

## REGION 6 STANDING RULES

### **SECTION I: REGIONAL MANAGEMENT TEAM**

#### **A. GENERAL POWERS**

The Regional Management Team shall be the policy making body of the region, and, as such, shall establish rules for carrying out regional business, provided that none of the acts of the Regional Management Team conflicts with policies established by the International Board of Directors.

The duties of the members of the Regional Management Team can be found in Addendum 1 of these Standing Rules.

#### **B. NUMBER, TERM OF OFFICE**

The Regional Management Team shall be eight (8) members, chosen as follows:

##### **Elected positions:**

- a. Membership Coordinator (elected by general membership)
- b. Directors' Coordinator (elected by the front line chorus directors)

##### **Regional appointments:**

- a. Communications Coordinator
- b. Finance Coordinator
- c. Marketing Coordinator
- d. Team Coordinator
- e. Events Coordinator

##### **International Appointments:**

Education Coordinator

2. The term of office of each regional management team member shall be for two years, or until her successor shall be appointed. The terms of office and duties of the new regional management team members shall begin on **May 1** subsequent to their appointment or election. Should it be impossible to fill an elected position the incumbent may stay until her successor shall be appointed.
3. No member may serve more than three consecutive two-year terms on the regional management team. Should it be impossible to fill an elected position the incumbent may stay until her successor shall be appointed.
4. A vacancy in the position of *Education Coordinator* shall be filled by appointment by the International Regional Leadership Coordinators with approval of the Education Direction Committee.
5. The Regional Management Team shall appoint a member within thirty (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. Time served completing an unexpired term will not be included as part of the term limits as defined in the Standard Form Regional Bylaws, Article IV, Section 1.

### C. REMOVAL FROM OFFICE

1. In the event that an international appointed member of the Regional Management Team fails to perform the duties delegated to her by the International Board of Directors, or her conduct is deemed by it to be prejudicial to Sweet Adelines International Corporation, the International Board of Directors may remove such team member from office by two thirds (2/3) vote.

Any team member so removed shall have been served with written notice of the charges against her, and shall have been given thirty (30) days from the date of such notice to produce evidence to refute such charges.

2. Any regionally appointed/elected member of the Regional Management Team who fails to perform the duties of her office, or whose conduct is deemed prejudicial to the Organization, may be removed from her position by consensus of the Regional Management Team. Prior to such removal, a team member shall have been given thirty(30) days from the date of such notice to produce evidence before the team to refute such charges.

Any regionally appointed/elected team member thus removed shall have the right of appeal to the International Board of Directors.

### D. ELECTION AND APPOINTMENT PROCEDURES

1. No later than January 1 of each year, the management team will appoint a nominating committee to develop the slate for the elections of the *Membership Coordinator and Directors' Coordinator*.
2. Between the months of February and May each year, the *Nominating Committee* sends material to each chapter (including chapter-at-large) to solicit applicants to serve on the Regional Management Team. Members must complete the application form, indicating the management team position(s) for which they are applying.
3. Applicants will complete and return the Application for Regional Position form to the Nominating Committee between June and August on a date determined by the Nominating Committee.
4. The *Directors' Coordinator* is elected by the chapter front-line directors. The vote for the *Membership Coordinator* will be tallied with each chapter in the region, including chapter-at large, having one vote.
5. The *Education Coordinator* is appointed by the **International Regional Leadership Coordinators**, with approval of the **Education Direction Committee**.
6. The *Communications Coordinator, Events Coordinator, Finance Coordinator, Marketing Coordinator and Team Coordinator* are appointed by the **Regional Management Team**.
7. The names of the new members of the Regional Management Team will be announced to the members of the region in the **Regional Measures**. The *Communications Coordinator* also sends this information to international headquarters.

## **SECTION II: REGIONAL MANAGEMENT TEAM MEETINGS**

### **A. MEETINGS SCHEDULE**

At least ten (10) days prior to each meeting of the Regional Management Team, notice of said meeting shall be issued to each management team member.

#### **1. INITIAL MEETING**

The Initial Meeting of the new management team shall be held as soon as possible after **May 1** of each year. The time and place of such meeting shall be determined by the Regional Management Team.

#### **2. FALL/WINTER MEETING**

There will be a Fall/Winter Meeting, the time and place of which shall be determined by the Regional Management Team.

#### **3. ANNUAL MEETING**

The regular Annual Meeting of the Regional Management Team, with the newly appointed/elected management team members observing, shall be held in the spring of each year, the time and place of such meeting to be determined by the Regional Management Team.

#### **4. SPECIAL MEETINGS**

Special Meetings of the Regional Management Team may be called by the Regional Management Team provided that written notice of the time, place, and purpose thereof is issued to each management team member at least ten (10) days prior to the date of the called special meeting. Action taken at any special meeting shall not be invalidated for want of such notice if such notice shall be waived by all management team members.

#### **5. ACTION IN LIEU OF MEETING**

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

### **B. ATTENDANCE REQUIREMENTS OF REGIONAL MANAGEMENT TEAM**

1. Each management team member is expected to be in attendance at each Regional Management Team meeting. The team member must notify the Team Coordinator if she will be unable to attend a scheduled meeting.
2. Any management team member absent from 2 consecutive meetings, regardless of cause, shall be expected to tender her resignation from the Regional Management Team.
3. If a management team member has prior knowledge that she will be absent from the 2 meetings in sequence, she is expected to advise the Team Coordinator in sufficient time so that a successor may be selected.
4. Each potential nominee must agree to comply with this attendance requirement at the time her qualifications are submitted to the Regional Nominating Committee.

### **C. Quorum**

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

### **SECTION III: REGIONAL MEETINGS**

#### **A. REGIONAL ANNUAL MEMBERSHIP MEETING (RAMM)**

1. An annual meeting of the membership of the region will be scheduled during each fiscal year.
2. At least sixty (60) days prior to the date of the Regional Annual Membership Meeting, notice of said meeting shall be issued to each chapter.

#### **B. EDUCATIONAL EVENTS**

Will be held during the year for the general membership at times, dates and places determined by the Regional Management Team.

### **SECTION IV: CHAPTER LEADERSHIP EXCHANGE FORUM (CLEF)**

1. The **Chapter Leaders Exchange Forum(CLEF)** is the official liaison between the Regional Management Team and all chapters in Region #6. It is to provide education and guidance to each chapter through its President/Team Coordinator. It shall also provide the opportunity for the chapter Presidents/Team Coordinators to express their chapters' needs and concerns to the Regional Management Team.

#### **2. Attendees**

The chapter President/Team Coordinator is to attend the meetings of the CLEF. If she is unable to attend, the Vice President or other chapter management team member may attend in her place.

The chapter President/Team Coordinator from a prospective chapter in Step II may attend meetings of the CLEF. If she is unable to attend, the vice president or other chapter management team member may attend in her place.

#### **3. Coordinator**

The Coordinator for the Chapter Leaders Exchange Forum shall be the Regional Membership Coordinator. The Coordinator may appoint a qualified member to represent her at a regional seminar or workshop.

#### **4. Meetings**

At least one meeting (either formal or informal) of the CLEF shall be held at any scheduled regional seminar or workshop.

The format for meetings shall be determined by the Regional Membership Coordinator in consultation with the Regional Management Team.

When possible, the Regional Membership Coordinator will schedule a training or educational session for chapter Presidents/Team Coordinators during a regional seminar weekend. These sessions may ~~will~~ be closed meetings at the discretion of the Regional Membership Coordinator.

## **SECTION V: REGIONAL COMMITTEES**

### **A. STANDING COMMITTEE APPOINTMENTS**

1. The standing committees of the region shall be the Finance Committee, a Bylaws & Rules Chair, and any others as are, or may be, prescribed by the Regional Management Team.
2. All committee members shall be members in good standing of a chapter which is in good standing within the region and the International Organization.
3. Chairs of standing committees, except Finance, shall be appointed by consensus of the Regional Management Team to serve on such committees during the term of office of the appointing body.
4. The chair of each standing committee, after consultation with the Regional Management Team, shall appoint members of her committee.
5. If at any time a chair of a standing committee is not fulfilling her position for any reason, the chair will be replaced by consensus of the Regional Management Team.

### **B. SPECIAL COMMITTEES**

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

The Regional Management Team shall be empowered to appoint such special committees as it at any time deems needful. All committee members shall be members in good standing of a chapter which is in good standing with the region and the International Organization.

If at any time a chair of a special committee is not fulfilling her position for any reason, the such chair shall be replaced by consensus of the Regional Management Team.

### **C. NOMINATING COMMITTEE**

No later than **January 1** of each year, the management team will appoint a nominating committee which is responsible for carrying out the processes of electing and appointing new members to the RMT. The Nominating Committee will consist of one Regional Management Team member and two (2) members from the membership at large. The RMT will designate one of these members as chair. All committee members shall be members in good standing in chapters which are in good standing in the region and the International organization.

## **SECTION VI: REGIONAL FINANCES**

### **A. REGIONAL BUDGET**

1. Each Regional Management Team Coordinator will submit a proposed budget for her area of responsibility to the Regional Finance Coordinator prior to May 1 for the following fiscal year.
2. The Regional Management Team will approve the regional budget.

### **B. INCOME AND LOSS**

1. The Regional assessment, payable annually either on May 1st or the anniversary date of membership, shall be \$50.00 per member and \$ 25.00 per member under the age of 25 years. The assessment must be paid in order to maintain good standing in the region. This assessment is applicable to all members of the region, whether renewing membership or joining a chapter during the fiscal year. A list of applicable members shall accompany the check to the Regional Finance Coordinator.
2. Chapter-At-Large members of Region 6 shall be assessed \$55.00 and \$27.50 for youth members 25 years of age and under which entitles them to all regional mailings.
3. Members transferring from one chapter to another within the region will not be required to pay the assessment in their new chapter.
4. Members transferring from another region will be assessed \$50.00 per member/\$55.00 for CAL and \$35 per member/\$27.00 for CALyouth members 25 years of age and under.
5. Members who have reached their 50 anniversary in Sweet Adelines are exempt from paying regional assessment.
6. The Regional Management Team will approve event registration fees.
7. Other sources of income shall be approved by the Regional Management Team.

### **C. DISBURSEMENTS**

1. Regional funds shall be disbursed as needed for the purposes of conducting regional business.
2. Regional Management Team members will be funded to the International convention at the discretion of the Regional Management Team.
3. Each member of the Regional Management Team and Regional Faculty shall receive reimbursement for the expenses to all Regional Management Team meetings and any other regional meeting if her attendance is required. The reimbursement will include transportation, lodging, (double occupancy) registration fee (when applicable). Travel by car shall be reimbursed at the rate of forty (\$.40) cents per round-trip mile. If meals are not included in the event, a food allowance will be determined at the time of the event by the Finance Coordinator, not to exceed \$25.00 per day. All such expenditures must be approved by the Finance Coordinator.
4. If travel is 500 miles or greater, a \$10.00 in route food allowance will be given. This does not apply to any qualified person whose expenses are otherwise paid.

5. The regional treasury shall reimburse the travel expenses incurred by a member of the Regional Faculty or a committee who is not a member of the Regional Management Team to attend any of the Management Team meetings, or regional events provided her attendance s required. Those qualified persons shall be reimbursed for transportation, lodging (multiple occupancy), and registration fee (when applicable). Travel by car shall be reimbursed at a rate of forty (\$.40) cents per round-trip mile. If meals are not included in the event a food allowance will be determined at the time of the event by the Finance Coordinator, not to exceed \$25.00 per day. If travel is 500 miles or greater a \$10.00 in-route food allowance will be given.
6. The region will assume the cost of purchasing and providing suitable engraving on Regional awards.
7. A fee may be negotiated with an individual according to his/her professional fee for conducting a class at any regional event.

D. Meeting Expense Reimbursement Schedule

4. RMT

- A. RMT meetings and education events are funded entirely with the exception of convention, for which only registration fee is paid by the region.
- B. For team assistant: fully funded when there is an RMT meeting.

Regional faculty

- A. Faculty Meetings: fully funded
- B. Teaching: Regional faculty members pays no registration fee, does not receive reimbursement for mileage or room, and are paid per diem
- C. Not teaching: Regional faculty members receive one/half of registration, no room or mileage

**E. REGION 6 YOUNG WOMEN IN HARMONY (YWIH) FUND**

The Region 6 YWIH fund is established to provide materials and support directly to young women, such as music or other expenses incurred by the young women to participate in a YWIH event. Funds will be generated through voluntary donations. To obtain funding a "Regional Funding Request Form" needs to be completed and submitted to the Region 6 YWIH Coordinator. As the program develops, the guidelines and application process will be refined.

**F. FINANCIAL AID TO CHORUSES AND QUARTETS**

At the discretion of the Regional Management Team a monetary gift from the region may be given to any qualifying chorus and/or quartet competing at an International competition.

## **G. INTERNATIONAL FUNDED VISITS**

1. Visits to prospective chapters by the Education Coordinator and Membership Coordinator: The International Corporation pays the current mileage rate to make two (2) required musical pre-charter visits and two (2) required administrative pre-charter visits (a third visit is available upon approval from the International Headquarters to each prospective chapter in the Region. Approved appointed assistants within the region shall receive the same allowance as the Education Coordinator and Membership Coordinator when representing or replacing her in musical or administrative duties.
2. Visits to chapters in revitalization: Two (2) internationally funded visits are available per year (maximum two years). The RMT will choose the visitor based on chorus need.
3. Each fiscal year the International Board of Directors funds a total of 15 education visits to chartered chapters. The focus of the internationally funded visits will be education, administration or issues regarding membership. Internationally funded visits should not be used for “get acquainted” visits. The RMT will determine which of the coordinators or her designee will make each visit. The Education Coordinator, in conjunction with the Membership Coordinator, is responsible for scheduling the internationally funded visits.
4. Any chapter visit requiring travel expense in excess of \$600 must be pre-approved by the Director of Meetings and Corporate Services or Corporate Secretary at International Headquarters.

## **H. OTHER**

1. If a Regional Management Team member attends a chapter charter party she will be reimbursed at forty (\$.40) cents per mile round-trip.
2. Any additional expenses must be approved by the Regional Management Team.

## **SECTION VII: REGIONAL CONVENTION**

The annual Regional Convention is governed by a committee, chaired by the Events Coordinator or someone she has appointed to act in this capacity. Guidelines for conventions are set out in the International Competition Handbook. Region 6 convention guidelines are set out in Addendum 2 of these Standing Rules.

1. Convention sites will be selected by the Regional Management Team five (5) years in advance if possible, from approved inspection convention sites on file with the Events Coordinator.
2. Chapters wishing to submit future convention sites for approval, shall advise the Regional Management Team through the Events Coordinator. The Regional Management Team will determine if the site is acceptable and, if so, an inspection may be made by the Events Coordinator, Chair of the Regional Convention (CRC) and Competition Coordinator (CC). Site approval will be based on the results of that inspection.

