount of \$5,000, as collected from the members of the District in a special assessment made in 1994, shall be protected. Additional funding for this account will come from excess funds earned in the Judges' Training Reserve Account and from any other source.

- 6.5.2** Funds in this account can only be invested in such a way that the principal of \$5,000 is never at risk.
- 6.5.3** This Music Reserve Fund is to be used exclusively for the support of district music education activities not specifically provided for in the budget.
- 6.5.4** A committee, comprised of the District Executive Vice President, the District VP-CDD and the District VP-M&P shall, in accordance with the purpose of the Music Reserve Fund stated in the preceding paragraph, review all requests for disbursements from this Music Reserve Fund and make recommendations to the District Board for action.

SECTION SEVEN

DUTIES OF DISTRICT OFFICERS

7.1 District President

The District President, as the chief executive officer of the district and as chairman of both the District House of Delegates and Board of Directors, has broad responsibilities. Some of the more specific duties must be performed as follows:

- 7.1.1 Serve as chief Executive of the District
- 7.1.2 Supervise and monitor all administrative functions and activities of the District
- 7.1.3 Maintain knowledge of all governing documents.
- 7.1.4 Establish annual priorities and goals for the District and be responsible for achieving them.
- 7.1.5 Develop a District work plan and approve of all financial matters.
- 7.1.6 Chair all meetings of the District Board, the House of Delegates and the District Management Team
- 7.1.7 Appoint all members of the District Management Team which shall consist of the District Board, all Division Managers and such other committee chairs as the District President determines is appropriate.
- 7.1.8 Appoint committees as needed to carry on the business of the District.
- 7.1.9 Supervise and monitor all work activity and be fully knowledgeable of all functions and their responsibilities.
- 7.1.10 Attend Society-sponsored seminars.
- 7.1.11 Schedule all District Board meetings and other District functions such as leadership training.
- 7.1.12 Prepare the agenda for District Board and HOD meetings.
- 7.1.13 File a report to the HOD at each meeting.
- 7.1.14 Approve new chapter licenses and charters.
- 7.1.15 Sign checks for payment of District bills as an alternate to the Treasurer when such may be necessary due to the absence or inability of the Treasurer.

7.2 Executive Vice President

As pointed out in Section 5.07 of the District By-Laws, the Executive Vice-President shall, in the absence or inability of the District President, perform the duties of that office. In

addition, the Executive Vice-President's duties shall include:

- 7.2.1. Perform other duties as assigned by the District President.
- 7.2.2. Serve on the committee for the Music Education Support Fund.
- 7.2.3. Attend all District Board, District Management Team and House of Delegates meetings

7.3 Immediate Past President

An important duty of a District President nearing the end of term is to work closely with the duly-elected successor in order to achieve an orderly and efficient transfer of office. When the District President's term is complete, the District President's duties as the Immediate Past District President include:

- 7.3.1. Attend all District Board meetings, District Management Team and the District HOD meetings.
- 7.3.2. Perform other duties as may be assigned by the District President. These may include Chairmanship, or coordination of, special committees appointed by the President.

7.4 Vice President for Chapter Support

The Vice-President for Chapter Support (VP-CS) is a member of the District Board. Duties include the following:

- 7.4.1. Be responsible for coordinating, monitoring, and maintaining an effective chapter counseling program in the District.
- 7.4.2. Maintain assertive monitoring of Chapter Compliance. All chapters must be compliant with the Society's six Compliance Standards
- 7.4.3. Be responsible for the management of Division Managers
- 7.4.4. Serve as the representative of the Division Managers to the District Board and the House of Delegates
- 7.4.5. Be responsible for the recruitment and training of potential Division Managers.
- 7.4.6. Disseminate related Division Manager and training materials within the District.
- 7.4.7. Recommend the certification of Division Managers from the District, when appropriate.
- 7.4.8. Be responsible for, coordinate and manage leadership training in the District.
- 7.4.9. Participate in training carried out by the Society's Leadership Operations Project Team.

7.4.10. Fully support the Society's Healthy Chapter Initiative.

7.4.11. Attend all District Board, District Management Team and House of Delegates meetings.

7.5 Vice President for Chorus Director Development

The Vice-President for Chorus Director Development (VP-CDD) is a member of the District Board. Duties of this office include the following:

7.5.1. Be responsible for promoting, administering and recruiting participants for the Chorus Directors' Workshop Intensive (CDWI), chorus director certification and chorus director training programs in the District, and reporting on and publicizing accomplishments of participants.

7.5.2. Recruit and develop a District faculty for chorus director training and maintain and disseminate training materials within the District.

7.5.3. Recruit CDWI trainers for certification.

7.5.4. Communicate, promote and coordinate all functions of chorus director recruitment and development in the District, including promotion of the program and its materials to non-Society musicians in the District.

7.5.5. Maintain records on the CDWI and chorus director certification and chorus director development programs in the district and recommend the certification of chorus directors from the District, when appropriate.

7.5.6. Liaison with the Society Chorus Director Development Committee and communicate and coordinate its policies within the District.

7.5.7. Develop an effective Chorus Directors' Guild in the District and chair its meetings.

7.5.8. Participate in training carried out by the Society Chorus Director Development Committee.

7.5.9. Serve on the committee for the Music Education Support Fund.

7.5.10. Attend all District Board, District Management Team and House of Delegate meetings.

7.6 Vice President for Contest and Judging

The Vice-President for Contest & Judging (VP-C&J) is a member of the District Board. Duties of this office include the following:

7.6.1. Serve as liaison between the Society Contest and Judging (C&J) Committee and the District.

- 7.6.2. Attend all VP-C&J meetings.
- 7.6.3. Communicate and coordinate Society Contest & Judging policy within the District.
- 7.6.4. Organize and administer all contest judging activities within the District.
- 7.6.5. Communicate with all potential contestants in District and division contests.
- 7.6.6. Promotes and handles all applications of Judging Candidates from the District and schedule practice sessions at District contests.
- 7.6.7. Work with the District Vice President for Events to ensure that all contest venues have adequate facilities, suitable sound and lighting systems for contests and satisfy appropriate Society specifications.
- 7.6.8. Participate in training carried out by the Society Contest and Judging Committee.
- 7.6.9. Serve *ex officio* as a member of the District Events Team.
- 7.6.10. Recruit and encourage new judging candidates from the District.
- 7.6.11. Chair the C&J Standing Committee
- 7.6.12. Coordinate with the VP-YIH regarding the Youth Barbershop Quartet Contest.
- 7.6.13. Coordinate with the VP-EVENTS on all contest and judging items enumerated in the Northeastern District Convention Manual.
- 7.6.14. Attend all District Board, District Management Team and HOD meetings.

7.7 **Vice President for Events**

The Vice-President for Events (VP-EVENTS) is a member of the District Board. Duties of this office include the following duties include the following:

- 7.7.1. Be responsible for effective planning and budgeting, site selection, management and operation of all District-sponsored events held within the District, including conventions, contests, music festivals, alternatives to competition, music and leadership training schools, joint events with other a cappella singing organizations, etc.
- 7.7.2. Interpret all Society regulations as they apply to District conventions.
- 7.7.3. Assure that the District Convention Manual is up-to-date and used, and that Society contest sound and lighting system guidelines are followed.
- 7.7.4. Maintain a comprehensive convention history file on past and potential convention sites.

- 7.7.5. Liaison with the Society Events Committee, and, when necessary, the Society External Affairs Committee.
- 7.7.6. Chair meetings of the District Events Team.
- 7.7.7. Participate in training carried out by the Society Events Committee.
- 7.7.8. Attend all District Board, District Management Team and House of Delegates meetings.

7.8 **Vice-President for Marketing and Public Relations (VP-M&PR)**

The Vice-President for Marketing & Public Relations is a member of the District Board. Duties of this office include the following:

- 7.8.1 Be responsible for ensuring that the District and its Chapters and quartets have the marketing, image and awareness-building tools to take advantage of their unique assets, and are using them to increase market penetration by matching their unique assets to community needs.
- 7.8.2 Provide programs and materials to enhance public awareness of barbershopping and the value of music education for personal enrichment.
- 7.8.3 Provide chapters with guidelines for improving public awareness and appreciation of the Society through support of unified service projects and local charities.
- 7.8.4 Promote sale and distribution of Society merchandise to advertise the Society and promote pride in the hobby.
- 7.8.5 Serve as liaison between the District and the Society Marketing and Public Relations Committee.
- 7.8.6 Participate in training carried out by the Society Marketing and Public Relations Committee.
- 7.8.7 Chair the district Public Relations Committee
- 7.8.8 Attend all District Board, District Management Team and House of Delegates meetings.

7.9 **Vice President for Membership Development and Outreach**

- 7.9.1 The Vice-President for Membership Development and Outreach (VP-MD) is a member of the District Board. Duties of this office include the following:
 - 7.9.1.1 Provide inspiration and ideas in the District to promote membership recruitment and retention of members and the formation of new chapters.
 - 7.9.1.2 Use, develop, refine and implement programs that will stimulate target-marketed members to join the Society in District chapters.

- 7.9.1.3 Seek out attractive extension sites for new chapters within the District and use Society extension programs.
 - 7.9.1.4 Monitor members' perceptions of services provided by the District and Society and report these to the Membership Development Committee and Staff liaison.
 - 7.9.1.5 Be responsible for effective communications and promotion of District activities through regularly-distributed District bulletins, and encouraging development of informative chapter bulletins.
 - 7.9.1.6 Liaison between the District and the Society Membership Development Committee.
 - 7.9.1.7 Participate in training carried out by the Society Membership Development Committee.
 - 7.9.1.8 Chair the district Membership and Outreach Committee.
 - 7.9.1.9 Attend all District Board, District Management Team and House of Delegates meetings.
- 7.10 **Vice President for Music and Performance**
- 7.10.1 The Vice-President for Music & Performance (VP-M&P) is a member of the District Board. Duties of this office include the following:
 - 7.10.2 Be responsible for all music activities within the District that will improve and expand the musical knowledge and performance abilities of the membership, including, but not limited to:
 - 7.10.2.1 Quartet and chorus coaching programs, including music coach's guilds and music and performance coach training.
 - 7.10.2.2 Developing and administering performance evaluation programs for quartets and choruses.
 - 7.10.2.3 Develop and administer District music education schools, seminars and other events.
 - 7.10.2.4 Coordinate all Society music representative visitations to the District.
 - 7.10.3 Coordinate with the District VP for Events, make all arrangements for, and oversee the execution of, the annual District HEP school (or equivalent), making arrangements for faculty, classes offered and faculty to be used.
 - 7.10.4 Serve as the liaison between the District and the Society's Music and Performance Committee.
 - 7.10.5 Participate in training seminars directed by the Society Music and Performance

Committee.

- 7.10.6 Communicate to the District Board the musical needs and aspirations of the quartets and choruses in the District.
- 7.10.7 Administer special music education scholarships.
- 7.10.8 Serve on the committee for the Music Education Support Fund.
- 7.10.9 Serve as the District's liaison to all other music education and evaluation programs in affiliated barbershop organizations and other unaffiliated musical organizations.
- 7.10.10 Attend all District Board, District Management Team and the House of Delegates meetings.

7.11 **Vice President for Youth in Harmony**

The Vice-President for Youth in Harmony is a member of the District Board. Duties of this office include the following:

- 7.11.1 Implement all Society and district YIH activities and programs.
- 7.11.2 Assist chapters in establishing chapter YIH programs and chapter teams in working with local school and college administrators and music educators to establish harmony singing groups.
- 7.11.3 Identify and encourage others within the district to seek out education opportunities for your men that can be organized and/or supported by the district, individual chapters and the YIH team.
- 7.11.4 Establish and effectively manage the district YIH budget.
- 7.11.5 Effectively communicate with chapter YIH representatives through electronic and printed media, as necessary, the status, plans and activities of the district's YIH programs.
- 7.11.6 Assist music educators in developing primarily within young men a sense of singing as a life-long activity.
- 7.11.7 Identify and suggest performance opportunities to groups of student harmony singers within the district including, but not limited to, festivals, workshops, clinics, chapter shows and contests.
- 7.11.8 Coordinate with the district Vice President for Music and Performance all visits of Society representatives to the district in order to ensure adequate attention to the district's YIH activities.
- 7.11.9 Ensure appropriate representation of district youth activities and services team at all district Board of Directors and House of Delegates meetings.

- 7.11.10 Organize and chair a district YIH team that will provide the leadership for district YIH activities.
- 7.11.11 Provide liaison between the district and Society Youth in Harmony committee.
- 7.11.12 Attend all District Board, District Management Team and House of Delegates meetings.

7.12 **District Secretary**

The District Secretary serves as a member of and Secretary to the District Board and the HOD. Duties of this office include the following:

- 7.12.1 Serve as the Recording and Corresponding Secretary for the District.
- 7.12.2 Be the custodian of the District calendar and District documents
- 7.12.3 Upon receipt of a properly completed SOCAN license application or a BMI/SESAC license application, and a check for the appropriate amount, issue a clearance for a chapter show provided that:
 - 7.12.3.1 No District Spring or Fall Convention, leadership training school, Harmony Education School, or Division Contest for the requesting Chapter's Division, is scheduled for the same weekend as the proposed Chapter show.
 - 7.12.3.2 No chapter show to be held at a site within fifty automobile miles of the requested show site, as determined by the American Automobile Association, has already been cleared for the same date.
 - 7.12.3.3 If a clearance cannot be issued because of a previously-cleared show, the following procedures will be followed:
 - 7.12.3.3.1 The District Secretary will notify the requester that this condition exists and that communications will be initiated with the chapter which has the cleared date asking their consent to clear the requested show. Copies of this letter will be sent to the appropriate District Vice-President for their information and coordination.
 - 7.12.3.3.2 The District Secretary will write to the President of the chapter which has cleared the date, sending copies to the Chapter Secretary and to the person who handled the clearance, if other than those already mentioned, asking that the Chapter's Board of Directors permit the clearance of the requested show. The letter will ask for a response within 30 days of the date of the letter.
 - 7.12.3.3.3 If a positive response is received, the District Secretary will issue a clearance. If a negative response is received, the request for clearance will be denied.
 - 7.12.3.3.4 If no response is received after 45 days, a second letter will be sent to

the same persons as the first. This letter, sent via Certified Mail - Return Receipt Requested, will state that if no response is received within the next fifteen days the requested clearance will be issued.

7.12.3.3.5 If a response is received to the second letter, it will be treated as a response to the first. If no response is received, with the signed receipts from the post office in hand, the District Secretary will issue the clearance.

7.12.3.3.6 Any chapter which is denied a show clearance, either because it has been scheduled in conflict with a District function or because a neighboring chapter refused to permit the clearance when their show was previously cleared for the same night, may appeal that denial to the District Board of Directors whose decision on the matter will be final.

7.12.4 Record and transcribe the minutes of all District meetings.

7.12.5 Call all the District Officials and Chapter Delegates to their appropriate meetings.

7.12.6 Notify District Board members and Committee Chairs of all Board meetings with agenda at least 15 days in advance of each meeting.

7.12.7 Notify each Chapter Delegate, or Chapter President if no Delegate is known, of all House of Delegates meetings at least 30 days in advance of each meeting. This notice must contain the agenda for the meeting, the procedure for Delegate certification, the substance of any change to the District By-Laws or Operating Code being proposed by the Board of Directors, and, for the Fall meeting only, the report of the Nominating Committee. Notices must also be sent to the District Board members, District Committee Chairs, and all Past District Presidents who are NED members

7.12.8 Prepare minutes on all Board actions and distribute them, as well as all District regulations and statements of policy, to Chapter Delegates.

7.12.9 Participate with the District President in formulating the agenda for District Board and HOD meetings.

7.12.10 Present a slate of officers to the Fall House of Delegates at least thirty days prior to the HOD meeting.

7.12.11 Notify Society Headquarters immediately after the fall HOD meeting of District Officers elected.

7.12.12 Maintain a stock of Society stationery supplies and disburse them to District Officers as needed.

7.12.13 Issue communications as may be needed to chapter Secretaries.

7.12.14 Maintain a file on each District chapter.

7.12.15 Attend all District Board, District Management Team and House of Delegates meetings. Record and issue to the members of the District Board and HOD the minutes of the meetings within 30 days. A copy must be sent to Society Headquarters.

7.13 **District Treasurer**

The Treasurer is the chief financial officer of the District and is custodian of District funds. The District Treasurer maintains the District accounts, receives funds paid to the District, disburses funds paid by the District and serves on the Finance Committee. Duties of this office include the following:

- 7.13.1 Serve as Financial Manager of the District budget, income and expense disbursements.
- 7.13.2 Maintain financial records, analyze expenditures and be cognizant of state/federal or province/dominion policies regarding non-profit organizations.
- 7.13.3 Serve as a member of the District Finance Committee that reviews policy and financial accounting.
- 7.13.4 Submit appropriate financial reports to the District and Society.
- 7.13.5 Submit a written financial report at each District Board meeting. This report is to include comparison of actual with budgeted expenses.
- 7.13.6 Submit a written financial report to the spring HOD meeting on the financial transactions of the District for the preceding calendar year.
- 7.13.7 Submit a District Financial Report to Society Headquarters semiannually as required by the Society By-Laws.
- 7.13.8 Pay all ordinary expenses (within approved budget) upon signed approval of the District President.
- 7.13.9 Pay extraordinary expenses when authorized by action of the District Board.
- 7.13.10 Coordinate the allocation, transfer, and receipt of District dues collected from the chapters and the applicable Frank Thorne members by the Society Office.
- 7.13.11 Furnish details of financial transactions requested at any time by the District Auditor.
- 7.13.12 File for the District with IRS and the State departments as needed all applicable financial statements and/or reporting forms. This includes the filing of IRS forms 990 by May 15 of each year and the filing of incorporation-renewal documents with the Commonwealth of Massachusetts as required.
- 7.13.13 Attend all District Board, District Management Team and House of Delegates

meetings.

7.14 **Division Managers**

The person filling the position of Division Manager is appointed by the District President. The Division Manager's duties in general include, but are not limited to

- 7.14.1 Report to the Vice President of Chapter Support.
- 7.14.2 Serve as the primary contact between the District and the chapters within their Divisions and develop a rapport with a representative from each chapter in their divisions...someone who will truthfully report what is transpiring within the chapter.
- 7.14.3 Attend HOD Meetings. A Division Manager is part of the NED Leadership Team and is encouraged to attend all face-to-face Board meetings (at their own expense), as well as participants in the Board's call-in meetings.
- 7.14.4 Work with the appropriate District Vice Presidents to promote inter-chapter relations, membership growth, community service and public relations of chapters within their Divisions In addition, the Division Manager will serve as a resource for the VP of Events in determining venues and hotels within their divisions/region to host conventions.
- 7.14.5 Attend all Training Schools for District Leadership that may be held in the District or Society when asked to do so by the District President.
- 7.14.6 Attend as many chapter, Division and District functions as practicable.
- 7.14.7 Contact each chapter within their divisions a minimum of once a quarter, either by ~~personal visit~~, phone call or email to assess overall chapter wellness, learn of chapter events/activities and to hear of chapter success stories to be shared with everyone in the division and district. In such cases which warrant a personal, "in person" visit for which an expense reimbursement request will be submitted, that visit must be pre-approved by the DVP-CS.
- 7.14.8 File informal reports with the DVP-CS in advance of HOD meetings and District Board meetings in accordance with timelines required. Reports should include, but not limited to:
 - Chapter Status
 - Dates of contact with each chapter since last report
 - Greatest needs
 - Prognosis
 - Noteworthy events

In conjunction with the Vice President for Chapter Support, monitor and encourage each chapter to be in Compliance with the Society's six Compliance Standards:

- Chapter must have a minimum of 8 active members

- Chapter must have a president, a treasurer and a secretary
- Chapter cannot owe BHS money
- Chapter's Financial Review must be files in a timely manner
- Chapter's Incorporation must be current
- Chapter's IRS 990/CRA must be current

SECTION EIGHT

DUTIES OF DISTRICT STANDING COMMITTEES

8.1 Auditing

The District Auditor is responsible for independently auditing the financial transactions of the District to ensure that proper accounting procedures are utilized and that all transactions conform to provisions of the District By-Laws and this Operating Code. Specifically, the District Auditor must audit the District's books as soon as possible after the Treasurer has issued the final report of the year (approximately December 15), and at any other time, at random. The District Auditor must communicate the results of this audit by letter to both the District President and Treasurer.

8.2 Bulletin and Editorial

The Bulletin & Editorial Committee is responsible for proposing editorial policy of the District bulletin for providing guidance to the District Editor. Its specific duties are:

- 8.2.1.** Measure the timeliness and effectiveness of the District bulletin with respect to number of issues, publication dates, news, features, and editorial content.
- 8.2.2** Provide advice to the District Editor on possible improvements and on ways which this work can be lessened.
- 8.2.3.** Recommend to the District Board steps that may be taken to improve the overall effectiveness of the District bulletin.
- 8.2.4.** Review printing costs and time and recommend to the District Board improvements that can be made.

8.3 Leadership Training Schools

This committee is responsible for planning and conducting all training seminars for chapter officers sponsored by the District. Specific duties are:

- 8.3.1.** Propose a budget for this activity to the Finance Committee.
- 8.3.2.** Submit a proposal to the District Board on the number and location of schools to be conducted.
- 8.3.3.** Arrange for instructors.
- 8.3.4.** Arrange for course content and instructional materials.
- 8.3.5.** Notify all chapters at least 30 days in advance of details of the school which they are to attend.
- 8.3.6.** Publicize schools in a manner that will encourage participation by all chapter officers.

- 8.3.7. Coordinate with Society Headquarters and with other Districts for mutual interchange of course content, instructors and instructional materials.
- 8.3.8. Coordinate with Society Headquarters and with the District Board on holding District Officer training seminars in conjunction with leadership training schools and CAPCOTS.

8.4 Contest and Judging

This committee is responsible for advising, supervising, and directing the conduct of all quartet and chorus contests held in the District that come under the auspices of the Society. This includes all contest operations at the Spring and Fall Conventions as well as the operation of all Division Contests.

This Committee shall be chaired by the District VP for Contest and Judging. The District VP Contest & Judging is responsible to both the District President and the Society C&J Committee.

The responsibilities and duties of this Committee are outlined in and governed by the Contest and Judging Handbook, published and updated by the Society. In addition, this Committee will ensure that all contests will be operated in accordance with the Barbershop Harmony Society Contest Rules as published by the Society and contained in the Society Contest and Judging Handbook.

In addition to the above duties, this Committee shall:

- 8.4.1. Administer drawing for order of appearance of choruses and quartets at District and division contests.
- 8.4.2. Prepare and present a report for each House of Delegates meeting.

8.5 Events Team

This committee is responsible for planning, coordination with the host chapter, and management of all conventions of the Northeastern District.

8.6 Credentials

This committee is responsible for establishing the certification of Delegates and for specifying the seating arrangement at all House of Delegates meetings. Specifically, its duties are:

- 8.6.1. Maintain station at the entrance to the meeting hall.
- 8.6.2. Examine the credentials of all entrants and direct them to the proper seating area.
- 8.6.3. Maintain a list of names of all Delegates entering and, for all alternates to duly-elected Delegates, a file of letters of authority from their chapters.

- 8.6.4.** Report the number and names of chapters represented, District officers and Past District Presidents in attendance.
- 8.6.5.** Conduct any roll calls required.

8.7 District Editor

The District Editor is responsible for publishing the District bulletin. The duties of this office include:

- 8.7.1.** Consult with the Bulletin and Editorial Committee on overall plans, editorial contest and policy.
- 8.7.2.** Develop and submit a proposed budget to the Finance Committee each year, and adhere to the one approved by the District Board.
- 8.7.3.** Design or modify the layout of the District bulletin as needed. The editor will regard the bulletin as a newspaper rather than a magazine in formulating such plans. Cost and cost-effectiveness will be chief among the criteria the editor uses to determine the means of creation, the page size, number of pages and printing process.
- 8.7.4.** Obtain staff assistants for any activities the editor deems necessary.
- 8.7.5.** Write, or arrange for another person to write, news coverage of events such as the following:
 - 8.7.5.1.** District Spring Convention and Society Preliminary Quartet Contest
 - 8.7.5.2.** Fall Convention and contests
 - 8.7.5.3.** Special Events
- 8.7.6.** Solicit and edit other contributions as necessary and desirable. Also solicit and evaluate input such as letters to the editor to learn and respond to the needs of district members.
- 8.7.7.** Sell, or appoint an assistant to sell, advertising to be printed in the bulletin. Rates determined by the District Board with input from the editor, will be published in every issue of the bulletin. These rates will be reviewed periodically.
- 8.7.8.** Determine the requirements for preparing advertising material and also print them in every issue. Payment must accompany the material when it is submitted to the editor. A check in U.S. funds should be made payable to “NED-SPEBSQSA”.
- 8.7.9.** Select a printer to print and mail the District bulletin.
- 8.7.10.** Publish the District bulletin on a schedule agreed to, or directed by, the District Board.

8.7.11. Continually assess the performance of the printer of the bulletin with regard to quality, cost and meeting publishing dates.

8.7.12. Arrange to mail the District bulletin to members of the District, Society Officers, Presidents and Secretaries of other districts, district bulletin editors, officers of PROBE and paid-up non-member subscribers. Mailing should be done by non-profit permit whenever possible. The District Editor should keep up to date on the most appropriate non-profit mailing service available from the U.S. Postal Service, or appoint someone to do so. The District Editor should also arrange to ship copies in bulk to Canadian chapters and to secretaries of licensed chapters.

8.7.13. Obtain approval from the District President for any changes to these duties.

8.8 Ethics

8.8.1 The District Ethics Committee is responsible for the handling of all complaints concerning unethical behavior of any member of our Society which took place within the District or which have been referred to the committee by the Society Ethics Committee. It works under the direct supervision of the Society's Ethics committee and is responsible to that committee as well as the District. Its duties include:

8.8.2 Investigating and evaluating all reports received on possible violations of the Society's Code of Ethics.

8.8.3 Recommending any action indicated to the District Board and/or the Society.

8.8.4 Filing a report at the Fall House of Delegates meeting.

8.9 Finance

8.9.1 The District Finance Committee oversees the District budget and District Investments.

8.9.2 This Committee will consist of a Chair, the District Treasurer (who may not serve as Chair) and up to three additional members who are well-versed in finance and investments. This Committee Chair and District Treasurer will be members in good standing of the District. The additional members are not required to be Society members. The Chair and additional members will be appointed annually by the District President in January.

8.9.3 The Duties of this committee are as follows:

8.9.3.1 Prepare a District budget for the following year and present it at the December District Board meeting.

8.9.3.2 Continually review actual financial performance against the approved budget throughout the year and recommend to the District Board any changes felt necessary.

- 8.9.3.3** Assist the District Treasurer in the performance of all duties where necessary
- 8.9.3.4** Make recommendations to the District Board and House of Delegates, with supporting evidence, for any changes in the District dues structure or fees to be charged for any programs or conventions which the District runs.
- 8.9.3.5** Monitor the District's investments and make changes as required to obtain maximum benefit from the District's investments.
- 8.9.3.6** Make investment reports available to the District Board at its meetings.
- 8.9.3.7** Make investment reports available to the House of Delegates at its meetings.
- 8.9.3.8** Review the budgets of major financial items such as conventions, leadership training schools, major schools and any new programs with the Chairs of these activities.

8.10 Historian

The District Historian is custodian of all historical District documents. Specifically, a file shall be maintained of:

- 8.10.1** All minutes of House of Delegates meetings.
- 8.10.2** All minutes of District Board meetings.
- 8.10.3** All written committee reports.
- 8.10.4** Copies of the District Bulletin.
- 8.10.5** Other documents of historical value.

8.11 Governance and Bylaws

The District Governance and Bylaws Committee acts as the consultant to the District on matters related to the District and Society rules and regulations. The duties of this committee include:

- 8.11.1** Draft all amendments to the District Bylaws and to the Operating Code.
- 8.11.2** Maintain the original draft of the District Bylaws and Operating Code, and all amendments and changes.
- 8.11.3** Distribute copies of the District Bylaws and Operating Code to all chapters, District Officers, Past District Presidents, the Society G&B Committee and the Society Office. Copies may be distributed to others if requested. Posting a copy of the by-laws and operating code on the District website shall satisfy this requirement

except for the copy to the Society Governance & Bylaws Committee.

8.11.4 Incorporate all changes and amendments and republish the District Bylaws and Operating Code at least once every five years unless such schedule is changed by the District Board.

8.11.5 Act as consultant to committees drafting procedural manuals to assure there are no conflicts with the District By-Laws and Operating Code.

8.13 Membership and Outreach

The District Membership and Outreach Committee is responsible for coordinating membership growth in the District in conjunction with the Society's membership development programs, as directed by the District President and the District Board of Directors. It is to be chaired by the District Vice-President of Membership Development and Outreach.

As the chair of this committee and through his direct contact with the Society Office, the District Vice-President of Membership Development and Outreach is responsible for three areas of District membership growth:

8.13.1. Extension Search for and develop new chapters within the District.

8.13.2. Recruitment Seek out potential singing members through chapter and District activities.

8.13.3. Retention Establish a process to keep existing members in S.P.E.B.S.Q.S.A.

8.14 Nominating

The District Nominating Committee is comprised of at least three members of the House of Delegates a majority of whom shall be past district officers and at least two of whom shall be past district presidents. The members of the committee are appointed by the District President. It is responsible for finding the best possible candidates for District service and identifying potential candidates for election to the Society Board. In a very real sense, the future of our District lies in this Committee's hands. This Committee's duties are as follows:

8.14.1. Contact each chapter in the District and current District Officers in writing to solicit their suggestions for possible nominees for District offices. The basic requirements for each office should be outlined in this communication.

8.14.2. Review job descriptions, each candidate's current and past performance and experience in related duties, assessing leadership qualities and ability to function as a team member.

8.14.3. Acquire and forward credentials of prospective District officers in accordance with the schedule shown below:

- 8.14.3.1.** On May 1st of each year, ask each nominee to state in writing, by May 15th, whether he is willing to serve (if elected), to state why, and if so, to submit a barbershop resume. Nominees may submit one or two letters of recommendation if they so desire.
- 8.14.3.2.** By June 1st of each year, submit the credentials of the potential Vice President Contest & Judging candidate(s) to the Society Contest & Judging Committee for approval.
- 8.14.3.3.** By July 1st notification will be received from the Society Contest & Judging Committee regarding that (those) candidates' suitability.
- 8.14.4.** Submit the slate of nominees to the District Secretary at least 45 days prior to the Fall House of Delegates meeting.
- 8.14.5.** Include on the slate candidates for the offices of:
 - 8.14.6.1.** District President
 - 8.14.6.2.** District Executive Vice President
 - 8.14.6.3.** District Vice Presidents for:
 - 8.14.6.3.1** Chapter Support and Leadership Training
 - 8.14.6.3.2** Chorus Director Development
 - 8.14.6.3.3** Contest and Judging
 - 8.14.6.3.4** Events
 - 8.14.6.3.5** Marketing and Public Relations
 - 8.14.6.3.6** Membership Development and Outreach
 - 8.14.6.3.7** Music and Performance
 - 8.14.6.3.8** Youth in Harmony
 - 8.14.6.3.9** Secretary
 - 8.14.6.3.10** Treasurer
 - 8.14.6.3.11** Those additional Officers and/or Directors as desired by the District.
- 8.14.7** Maintain a file of this information for future Nominating Committees.

See Article V, Section 5.06 of the Northeastern District Bylaws.

8.15 Public Relations

The District Public Relations Committee is responsible for promoting public relations both within the District and outside the District. Its duties include:

8.15.1 Promote the publishing of bulletins by all chapters.

8.15.2 Promote membership in PROBE to all chapter bulletin Editors and PR Chairs

8.15.3 Supervise the annual Society Bulletin of the Year contest in the District. The judging rules for this contest are to be the same as those used at the Society Bulletin Contest. The panel of judges must be distinguished, qualified judges from other Districts picked from a list provided by PROBE. Three winners will be selected based on method of reproduction -- offset, photocopy, and mimeograph. The overall winner and overall second place will be eligible to enter the Society Bulletin Contest.

8.15.4 Devise programs, contests and awards on a District level that may be desirable for improving the effectiveness of chapter bulletins, other publications and external public relations.

8.15.5 Consult with chapters and other organizational groups in the District on any activity which will increase effective exposure of barbershopping to the public.

8.15.6 File a report at the Fall House of Delegates meeting.

SECTION NINE

DIVISION/REGIONAL CONVENTIONS

9.1 Administrative

9.1.1 Division Conventions will be held each year on dates specified by the Board of Directors in coordination with the Society Contest and Judging Committee. These conventions must be held no earlier than January 15 and no later than June 1. The Regional Convention will include the division contests for those divisions included in that Regional Convention by the Board of Directors. Regional conventions are events that host the contest(s) for two or more divisions from the District.

9.1.2 **Purposes of Regional/Division Contest**

9.1.2.1 Each Division Contest is held for the following reasons

9.1.2.1.1 To determine the choruses who will compete in the Fall District Contest to be held during the Fall District Convention.

9.1.2.1.2 To determine the Division Overall, Men's, Mixed, and Women's Chorus Champions; the Overall Small Chorus Champion; and the Division Overall Most Improved Chorus.

9.1.2.1.3 To determine the quartets who will compete in the Fall District Contest to be held during the Fall District Convention.

9.1.2.1.4 To Determine the Division Overall, Men's, Mixed, and Women's Quartet Champions; the Division Men's, Mixed, and Women's Novice Quartet Champions; and the Division Overall Most Improved Quartet. The current and past division champions in the Quartet Champion Overall, Men's, Mixed, and Women's categories and the Novice Quartet Champion category are not eligible to compete in those categories.

9.1.2.1.5 To determine the Division Overall Very Large Quartet Champion.

9.1.2.1.6 To determine the Division Overall Senior Quartet Champion

9.1.2.1.7 To determine the Division Youth Quartet Champion and the youth quartets who will compete in the Fall District Contest to be held during the Fall District Convention.

9.1.2.1.7.1 Each quartet shall comply with the then current Society rules for the Society's Youth Quartet Contest program as it relates to registration, membership, and age.

9.1.2.1.8 To determine the qualifying quartets (Spring Preliminary) that

will compete in the International Quartet Contest held the following summer.

9.1.3 Management of Division Contests

9.1.3.1 The Vice-President for Events has overall responsibility for the operation of all the division conventions. The Vice-President for Contest and Judging has the overall responsibility for the operation of the contests at each convention

9.1.4 Expenses

9.1.4.1 Except for the Sunrise Division, the District will assume all financial responsibility for running a division convention and division contest. For the Sunrise Division contest and convention, the District is responsible for travel to the convention site, housing and meals for the judging panel. The Sunrise Division is responsible for all other expenses.

9.1.4.2 Host Chapter Compensation

9.1.4.2.1 A host fee shall be paid by the District (except in the Sunrise Division) to the local host in an amount to be set by the Board of Directors and included in the District budget for the current year. The fee shall be paid when the local host responsibilities have been completed by the local host and approved by the Vice-President for Events.

9.1.4.2.2 The host is encouraged to run ancillary activities – a snack bar in the lobby of the auditorium facility during the contest sessions, an afterglow, etc. – to increase their financial gain from hosting the convention. While the District is not financially responsible for either the profits or the losses of these ancillary functions, the host must gain approval of their plans for such events from the Vice-President for Events to assure that there will be no conflict with the District functions.

9.1.5 Registration and Fees

9.1.5.1 Registrations shall be required for all persons attending a division contest. Registrations shall be in the following categories and the costs of registrations shall be set annually by the Board of Directors in the previous year as part of the budget process:

Table of Registration Fees for Division Contests			
Type of Registration	Competitor	Non-competitor	
	(All events)	All-events	Single Event
Adult (aged 26 and over)	X	X	X
Youth (aged 13 to 25)	X	X	X
Child (aged 12 and under)	X	X	X
Staff, VIP, Guest		X	X

- a. Youth registrations shall be not more than ½ of the cost of an adult registration for the same category with the exception of “EARLY BIRD” registrations.
- b. Child registrations for child competitors shall be the same as that for Youth competitors.
- c. Staff, VIP and Guest registrations shall be for non-competitors only as determined by the DVP-Events.

9.1.5.2 All registrations are transferrable, but non-refundable.

9.1.5.3 Each member competing in either a division quartet contest or a division chorus must purchase an “All-Events” registration.

9.1.6 Location

9.1.6.1 The location of Regional/Division conventions shall be approved by the Board of Directors.

9.1.6.2 The definitions and requirements of the facilities required for a Regional/Division convention and contest shall be determined by the Board of Directors

9.1.7 Evaluation Sessions:

9.1.7.1 A quartet wishing to have an evaluation session after the contest with the judging panel shall submit to the Vice-President for Contest and Judging, or his designated representative **NO LATER THAN** five (5) days before the contest, a check payable to the NED in the amount of twenty dollars (\$20.00). The check will be returned by the Vice-president for Contest and Judging immediately following the evaluations to those quartets that attend the evaluations.

9.1.7.2 A check submitted by a quartet whose evaluations are scheduled to start at 1:00 AM or later will be returned to them regardless of their attendance at the evaluations.

9.1.7.3 If the quartet notifies the District Vice-President for Contest and Judging prior to the start of the quartet contest that they do not want an evaluation, their check will be returned to them.

9.2 Division Contest Rules

9.2.1 The current “Barbershop Harmony Society Contest Rules” (**Society Rules**) shall be used for division contests

9.2.2 A single panel of judges may be used for division contests except that at any regional convention/contest at which the Spring Prelims are held there should be a

double panel. There shall be only one round of quartet competition for division contests. There shall be two rounds of quartet competition for Spring Prelims.

9.2.3 Choruses, quartets and Very Large Quartets wishing to enter their chorus in the Division ~~chorus~~ contest or a Spring Prelims contest must complete an official entry using the then current method prescribed by the Society Contest and Judging Committee following the instructions contained therein. It is through information in this entry that the chorus, quartet and Very Large Quartet declares its reason(s) for entering this contest. This entry must be received by the Vice-President for Contest and Judging **NO LATER THAN** thirty (30) days before the contest.

9.2.4 All choruses, quartets and Very Large Quartets are eligible and encouraged to compete in their division contests

9.2.5 Any chorus, quartet and Very Large Quartet that claims that it would be a hardship to compete in its proper division chorus contest may apply to the Vice President for Contest & Judging for permission to compete in another specified division for the sole purpose of qualifying for advancement to the appropriate Fall District Contest. Choruses, quartets and Very Large Quartets receiving this permission are not eligible for any division awards. A chorus, quartet and Very Large Quartet may appeal the decision of the Vice-President for Contest and Judging to the District Board, whose decision shall be final.

9.2.6 Division Chorus Contest Rules

9.2.6.1 The current District Overall Chorus Champion has the option to compete or not compete in its Division Chorus Contest following the District contest which designated it as champion. Regardless of whether or not said champion competes in its Division Contest, it will automatically be eligible to compete in the following District Chorus Contest. When counting the number of choruses qualifying from said contest, however, the champion will be included in the listing.

9.2.6.2 A division chorus competitor scoring the minimum qualifying score or Higher qualifies for the following Fall District Chorus Contest. This score level will be based upon past experience in the Northeastern District and shall be reviewed annually by the Vice-President for Contest and Judging. If the Vice-President for Contest and Judging determines that the minimum qualifying score should be adjusted, such adjustment must be approved by the District House of Delegates at least sixty (60) days prior to any qualifying contest for the Fall District Contest.

9.2.6.3 All qualifiers for the District Chorus Contest shall be announced in alphabetic order at the end of the contest.

9.2.7 Division Quartet Contest Rules

9.2.7.1 All registered quartets in the district, except for past Northeastern District Overall quartet champions, are eligible to compete in this contest for the

purpose of earning the right to compete in the Fall District Quartet Contest Any number of quartets may enter the Spring Prelims contest provided that they meet the eligibility requirements as set forth in the Society rules. All registered seniors quartets, except past District Seniors Quartet Champions, in the District are eligible to compete in this contest for the purpose of earning the right to compete in the Fall District Seniors Quartet Contest. All registered seniors quartets that are eligible for selection as the District representative to the International Senior Quartet Contest must register for and compete in a division contest immediately prior to the qualifying contest for the International Senior Quartet Contest in the fall

9.2.7.2 All registered men’s mixed and women’s quartets in a division, except for past Northeastern District Overall Quartet Champions and current and past division overall quartet champions are eligible to compete in its division contest for the purpose of earning the Division Quartet Championship.

9.2.7.3 A quartet wishing to compete for one or more of the purposes of the Division Quartet Contest must compete in the contest held for the division in which the majority of quartet members belong. If two members belong to one division and two to another division, or each member belongs to a chapter in a different division, the quartet may choose which division, of those involved, in which to compete. In either case, the quartet must inform the Vice-President for Contest and Judging in writing at least fifteen (15) days prior to the deadline for entering a contest in the earliest division contest. In no case may a quartet compete in more than one division contest in a single calendar year.

9.2.7.3 A division Quartet competitor scoring the minimum qualifying score or higher qualifies for the following Fall District Chorus Contest. This score level will be based upon past experience in the Northeastern District and shall be reviewed annually by the Vice-President for Contest and Judging. If the Vice-President for Contest and Judging determines that the minimum qualifying score should be adjusted, such adjustment must be approved by the District House of Delegates at least sixty (60) days prior to any qualifying contest for the Fall District Contest.

All qualifiers for the District Quartet Contest shall be announced in alphabetical order at the end of the division contest.

9.2.7.4 The highest-scoring quartets eligible to win the Division Quartet Overall, Men’s, Mixed, and Women’s Championship, the Division Novice Quartet Championship and the Division Most Improved Men’s, Mixed, and Women’s Quartet shall be recognized as such at the end of the division contest. If a quartet meets all the requirements, it may receive all championships from the same contest.

9.2.7.6 Men’s Mixed and Women’s Novice Quartet Championship

9.2.7.6.1 Any quartet which meets the definitions listed below in the subsection is eligible to compete in this contest for the

purpose of earning the appropriate Division Novice Quartet Championship

- 9.2.7.6.1.1** The quartet must have at least two members who have never competed in a district/area/region quartet contest in any district/area/region, International Preliminary Quartet Contest in any district/area/region, or won any contest at the division level (division, seniors, novice).
- 9.2.7.6.1.2** The quartet may have no more than one member who has won any district/area/region quartet championship in any district/area/region or qualified for an International Competition in a quartet.
- 9.2.7.6.1.3** The quartet may have up to two members who have competed at a higher level contest provided that the conditions in subsection 9.2.7.6.1.2 have been met.
- 9.2.7.6.1.4** The quartet may not contain any members who have won an International Quartet medal.

9.2.7.7 Youth Quartet Championship

- 9.2.7.7.1** Each quartet shall comply with the then current Society rules for the Society's Youth Quartet Contest program as it relates to registration membership and age.
- 9.2.7.7.2** The current District Youth Quartet Champion may not compete in the Youth Quartet Contest for the championship title the following year.

9.2.7.8 Very Large Quartet Overall Championship

- 9.2.7.8.1** A Very Large quartet is defined as one containing a minimum of five (5) members and a maximum of eleven (11) members.
- 9.2.7.8.2** A Division Very Large Quartet Overall Champion will be named for each division in which one Very Large Quartet competes.
- 9.2.7.8.3** The three (3) highest scoring Very Large Quartets, selected from the total of all district Very Large Quartets who competed in the division contests held immediately previous to this contest, will be eligible to compete in this contest. In the event that any of the top three Very Large Quartets are unable to compete in this contest, the District Vice-President for Contest and Judging may select additional Very Large Quartets in order of their division scores so long as no more than three Very Large Quartets are invited by this method.

9.2.7.8.4 The division Very Large Quartet Overall Champion from each division in which there was a Very Large Quartet contest will also be invited by the Vice-President for Contest and Judging as long as the score of each division champion Very Large Quartet so invited is at least 63.0.

SECTION TEN

RESERVED FOR FUTURE USE

SECTION ELEVEN

FALL CONVENTIONS

11.1 Administrative

11.1.1. The Fall District Convention is held each year in October unless special permission is granted by the Society Contest and Judging Committee to hold it on a different weekend.

11.1.2. Purposes

11.1.2.1 Determine the District Chorus(es) who will be the District Representative at the International Chorus Contest to be held the following summer.

11.1.2.2 Determine the District Overall, Men's Women's and Mixed Chorus Champions; the District's Most Improved Overall Mixed Chorus; and the Plateau Champion Overall Choruses.

11.1.2.2.1 Choruses competing in these contests shall have qualified to compete.

11.1.2.2.1.1 With a high enough score in their division contests to qualify for the District Chorus Contest

11.1.2.2.1.2 By winning the District Overall Chorus Championship at the previous year's District Chorus Contest.

11.1.2.2.1.3 Shall have competed in the Sunrise Division Chorus Contest immediately preceding the Fall Convention

11.1.2.3 Determine the District's Overall, Men's, Mixed, and Women's Quartet Champions; the District Most Improved Overall Quartet; and the District's Novice Overall Quartet Champion.

11.1.2.3.1 Quartets competing in these contests shall have qualified in one of the following ways:

11.1.2.3.1.1 With a high enough score in their division contest to qualify for the District Quartet Contest.

11.1.2.3.1.2. Shall have competed in the Sunrise Division immediately preceding the Fall Convention.

11.1.2.3.2 A Novice Quartet shall be eligible to win if it:

11.1.2.3.2.1 Is eligible to win the District Quartet Championship.

11.1.2.3.2.2 Contains no more than two members who have competed at a district or higher level.

11.1.2.4 Determine the Seniors Overall Quartet Champion and the District's Representative to the International Seniors Quartet Contest to be held as part of the Society's Mid-Winter Convention

11.1.2.4.1 The five highest-scoring seniors quartets, selected from the total of all district seniors quartets who competed in the division contests held immediately previous to this contest, as well as any other quartet that sang in a division contest as a seniors quartet and who qualified for the district quartet contest for that fall will be eligible to compete in this contest.

11.1.2.4.2 In the event that any of the seniors quartets who qualified for the District Fall Contest is the current or a past District Seniors Quartet Champion, that quartet will be eligible to compete in the Fall Convention for the purpose of qualifying as the District's Representative to the International Senior Quartet Contest but shall not be eligible to compete for the purpose of being named the District Seniors Quartet Champion.

11.1.2.4.3 In the event that any of the five highest scoring seniors quartets is unable to compete in this contest, the next highest scoring seniors quartets will be invited by the District Vice-President for Contest and Judging to compete in this contest.

11.1.2.4.4 In the event that the highest scoring quartet in the International Seniors Quartet Preliminary Contest is not able to compete at the International level at the next Society Midwinter Convention, then the next highest scoring quartet in the International Seniors Quartet Preliminary that is able to compete at the International level will represent the District at that contest if it meets all of the requirements of the Contest Rules for that contest.

11.1.2.5 Determine the District Very Large Overall Quartet Champion.

11.1.2.6 Determine the District Youth Quartet Champion

11.1.2.6.1 Each quartet shall comply with the then current Society rules for the Society's Youth Quartet Contest program as it relates to registration, membership, and age.

11.1.3 Management of the Fall District Convention

11.1.3.1 The Fall District Convention will be managed by the District Vice-President for Events. The Vice-President for Events has overall responsibility for the operation of the Fall Convention. The Vice-

President for Contest and Judging has overall responsibility for the operation of the contests at that convention.

11.1.4 Expenses

11.1.4.1 The District will assume all financial responsibility for running the district convention and contests.

11.1.5 Host Compensation

11.1.5.1 A host fee shall be paid by the District to the local host ~~chapter~~ in an amount to be set by the Board of Directors and included in the District budget for the coming year. The fee shall be paid when all local host responsibilities have been completed by the local host ~~chapter~~ and approved by Vice-President for Events.

11.1.5.2 The host is encouraged to run ancillary activities – a snack bar in the lobby of the auditorium facility during the convention sessions, an afterglow, etc. – to increase their financial gain from hosting the convention. While the District is not financially responsible for either the profits or the losses of these ancillary functions, the host ~~chapter~~ must gain approval of their plans for such events from the Vice-President for Events to assure that there will be no conflict with the District functions.

11.1.6 Registration and Fees

11.1.6.1 Registrations shall be required for all persons attending a Fall Convention including the International Preliminary and District chorus contests. Registrations shall be in the following categories and the costs of the registrations shall be set annually by the Board of Directors in the previous year as part of the budget process:

Type of Registration	Competitor	Non-competitor	
	(All events)	All-events	Single Event
Adult (aged 26 and over)	X	X	X
Youth (aged 13 to 25)	X	X	X
Child (aged 12 and under)	X	X	X
Staff, VIP, Guest		X	X

- a. Youth registrations shall be not more than ½ of the cost of an adult registration for the same category with the exception of “EARLY BIRD” registrations.
- b. Child registrations for child competitors shall be the same as that for Youth competitors.
- c. Staff, VIP and Guest registrations shall be for non-competitors only as determined by the District Vice-president for Events.

11.1.6.2 All registrations are transferrable but not refundable.

11.1.6.3 Each member competing in the District Quartet Contest, the District Chorus Contest or the International Preliminary Chorus Contest must purchase aa “All Events” registration.

11.1.7 Location

11.1.7.1 The locations of the Fall District Conventions shall be approved by the District Board of Directors in accordance with the instructions outlined in the Northeastern District Convention Team Manual.

11.1.7.2 The definitions and requirements of the facilities required for a Fall convention are determined by the District Board of Directors.

11.1.7 Evaluations

11.1.8.1 A quartet wishing to have an evaluation session after the contest with the judging panel shall submit to the Vice-president for Contest and Judging, or his designated representative NO LATER THAN five (5) days before the contest, a check payable to the NED in the amount of twenty dollars (\$20.00). The check will be returned by the District Vice-president for Contest and Judging immediately following the evaluations to those quartets that attend the evaluations.

11.1.8.2 A check submitted by a quartet whose evaluations are scheduled to start at 1:00 AM or later will be returned to the quartet regardless of their attendance at the evaluations.

11.2.8.3 If a quartet notifies the District Vice-president for Contest and Judging prior to the start of the quartet contest that they do not want an evaluation, their check will be returned to them.

11.1 District Contest Rules

11.2.1 The current "Barbershop Harmony Society Contest Rules" (Contest Rules) shall be used for this contest.

11.2.2 Choruses, quartets and Very Large Quartets wishing to enter wishing to enter the District contest must complete an official entry form using the then current method prescribed by the Society Contest and Judging Committee following the instructions therein. It is through information in this entry that the chorus, quartet and Very Large Quartet declares its reason(s) for entering the contest. This entry must be received by the Vice-President for Contest and Judging **NO LATER THAN** thirty (30) days before the contest.

11.2.3 District Chorus Contest Rules

11.2.3.1 Subject to the Barbershop Harmony Society Contest Rules (Society Rules) and to minimum score values adopted by the Society Executive Director, the highest scoring chorus entered in the District Chorus Representative Contest shall be declared the District's Representative to the International Chorus Contest.

11.2.3.2 In the event that the highest scoring chorus elects NOT to be the District's representative to the International Chorus contest, the Society

Rules shall govern whether the next highest scoring chorus will take its place.

11.2.4 District Quartet Contest Rules

- 11.2.4.1** A quartet qualifying under the provisions of subsections 11.1.2.3.1 may not change more than one member between their division contest and the district contest.
- 11.2.4.2** District champion quartets from other Districts are not eligible to compete for the Northeastern District championship, even though they reside in this District and compete in the Spring Convention's International Preliminary Quartet Contest in this District.
- 11.2.4.3** Any quartet qualifying for the District Quartet Contest may change its name and retain its qualified status provided that it continues to meet the other qualification requirements
- 11.2.4.4** The number of quartets competing in the Finals contest will be determined annually by the Vice-President for Contest and Judging in accordance with Society rules.

11.2.5 District Seniors Quartet Contest Rules

- 11.2.5.1** A seniors quartet qualifying under provisions of subsections 11.1.2.4.1 – 11.1.2.4.3 may not change more than one member between their division contest and the district contest.

11.3 Management

The Fall District Convention will be managed by the District Vice-president for Events. The Vice-President for Events has overall responsibility for the operation of the Fall Convention. The Vice-president for Contest & Judging has the overall responsibility for the operation of the contests at that convention.

11.4 Registration Fees

11.4.1 Each member competing in the District Quartet Contest, the District Chorus Contest or the International Preliminary Chorus Contest must purchase an "all events" registration.

11.5 Host Chapter Compensation

11.5.1 A host fee shall be paid by the District to the local host chapter in an amount to be set by the District Board and included in the District budget for the current year. The fee shall be paid when all local host chapter responsibilities, as outlined in the Northeastern District Convention Manual, have been completed by the local host chapter and approved by the Vice-president for Events.

11.5.2 The host chapter is encouraged to run ancillary activities -- a snack bar in the lobby

of the auditorium facility during the contest sessions, an afterglow, etc. -- to increase their financial gain from hosting the convention. While the District is not financially responsible for either the profits or the losses of these ancillary functions, the host chapter must gain the approval of their plans for such events from the Convention Team Chairman to assure that there will be no conflict with District functions.

11.6 Site Requirements

11.6.1 The definitions of the facilities required for a Fall convention are determined by the District Board of Directors.

SECTION TWELVE

AWARDS

12.1 In addition to the awards made by the Society each year, the Northeastern District makes awards to recognize the efforts of chapters, choruses, quartets, and individuals. The Board of Directors has the power to decide the criteria of these awards and therefore, has the authority to change this section of the Operating Code. Each award is described below including the purpose of the award, the eligibility criteria, how the winner is chosen, and the nature of the award.

12.2 Reference is made to the District Awards Manual which includes a listing of the Northeastern District awards, who presented the award, the history of the award, a photograph of the award, and, when available, the background of the person or other entity for whom the awards is presented. That manual also contains the latest district policy on awards as adopted by the Board of Directors.

12.3 District Administrative Awards

12.3.1 Barbershopper of the Year

12.3.1.1 This award is presented to an individual who has done outstanding work in promoting Harmony on a District and/or Society level. It can also be presented to an individual who has made an outstanding contribution to the work of the District. The recipient of this award is chosen by a committee consisting of the current District Barbershopper of the Year, who will serve as chairperson, and two past recipients of the same award who will be appointed by the District President at the ~~first district board meeting~~ beginning of the year.

12.3.1.2 This award is presented at the sole discretion of the committee and does not have to be presented each year.

12.3.1.3 This award will include a plaque which will be presented to the recipient at the following Northeastern District Fall Convention. In addition, a traveling trophy shall be presented to the recipient who shall retain the trophy for the ensuing year until the next fall convention. The traveling trophy shall be called the Northeastern District Barbershopper of the Year Trophy and shall be inscribed with the names of all past District Barbershoppers of the Year.

12.3.2 Barbershopper of Distinction

12.3.2.1 This award is presented to an individual or individuals who have done substantial work in promoting Harmony on a District and/or Society level. It can also be presented to an individual or individuals who have made substantial contributions to the work of the District. The recipient(s) of this award will be chosen by the same committee established to select the District Barbershopper of

the Year. All Society members in good standing are eligible for this award. It shall be the duty of the selection committee to actively solicit nominations from throughout the District.

12.3.2.2 This award is presented at the sole discretion of the committee and does not have to be presented each year. One or more awards may be presented each year, however.

12.3.2.3 This award is a suitably framed certificate which is presented at the District Fall Convention.

12.3.3 Chapter President of the Year – Alan Lamson Award

12.3.3.1 This award, established by the Northeastern District Board of Directors, is given to an individual who best exemplifies the qualities of an outstanding chapter president. It is presented each year at the Fall District Convention during the Saturday night award presentations.

12.3.3.2 This award will be based solely on the previous year’s activities by the nominee. Nominations may be made by Past District Presidents, current District Board Members, chapter officers (consisting of the Executive Vice-president, Secretary and or Treasurer of the chapter) making the nomination. All members of the District are also eligible to make nominations for this award.

12.3.3.3 Criteria for nomination for this award may include, but are not limited to, the following:

Integrity & Honesty Dedication Competent Humility
Creative (forward-thinking) Fair Sense of Humor
Empathetic Accepts the thrill of challenge Constructive spirit
A desire for personal growth, to learn and expand horizons

12.3.3.4 Nominations shall be made in writing to a committee consisting of the immediate past three (3) winners of this award, with the latest recipient serving as chair. The deadline for submitting nominations will be September 1 of the year in which the award is made.

12.3.3.5 The award will consist of a traveling plaque inscribed as follows:

“Presented to the chapter president who has gone above and beyond in giving service to his Chapter, District and the Barbershop Harmony Society as modeled by Alan Lamson in his role as Society President and Interim CEO in 2012”

12.3.4 District Harmony Award

12.3.4.1 This award is made to individuals, businesses, or organizations that, through their actions, have greatly enhanced the barbershop experience for the members of our District and Society. The

recipient(s) of this award must be non-members of our Society. The recipient(s) of this award will be chosen by the District Board at any of its regular or special meetings. One or more awards may be made each year.

12.3.4.2 This award will be in the form of a certificate or other suitable form as directed by the Board of Directors.

12.3.4.3 This award will be presented at any Northeastern District Convention or as directed by the Board of Directors.

12.3.5 Alton Rancourt Memorial Trophy

12.3.5.1 This award is presented to the chapter which provides the greatest support to our Society service projects measured on a “per member” basis. All chapters are eligible for this award. The chapter with the largest “per member” figure, as defined by the Harmony Foundation International, is the winner of this award.

12.3.5.2 This award is a traveling trophy which was presented to the district in memory of Al Rancourt, a member of the Waterville, Maine chapter. The award is presented at a regional or division contest in the spring.

12.3.6 Bill LeFort Award

12.3.6.1 This award is presented to the chapter which achieves the largest net increase in membership in a calendar year. All chapters chartered on January 1 of the measurement period are eligible for this award. The Membership Report prepared by the Society Office at the end of each calendar year will be used to determine the winner of this award.

12.3.6.2 This award is presented at one of the regional or division conventions in the spring.

12.3.6.3 This award is a traveling trophy which was presented to the District in memory of Bill LeFort, a member of the former Attleboro, Massachusetts chapter.

12.3.7 Public Relations Award

12.3.7.1 This award is presented to individuals, quartets, and chapters which, through their actions, have enhanced the image of barbershopping to the general public.

12.3.7.2 All members in good standing, registered quartets and chapters of the Northeastern District are eligible for this award.

12.3.7.3 The receivers of this award are chosen by the Board of

Directors. The awarding of this distinction is made at the discretion of the Board of Directors. One or more awards may be made each year.

- 12.3.7.4** This award is a certificate which is presented at the Fall Convention or at any of the regional or division conventions.

12.4 District Music/Performance Awards

12.4.1 Lou Perry District Quartet Championship

- 12.4.1.1** This award is presented to the quartet which is declared the winner of the Overall District Quartet Contest held as part of the Fall Convention.

- 12.4.1.2** Any registered quartet which has not previously won such an award is eligible, subject to any limitations imposed by the District Operating Code or the Barbershop Harmony Society Contest Rules.

- 12.4.1.3** This award is a traveling trophy, presented by the 2001 Northeastern District Board of Directors in memory of Lou Perry, outstanding arranger and coach.

12.4.2 Cyril St. Louis Trophy – Most Improved Quartet

- 12.4.2.1** This award is presented to the quartet which shows the most improvement from one District Overall Quartet Contest to the next. Quartets eligible for the District Overall Quartet Championship which also entered that same contest the previous year are eligible for this award.

- 12.4.2.2** The semi-final round scores from each contest will be used to determine the winner of this award. In the event of a tie in the overall score among two or more competitors, the quartet which achieves the greatest increase in its Singing score from the last District Quartet Contest to the current District Quartet Contest will be declared the winner.

- 12.4.2.3** This award is a traveling trophy which was presented to the District by Al St. Louis of the Nashua, New Hampshire chapter in memory of Cyril St. Louis, a member of the Nashua, ~~New Hampshire~~ chapter for 27 years.

12.4.3 District Novice Quartet Championship

- 12.4.3.1** This award is presented to the quartet which meets the definition of “novice” and which places highest in the District Overall Novice Quartet Contest.

12.4.3.2 This award is a traveling trophy plus a plaque for each member of the quartet to keep.

12.4.4 Buffalo Bills Seniors Quartet Award

12.4.4.1 This award is presented to the Seniors Quartet which ranks highest in the annual Northeastern District Seniors Overall Quartet Contest held as part of the Fall Convention.

12.4.4.2 This award is a traveling trophy which will be presented by the outgoing champions to the new winners each year. This award was donated by the Burlington, Vermont chapter in honor of one of their members, Vern Reed, who was the tenor of the Buffalo Bills (1951 Society Quartet Champions).

12.4.5 District Chorus Championship

12.4.5.1 This award is presented to the chorus which is declared the winner of the District Overall Chorus Contest held as part of the Fall Convention.

12.4.5.2 This award is a traveling trophy plus a plaque which becomes the property of the winning chorus.

12.4.6 Arseno “Snooky” Benevides Memorial Trophy

12.4.6.1 This award is presented to the chapter which places second in the District Overall Chorus Contest held as part of the Fall District Convention. This award is a traveling trophy presented by the Fall River, Massachusetts chapter’s G-20 Chorus in memory of “Snooky” Benevides, a long-time member of the New Bedford, Massachusetts chapter and an active supporter of Young Men in Harmony programs.

12.4.7 Most Improved Chorus Award

12.4.7.1 This award is presented to the chorus which shows the most improvement in score from one District Overall Chorus Contest to the next.

12.4.7.2 In the event of a tie in the overall score among two or more competitors, the chorus that achieves the greatest increase in its Singing score from the last District Overall Chorus Contest to the current District Overall Chorus Contest will be declared the winner.

12.4.7.3 This award is a traveling trophy.

12.4.8 Dino Houpis Director Award

- 12.4.8.1** This award, to be informally known as “the Dino”, was donated by the Keene, New Hampshire chapter in honor of former director C.N. “Dino” Houpis who directed the Keene chapter for forty-three years.
- 12.4.8.2** This award is presented annually to the director of the Most Improved Chorus at the Fall District Chorus Contest.
- 12.4.8.3** This award is a traveling trophy which is to be inscribed with the name of the Director, the name of the Most Improved Chorus, and the year in which it was won.

12.4.10 Herman C. Lovendale Trophy = Very Large Quartet Championship

- 12.4.10.1** This award is presented at the Fall Convention to the Overall Very Large Quartet with the highest score at the Fall Convention.
- 12.4.10.2** This award, given by the Portland, Maine chapter in memory of Herman C. Lovendale who was a valuable part of the chapter until his death, is a traveling trophy.

12.4.11 Plateau Awards (Overall category)

- 12.4.11.1** Plateau Awards are presented annually at the Fall ~~District~~ Convention at the conclusion of the District Chorus Contest to those choruses who achieve the highest score of all their peer choruses. The levels for these Plateau Awards are based upon the following criteria:

:

- 12.4.11.1.1** Plateau AAA Choruses from the largest 20% of all chapters in rank order of the size of their membership. If the plateau separation with Plateau AA separates chapters with the same membership level, the separated chapter shall be included in Plateau AA.
- 12.4.11.1.2** Plateau AA Choruses from the 30% of all chapters in rank order of the size of their chapter membership immediately below Plateau AAA chapters. If the plateau separation with Plateau A separates chapters with the same membership level, the separated chapters shall be included in Plateau A.
- 12.4.11.1.3** Plateau A Choruses from the smallest 50% of all chapters in rank order of the size of their chapter membership.

- 12.4.11.2** Chapters will be ranked in these plateaus in accordance with the chapter membership figures as published by the Society Office on December 31 of the preceding year.

- 12.4.11.3** Chapters that have chartered during a calendar year will be ranked in these plateaus using the chapter membership figure obtained by

the Vice-president for Contest and Judging VP-C&J from the Society records as of the last day of the month immediately preceding their division contest. Chapters that charter after the date of their division contest during a calendar year will be ranked in these plateaus using the chapter membership figure obtained by the Vice-President of Contest and Judging from the Society records as of the last day of the month immediately preceding the Fall District Convention.

12.4.11.4 These awards are as follows:

12.4.11.4.1 A traveling trophy, donated by the Providence, RI chapter

12.4.11.4.2 A traveling trophy, donated by the Nashua, NH chapter

12.4.11.4.3 A traveling trophy, donated by the Meriden, CT chapter

12.5 Division Administrative Awards

12.5.1 See the Northeastern District Awards Manual for details of these awards.

12.6 Division Chorus Awards

12.6.1 See the Northeastern District Awards Manual for details of these awards.

12.7 Division Quartet Awards

12.7.1 See the Northeastern District Awards Manual for details of these awards.

SECTION THIRTEEN

THE HUDSON CHAPTER YOUTH OUTREACH FUND

13.1 The Outreach Fund

13.1.1 The Hudson Chapter Youth Outreach Fund, hereinafter called the “Outreach Fund”, created in 2002 by the Hudson, Massachusetts Chapter, is established for the sole purpose of providing funds to help enable high school students and high school music educators residing within the Northeastern District to participate in Northeastern District Harmony Explosion Youth Outreach Camps and Festivals, thereby supporting and nurturing the cause of encouraging vocal music in our schools. The Outreach Fund will continue to provide this support for as long as the Northeastern District exists.

13.1.2 The principal of this Outreach Fund will be held in perpetuity and will not be spent or otherwise used for any reason except to provide a source of income for the Outreach Fund through the accrual of all monies earned on the principal of the Outreach Fund. The District Finance Committee will invest the principal of the Outreach Fund in such a way that the principal is not at risk and will periodically review such investment(s) for maximum yield. Contributions to the Outreach Fund from any source will be accepted.

13.1.3 The Outreach Fund will be administered jointly by the Northeastern District Vice President - Youth in Harmony and the Northeastern District Treasurer as a part of the Northeastern District Youth in Harmony Program, and shall be kept separate from all other funds.

13.2 Management:

13.2.2 All income earned on the principal of the Outreach Fund along with any and all contributions, grants, gifts, donations, or other individual monies received by the Outreach Fund during a calendar year (January 1 through December 31) will be apportioned to both the principal of the Outreach Fund and to the tuition scholarship portion of the Outreach Fund proportionately as follows:

13.2.2.1 30% to be added to the principal of the Outreach Fund and

13.2.2.2 70% to be utilized for tuition scholarships during the following calendar year.

13.2.3 Should any monies in the tuition scholarship portion of the Outreach Fund remain unused at the end of a calendar year, such monies will be carried over to the following year and added to the 70% income received in that following year to be used as tuition scholarship credit.

13.2.4 Should the amount designated for tuition scholarship credit at the end of any calendar year exceed \$2000, the funds in excess of \$2000 will be added to the principal of the Outreach Fund.

13.3 Distribution:

- 13.3.1** A portion of the income earned on this Outreach Fund and/or contributions received by this Outreach Fund during the annual time period beginning on January 1 of each year and ending on December 31 of that same year, as determined by the Northeastern District Vice President - Youth in Harmony and the Northeastern District Treasurer, will be utilized during the following calendar year solely in accordance with the above stated purposes of the Outreach Fund as $\frac{1}{4}$, $\frac{1}{2}$, or full shares of the tuition amount. All scholarship recipients each year will receive the same amount of credit toward the tuition for that year.
- 13.3.2** Should Harmony Explosion Camps and Festivals in the Northeastern District be discontinued at some future date, this Fund will be utilized to provide funds to help enable high school students and high school music educators to participate in other Northeastern District educational programs, such as Harmony College Northeast, thereby continuing to support and nurture the cause of encouraging vocal music in our schools.

SECTION FOURTEEN

CHAPTER MERGER

One of the important goals of the District, as well as the Society, is to continue to increase in membership. Establishing new chapters is one way this goal can be achieved. There are situations, however, when merging two or more chapters is in the best interests of barbershopping in a specific area. Once chartered, merger is the most important event a chapter can consider. Therefore, it is most important that it be thoroughly analyzed before it is undertaken.

14.1 Procedures (Reference: Society Rules and Regulations Handbook, Chapter License and Chapter Policy, Section IIIF, Merger of Chapters)

14.1.1 While it must be recognized that each situation is unique and must be approached with compassion and concern for the best interests of barbershopping in the area, it is recommended that the following preliminary procedures be followed by those chapters desiring to merge together:

14.1.2 Chapters considering amalgamation must approach their Division Manager for consultation and discussion of the procedure.

14.1.3 The Division Manager will first propose assistance from the Vice-President for Chapter Support & Leadership Training. The Division Manager will apply this help for at least two months. This aid will encompass all facets of the chapters' activities.

14.1.4 If, after this two-month period, merging is still of interest, steps should be taken to examine its possibility and desirability.

14.1.5 Steering committees should be formed within each chapter. These committees should be equal in size and should encompass the range of feelings about a merger, e.g. some for, some against, some neutral.

14.1.6 The committees should meet together, as necessary, and report back to their respective chapters on a regular basis to keep everyone informed and to keep abreast of their members' reactions and desires.

14.1.7 The committees should examine, in depth, all aspects of the operations of their chapters including the following subjects:

14.1.7.1 The advantages of a merger.

14.1.7.2 The disadvantages of a merger.

14.1.7.3 The long-term goals. Should the chapter be socially musical or competitive?

14.1.7.4 A suitable meeting place.

14.1.7.5 Which day of the week to meet.

- 14.1.7.6** The musical director.
 - 14.1.7.7** The music program.
 - 14.1.7.8** The existing finances of each chapter.
 - 14.1.7.9** The dues structure of the potential new chapter.
 - 14.1.7.10** The potential membership recruiting possibilities from the combined "territory".
 - 14.1.7.11** The membership recruitment and new-member orientation program.
 - 14.1.7.12** Which chapter's charter should be retained (the other chapter charter would be surrendered).
 - 14.1.7.13** The new chapter's name and the new chorus name.
 - 14.1.7.14** The selection of the initial officers for the new chapter.
 - 14.1.7.15** The new chapter's singing and traveling uniforms and how uniforms will be financed, e.g. member purchase, member deposit, chapter purchase, etc.
 - 14.1.7.16** The disposition of extra unneeded assets, e.g. unneeded uniforms, extra risers, etc.
 - 14.1.7.17** The continuation or discontinuation of long-standing activities such as the support of local charities, annual outings, Society service projects, etc.
 - 14.1.7.18** The annual shows.
- 14.1.8** After the analysis has been completed, a consensus between the Steering Committees must be achieved.
- 14.1.9** A "Proposal of Merger" should be developed which contains all of the points previously discussed. This proposal should be mailed to each member of each chapter. It is essential that all members be fully-informed on the deliberations.
- 14.1.10** Providing for sufficient mailing time, an evening to discuss the proposal should be chosen by each chapter. This is the time to bring out any concerns and get them resolved.
- 14.1.11** To provide a "courtship" period, to enable the members of each chapter to meet and become familiar with the members of the other chapters, at least two combined meetings should be held. These meetings should be held either at each chapter's current meeting place or at the proposed meeting site. It is best if at least one of these meetings is held on the night of the week proposed by the steering

committees.

- 14.2** If two or more chapters still desire to take steps which could lead to the merger of their membership bodies, joining of their assets and assumption of their financial obligations, operating as a single chapter under one charter, they must take the following successive steps:
- 14.2.1** The board of each chapter shall assess the merger idea, giving full attention to the location, potential and financial condition of their own chapter and the other chapter. When the boards agree to go forward, they shall hold a joint meeting to discuss the matter.
 - 14.2.2** If it is agreed to go forward, the president of each chapter shall notify each member of his chapter, by mail, that a special meeting of the chapter will be held, giving time, date and place. The special meeting of each chapter shall be held separately from the other meetings.
 - 14.2.3** The notice of the separate meeting must be mailed at least two weeks before the date of the meeting. Note: state of provincial law may have a different requirement concerning the amount of notice. Those requirements should be satisfied in all events. The notice shall inform the chapter members that the purpose of the meeting is to vote on the merger proposal.
 - 14.2.4** After a quorum is established at each meeting and a discussion of the matter has occurred, a vote in favor of the merger by two-thirds of the members present and voting (in each separate meeting) must be obtained before the next step can be taken.
 - 14.2.5** If the merger plan receives a favorable vote by the required margin in all chapters that are to participate in the merger, a combined board meeting shall be held to discuss the details necessary for the merger.
 - 14.2.6** The nominating committee and/or the boards of the chapters propose a slate of officers for the new chapter. (It is wise to have a good mix of members from each chapter in this slate.)
 - 14.2.7** The chapters shall hold a joint meeting and elect new officers, following the requirements of the Standard Chapter Bylaws.
 - 14.2.8** A request for approval of the merger and a list of the elected chapter officers shall be sent to the district president, who shall present the proposal to the district board of directors for its consideration.
 - 14.2.9** If the merger is approved by the appropriate district board(s), the district in which the merged chapter is to be located shall submit the chapter information to the Society executive director. If it is not approved, either chapter may appeal the matter to the house(s) of delegates, with a further appeal to the Society executive director. If approval occurs at the district or (if appealed) Society levels, then (provided that all requirements of state and provincial law have been met) the Society office shall transfer the members of record from the dissolved chapter into

the new chapter and make any other necessary record changes.

14.2.10The dissolved chapter(s) shall surrender their Society charter(s) to the Society office.

14.2.11Funds and other assets of the dissolved chapter(s) shall be turned over to the new chapter.

14.2.12All requirements of state or provincial authority dealing with corporate mergers or dissolutions shall be fully satisfied. Copies of all documents required to be filed with the governmental authorities shall be submitted by the chapters to the Society Governance and Bylaws Committee for review and approval prior to filing the same with the governmental authorities. Upon receipt of governmental approval and acknowledgement of the filing(s), the chapter(s) shall promptly furnish copies to the Society office.

14.2.13The dissolved chapter(s) shall file a final form 990 and send a copy to the Society office (U.S. only).

14.2.14If the merging chapters are located in more than one district, the foregoing shall apply to each district involved.

14.2.15The Society office and the District President must be kept informed and furnished copies of the appropriate documents at each succeeding step of the process.