

**DISTRICT POLICIES AND  
OPERATING PROCEDURES**

**LAND O'LAKES DISTRICT  
ASSOCIATION OF CHAPTERS**

**BARBERSHOP HARMONY  
SOCIETY**

**May 4, 2018**

# LAND O'LAKES DISTRICT

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## **Revision Record - Last page**

Revised & approved - May 4, 2018

# **LAND O'LAKES DISTRICT**

## **Statements of Policy and Operating Procedures**

*The Land O'Lakes District Association of Chapters of SPEBSQSA, Inc., adapted Statements of Policy and Operating Procedures pursuant and subject to the District ByLaws. This restatement is dated May 4 2018*

### **ARTICLE I**

#### **HOUSE OF DELEGATES**

##### **1.01 Delegates**

All delegates, as defined in the ByLaws, Article IV, must be members in good standing of an LO'L District Chapter other than the Frank Thorne Chapter.

##### **1.02 Quorum**

A quorum for the transaction of business by the House of Delegates shall be 30% of the Delegates or alternates.

##### **1.03 Motions**

All resolutions and motions other than procedural motions shall be in writing.

##### **1.04 Voting**

A majority of the votes cast at a validly constituted meeting shall be required to carry a motion. A Delegate shall have only one vote even though he may qualify in two or more capacities. Each Chapter shall be entitled to one vote regardless of the number of Delegates sent.

##### **1.05 Meetings**

The House of Delegates shall meet twice each year, in conjunction with the Spring Convention and in conjunction with the Fall Convention (annual mtg).

### **ARTICLE II**

#### **ELECTED OFFICERS & BOARD OF DIRECTORS**

##### **2.01 Elected Officers**

The elected officers and Board of Directors of the District shall include

- President
- Executive Vice President
- Secretary
- Treasurer
- Vice President Division One
- Vice President Packerland Division
- Vice President Southwest Division
- Vice President 10,000 Lakes Division
- Vice President Northern Plains Division

- Vice President Chapter Support & Development
- Vice President Education & Leadership Training
- Vice President Contest and Judging
- Vice President of Events
- Immediate Past President

**2.02 Duties** - Refer to Section B, Article XIII - District Officer Job Descriptions

### **ARTICLE III BOARD OF DIRECTORS**

#### **3.01 Meetings**

All meetings of the Board of Directors shall be conducted in accordance with Robert's Rules of Order (current edition). The Board of Directors shall meet three times each year in conjunction with Leadership Training Academy, Spring and Fall Conventions.

Infrequently, the need may arise for legislation to be addressed at times other than the regularly scheduled meetings. On such occasions, motions, discussion and voting may be handled via Email; and minutes of the proposed legislation, motions and voting outcome will be recorded and distributed in the normal manner.

#### **3.02 Voting**

A majority of those voting at a validly constituted meeting, or by Email ballot, shall be required to carry a motion.

#### **3.03 Disciplinary Powers**

The Board of Directors may impose such penalties under the circumstances and permitted by Society rules as to licensed or chartered Chapters which fail to comply with the District ByLaws or Statements of Policy, or Society regulations, or which violate or act inimically to the purposes of the Society.

### **ARTICLE IV DISTRICT PROPERTY**

#### **4.01 Ownership of Physical Properties**

The Officers are authorized to purchase such properties as are required upon approval by the Board of Directors. The rules governing use of such property shall require the approval of the Board of Directors. All property shall be under the supervision of the Secretary or his designated agent.

## **ARTICLE V DIVISION BOUNDARIES**

**5.01 Boundaries** - The boundaries of the five Divisions are defined as follows:

**Division One** - Southern Wisconsin. The south boundary being the WI/IL state line, west boundary being the Iowa state line. The north boundary being from Prairie du Chien Hwy 60, 14 & 23 to Wisconsin Dells and east to Lake Michigan.

**Packerland** - Northeastern Wisconsin and upper Peninsula of Michigan, The west boundary being Hwy 13 & 80 from Ashland south to Hwy 23. The south boundary being Hwy 23 at Wisconsin Dells east to Lake Michigan.

**Southwest** - Southern Minnesota and southwestern Wisconsin. The south boundary being the MN/IA state line to South Dakota state line. The west boundary being the SD state line. The north boundary being Hwy 212 east to Hastings and Wisc Hwy 10 to Hwy 13. The east boundary being Hwy 13 to Wisconsin Dells. The south boundary being Hwy 23, 14 & 60 to Prairie du Chien.

**10,000 Lakes** - Northeastern Minnesota, central Minnesota and northwestern Wisconsin. The west boundary being the South Dakota state line between Hwy 212 and Hwy 28 then Hwy 28 east to Sauk Centre, then north on Hwy 71 to International Falls, then north on Ontario Hwy 71. The south boundary being Hwy 212 east to Hastings and Wisc Hwy 10 east to Hwy 13. The east boundary being Wisc Hwy 13 north to Lake Superior.

**Northern Plains Division** - Saskatchewan, Manitoba, North Dakota, northwestern Minnesota and western Ontario. The east boundary being Hwy 28 east to Sauk Centre then north on Hwy 71 to International Falls, then north on Ontario Hwy 71. The south boundary being the South Dakota state line and the US boundary of Saskatchewan and Montana. The west boundary being the west state line of North Dakota and west Province of Saskatchewan.

## **ARTICLE VI POLICY STATEMENTS**

### **6.01 Authority**

The Board of Directors is granted authority to adopt policies intended to provide guidelines, rules or regulations for the conduct of District and Chapter business, membership activities and relationships with the general public.

### **6.02 Amendments**

These Policies may be amended by the District Board of Directors by a two thirds vote of those present and voting at a meeting duly called, provided a quorum is present.

### **6.03 Amendment Procedure**

The L&R Chairman shall present any known amendments or policy changes to the District Board by mail or Email at least 10 days before the meeting at which they are to be acted upon.



#### **6.04 Intent**

It is the intent of this grant of authority to provide flexibility in meeting changing conditions without the necessity of amending the ByLaws so long as such Policies are within the purview of the authority granted and do not contravene powers secured to the House of Delegates by Society Regulation or the District ByLaws.

#### **6.05 Sanctions**

The intentional disregard or abuse of such properly adopted Statements of Policy may be the basis for disciplinary action in accordance with section 3.03 of these policies.

#### **6.06 Political participation**

*The following is the substance of a recommendation from the Society Laws & Regulations Committee, and is being included as an LOL District Policy.*

**A.** Chapters may not accept political advertisements in their show programs or other publications. Organizations (such as the Society) which are tax exempt under Section 501(c)(3) of the Internal Revenue Code are specifically prohibited by IRS laws, rules and regulations from engaging, in any substantial manner, in activities for carrying on propaganda, or attempting to influence legislation, or participating in any political campaign.

**B.** Paragraph 7e of the Society Statements of Policy specifically prohibits paid or unpaid appearances (performances) at political functions in support of a candidate.

**C.** By contrast, a chapter chorus (or quartet) may make an appearance at the opening ceremony for a political convention to sing the National Anthem (as a paid or unpaid civic activity), and/or to provide entertainment as paid performers (being careful not to include any material which could be considered to be partisan). We caution the chapter that its members (in uniform or otherwise identified as chapter/chorus members) should also enter and leave the hall as a unit, avoiding any appearance of being participants in the official convention activity -- other than as performers or entertainers. In this case, L&R believes the activity is permitted, so long as there is no suggestion of "endorsement" of candidate(s), party, or issue(s), and no favoritism is shown.

#### **6.07 Religious Holidays**

The Society and its Districts will not schedule barbershop events in conflict with significant religious holidays and observances.

#### **6.08 District Sponsored Events - Refunds**

It is the Policy of the Land O'Lakes District that purchases of registrations/tickets/etc., for any District Event such as District Conventions, Leadership Academy/Chord College, Quartet Schools, Division Contests, etc., shall be:

**A.** Transferable but not refundable within 30 days of the Event,

**B.** Refundable only due to health or accident of member, immediate family member and the request is made in writing to Host Chapter and/or Event Chairman within 10 days of the end of the Event.

**ARTICLE VII  
DOCUMENT RETENTION**

**7.01 Retention Schedule**

This policy is designed to ensure that the District records are maintained, or purged, in an efficient and effective manner. Permanent documents may be stored as hard copy, on computer compact disk, or flash drive memory stick.

- A.** District Officers shall maintain permanent records as indicated below:
  - 1. The District Secretary shall maintain Articles of Incorporation, ByLaws, Policies (including original proposed Policy changes and effective date passed by the District Board of Directors, correspondence with the IRS, District Board minutes and District House of Delegates minutes.
  - 2. The District Treasurer shall maintain all IRS form 990's.
  - 3. The District Historian shall maintain records of all awards received by choruses and individuals within the district, including, but not limited to; District Champions, BOTY winners and Hall of Fame inductees.
  - 4. The District Bulletin Editor shall maintain copies of all district bulletins.
  - 5. The District VP Events shall maintain the history of district events.
  
- B.** District Officers shall shred or otherwise destroy the following documents indicated below when those records are:
  - 1. Seven (7) years old:
    - a. District Treasurer: District financial statements, District budgets, bank statements, cancelled checks.
    - b. District Vice President of Events: District events contracts.
    - c. Chair Financial Development: Harmony Foundation Inc contribution records.
    - d. District President: Presidents work plan.
  - 2. Four (4) years old:
    - a. District Auditor: supporting financial data, journals, vouchers, invoices, etc.

**ARTICLE VIII  
CHAPTERS - SHOW DATES, NEW LICENSED, SUSPENSION/REVOICATION &  
CHAPTER DISSOLUTION**

**8.01 Show Date Clearance**

**A.** No Chapter shall conduct a Chapter sponsored show, without first obtaining clearance from the District Secretary.

**B.** It is recommended that no clearance be granted for a date on which there is a District meeting, District School or District Contest.

**C.** The Secretary shall be responsible for granting and monitoring clearance for show dates as requested by chapters. There shall be no limit to the number which can be held on a given day provided no two are within forty miles of each other. The Secretary is empowered to grant exceptions to this rule provided that each previously cleared chapter which lies within a forty mile radius of the site of the requesting chapter show gives its written permission.

**D.** The Secretary shall advise any chapter applying for show clearance on dates reserved for International Conventions that the chapter must receive conditional clearance from the Society office. Clearances shall not be granted on mid-winter Convention dates within five hundred miles of the mid-winter Convention site.

### **8.02 Newly Licensed Chapters**

**A.** Newly Licensed/Chartered Chapters shall be permitted to send up to 5 Chapter Officers to the Leadership Training Academy (LTA) and the tuition shall be waived on a one time basis.

### **8.03 Suspension/Revocation of Chapter Charter**

*The following is an excerpt from the Society Chapter License, Chartering, Suspension and Revocation Policy. The full document can be found on the Society Document Center.*

#### **A. Suspension of Chapter Charter**

Chapters shall be subject to suspension for failure to submit any of the following to the Society office within the time required:

1. Payment of any Society billing (including member dues and fees; insurance premiums; merchandise, supply, services, or other charges) within 30 days from the date of the billing.
2. US Chapters only, a copy of the Internal Revenue Service Form 990 required to be filed by the Chapter with the IRS be sent to the Society office by May 15 following the close of the tax year in question.
3. Any financial reports required of the chapter to be filed with the Society office within 15 days after the due date.
4. Copies of the annual report as well as the chapters Incorporation Renewal with the State or Province.
5. If the membership of a chapter remains fewer than eight (8) members for a period of 90 consecutive days, the Society office shall notify the District President, Executive Vice President and District Secretary and request assistance for the Chapter. The District shall take whatever action it can to assist the chapter including advice on disposition of assets and surrender of their charter should that be the desire of the Chapter.
6. If the chapter is unwilling to voluntarily dissolve or to maintain more than eight (8) members, the District shall advise Society along with a recommendation for suspension.
7. Any Chapter that has been suspended shall immediately lose all voting privileges and its chorus shall be prohibited from competing in any District contest.

#### **B. Revocation of Chapter Charter**

1. If, within 60 days after the suspension of a Chapter under item 1 above, the delinquent payment, report, or document has not been received in the Society office, the Society will send a note to each Chapter member by regular mail or Email explaining the suspension and pending Charter revocation.
2. If the Chapter remains at fewer than eight (8) members for a period of 270 consecutive days the Chapters Charter shall be automatically revoked, unless the Executive Director has granted a waiver to suspension/revocation.

#### **8.04 Chapter Dissolution**

*The following is an excerpt from the Society Chapter License, Chartering, Suspension and Revocation Policy. The full document can be found on the Society Document Center.*

In the event a Chapter decides to close and dissolve the following is to take place:

1. A special meeting of the membership shall be called for the purpose of acting upon the proposal to dissolve the Chapter. Notice of the meeting, stating the purpose of the meeting, must be given to each member of the chapter by mail or Email at least two weeks prior to the date of the special meeting.
2. At the meeting, provided that a quorum is present, two thirds of the members present and voting must adopt a resolution to dissolve the chapter and surrender the Society and Corporate charters.
3. The LO'L District President and the Society Executive Director must be notified that the Chapter is being dissolved, and the Chapter's Society Charter must be surrendered to the Society Executive Director.
4. U.S. Chapters shall pay all their outstanding bills and turn over all their remaining financial assets to the District. No exceptions are allowed. No funds may be donated or used for any purpose contrary to IRS regulations affecting the Society's tax exemption.
5. Canadian Chapters shall pay all their outstanding bills and turn over their assets to a registered Canadian charity. This may be another Canadian Chapter but it must be a Chapter that has properly Incorporated and established its charitable status under Canadian (or Provincial) law.
6. After satisfying all debts and obligations of the chapter, within thirty days after adoption of the resolution to dissolve, all remaining assets (risers, music, uniforms, etc) must be disposed of and turned over to the District in accordance with Article XI of the standard Chapter ByLaws.
7. All requirements of State or Provincial law dealing with corporate dissolutions shall be fully complied with and satisfied. Copies of all documents required to be filed with the governmental authorities shall be submitted to the Society Governance and ByLaws Committee for review and approval prior to filing the same with the governmental authorities.
8. Upon receipt of governmental approval and acknowledgment of the filing(s), the Chapter shall promptly furnish copies to the Society office.
9. The dissolved Chapter shall file a final Corporate Tax return form (IRS form 990) or CRA (Provincial form T2) and send a copy to the Society Office.
10. The Chapter must notify the State (or Province) that it is no longer a viable Corporation and provide documentation of such to the District and Society office.

11. Upon completion and verification of the above the Society will remove the Chapter from its rolls.

## **ARTICLE IX CHARTER NIGHT SHOWS**

### **9.01 Participating Quartets**

Participating quartets, except for host chapter quartets, should be reimbursed for their expenses, but should not receive a fee for charter night shows. Each quartet member should be given free tickets for himself and a guest for any such functions and/or afterglows.

### **9.02 Master of Ceremonies**

The MC for charter night show should be selected by a committee from the sponsoring chapter, and should be a member of the Society in good standing or someone familiar with the aims, ideals, practices and language of barbershopping and capable of making an enthusiastic and successful presentation. A non-member MC should have advance approval of the District President.

## **ARTICLE X DISTRICT DUES**

### **10.01 Membership Dues**

Each member of an LOL chapter shall pay such annual District dues as are established from time to time by the House of Delegates by a 2/3 vote of those delegates present and voting. Effective April 2007 District Dues are \$24.00 per member. Allocation of these dues effective January, 2012 is \$17.00 to District General Fund and \$7.00 to the District International Quartet and Chorus travel fund Policy 12.01, except that:

- A. New members are encouraged to take advantage of the EZ Dues enrollment which allows them to join at 50% of Society, District and Chapter dues.
- B. Youth (Y1) (No prior membership) New Youths with no prior Society membership must be under 26 years of age at date of enrollment, Society and District dues are waived for the first year of membership. There is a \$10.00 enrollment fee.
- C. Youth (Y2) (Youth members under age 26 at the effective date of renewal) are set at 50% of Society and District dues. District dues are payable in U.S. funds.

*Note: The Seniors reduced District Dues section was rescinded January 2013 and hereafter all Seniors will pay full District dues.*

### **10.02 Multiple Membership**

District dues for persons holding membership in more than one chapter of the LOL District shall be collected and paid only by whichever chapter has the dues date earliest in the calendar year.

### **10.03 Chapter Assessments**

The LO'L District shall annually assess chapters an appropriate amount to bring the annual budget into balance. The amount shall be recommended by the Budget Committee, reviewed by the Board of Directors and set by the House of Delegates.

- A. The District Treasurer shall annually in January bill to and collect from each LO'L Chapter this assessment amount. Effective at the 2011 Fall District Convention the amount set by the House of Delegates is \$9.00 per Chapter member, determined by the Society membership as of December 31 of the previous year.
- B. Failure of a Chapter to pay such assessment shall be grounds for imposition of sanctions deemed appropriate by the LO'L Board of Directors, including suspension of charter until such Chapter obligations are satisfied.
  - 1. When the LO'L Board of Directors decides to impose sanctions upon a delinquent chapter it shall notify the chapter of the decision in writing. The delinquent chapter shall have 30 days to present its case that the proposed sanction was inappropriate in whole or part. If within 30 days the delinquent chapter either fails to respond, or fails to persuade the Board to change the sanction decision, the decision shall become effective immediately.
  - 2. Whereas members of a delinquent chapter are not in good standing with the District, chapter members wishing to compete in a quartet contest may pay their individual assessment to regain their good standing with the District and be eligible to compete.
- C. Because the Frank Thorne Chapter has no assets, competing members of the Frank Thorne Chapter shall be assessed this amount by the LO'L Contest & Judging Committee upon entering their first LO'L competition each year. Out of District Quartets are exempt from this assessment.
  - 1. Failure of a Frank Thorne Chapter member to pay this assessment on or before five (5) days prior to the contest will result in the member not being in good standing with the District and that member be disqualified from competing in the contest or any future contests until the assessment is paid.
  - 2. Any quartet or chorus competing with a member not in good standing with the District will therefore disqualify itself from any division or district awards and advancement to any other contests for which they may have qualified for by score.
- D. A quartet singing for awards in a Land O'Lakes Division Quartet or District Quartet contest, and the quartet contains not more than two (2) out of District Society members shall be considered subject to this assessment, the same as LO'L Frank Thorne members.

## **ARTICLE XI**

### **EXPENSES - ELECTED OFFICERS & DISTRICT COMMITTEES**

#### **11.01 Expenses allowed**

- A. Travel - \$ 0.30 per mile per itemized list of trips or actual cost of fare when using commercial carrier such as air, train or bus. NOTE: Commercial carrier fares must have prior approval by the District President.
- B. Postage, Telephone, Office supplies  
As documented by receipts.
- C. Hotel/Motel  
50% of prevailing Convention double room rate, or as further described below.
- D. All claims for expenses shall be submitted to the District Treasurer on standard District expense vouchers along with receipts.

### **11.02 Elected Officers**

District elected Officers shall be allowed up to three (3) nights hotel at 50% of convention double room rate to all general and special meetings. This includes Board meetings held at Leadership Academy, Spring and Fall District Conventions and any special meetings called by the President. In addition, district officers shall be allowed such other actual expenses incurred in the proper discharge of their office as the District treasury permits and within the confines of the budget.

### **11.03 District President**

The district president shall be allowed actual travel expenses and four (4) nights lodging to attend the Society scheduled meetings held at the Mid-Winter & Summer Int'l Conventions.

### **11.04 Executive Vice President**

The district executive vice president may elect to attend the Summer Int'l Convention and if so, shall be allowed actual travel expenses and four (4) nights lodging to attend the Society scheduled meetings held at the Convention.

### **11.05 District Vice President Contest & Judging**

The VP Contest & Judging may elect to attend the Int'l Summer Convention and if so, shall be allowed actual travel expenses and four (4) nights lodging to attend the C&J meetings held at the convention.

### **11.06 District Committees**

Mileage expenses incurred in the discharge of the job and lodging as required and when approved by the District President.

### **11.07 Events Committee**

The Events Vice President, Contest Operations Manager and Stage Manager when performing their duties at a Division Contest and/or the Spring or Fall District contests shall be allowed up to three (3) nights lodging at prevailing convention double room rate. Also such other expenses including travel and meals as required to carry out the duties of the office as described in these Policies.

## **ARTICLE XII FUND DISBURSMENT**

### **12.01 Quartet & Chorus Travel**

Prior to each International Quartet and Chorus contest, the Treasurer shall distribute moneys for travel aid to:

- A.** Each quartet representing the District on the basis of \$.05 per man mile, and
- B.** Chorus(s) representing the District on the basis of \$.05 per man mile.
- C.** Money shall be disbursed from the District quartet and chorus travel fund, which is derived from a \$7.00 per capita dues assessment. These distributions shall at no time exceed the

balance of the fund, and in the event that such is insufficient to make a full distribution as set forth in this policy, said distribution shall be prorated based on the ratio that the number of men in each competing unit bears to the total number of men actually competing in all qualifying units.

#### **12.02 LO'L Youth in Harmony Funds - General**

- A. District Treasurer to set up a separate YIH Fund account . Monies received from various sources go into this account: ie., Individuals, Chapters, Parade of Checks, Donor Choice funds from Harmony Foundation, etc., and/or from the LO'L Budget as approved by the Budget & Finance Committee if needed to support certain LO'L District YIH functions.
- B. Funds from this account shall be used as indicated in 12.03 and 12.04 below. No funds are to be used for the District General Fund.
- C. This YIH Fund account is a "carry-over" account from year to year similar to the Chorus & Quartet travel fund..

#### **12.03 LO'L District YIH Contributions**

- A. Contributions designated for the LO'L District Youth In Harmony programs shall be retained by the District Treasurer in a separate YIH Fund account, including:
  - 1. Chapter or District sponsored YIH workshops/festivals/activities.
  - 2. Sponsor of a LO'L District YIH Quartet to the Youth Barbershop Quartet Contest (YBQC).
  - 3. Sponsor of a District YIH Chorus to the Int'l Mid-Winter Youth Barbershop Chorus Festival (YBCF), or if none, then sponsorship of a non-district YIH Chorus to the YBCF.

#### **12.04 Harmony Foundation Contributions**

- A. Contributions to Harmony Foundation from the Parade of Checks and/or individuals or groups shall be made payable to Harmony Foundation and given to the District Treasurer for further distribution.
- B. Contributions designated for the Int'l Mid-Winter YBCF \$10K Sponsorship shall be retained by the Treasurer and accumulated until the proper time to send to Harmony Foundation along with identification that it is for a YBCF \$10K Sponsorship.
- C. Harmony Foundation funds given by Chapters/Individuals that request the 30% Donors Choice shall be sent direct to Harmony Foundation.
- D. Donor Choice funds received from Harmony Foundation shall be distributed within the District YIH functions based on the recommendation of the Budget & Finance Committee.
- E. Payment of any LO'L District funds to Harmony Foundation shall be included in the annual District Board of Directors approved budget. Board approval is needed for any pledges of funds that may exceed the budgeted amount.

#### **12.05 Sing Canada Harmony Contributions**

- A. Contributions from Canadian Chapters and/or individuals or groups shall be made payable to Sing Canada Harmony and sent to the LO'L Coordinator for Sing Canada Harmony..



## **SECTION B - DISTRICT OFFICER JOB DESCRIPTIONS**

### **ARTICLE XIII DISTRICT OFFICER JOB DESCRIPTIONS**

#### **13.01 District President**

Duties and responsibilities include:

- Chief Executive Officer of the District.
- Establish annual goals and priorities of the District and is responsible for achieving them.
- Develop the District work plan with the assistance of the District Leadership team.
- Annually review all committees, confirm with and reappoint and/or appoint a new Committee Chairman for all committees. In agreement with the Chairman, confirm all committee members prior to December 1<sup>st</sup> for publication in the District Directory
- Supervise and monitor all District Officers and Committee Chairman who, in turn, are responsible to ensure District and Society programs are implemented at the Chapter level.
- Maintain knowledge of all governing documents.
- Communicate with his District officers to ensure activity progress in the interim between Board meetings.
- Reports to the Society Board on plans and budgets and progress toward achieving goals.
- Chair all meetings of the District Board and House of Delegates.

#### **13.02 District Executive Vice President**

Duties and responsibilities include:

- Provide assistance to the President to establish goals & objectives for the year, as well as a long term plan for the District.
- Maintain knowledge of all governing documents.
- In the absence of the President preside over the District Board and House of Delegates meetings.
- Assist President in recruitment and selection of Committee Chairman.
- Serve as liaison with ADC and other subsidiary groups.
- Be knowledgeable of activities in other Districts and identify projects for Land O'Lakes.
- Participate in Web cam teleconference of the Society Presidents Council.
- Attend as a member all District Board and House of Delegates meetings.

#### **13.03 District Secretary**

Duties and responsibilities include:

- Serve as recording and corresponding secretary for the District.
- Maintain the district calendar and district documents.
- Issue Chapter show clearance & licenses; maintain a list of and publicize chapter shows in the Pitch Piper and District Web site.
- Record and transcribe the minutes of all District meetings.
- Issue calls and agenda to District Officials at least 14 days prior to all duly called District meetings.
- Issue Official Calls for Spring and Fall District House of Delegates meetings and such notice sent to each LO'L Chapter 30 days prior to each meeting.
- Prepare minutes on all Board actions and send to the Board and District Officials within

15 days following each meeting.

- Upon receipt from Hdqtrs on IRS 990 filings, Incorporation Renewal, Finance Review, the Secretary will advise the Division VP's of any delinquencies within his Division.
- Distribute District Statements of Policy, Operating Procedures and District Directory to all District Chapters.
- Attend as a member all District Board and House of Delegates meetings.

### **13.04 District Treasurer**

Duties and responsibilities include:

- Chief financial officer of the District.
- Receive and deposit income and expense disbursements.
- Maintain financial records, analyze expenditures and is aware of State, Federal, and Province policies regarding non-profit organizations.
- Serve as chairman of the District Finance Committee which reviews policy & financial accounting.
- Prepare and present the District budget for approval.
- Prepare and submit appropriate financial reports to the District and Society Board of Directors.
- Attend as a member all District Board and House of Delegates meetings.

### **13.05 District Vice President-Division(s)**

Duties and responsibilities include:

- Assist the District President in administering the District work plan through supervision of his Chapter Advocates, their activities and personal contact with the Chapters in his Division.
- Responsible for the selection, assignment and activities of the Chapter Advocates and insure reports are filed in a timely manner by the Chapter Advocates.
- Follow up with his Chapters regarding IRS Form 990, Incorporation Renewal, Chapter financial review, Canadian Revenue Agency and Chapter show clearance reporting.
- Conduct Division Council meetings with Chapter Presidents and/or Delegates from Chapters in his Division.
- Participate in and promote attendance at Chapter and District events, such as: Leadership Training Academy, Chapter officer installations, Chapter shows and contests.
- File activity reports on his activities.
- Attend as a member all District Board and House of Delegates Meetings.

### **13.06 Vice President of Chapter Support & Development**

Duties and responsibilities include:

- Serve as chairman of the Chapter Support & Development Committee.
- Provide ideas to Chapters for membership recruitment and retention of existing members.
- Work with the Division Vice Presidents to coordinate the recruitment and training of Chapter Advocates.
- Monitor as well as evaluate activities of the Chapter Advocates in relation to Chapter Growth & Development objectives and its effect on Chapters.
- Follow up and maintain records on Chapter reporting and visitations.
- Seek out extension sites for new Chapters within the District.

- Work with the VP Education & Leadership Development regarding classes offered at Leadership Academy that would help Chapters in membership recruitment and retention.
- Monitor and follow up on Chapters filing of IRS 990, Financial Review and Incorporation renewal.
- Serve as District liaison with the Society Growth & Development Committee..
- Attend as a member all District Board and House of Delegates meetings.

### **13.07 Vice President of Education & Leadership Development**

Duties and responsibilities include:

- Serve as chairman of the District Education Team and select members for the team to meet the goals and objectives.
- Organizing and manage the District Leadership Training Academy with assistance from the District Education team.
- Organize and coordinate Chorus Director and Assistant Director training workshops throughout the District.
- Coordinate the Chorus Coaching program and Take The Coaching To The Chapters.
- Coordinate the Standing Ovation program and maintain a list of certified Evaluators.
- Organize and coordinate the Quartet schools held at Divisions and assign coaches.
- Plan and coordinate District music education schools that will improve and expand the musical knowledge and performance abilities of the membership.
- Attend as a member all District Board and House of Delegates meetings.

### **13.08 Vice President of Contest and Judging**

Duties and responsibilities include:

- Serve as Chairman of the District Contest & Judging Committee and appoint the committee members.
- Communicate and coordinate Society Contest and Judging policy within the District.
- Set up and administer contest entries on the Society Web site.
- Organize and administer all contest judging activities within the District, and conduct the draw for order of appearance.
- Attend (or send a C&J committee member) to all Division and District contests to ensure compliance to Society rules.
- Communicate with all potential contestants in Division and District contests. Ensure any Frank Thorne members who are competing have complied with Policy 10.03 C.
- Promote and handle all applications for judging candidates and schedule practice panels.
- Work with Director of Events to ensure contest venues have suitable sound and lighting.
- Serve as District liaison with the Society C&J and attend C&J meetings as required.
- Participate in training carried out by the Society C&J Committee.
- Attend as a member all District Board and House of Delegates meetings.

### **13.09 Vice President of Events**

Duties and responsibilities include:

- Chairman of the District Events Team as listed in District Policy 15.07
- Responsible for the site selection, contract negotiation, budgeting and planning of Spring and Fall Conventions and Division Contests.
- Maintain a 3 year schedule of Division and District contests and publish on LO'L Web

site.

- Review potential sites based on established prerequisites and present to the Board and House of Delegates for approval of District Convention site selection.
- Do site review and/or PreCon review of District Contest and Convention sites and provide assistance to Host Chapter committee members.
- Assist other Vice Presidents and/or committees in site selection, contract negotiation, planning and budgeting of other events conducted within the District.
- Provide interpretation of Society regulations as they apply to conventions.
- Assure District Convention manuals are up-to-date and Society contest sound and lighting systems guidelines are followed.
- Maintain a long range District convention rotation schedule and file on past and potential convention sites.
- Serve as District liaison with the Society Events Committee, and when necessary, the Society External Affairs Committee.
- Participate in training carried out by the Society Events Committee.
- When performing these duties and responsibilities, shall be reimbursed for travel and expenses incurred.
- Attend as a member all District Board and House of Delegates meetings.

### **13.10 Past District President**

Duties and responsibilities include:

- Duties as normally associated with the office or as further defined by the President.
- Serve as Credentials Chairman for the Board and District House of Delegates meetings.
- Attend as a member all District Board and House of Delegates meetings.

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## **SECTION C -** **CHAPTER ADVOCATES & COMMITTEE JOB DESCRIPTIONS**

### **ARTICLE XIV** **CHAPTER ADVOCATES**

#### **14.01 Chapter Advocates**

The District Vice President of each Division in conjunction with the Vice President Chapter Support & Development shall appoint Chapter Advocates within their Division to assist them with their Division responsibilities. .

#### **14.02 Desired background/capabilities**

- A. In anticipation that the Chapter Advocate position is a training ground for future District Officers, it is desirable that these appointments be recent Past Chapter Officers who have shown good leadership within their chapters.
- B. All appointments shall be approved by the District President and/or District President elect.
- C. Willing to carry out the duties and responsibilities in his designated area as defined by the Vice President of his Division.
- D. Willing to create, experiment and take chances.

#### **14.02 Duties**

- Help assigned chapters develop their mission statement, establish and meet objectives.
- Be a resource to his chapters.

#### **14.03 Training and responsibilities**

- Attend the District annual Leadership Academy School.
- Be assigned a minimum of two (2) Chapters by his Division Vice President.
- Develop an ongoing and positive relationship with assigned chapter leadership.
- Assist chapter leadership in planning and goal-setting and work to help the chapter accomplish defined goals.
- Provide long term support and training leaders in understanding and fulfilling the purpose and mission of the chapter.
- Minimum of two (2) Chapter visits during the year.
- Phone and/or Email contact a minimum of 6 times during the year.
- Provide an Email report to the Division Vice President after each chapter contact.
- Maintain a file of reports for all assigned chapters.

#### **14.04 Mandatory Reports**

- A summary on line or written report due: April 1<sup>st</sup> and September 15<sup>th</sup>.
- Reports and/or requests for assistance to any District Officer as the occasion arises.

#### **14.05 Expenses**

Chapter Advocates shall be allowed expenses incurred in the proper discharge of their duties, as the treasury permits and within the confines of the district budget, as follows:

##### **A. Travel:**

\$ .30 per mile per itemized trips for visitation of assigned Chapters, LTA, or when requested to attend meetings by the District President.

##### **B. Telephone, Postage, Office Supplies:**

As documented by receipts.

##### **C. Hotel/Motel**

Only when advance permission is received from the Division Vice President.

**D. All claims for expenses** shall be submitted to the Division Vice President for approval, provided reports have been filed, the Division Vice President shall then submit them to the District Treasurer for payment.

## **ARTICLE XV**

### **COMMITTEES - FUNCTIONS**

#### **15.01 Standing Committees - Functions**

Standing committees & functions of the District shall be: Auditing, Awards, B.O.T.Y., Budget & Finance, Chapter Achievement Awards, Chorus Director Development, Contest & Judging, Directory, District Education Team, District Publication, Ethics, Events, Financial Development, Hall of Fame, Historian, Laws & Regulations, Leadership Training Academy, Policies & Procedures, Marketing & PR, Nominating, Quartet Coaching Schools, Take the Coaching to Chapters, Web site and Youth in Harmony. The President shall annually confirm with and reappoint and/or appoint a new Committee chairman for all committees except BOTY and Hall of Fame.

### **15.02 Special Committees**

The President may appoint such special committees from time to time as deemed necessary.

### **15.03 Expenses**

In the proper discharge of their office, District committees/functions shall be allowed expenses incurred, as the treasury permits and within the confines of the budget as defined in Article XI.

### **15.04 BOTY Committee**

A committee consisting of past winners of the District B.O.T.Y. award shall set up standards on which such an award is based, and shall annually select one (1) member of the District to be known as the Barbershopper of the year. The recipient shall receive a bow tie bearing the letters "LOL BOTY" and the year in which he receives the award together with a lapel pin and a plaque. The Chairman of the committee shall be a past recipient of the BOTY award.

### **15.05 Chapter Achievement Awards Committee**

The purpose of the Chapter achievement contest is to spur Chapters in civic activity, publicity, charity, membership, quartet and chorus gratis appearances. The Committee shall be responsible for the contest and determine the winners in accordance with such guidelines and criteria as are established for the District.

At the Spring Convention certificates will be awarded to the first, second, and third place Chapters in each of the following classes determined on the basis of the Society membership records as of December 31 of the preceding year.

Class AAA - Chapters with 76 or more members.

Class AA - Chapters with 40-75 members

Class A - Chapters with 39 or less members.

Certificates shall be awarded to the first place winners in each class and Certificates awarded in each class to the #1 winner as "Outstanding", #2 as "Meritorious", and #3 as "Exceptional". Other contests may be established and conducted as deemed appropriate by the committee.

### **15.06 District Publication Committee**

The Chairman of the committee shall be known as the Editor and be responsible for the preparation, printing, and distribution of the District's official publication, the PITCH PIPER, on a regular schedule as directed by the Board of Directors. A copy of each issue of the PITCH PIPER shall be sent to each member of the District.

### **15.07 District Events Committee**

The District Events Team shall consist of the following and such additional committee members as deemed necessary to fulfill the obligations of holding successful district conventions, division contests and such other events within the district.

#### **A. Vice President of Events**

##### **1. Division Contests.**

In cooperation with the District Vice President-Division(s) select a date and site for each annual division contest. Dates shall be selected at least two (2) years in advance and sites

selected one year in advance.

**2. District Contests/Conventions**

- a. After reviewing potential sites and based on established prerequisites, recommend to the House of Delegates for its consideration and awarding sites for future District Conventions at least two years in advance.
- b. Approve the Host Chapter Convention Chairman at least one year in advance of the convention and maintain a file, including a budget one year in advance of the convention.
- c. Perform such other duties as described in Article 13.08 of these Policies.

**B. Contest Operations Manager**

1. Together with the Host Chapter shall be responsible for the overall operation of the contest. This shall include overseeing and coordination in accordance with the contest manuals, setting of stage, sound, lights and communication system of the contest site at the spring and fall district contests.
2. At District contests in cooperation with the Asterisk Judge and District VP C&J assure the contest sound and lighting is set at the optimum level for both the Judges and audience.
3. When requested, attend division contests and assist the Host Chapter Committee in setting of stage, lights and sound.
4. Together with the Video Coordinator oversee the recording and distribution of these recordings both video and audio at the district contests and Int'l Prelims Contest.
5. When performing these duties and responsibilities at these contests shall be reimbursed as defined in Policy 11.07..

**C. Stage Manager**

1. At District contests, oversee all backstage operations and make final check that the stage is ready for the next contestant.
2. Maintain security so only authorized personnel are permitted backstage.
3. Assist contest MC regarding who the next contestant is during the contest.
4. Coordinate with the judges, video operator, and the next contestant, that everyone is ready and then advise the MC to announce them.
5. When performing these duties and responsibilities at these contests shall be reimbursed as defined in Policy 11.07.

**15.08 Contest & Judging Committee**

The Committee shall consist of the Vice President of Contest & Judging as Chairman and such additional committee members as deemed necessary by the VP Contest & Judging to successfully fulfill the duties of the C&J Committee as defined in Article 13.08.

The Vice President of Contest & Judging and C&J Committee members together with the Contest Administrator(s) shall be responsible for the overall operation of the contests. The VP C&J when performing the duties and responsibilities as defined and/or when overseeing and coordinating these contests shall be reimbursed expenses for travel and actual hotel.

### **15.09 Financial Development Committee**

The committee is comprised of the following sub-committees:

- District YIH Fund Chairman
  - Presidents & Ambassador of Song Chairman
  - Endowment Chairman
  - Grants Consultant
- A. Raise funds for special projects, goals and initiatives as established by the District Board to include:
- Financial support of a LO'L District YIH Quartet to the Youth Barbershop Quartet Contest (YBQC)..
  - Sponsorship of a LO'L District YIH chorus to the YBCF, or if none, then sponsorship of a non-District YIH chorus to the Youth Barbershop Chorus Festival.
- B. Serve as an extension of the Society staff in the planning, implementation and evaluation of Society fund raising programs for the benefit of the Chapters, District and Foundation.
- C. In cooperation with the YIH committee in raising funds for the YIH workshops sponsored by the Land O'Lakes District and/or its Chapters.
- D. Serve as an extension of the Society staff in support of the Sing Canada Harmony program.
- E. Assist chapters in learning of and applying for grants from foundations, government organizations and other sources.

### **15.10 Hall of Fame Committee**

The committee shall consist of four (4) past winners who are active members of District Chapters and who reside in the District. The committee shall set up standards to give recognition to those men who have made exceptional, long standing, unselfish, dedicated and devoted contributions to the District, Chapter and Society. Presentation is to be made at the Fall District Convention and each inductee is to receive a wall plaque and lapel pin. The chairman of the committee shall be a past recipient of the Hall of Fame award.

### **15.11 Marketing & Public Relations Committee**

The committee shall consist of a chairman and such other members with duties of:

- Ensure the District, its Chapters and Quartets have marketing image and awareness building tools to increase market impact.
- Provide information to chapters for improving public awareness and appreciation of the Society through support of the unified service projects and local charities.

### **15.12 Nominating Committee**

The Nominating Committee appointed by the President shall consist of 4 members who are Past District Presidents, past District officers, members of the House of Delegates, or other District members, and who are active in chapters in the District. A majority of the members of the nominating committee shall be past District officers and all members shall be required to have demonstrated knowledge of District affairs and experience in the governance of the District. To ensure continuity one (1) new member shall be appointed each year for a four year term. The member serving the last year of his four year term shall become the chairman for that year.

The Nominating Committee shall review job descriptions, current or past performance of the prospective candidates, their leadership qualities, barbershop experience and other qualifying



experiences to determine their ability to function as a team member. They shall present a slate of eligible candidates (at least one for each elective office) September 1 annually.

Upon submission of the slate to the District Secretary, Official Call, District President and its release for publication in the Pitch Piper, the responsibility of the committee is ended for that year.

### **15.13 Nominations from the Floor**

Nominations for any position of District Officer or District Board of Directors may be made from the floor by any delegate provided that he has obtained the consent of the proposed nominee and has notified all delegates in writing at least 10 days in advance of the meeting of his intention to make such nomination.

### **15.14 Young Men in Harmony**

The committee is comprised of a chairman and such other committee members as deemed necessary to carry out the goals and objectives of the District.

- Promote District supported youth activities and services within the District, which are intended to improve and expand the musical knowledge and performance abilities of school and college-aged young men.
- Assist chapters in establishing Young Men in Harmony Programs and in their efforts of holding YIH workshops.

### **15.15 Other Committees**

Other committees shall have such powers and duties normally associated with the function of such committees within the Society or as assigned by the President, Board of Directors or House of Delegates.

## **ARTICLE XVI**

### **DISTRICT TRAINING TEAM**

#### **16.01 Team Chairman**

The District Training Team chairman is the Vice President of Education & Leadership Development.

#### **16.02 Training Team Members**

Training Team members are appointed by the Chairman. Prerequisite: Proven background in training.

#### **16.03 Duties and responsibilities**

- Coordinate and conduct training programs of all types throughout the District.
- Develop curriculum and materials for classes to be conducted at Division and/or District level.
- Conduct schools, seminars, classes on various topics throughout the District such as: membership development, Music Team seminars, marketing & PR, Chorus Director workshops, Chord College classes, Leadership Training Academy classes, Quartet Schools, etc..

- Recommend classes that will benefit chapter members on specific subjects.
- Assist District Vice President-Division(s) in training of Chapter Counselors.
- Assist in conducting annual District Leadership Training Academy.
- May succeed themselves for indeterminate number of terms.

## ARTICLE XVII

### ALL CONTESTS - GENERAL

*NOTE: These policy statements are not meant to usurp the authority of the Society Contest and Judging Committee. Policies not covered by this statement shall be referred to the Society Contest and Judging Handbook.*

#### **17.01 Conduct of Contests**

All contests shall be conducted, operated and judged in accordance with the current SPEBSQSA Society Chorus/Quartet rules and regulations and District Policies.

#### **17.02 Venue Access**

All contests shall be held indoors at facilities that comply with Americans with Disabilities.

#### **17.03 Eligibility and Qualifying Scores**

- A. All competitors competing with a Chorus or Quartet in a Land O'Lakes Division and/or District contest must hold a current membership in the Barbershop Harmony Society, a Chapter within the LO'L District including the LO'L Frank Thorne Chapter. However, Quartets may have a maximum of two (2) members holding Society membership in a chapter in another District within the Society. Per Society rules members holding Society membership only are not eligible to compete.
- B. Qualifying scores are set by the District Board of Directors after receiving the recommendation of the VP Contest & Judging. Effective January 2012 they are set at:  
 Choruses - 360 (single panel) 720 (double panel)  
 Quartets - The 22 highest scoring quartets regardless of awards won at their Division contest and provided they have achieved a score of 60 or more will be invited to the Fall District Quartet contest.

#### **17.04 Judging Panel(s)**

Judging panels for District and Division level contests shall be selected by the Society Contest and Judging Committee.

#### **17.05 Dates**

- A. The VP Events shall recommend to and the House of Delegates shall award District Convention sites two (2) years in advance. The VP Events shall approve the Host Chapter Convention Chairman at least one year in advance.
1. Spring District Conventions first full weekend in May.
  2. Fall District Conventions fourth full weekend in October.
  3. The International Preliminary Quartet contest is held at the Spring Convention the first full weekend in May in conjunction with a Division contest.

- B. The VP Events in cooperation with the District VP-Division(s) shall select dates and sites at least two (2) years in advance of the Division Contest.
  - 1. Division contest traditional dates are:
    - a. Combined Division One & Packerland Division third (3<sup>rd</sup>) Saturday in May.
    - b. Combined Southwest & 10,000 Lakes Divisions fourth (4<sup>th</sup>) Saturday in March
    - c. Northern Plains Division second (2<sup>nd</sup>) Saturday in May

**17.06 Judges Expenses**

- A. Judges expenses for division contests, including division contests held in conjunction with the International Quartet Prelims will be paid by the District Treasurer including; travel, lodging and meals. Host Chapters for these contests will pay local expenses and submit to the District Treasurer for reimbursement.
- B. Judges Expenses for the Fall District contest are paid by the Host Chapter from revenues from the convention.
- C. Individual judges expenses shall be submitted on a C&J expense voucher to the VP Contest & Judging and then paid by the Host Chapter. Spring reimbursed by District Treasurer and Fall from revenues from the convention.
- D. Registration badges shall be provided at no cost for each panel member and an accompanying family member to all convention events.
- E. Primary Contest Administrator(s) who provide their own computer equipment shall be reimbursed the sum of \$100.00.
- F. Guest Panel members may be included, cost free, at judges meals provided by the convention.

**17.07 Draw for order of appearance and/or staging Division & District Quartet & Chorus.**

- A. To be included in the draw Quartets and Choruses must submit an entry on Barberscore:
  - 1. Division contest Barberscore entries are due 30 days prior to the contest date.
  - 2. Fall contest Barberscore entries are due by September 1<sup>st</sup> preceding the Fall District contests.
- B. Quartets
 

When a Division Quartet contest is held in conjunction with the Int'l Prelims the draw shall be so conducted so the Division only Quartets appear in the 1<sup>st</sup> half and the Prelim Quartets appear in the 2<sup>nd</sup> half.
- C. Choruses
  - 1. The number of risers each chorus requires shall be determined by the VP Contest & Judging prior to the draw.
  - 2. A two level draw shall be utilized in the chorus contest to minimize the number of riser changes during the contest.
  - 3. The first draw will determine the order in which each riser configuration shall appear. The riser configurations shall be 5, 7, 9 or 11 sections of risers.

4. The second draw will determine the order of the chorus singing appearance within each of the above mentioned riser configurations.
5. The Host Chapter Chorus may request to sing in the contest; first, last or luck of the draw.
6. Any Chorus may request to sing first or last within each riser configuration grouping. This request must be made in writing to the VP Contest & Judging immediately following the filing of the Chapters Barberscore entry. If more than one chorus makes such request, a second drawing will be held to determine the order.

**17.08 Chorus Plateaus and Most Improved Chorus Clarification**

- A. Plateaus are based on total chapter membership as of December 31 of the preceding year, or 30 days prior to their respective Division contest if chartered after December 31<sup>st</sup>.

The Plateaus are:

- A - Chapter membership of 39 or less
- AA - Chapter membership 40-75
- AAA- Chapter membership of 76 or more

- B. Most Improved Chorus

To qualify a chorus must have competed in their respective contest in the previous year.

**17.09 Awards**

- A. Division Contests

- Division Quartet Champion
- Division Novice Quartet Champion
- NOTE: There are no Division awards for Division Seniors Quartets
- Division Chorus Champion
- Division Individual Plateau Chorus Champion
- Division Most Improved Chorus

- B. District Contests

- District Quartet Champion
- NOTE: Order District Quartet Champion Pins from Society Hdqtrs
- District 2<sup>nd</sup> place (Silver) Quartet
- District 3<sup>rd</sup> place (Bronze) Quartet
- District Novice Quartet Champion
- District Seniors Quartet Champion
- NOTE: There are no awards for Senior Quartet(s) who qualify for International
- District Chorus Champion
- District Individual Plateau Chorus Champion
- District Most Improved Chorus

**ARTICLE XVIII  
DIVISION CONTESTS - INTERNATIONAL QUARTET PRELIM'S**

**18.01 Division Contests**

- A. All Division contests shall be held prior to the third week of June preceding the Fall District Convention. Traditional dates are:
1. Combined Division One & Packerland Division third (3<sup>rd</sup>) Saturday in May.

2. Combined Southwest & 10,000 Lakes Division fourth (4<sup>th</sup>) Saturday in March.
  3. Northern Plains Division - second (2<sup>nd</sup>) Saturday in May.
  4. The International Preliminary Quartet contest is held at the Spring convention the first full weekend in May in conjunction with a Division contest.
- B.** All quartets and choruses must qualify at a Division Contest to compete at the Fall District Contests. The exception is any chorus or choruses that qualified to compete at International shall be given a “bye” from Division contest and may, at its option, enter the Fall District Contest.
  - C.** Division contest entries must be received by the VP Contest & Judging at least 30 days prior to the contest.
  - D.** Division Quartet & Chorus draw for order of appearance and/or staging. (Policy 17.07)
  - E.** The Division contests shall be open to all LO’L quartets and choruses who are registered with the Society and whose competing members are in good standing with the Barbershop Harmony Society.
  - F.** In Division contests, the contestants may be intermingled in order of appearance but each Division shall select its own winners and representatives to the District contests.
  - G.** When a Division Quartet contest is held in conjunction with the Prelims the draw shall be so conducted so the Division only quartets appear in the first half and the Prelim Quartets appear in the second half.
  - H.** Quartets and Choruses may enter in one or more Division contests for a score to qualify for the District contests, however, they are only eligible for awards if they compete in the Division in which their Chapter is a member.
  - J.** A member may compete in more than one quartet and/or chorus provided he is officially listed with the Society office in that quartet or chorus.

#### **18.02 Division Finance Split**

- A.** The Host Chapter shall complete a final statement and forward the same along with remittance of the appropriate financial split to the District Treasurer within 30 days following the contest.
- B.** When a Division contest is held alone the net income shall be distributed 50% to Host Chapter and 50% to the District. No funds shall be retained or set up for future contests.
- C.** When a Division contest is held in conjunction with the Spring Convention the net income shall be distributed 2/3 to District and 1/3 to Host Chapter. (Policy 20.02)
- D.** Failure to file the financial statement by the policy due date without due cause will result in the host chapter forfeiting 10 percent of their portion of the revenue split, increasing by 10 percent each week the filing is delinquent.

### **18.03 Division Contest Tickets**

- A.** Division Ticket prices are set by the Board of Directors after receiving the recommendation of the Vice President of Events.
  - 1. Effective January 2017 the price is set at \$20.00 for Division competitors and guests.
  - 2. For Division Contests held in conjunction with the International Preliminary Quartet contest: Effective January 2017 are set at \$20.00 for Division competitors and guests.
    - a. This ticket shall be general admission seating for the Friday night Quartet and Saturday Chorus contest only.
    - b. This ticket will not admit a person to the Saturday night Int'l Prelim Finals contest.
- B.** All competitors as well as members of the Host Chapter must have tickets except for ushers and auditorium employees.

### **18.04 Division Quartet Contest**

- A.** The Division Quartet contest shall qualify quartets by score (Policy 17.03) for the Fall District Quartet contest.
- B.** All quartets including Novice and Seniors may compete in whatever contests are in progress for which they are qualified and entitled to receive any awards which they are otherwise qualified.
- C.** Quartets containing members from Chapters in different Divisions must prior to competing specify in writing to the VP Contest & Judging the Division in which they wish to compete.
- D.** LO'L Frank Thorne Chapter members will be considered to belong to a Chapter in the Division in which they reside.
- E.** The eligibility for Division awards of quartets having Frank Thorne members outside the District will be determined by the residential Division of the other members of the quartet.
- F.** The Division Quartet Champion Award shall be presented to the highest scoring Division quartet which has not previously won the District or International Quartet Championship.

### **18.05 Division Novice Quartet Contest**

- A.** A Quartet shall be defined as a Novice Quartet if the quartet: Does not contain more than two (2) members who in any previous quartet or quartets, have competed in any District Quartet contest, District Novice Quartet contest, District Seniors Quartet contest and/or the International Preliminary Quartet contest.
- B.** A Novice Quartet must qualify in a Division contest by score (Policy 17.03) to be eligible to compete in the Fall District Novice Quartet contest.
- C.** The Division Novice Quartet Champion Award shall be presented to the highest scoring Novice quartet entered in the contest via entry on the Barberscore submitted.

### **18.06 Seniors Quartets at Division Contests**

- A.** A Seniors Quartet is defined as all members being 55 or older and the accumulated ages must equal 240 years or more. These requirements must be met on the basis of birthdays reached on or before the date of the Int'l Seniors Contest held at the following Int'l Mid-Winter contest.
- B.** LO'L District Seniors Quartets entering all three (3) Fall District contests (District Quartet), (District Seniors Quartet), and (Seniors International Preliminary contest), which are all held in conjunction with the Fall District Convention, to be eligible to enter must qualify by score (Policy 17.03).
- C.** No awards are presented to LO'L Seniors Quartets at a Division contest, however, they are eligible to receive any other Division awards which they may otherwise be qualified for.
- D.** LO'L District Seniors Quartet wishing to compete ONLY in the Seniors International Preliminary Quartet contest may do so without pre-qualifying at a Spring Division contest by submitting their entry on Barberscore by September 1 prior to the contest.

### **18.07 YBQC Youth Barbershop Quartet Contest**

- A.** Preliminary contests for the YBQC contest shall be conducted, and the Districts representative shall be selected in accordance with the official rules promulgated by the Society.
- B.** Eligible quartets may compete at any Division or District level contest.
- C.** YBQC entrants are not charged admission by the District or Division to compete.

### **18.08 Division VLQ Contests**

- A.** At his option, the District Vice President of Contest & Judging may include a VLQ contest as part of any division contest. The following rules will govern the VLQ contest:
  - The VLQ contest will be held in conjunction with the division contest.
  - A VLQ shall contain not less than 5 nor more than 11 members.
  - The majority of the VLQ members shall be from the same chapter within the Division.
  - No more than two (2) members of the VLQ may be from the same registered quartet and all members shall be members in good standing with the Barbershop Harmony Society.
  - Each VLQ shall submit a contestant entry form in a timely manner and comply with all current BHS rules regarding contest song selection and copyright approval.
  - Each VLQ shall sing two (2) songs during their position in the contest.
  - Considering time restraints, evaluations for VLQ contestants will be at the discretion of the District Vice President of Contest & Judging.
  - Individual awards may be given to members of the highest scoring VLQ in the contest.
  - VLQ's are not eligible to compete in any contest at the Fall District Convention.

### **18.09 Division Chorus Contest**

- A.** The Division Chorus contest shall qualify choruses by score (Policy 17.03) for the Fall District Chorus contest.

- B. The contest shall be open to all LO'L choruses who have not won the International Chorus contest in the two years span preceding the competition.
  - C. Any Chorus that qualifies to compete at International shall be given a "bye" at its Division contest and may, at its option, enter the Fall District Contest.
  - D. All participants in a competing chorus, including male director(s), must be members in good standing of the Barbershop Harmony Society and the chapter which they are directing. Female director(s) must be an associate member in good standing with the Barbershop Harmony Society.
  - E. Chorus contest staging and order of appearance. (Policy 17.07)
  - F. Chorus Plateaus (Policy 17.08)
  - G. Division Awards to be presented include:
    - Division Chorus Champion - highest scoring chorus.
    - All Plateau Champions - highest scoring chorus in their plateau.
    - Division Most Improved Chorus. To qualify a chorus must have competed in their respective Division Chorus contest in the previous year.
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**ARTICLE XIX**  
**DISTRICT CONTESTS AND INT'L PRELIMS**

**19.01 District Contests**

- A. Contests held in conjunction with the Spring Convention shall be:
  1. International Preliminary Quartet Contest
- B. Contests held in conjunction with the Fall Convention shall be:
  1. District Quartet Championship
  2. District Novice Quartet Championship
  3. District Seniors Quartet Championship
  4. International Preliminary Seniors Quartet Contest
  5. International Preliminary Chorus Contest
  6. District Chorus Championship
  7. District Individual Plateau Chorus Championships
  8. District Most Improved Chorus Championship
- C. To be eligible to sing on stage all competitors in a District level contest must purchase an All Events Registration (Ref, Society Contest rules).

**19.02 District Tickets/Registration (Policy 20.04)**

**19.03 District Finance split (Policy 20.02)**

**19.04 District Quartet Contest**

- A. The contest shall be open to all Quartets which have qualified by (Policy 17.03) at a previous



Spring Division contest.

- B.** In the event a Quartet having entered the Division contest is not able to attend due to an Act of God, (ie., flood, snow storm, tornado) the District VP Contest & Judging is authorized to grant an exception in their qualifying for District contest, should they so choose to enter the fall District Quartet contest.
- C.** If needed to achieve the number of quartets in the Fall District contest as established in Policy 17.03, additional quartets shall be selected by the Vice President C&J provided they have achieved a score of 60 average in the previous Spring Division contest.
- D.** Contestant Entry forms (Barberscore) must be received by the Vice President C&J by September 1<sup>st</sup> prior to the contest.
- E.** A Quartet must contain at least three (3) members who participated in the qualifying Division Quartet contest.
- F.** A quartet shall compete with the same four (4) members in both the semi-finals and the finals round in a contest.
- G.** Awards shall be presented to the three (3) highest scoring quartets in the contest, with the highest scoring declared the District Quartet Champion.
- H.** Quartets to receive LO'L District awards must have a minimum of two (2) members who reside within the District and/or who's primary membership is with a LO'L District Chapter or LO'L Frank Thorne Chapter.
- J.** Should no quartet from Policy 18.05 (Novice) or 18.06 -B (Seniors) qualify by Policy 17.03 their contest will not be held in that year.

#### **19.05 District Novice Quartet Contest**

- A.** The contest shall be open to all Novice Quartets which have qualified by score (Policy 17.03) at a previous Spring Division contest.
- B.** Description of Novice (Policy 18.05)
- C.** To be eligible to compete as a Novice Quartet in the Fall District Contest, a quartet must first compete as a Novice Quartet at a Division contest.
- D.** The Novice Quartet contest is held in conjunction with the Fall District Quartet Contest semi-finals. By definition, it is a single session event. The Novice Quartet achieving the highest score in this contest shall be declared the District Novice Champion and awarded accordingly.

#### **19.06 Seniors Quartet Contest Fall**

- A.** Description of Seniors (Policy 18.06 A))

**B.** By definition, the District Seniors Quartet contest and the District International Seniors Preliminary Quartet contest are individual (separate) contests and are single session events, held in conjunction with the Fall District Quartet contest semi finals on Friday night.

**C. District Seniors Quartet Contest**

1. Shall be held on Friday night in conjunction with the Fall District Convention.
2. This contest shall be conducted in accordance with the Society Official Quartet Contest rules, (Policy 17.01). Therefore, open to all Seniors Quartets which have not previously won the LO'L District Seniors Championship and/or the Int'l Seniors Quartet contest, and have qualified by score (Policy 17.03) at a previous Spring Division contest.
3. The LO'L District Seniors Quartet Championship award shall be given to the highest scoring quartet in the LO'L District Seniors Quartet Contest.

**D. District Seniors International Preliminary Quartet Contest.**

1. Shall be held in conjunction with the Fall District Quartet contest semi-finals on Friday night.
2. This contest shall be open to all LO'L District Seniors Quartets including all past LO'L District Seniors Quartet Champions provided they have not won the International Seniors Quartet Championship and have qualified by score (Policy 17.03) at a previous Spring Division Contest.
3. Seniors Quartets wishing to compete ONLY in the Seniors International Preliminary Quartet contest may do so without pre-qualifying at a Spring Division contest by submitting their entry on Barberscore by September 1<sup>st</sup> prior to the contest.
4. The highest scoring Seniors Quartet in the Int'l Seniors Preliminary contest shall represent the LO'L District in the Int'l Seniors Quartet Contest at the next Mid-Winter.
5. No District awards are given for the Int'l Seniors Quartet Preliminary Quartet contest.

**19.07 District Chorus Contest**

- A.** The contest shall be open to all choruses which have qualified by score (Policy 17.03) at a Spring Division Contest, and the previous years chorus(s) that qualified to compete at the Int'l contest, provided they have not placed first in the Int'l Chorus Contest in the past two (2) years.
- B.** In the event a chorus having entered the Division contest is not able to attend due to an Act of God, (ie., flood, snow storm, tornado) the District VP Contest & Judging is authorized to grant an exception in their qualifying for District contest, should they so choose to enter the Fall District Chorus contest.
- C.** The Division Chorus Champion shall qualify regardless of score.

- D. If needed additional choruses may be selected by the Vice President C&J based on score to achieve 18 choruses in the Fall District Chorus Contest.
  - E. Contestant Entry forms (Barberscore) must be received by the VP C&J by September 1 prior to the contest.
  - F. All participants in a competing chorus, including male director(s), must be members in good standing of the Barbershop Harmony Society and the chapter which they are directing. Female director(s) must be an associate member in good standing with the Barbershop Harmony Society.
  - G. Chorus contest staging and order of appearance. (Policy 17.07)
  - H. Chorus Plateaus (Policy 17.08)
  - J. District Awards shall be presented to:
    - District Chorus Champion - highest scoring chorus
    - All Plateau Champions - highest scoring chorus in their plateau
    - Most Improved Chorus - to qualify a chorus must have competed in the District Chorus Contest the previous year.
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## **ARTICLE XX**

### **DISTRICT CONVENTIONS**

#### **20.01 Dates**

The Spring Convention is generally held on the first full weekend in May.

The Fall Convention is generally held on the fourth full weekend in October.

#### **20.02 Finance Split**

The Host Chapter shall complete a final statement and forward the same along with remittance of the appropriate finance split to the District Treasurer within 60 days following the convention.

1. Failure to file the financial statement by the Policy due date without due cause will result in the host Chapter forfeiting 10 percent of their portion of the revenue split, increasing by 10 percent each week the filing is delinquent.
2. The distributions are:
  - a. Fall Convention: 75% District, 25% Host Chapter.
  - b. Spring Convention: 2/3 District, 1/3 Host Chapter.
  - c. Combination: When a Division Contest is held in conjunction with a Spring Convention: 2/3 to District, 1/3 to Host Chapter.

#### **20.03 Advance Registrations**

Chapters hosting a District Convention shall set up a table or booth in the registration area at the preceding convention for the expressed purpose of selling advance registrations. The advance registration information shall be posted on the LO'L District Web site at the same time.

#### **20.04 Ticket Packages and Reserved Seating**

Ticket pricing: All Events Ticket Package, Junior All Events Ticket Package and Single Event prices shall be set by the Board of Directors after receiving the recommendation of the Director of Events.

Effective January 2017 the prices are:

All Events Ticket Package \$ 55.00

Junior All Events Ticket Package \$ 27.50 (12 yrs and under)

Single Event tickets \$ 20.00

#### **B. All Event Ticket Package and Single Event Tickets**

1. The All Events Ticket Package and Junior (12 years & under) All Events Ticket Package shall include a Convention badge, admission to all contest sessions with reserved seating and general admission to the ADC Show, Pre-Glow and Afterglow if held.
2. All Events Ticket Packages are transferable but not refundable within 30 days of the convention.
3. All Event Ticket Packages are refundable only due to health or accident of member, or immediate family member and request is made to Host Chapter within 10 days of the end of the Convention.
4. Single Event tickets are admission to that event with general admission seating only if seats are available.
5. At the Spring Convention single event tickets shall be made available at the same time as the All Events Ticket Package.
6. At the Fall Convention single event tickets shall not be available until 30 days before the start of the convention.

#### **C. Who Must Purchase**

1. All competitors to be eligible to sing in the Fall District and/or the International Prelims Contests must purchase an All Events Ticket/Registration (Ref Society Contest rules)
2. All persons attending a contest event included in the All Events Ticket Package shall have an All Events Package or a single event ticket with the exception of ushers and auditorium employees.
3. When a Division Contest is held in conjunction with a Spring Convention, separate Division ticket pricing is covered in Policy 18.03.A.2.

#### **D. Draw for Reserved Seating**

1. The first draw shall be conducted the day after the previous Spring or Fall Convention for individual requests received with full payment at the convention. Chorus block seating is not permitted in the first draw.
2. Subsequent draws for individual requests shall be conducted at the end of each day in which the requests with full payment are received.
3. The first draw for chorus block seating accompanied with full payment shall be conducted 30 days after the Spring Convention and/or last Division Contest. For the Spring Convention the date shall be 30 days after the previous Fall Convention.
4. Subsequent draws for chorus block seating shall be conducted at the end of each day in which the requests with full payment are received.

### **20.05 Complimentary Tickets**

Complimentary All Event Ticket packages shall be issued to the members of the Judging panel, video taping crew and invited dignitaries at the Spring and Fall Conventions.

### **20.06 Special Events**

Chapters having “special” events where a dinner or meal is served are permitted to price the food portion as a separate sale ticket which would not be included in the price of the All Events Ticket Package.

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## **ARTICLE XXI SUBSIDIARIES**

### **21.01 How Established**

- A. For the purpose of providing an opportunity for special interest groups within the District to meet, exchange information and undertake projects of benefit and value to the District, the Board of Directors shall have the authority, subject to the approval of the Society Board as provided in the Society By-Laws, to create, approve, supervise and control subsidiary organizations and authorize the use of a properly descriptive name for each.
- B. Groups desiring to form a subsidiary shall make written application to the District Board stating their name, purposes and proposed method of operation. The Board shall take appropriate action at its next regular meeting and shall exercise supervision and control over such groups as are approved.

### **21.02 Budget and Finance**

Each subsidiary shall annually submit a financial statement to the Society Board, and, upon request, to the District Board of Directors.

### **21.03 Membership in Subsidiaries**

Subsidiaries shall limit their membership to those who are currently paid up members of the Society.

### **21.04 By-Laws of Subsidiaries**

Changes in the By-Laws of a subsidiary organization shall not become effective until approved by the Laws and Regulations Committee acting on behalf of the Board of Directors.

### **21.05 Abolishment & Dissolution**

Any District approved subsidiary which is no longer active, or whose purposes (a) are breached or (b) become obsolete, shall be dissolved by the Board of Directors. Upon dissolution, all assets of such subsidiary, after payment of all obligations, shall be distributed to the District, to be used for District purposes.

### **21.06 Assn of District Quartet Champions (ADC)**

- A. Submit a financial statement (Balance sheet) to the District President annually.
- B. Submit a yearly activity report to the District President.
- C. Submit articles/activity reports in each of the District Official Calls.

- D. Upon election submit names, addresses, phone numbers and Email address of Officers to the District Directory publisher.
  - E. ADC compensation for the annual past Champions show shall be reviewed annually by the LO'L Budget & Finance committee to determine the needs of ADC to support their operations.
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## Revision Record

Date revised	By Whom	Article #	Description
May 2, 2014	Dist Board	Article XIII	Chg Directors to District Board positions
October 2014	L&R Comm	- - -	Reorganized Policies into Sections
January 2015	L&R Comm	10.03,18.06 19.06	Affecting Chapter Assessments, Seniors Quartets in contests, added HF/YIH contributions, lodging reimbursement
Nov 2015	L&R Comm	15.14	Added Floor Nominations
Oct 2016	Restructure committee		Board restructured 6 VP positions eliminated and added new Chapter Support/Dvlpmnt & Education Ldrshp Trng. YIH Funding added
January 2017	L&R Comm	10.03 D	Added at Bd Mtg on May 5, 2016
October 2017	Dist Board	11.01, 14.05	Mileage reimbursement to \$.30
January 2018	Dist Board	6.08	Added refunds at District sponsored events.
May 2018	Dist Board	8.03, 8.04, 17.03, 17.09, 19.04, 19.06, 19.07, 22.02, 21.06, 22.02	CJ-20 change to Barberscore, Number of Quartets at Fall Contest, Order Quartet pins, Revise Fall Convention split, ADC show fee removed., Quartets & Chorus's weather related ability to enter fall contests