

**Heart of America
Region 25 Sweet Adelines**

Standing Rules

Region #25 Standing Rules
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REGION 25 STANDING RULES ATTACHMENTS: (separate document)

ATTACHMENT A – DUTIES and DESCRIPTIONS of REGION #25 MANAGEMENT TEAM

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ATTACHMENT C – REGION #25 PERFORMANCE STANDARDS GUIDELINES

SECTION I – REGIONAL MANAGEMENT TEAM

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

1. The number of team members of Region #25 will be eight (8)
2. The term of office of each Regional Management Team member will be for two (2) years or until her successor will be appointed. The terms of office and duties of the new Regional Management Team members will begin on May 1 subsequent to their appointment or election. No member may serve ore than three consecutive two-year terms.
3. The Education Coordinator is appointed by the International Education Direction Committee, upon the recommendation of the Regional Leadership Committee. The Finance, Events, Communications, Marketing, and Team Coordinators are appointed by the Regional Management Team. The Directors' Coordinator is elected by the chapter directors. The Membership Coordinator is elected by the regional membership.
4. Appointments or elections are held for the Director', Events, Finance and Marketing Coordinators so that their terms will begin in the odd years. Appointments or elections are held for the Communication, Education, Membership and Team Coordinators so that their terms will begin in the even years.
5. Only a member in good standing in her chapter who meets the qualifications established by the International Board of Directors and the Regional Management Team will be eligible to be appointed or elected as a member of the Regional Management Team.

SECTION II – REGIONAL MANAGEMENT TEAM MEETINGS

***A. Regular Meetings (As defined in the Standard Form Regional Bylaws (Management Team) Article IV, Section 3)**

1. INITIAL MEETING – The initial meeting of the new management team will be held as soon as possible after May 1 of each year. The time and place of such meeting will be determined by the Regional Management Team.
2. FALL/WINTER MEETING – There will be a fall/winter meeting, the time and place of which will be determined by the Regional Management team.
3. COMBINED/TRANSITIONAL MEETING/INITIAL BUDGET MEETING – The regular annual meeting of the Regional Management Team (with newly appointed/elected management team members observing) will be held prior to the Regional Annual Membership Meeting, The Initial budget meeting will be held during this combined/transitional meeting.
4. At least ten (10) days prior to each regular meeting of the Regional Management Team, notice of said meeting will be sent to each management team member.

B. Attendance Requirements of Management Team:

1. Each team member is required to be in attendance at each Regional Management Team meeting.
2. Any team member absent from two (2) consecutive meetings, regardless of cause, will be expected to tender her resignation from the Regional Management Team.
3. If a team member has prior knowledge that she will be absent from the second meeting in sequence, she is required to advise the Regional Management Team in sufficient time so that a successor may be appointed,

4. Each potential nominee/appointee must agree to comply with this attendance requirement at the time her qualifications are submitted to the Regional Nominating Committee.
 5. Standing Committee chairs will be asked to attend on an as-needed basis.
- C. Quorum (see Standard Form Regional Bylaws, Article IV, Section 7)**
1. As defined in the Regional Bylaws, Article IV, Section 7, a majority of the Regional Management Team members will constitute a quorum.
- D. Special Meetings (as defined in Standard Form Regional Bylaws (Management Team), Article IV, Section 4)**
1. Special meetings of the Regional Management Team may be called by the Regional Management Team provided that written notice of time, place, and purpose thereof is issued to each management team member at least ten (10) days prior to the date of the called special meeting. Action taken at any special meeting will not be invalidated for want of such notice if such notice is waived by all management team members.
- E. Action in Lieu of Meeting (As defined in Standard Form Regional Bylaws (Management Team) Article IV, Section 5)**
1. If and when a majority of the management team members will severally or collectively consent in writing to any action to be taken by the region, such action will be as valid regional action as though it had to been authorized at a meeting of the Regional Management Team.
 2. All actions by mail or email will be presented for ratification at the next meeting of the Regional Management Team.
- F. Vacancies (As defined in standard Form Regional Bylaws (Management Team) Article IV, Section 6)**
1. A vacancy in the position of Education Coordinator will be filled by appointment by the International Education Direction Committee with recommendation from the Regional Leadership Committee.
 2. The Regional Management Team will appoint a member within (30) days to fill a vacancy on the Regional Management Team for a position appointed by the Regional Management Team or elected by the regional membership, said action to be ratified by consensus of the Regional Management Team at its next meeting.

SECTION III – DUTIES (See Standard Form Regional Bylaws, Article V)

A. Regional Management Team Job descriptions

1. Job descriptions for members of the Regional Management Team are included in Attachment A – Region #25 Standing Rules Attachments of this document and/or can be found in the corporate *Policy Book*.
2. Additional duties as defined below:
 - a. Team Coordinator, or her designee
 - 1) Clear dates in the region. These will include all chapter shows, inter-chapter parties and regional functions. Chapter shows will be defined as performances in which admission is charged by the chapter.
 - b. Finance Coordinator, or her designee
 - 1) Prepare, distribute, and maintain copies of the “Request for Reimbursement” Forms. Such requests are to be approved by two team members before issuance of checks.
 - 2) Be responsible for billing and collecting regional assessment of all chapters, including Chapter-at-Large members. Any chapter or Chapter-at-Large member in default of payment of regional assessment will be notified they are not in good standing.

SECTION IV – COMMITTEES

A. Standing Committees/Appointments (See Standard Form Regional Bylaws, Article VI Section 1)

1. Finance (Budget) Committee
2. Bylaws and Rules Chair
3. Other committees as are, or may be, prescribed by the Regional Management Team
4. All committee members will be members in good standing of a chapter which is in good standing with the region and the International organization.

B. Duties of Standing Committee Chairs

1. Finance (Budget) – This committee will be chaired by the Finance Coordinator and is responsible for preparing the annual budget presented at the Combined/Transition Meeting.
2. Bylaws and Rules – This committee will ensure accuracy, completeness and compliance of Regional Bylaws and Standing Rules in accordance with Sweet Adelines International. It will also work with individual chapters on a biennial basis to ensure chapter Standing Rules are up to date.

***C. Special Committees (See Standard Form Regional Bylaws Article VII, Section 2)**

***D. Nominating Committee (See Standard Form Regional Bylaws, Article VII, Section 3)**

1. Nominating Committee
 - a. Personnel
 - 1) The nominating committee will consist of the Communications Coordinator, who is the chair, and two members from the membership at large.
 - 2) All committee members will be members in good standing in chapters which are in Good standing in the region and the International organization.

- 3) The Regional Management Team will make every effort to select members for the nominating committee from chapters that don't have members running for an office. It should not seem that the committee has a conflict of interest.

2. Purpose

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

1) Preparation of the Slate

- a) Identifying potential candidates and determining their interest in running for the Regional Management Team is an ongoing process by the Team. Anytime from January through May, the Communications Coordinator will send information to each chapter about the positions to be elected/appointed for the year. She will canvas the chapters for suggestions about qualified nominees from within each one's membership. All nominees will be members in good standing of a chapter which is in good standing with the region and the International organization. The Communications Coordinator will verify that each candidate is in good standing.
- b) The Communications Coordinator will receive applications from possible candidates, check their eligibility, and request confidential appraisals. The deadline for receiving applications will be July 31. The communications Coordinator will then compile the information from the confidential appraisal forms. She will also keep the Regional Management Team informed about who is applying so that they can give references as well.
- c) In August, this committee will meet and prepare a slate of qualified nominees consisting of more than the number to be elected, if at all possible. In September, the Communications Coordinator will prepare the ballots to be sent to the voters. For the appointments to be made by the Regional Management Team as well as the appointment to be made by International, the slate will be prepared in time for the Fall/Winter meeting of the Team. If there is only one qualified nominee for an elected office, there would be no election and that nominee would be elected by acclamation.

2) Presentation of the Slate for Elected Offices

- a) During the first week in October of odd numbered years, the Communications Coordinator will present slates and ballots, together with a list of the qualifications of the nominees for the Membership Coordinator, to the chapters and Chapter-At-Large members. During the first week in October of the even numbered years, she will present slates and ballots and a list of the qualifications of the nominees for the Director's Coordinator to the chorus directors in the region.
- b) The Communications Coordinator, the Membership Coordinator will encourage chapters and directors to return ballots to the Communications Coordinator by the deadline.

3. Tellers Committee

- a. No later than September 30, the Communications Coordinator will appoint the tellers committee, consisting of a chair and three (3) other members. No member of the tellers committee will be on the slate.
- b. The chair of the tellers committee will receive ballots from choruses and individuals by December 7. The entire committee will meet to count the ballots within three (3) days of election.
- c. Counting of the ballots for these positions will follow the procedures outlined in the International regional Management Team manual. Each director of chartered choruses and Interim directors in the region will have one vote for Director's Coordinator, and each chapter in the region and the total of the Chapter-At-Large members in good standing in the region will have one vote for the Membership Coordinator position.
- d. On or before December 15, the Tellers Committee will notify the Communications Coordinator of the election results so she may notify all nominees, chapters, Chapter-At-Large members and International. The nominees will be notified of the results within one week of the election. As soon as is possible, but before February 1, the Coordinator will notify the region and International.

E. Chairs of Standing Committees

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

F. Replacements

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

SECTION V – REGIONAL MEETINGS (See Standard Form Regional Bylaws, Article III, Section 3,4,5,7)

A. Regional Annual Membership Meeting (RAMM)

1. The Regional Annual Membership Meeting will be held prior to the regional competition and will be open to any member of Sweet Adeline's International and others at the discretion of the Regional Management Team.
2. At least sixty (60) days prior to the date of the Regional Annual Membership Meeting, notice of said meeting will be sent to each chapter.
3. An annual report of all Regional Management Team members and the Chair of the Regional Convention will be presented during the Regional Annual Membership Meeting and a copy filed with the Regional Communications Coordinator.
4. If a vote is included on the agenda, voting privileges will be exercised through chapters of the region, and each chapter (including Chapter-At-Large) will be allowed one vote, to be cast by its REPRESENTATIVE. Unless otherwise specified in these standing rules, all issues presented to the representatives will require a majority vote of those present.
5. No Regional Management Team member or International appointee may serve as a chapter representative.

B. Special Meetings of General Membership

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

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

SECTION VI – FINANCES

A. INCOME

1. Regional Assessment – The region will be financed by the chapters within the region in the following manner.
 - a. A member's obligation to the Heart of America Region #25 will be thirty dollars (\$30) per member per year, due and payable by August 31 each year. Youth membership for women 25 or under will be fifteen dollars (\$15).
2. Regular Convention
 - a. One hundred percent (100%) profit/rebate from the Annual Regional Convention
3. Other sources of income
 - a. Other sources of income to the regional treasury will be approved by the Regional Management Team.

B. Expenses

1. Regional Competition:

- a. The costs of producing a regional competition/convention are covered by income derived from the convention registration fees and other ticket sales.
- b. Distribution of profit/rebate will be 100% to the regional treasury.
- c. Financial assistance to the regional champions to compete in International Competition will be awarded as follows:
 - 1) A minimum of \$3,000 to regional champion chorus
 - 2) A minimum of \$1,000 to regional champion quartet
 - 3) Assistance to other eligible international competitors will be determined annually by the Regional Management Team.
- d. Expenses incurred by the Competition Coordinator in the performances of her duties will be paid by the region.
- e. Quartet 1st, 2nd, 3rd, 4th, 5th Place Award pins
- f. Chorus 1st, 2nd, 3rd, 4th, 5th Place Medals
- g. Chorus Champion director's trophy
- h. Division AA (31-60 singing members)
 - 1) 1st, 2nd, 3rd Place Medals
 - 2) Traveling plaque
- i. Division A (12-30 singing members)
 - 1) 1st, 2nd, 3rd Place Medals
 - 2) Traveling plaque
- j. Most Improved
 - 1) Traveling plaque
- k. Audience Choice/Bravo Award
 - 1) Ribbons
- l. It is the responsibility of recipients of awards to have such trophies or plaques appropriately engraved and to ensure that traveling awards are present at the next year's competition. The receipted bills are sent to the Region 25 Finance Coordinator for reimbursement within 90 days of the competition for which they are received.
- m. When no more room is available to engrave a traveling trophy or plaque, the award is presented to the competitor whose name appears on it most often. With the exception of the Rumors award, the Regional Management Team will provide a new award for the next year.

2. Management Team:

- a. General Expenses
 - 1) Postage, stationery and miscellaneous clerical expenses incurred in regional business.
 - 2) Regional bulletin expense
- b. Bonding of Regional Finance Coordinator and one other team member, as designated by the Regional Management Team.
- c. The Regional Management Team's expenses to International workshops/seminars, International Convention will be disbursed as set out in the following:
 - 1) For International Convention, workshops or seminars, each Regional Management Team Member who attends and represents Region #25 will receive an amount determined annually, as outlined in Attachment B – Region #25 Standing Rules Attachments, to offset her expenses. Official events and functions, as outlined in Attachment B-Region #25 Standing Rules Attachments must be attended.

- d. Regional Management Team members will receive reimbursement for expenses to regional events, excluding Regional Annual Membership Meeting, as follows:
 - 1) Actual Transportation: When driving, mileage at the current standard IRS reimbursement rate, or actual airfare at the lowest rate available (21-day advance fare) plus reasonable baggage fees.
 - 2) Per diem at thirty dollars (\$30) per day for each day of the scheduled meeting where meals are not provide plus one-half day of travel time before and after the scheduled meeting days (to equal one day).
 - 3) Actual hotel charges, based on one-half of the double room rate
 - 4) Actual airport/hotel parking
 - 5) Other expenses as approved by the Regional Management Team
 - 6) Registration of regional events will be waived for Regional Management Team members.
- e. Reasonable expenses, such as transportation, housing, and meals will be reimbursed for a team member or a qualified person appointed by her to inspect convention or meeting facilities, to attend a budget meeting, or otherwise to conduct the region's business. These reasonable expenses will be determined by the Regional Management Team.
- f. Approved faculty/staff members will be reimbursed when making chapter visits as follows:
 - 1) Actual transportation: When driving, mileage at the current standard IRS reimbursement rate, or actual airfare at the lowest rate available (21-day advance fare) plus reasonable baggage fees.
 - 2) Per diem at thirty dollars (\$30) per day for each day of the scheduled meeting where meals are not provide plus one-half day of travel time before and after the scheduled meeting days (to equal one day).
- g. Updates to the governance documents for the Regional Management Team will be ordered and distributed by the Regional Team Coordinator.
- h. All other expenditures will be paid if approved by consensus of the Regional Management Team.
- i. Expenditures of fifty dollars (\$50) or under that are over-budget will be paid by the Finance Coordinator and the expenditure will be reported to the Regional Management Team. If the over-budget expenditure is above fifty dollars (\$50), the Finance Coordinator will seek approval of the Team before making the payment.
- j. Expenses incurred in the performance of official duties will be drawn from their respective regional funds approved as a part of the regional budget and will be as follows:
 - 1) Expenses at regional music schools when teaching and/or supervisory duties are required.
 - 2) Expenses for approved faculty for regional music schools will be as outlined in Attachment B - Region #25 Standing Rules Attachment.
 - 3) Approved faculty members will be reimbursed when representing Region #25 in their Assigned duties, with the method to follow the guidelines set for regional team members' Reimbursement expenses in Article VII, Section 2, d.
 - 4) Reimbursement of expenses to attend Regional Management Team meetings will follow The guidelines set for reimbursement for reginal functions in Article VII, Section 2, d.
 - 5) Reasonable postage in direct connection with duties (postage, stationery and miscellaneous Clerical expenses incurred in regional business).

SECTION VII – ANNUAL REGIONAL COMPETITIONS

A. Regional Competition Planning Committee

1. The Regional Convention Steering Committee has been established for the purpose of coordinating all regional convention activities. Although a host chapter is not used for the planning of the convention, the current champion chorus provides most of the onsite work during that weekend.
2. The Regional Management Team assumes legal and financial responsibility for planning and implementing regional competition/convention. The regional Events Coordinator, as chair of the Convention Steering Committee, represents both groups in the planning and implementation, and she is the communications link between them.
3. Committee Structure
 - Chair – Competition Coordinator Regional Events Coordinator, Member by virtue of International appointment
 - Chair of Regional Convention – Member by virtue of appointment
 - Events Coordinator – Member by virtue of election or appointment
 - Regional Finance Coordinator, Member by virtue of election or appointment
 - Official Panel Liaison, Member by virtue of appointment

B. Convention Photographer

1. Selection of the regional photographer is the responsibility of the Regional Management Team.
2. Approval of the convention budget by the Regional Management Team will occur prior to the next convention.

C. Registration Fee / All Events Tickets

1. All members, prospective members, and directors attending and/or competing in the Annual regional competition will purchase an All Events Ticket.
2. The price(s) of the All Events Ticket will be approved by the Regional Management Team.
3. Single tickets and/or All Events tickets for the competition session may be sold to the General public at a price determined by the Regional Management Team.

D. Awards (See Competition Handbook, Section IV)

1. Quartet Competition
 - a. Award pins will be purchased by the region from International Sales and presented to members of the quartets placing first, second, third, fourth and fifth.
 - b. The Rumors Traveling Trophy provided by Tumors quartet will be presented to the champion quartet by the immediate past champion.
 - c. A Most Improved Award will be given to the quartet that has improved the most from the previous competition. A minimum score of 400 is required to be eligible for this award.
 - d. A Novice Quartet is a quartet that contains at least two members who have never competed in a regional or international contest. A Novice Quartet Award will be presented to the highest scoring International Division Novice quartet. A minimum score of 400 points is required to be eligible for this award.
2. Chorus Competition
 - a. Overall
 - 1) Medals on which placement is designed will be purchased by the region from International Sales and presented to all competing members and chorus director(s) of the choruses placing first, second, third, fourth and fifth in the overall contest.

- 2) A traveling plaque provided by the region will be presented to the Division AA chorus champion to remain in their possession until the next chorus competition is held, at which time it is returned for presentation to the new Division AA champion.
- b. Division AA (31-60 singing members)
 - 1) Medals on which placement is designed will be purchased by the region from International Sales and presented to all competing members and chorus director(s) Of the first, second, and third place Division AA choruses.
 - 2) A traveling plaque provided by the region will be presented to the Division AA chorus champion to remain in their possession until the next chorus competition is held, at which time it is returned for presentation to the new Division AA champion.
- c. Division A (12-30 singing members)
 - 1) Medals on which placement is designed will be purchased by the region from International Sales and presented to all competing members and chorus director(s) Of the first, second, and third place Division A choruses.
 - 2) A traveling plaque provided by the region will be presented to the Division AA chorus champion to remain in their possession until the next chorus competition is held, at which time it is returned for presentation to the new Division A champion.
- d. Most Improved

A traveling plaque provided by the region will be presented to the chorus that shows the Greatest increase in total points over the preceding year's competition. The plaque will Remain in their possession until the next chorus competition is held, at which time it is to be returned for presentation to the new Most Improved Chorus.
- e. To be eligible to receive any award based on performance other than the Most Improved Chorus award, a contestant must receive a total score of 400 points or above. No minimum score is required for the Most Improved Chorus award. (See Attachment C – Region 25 Standing Rules Attachments.)
- f. It is the responsibility of recipients of awards to have such trophies or plaques appropriately engraved and to ensure that traveling awards are present at the next year's competition. The receipted bills are sent to the regional Finance Coordinator for reimbursement within 90 days of the competition for which they are received.
- g. When no more room is available to engrave a traveling trophy or plaque, the award is presented to the competitor whose name appears on it most often. With the exception of the Rumors award, the Regional Management Team will provide a new award for the next year.
- h. Open Division – Region 25 Award – Audience Choice/Bravo Award
 - 1) A ribbon will be awarded for the favorite Open Division Chorus (Audience choice in the case of multiple choruses or Bravo in the case of only one entry.) Eligibility for either award is confined to the choruses competing in the Open Division in the regional chorus contest that are not competing in the current year's International semifinals or Harmony Classic.

E. Schedule of Events (See Guidelines for Regional Conventions [GRC])

1. International approval is required.

F. Site Selection (See Guidelines for Regional Conventions [GRC])

1. Regional convention site selection is dependent on the schedule of regional contests published by Sweet Adelines International. In the event the Region wants to secure a venue beyond the published schedule, coordinating efforts will be made to secure that specific date from Sweet Adelines before contracts are signed.
2. With input from the Regional Steering Committee and Finance Coordinator the Regional Management Team will make a final determination of the Regional Convention site selection.
3. Finance Coordinator signs contracts (see corporate *Policy Book*, Section 7, Division A5, 2g and page 7-1 of *Regional Management Team Handbook*)

G. Miscellaneous Convention Procedures

1. Region 25 – Harmony Bazaar
 - a. All booth renters can sell wares.
 - b. International bound Region 25 choruses and quartets (winners and wildcards) will be given reduced rate for Harmony booth rental.
2. a. International bound choruses and quartets are allowed to sell merchandise or fund raise.
 - b. Region 25 provides a table for International bound choruses and quartets.
 - c. Teaching/education materials can be sold as approved by the Education Coordinator.

SECTION VIII – AMMENDMENTS (see Standard Form Regional Bylaws, Article XI)

These standing rules may be amended or rescinded as follows:

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

Revised/adopted by Heart of America Region # 25 on the 26th Day of August 2021.

Signed: Karen Phillips
Karen Phillips, Region #25 Team Coordinator

Reviewed and approved by Janelle Mason, Corp. Secretary

Date: Oct. 19, 2021

Heart of America Region #25 Standing Rules ATTACHMENTS:

- 1. ATTACHMENT A – DUTIES AND DESCRIPTIONS OF REGION 25 MANAGEMENT TEAM**
Pages 2-5
- 2. ATTACHMENT B – REGION #25 REIMBURSEMENT POLICY**
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- 3. ATTACHMENT C – REGION #25 PERFORMANCE STANDARDS GUIDELINES**
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ATTACHMENT A – DUTIES and DESCRIPTIONS of REGION #25 MANAGEMENT TEAM
Heart of America Region #25 Standing Rules

Regional Management Teams

The Regions and Areas of Sweet Adelines International are governed by an eight-member management team.

1. Terms:

Each team member serves a two-year term, with no member serving more than three consecutive two-year terms on the Regional Management Team.

2. Duties:

- a. Formulates a regional mission statement
- b. Develops and implements strategic long-range plans that includes educational programs for all members of the region for which each coordinator is responsible.
- c. Maintains a viable membership growth and retention program
- d. Ensures that all financial resources of the region are managed in an effective and efficient manner
- e. Develops and implements plans for recruiting and training successor
- f. Appoints a nominating committee
- g. Utilizes the education opportunities provided by International
- h. Maintains effective communications with chapter and Chapter-at-Large members
- i. Evaluates regional events, each other, the effectiveness of the team, and team succession planning
- j. Maintains a supportive and positive working relationship among team members
- k. Defines the specific areas of responsibility for each coordinator in the areas in which the coordinators have shared (joint) responsibility
- l. Uses the process of consensus to arrive at team decision
- m. Supports decisions made by the team
- n. Provides regular comprehensive reports as requested by International Headquarters
- o. Serves as middle management of and liaison to the International organization
- p. Implements and supports decisions made by the International Board of Directors

3. Each Team Member

- a. Maintains appropriate contacts with the staff at International Headquarters
- b. Maintains comprehensive records and forwards material to successor
- c. Trains her successor
- d. Appoints staff to assist with the implementation of responsibilities as needed

Communications Coordinator (appointed by the Regional Management Team)

- Receives communications from the International organization and disperses to the region
- Maintains internal communication channels among the region, chapters, and individual members
- Develops and maintains the regional leadership database
- Is responsible for regional website and database design, implementation, and maintenance, with input from the Marketing Coordinator
- Maintains a complete record of regional meetings and activities
- Is responsible for recording and preparing minutes of all meetings of the Regional Management Team
- Distributes copies of minutes to members of the team, regional chapters, and Corporate Services Department at International Headquarters

- In consultation with the Regional Management Team, prepares and submits year-end Team Report to the Corporate Services Department at International Headquarters by established deadline
- In consultation with Regional Management Team, prepares and submits summary of Annual Regional Report to the Corporate Services Department at International Headquarters by established deadline

Directors Coordinator (elected by the directors)

- Represents the interests of the regional directors on the Regional Management Team
- Communicates with directors in her region to assess their needs
- Communicates directors needs and the needs of their chapters in the Education Coordinator
- Provides and facilitates a forum for directors at regular meetings

Education Coordinator (appointed by International)

- Develops, coordinates, and monitors regional education programs in conjunction with other coordinators
- Plans curriculum for education events, such as seminars and workshops
- Works in coordination with Events and Marketing Coordinators on marketing events
- Coordinates regional faculty visits to choruses
- Maintains a five-year education plan document
- Implements the chapter revitalization plan for maintaining the integrity of the musical product and musical administrative processes as outlined in the Regional Management Team Handbook
- Approves chapters and prospective chapters for public performances
- Auditions Chapter-at-Large quartets for public performances
- Develops a faculty or staff to assist in implementing regional education programs
- Appoints an Arrangers Coordinator who administers the program that offers training for aspiring arrangers within the region
- Appoints a YWIIH Coordinator to educate and inform the musical leaders in each chorus about the Young Women in Harmony program
- Appoints a DCP Coordinator who administers the program within the region

Events Coordinator (appointed by the Regional Management Team)

- Facilitates the securing of appropriate venues for regional programs and events including site inspections and negotiation of contracts
- Coordinates onsite arrangements for all regional meetings including regional competitions
- Serves as, or oversees, the work of the Chair of the Regional Convention (CRC) as defined in the Guidelines for Regional Convention
- Works in coordination with the Marketing and Education Coordinators on marketing events
- Oversees registration for all events

Finance Coordinator (appointed by the Regional Management Team)

- Ensures that all financial resources of the region are accounted for in an effective and efficient manner
- Coordinates the long-range financial plan in conjunction with other team coordinators
- Prepares and submits the annual budget for the region

- Manages bank accounts and investments and keeps an accurate and current record of all financial transactions
- Receives all funds paid to the region and issues all payments
- Negotiates contracts for equipment and services required by the region
- Holds sole authority to sign contracts on behalf of the region
- Coordinates projects to raise non-dues income
- Presents a report on the region's financial condition at the meetings of the Regional Management Team
- Prepares an annual financial statement for submission to International Headquarters
- Submits accounting records for audit at the close of the fiscal year to a qualified person or persons selected by the Regional Management team or for examination or audit at any time as directed by the Regional Management Team
- Files annual 990 tax form (US regions) with the Internal revenue Service by September 15 for the preceding year ending April 30
- Provides advice and training to chapter treasurers and serves as a resource to chapters with financial questions
- Provides financial information necessary to complete applications for corporate gifts/grants

Membership Coordinator (elected by the members)

- Represents the interests of chapter management and membership on the Regional Management Team
- Communicates present/team leader and chapter needs and issues to the Regional Management Team
- Provides and facilitates a forum for presidents/team leaders at regional events
- Instills in the members of her region an awareness of their relationship to the organization, to the region and to other choruses
- Develops a plan in conjunction with the Education Coordinator to teach chapters in revitalization ways to attract new members and retain existing ones
- Plans and implements programs in the areas of membership growth and retention
- Works in coordination with Marketing Coordinator on membership growth and retention
- Visits and maintains regular contact with chartered chapters to promote membership growth and retention programs
- Guides prospective chapters through the Steps Toward Chartering program
- Assists chapters in revitalization with administrative processes, growth and retention programs
 - Steps Toward Chartering
 - Membership recruitment
 - Membership retention
 - Chapters in revitalization
- Appoints a Chapter-at-Large Coordinator to assure CAL members awareness of inclusion in regional events, programs, and publications
- Appoints a Chapter Coordinator to maintain regular contact with chapter presidents/team leaders to assess and communicate chapter needs to the Membership Coordinator

Team Coordinator (appointed by the Regional Management Team)

- Facilitates meetings of the Regional Management Team
- Coordinates agenda for Regional Management Team meetings with input from members
- Reviews and approves all chapter standing rules

- Reviews regional standing rules and job descriptions and makes recommendations for necessary revisions
- Maintains the region's long-range plan document
- Maintains the regional calendar
- Develops a support staff to assist in implementing responsibilities such as:
 - Chapter standing rules review
 - Regional calendar

ATTACHMENT B – REGON #25 REIMBURSEMENT POLICY *
Heart of America Region #25 Standing Rules

Regional Events

Regional Management Team, Faculty, and Committee members working an event will be reimbursed for transportation, housing, and per diem (as outlined below) The Regional Management Team attending the President/Team Leader meal will have the cost paid by the region. This includes Quartet Retreat and Fall Retreat.

Summer Music Camp

Event faculty who are teaching at least two classes will be reimbursed for transportation. Their registration fees will be waived, housing and per diem will be paid. Faculty teaching one class will have their registration waived, transportation and housing will not be reimbursed. Faculty not involved in teaching will not be reimbursed.

	TRANSPORTATION	REGISTRATION	HOUSING	PER DIEM
2 or more sessions	Reimbursed	Waived	Paid	Paid
1 session	-	Waived	-	-
0 sessions	-	-	-	-
Event Staff	-	-	Paid	-

Quartet Retreat

Event faculty coaches will be reimbursed for transportation. In addition, housing and per diem will be paid. The benefits also apply to non-faculty coaches who are teaching at least four hours. Non-faculty coaches who are teaching less than four hours will receive two days per diem. The current quartet champion will be reimbursed for transportation, have their registration fee waived and 1 hotel room paid. International qualifiers will have registration paid. There are no exceptions to this.

	TRANSPORTATION	REGISTRATION	HOUSING	PER DIEM
Faculty/Non-faculty (4 hours min)	Reimbursed	Waived	Paid	2 days paid
Non-faculty (<4 hours)	-	Waived	-	2 days paid
Current quartet champions	Reimbursed	Waived	Paid	-
International qualifiers	-	Waived	-	-

Fall Retreat

Reimbursements will be determined by the Regional Management Team per fiscal year

International Events

Each member of the Regional Management Team shall be given a \$500 stipend to attend International Competition/Convention. If Regional Management Team training is offered, a team

member must attend the training in its entirety to receive the stipend. A team member not attending Convention will not receive the stipend.

Regional Management Team Training

Expenses not covered by Sweet Adelines International for Regional Management Team Training, other than at the International Convention, will be covered by the region, as in Article VI, Section B. 2, d, including Transportation, lodging, and one day per diem.

*The above policies are subject to review annually by the Regional Management Team and May be changed as necessary to meet current financial needs.

ATTACHMENT C – REGION #25 PERFORMANCE STANDARDS GUIDELINES
Heart of America Region #25 Standing Rules

1. Purpose:
 - a. Provide feedback to choruses regarding their performance skills,
 - b. Ensure quality of performance in the community.
2. Overall Performance Standards Guidelines:
 - a. Non-competing choruses will send a new video recording to the Education Coordinator by April 15th of each year. Choruses scoring under 400 points will send a recording by June 1st.
 - 1) Choruses will be in costume with performance makeup to simulate a community, contest, or show performance.
 - 2) Sing two songs, one of which is contestable.
 - 3) Include emcee material in the performance.
 - b. The Education Steering Committee will review the videos, Chorus Directors and Team Leaders/Presidents will be contacted with feedback and information regarding their performance privileges.
3. Competing Choruses Specific Guidelines
 - a. International Division
 - 1) Region 25's stated criteria for maintaining performance privileges has been and Continues to be scoring 400 points and above at regional contest when competing in the International Division. This is a mid "C" level.
 - b. Open Division
 - 1) A matrix has been developed to assign a number value to Open Division scores:

1 = D+	3 = C	5 = B+	9 = A
2 = C-	4 = C+	8 = A-	10 = A+

The eight level scores earned by a contestant in the Open Division will be assigned a corresponding numerical value. The average score must be greater than 2.5 to maintain performance privileges. For example, if a chorus scores (competition song/package) 3-/C in Sound, a C-C in Music, a C/C+ in Expression and a C/C+ in Visual Communication, the total score would be 24, an average of 3 which would qualify the chorus to maintain performance privileges.
 - c. Competing Choruses scoring below 400 points will submit a video by June 1st for evaluation by the ESC.
 - 1) Choruses will be in costume with performance makeup to simulate a community, contest, or show performance.
 - 2) Sing two songs, one of which is contestable.
 - 3) Include emcee material in the performance.
4. Non-Competing choruses Specific Guidelines
 - a. Non-competing choruses will send a new video recording to the Education Coordinator by April 15th of each year.
 - 1) Choruses will be in costume with performance makeup to simulate a community, contest, or show performance.
 - 2) Sing two songs, one of which is contestable.
 - 3) Include emcee material in the performance
5. The Education Steering Committee will review the videos. Chorus Directors and Team Leaders/Presidents will be contacted with feedback and information regarding their performance privileges.