

# **MIDWEST GATEWAY REGION FIVE**

## **SWEET ADELINES, INTERNATIONAL STANDING RULES**

The purpose of these Standing Rules, as indicated in Article X of the Standard Form Regional Bylaws, is to provide specific regulations to permit Midwest Gateway Region 5 to carry out the meaning of these Bylaws.

Any and all rules, policies, regulations and administrative procedures that may be established by the International Board of Directors governing Regions and Regional activities shall automatically supersede anything contained in these Standing Rules that specifically cover details of government as it applies to Midwest Gateway Region 5.

### **SECTION I. REGIONAL MANAGEMENT TEAM**

The Regional Management Team (RMT) 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 conflict with policies established by the International Board of Directors.

- A. The number of Regional Management Team members of the Region shall be eight (8) appointed/elected as hereinafter provided.
- B. The terms of office of each Regional Management Team member shall be for two (2) years or until her successor shall be appointed. The terms of office and duties of the new Regional Management Team members shall begin May 1 subsequent to their appointment or election.
- C. No member may serve more than three (3) consecutive two (2) year terms on the Regional Management Team.
- D. A vacancy in an elective office other than Regional Team Coordinator shall be filled by appointment; such appointment to be made by the Regional Team Coordinator and ratified by a consensus of the Regional Management Team.
- E. Duties of the Regional Management Team shall be as follows:

#### **1. TEAM COORDINATOR**

(Regional Appointment)

- a. Facilitates meetings of the Regional Management Team.
- b. Coordinates agenda for Regional Management Team meetings with input from members.
- c. Reviews and approves all Chapter Standing Rules.
- d. Reviews Regional Standing Rules and job descriptions, and makes recommendations for necessary revisions.
- e. Maintains the Region's long-range plan document.
- f. Maintains the Regional Calendar.
- g. Develops a support staff to assist in implementing responsibilities such as:
  - Chapter Standing Rules review
  - Regional Calendar

## **2. COMMUNICATIONS / TECHNOLOGY COORDINATOR**

(Regional Appointment)

- a. Receives communications from the International organization and disperses to the region.
- b. Maintains internal communication channels among the region, chapters, and individual members.
- c. Develops and maintains the regional leadership database.
- d. Is responsible for regional website and database design, implementation and maintenance, with input from the Marketing Coordinator.
- e. Assembles and distributes monthly *RMT Update* and quarterly *Take 5 Newsletter*
- f. Maintains a complete record of regional meetings and activities.
- g. Is responsible for recording and preparing minutes of all meetings of the regional management team.
- h. Distributes copies of minutes to members of the team and the Meetings and Corporate Services Department at International Headquarters. A resume of the minutes are distributed to the regional chapters.
- i. In consultation with the RMT, prepares and submits year-end Team Report to the Meetings and Corporate Services Department at International Headquarters by established deadline.
- j. In consultation with the RMT, prepares and submits summary of Annual Regional Report to the Meetings & Corporate Services Department at International Headquarters by established deadline.

## **3. DIRECTORS' COORDINATOR**

(Elected by Regional Chorus Directors)

- a. Represents the interests of Regional Directors on the Regional Management Team.
- b. Communicates with Directors in the Region to assess their needs.
- c. Communicates Directors' needs and the needs of their Chapter to the Education Coordinator.
- d. Provides and facilitates a forum for Directors at regional events
- e. Appoints a DCP Coordinator who administers the program within the region

## **4. EDUCATION COORDINATOR**

(International appointment)

- a. Develops, coordinates, and monitors regional education programs in conjunction with other coordinators.
- b. Plans curriculum for educational events such as seminars and workshops.
- c. Works in coordination with Events and Marketing Coordinators on marketing events.
- d. Coordinates regional faculty visits to choruses.
- e. Maintains five-year education plan document.
- f. Implements the chapter revitalization plan for maintaining the integrity of the musical product and administrative process as outlined in the RMT Handbook.
- g. Approves chapters and prospective chapters for public performance.
- h. Auditions for approval Chapter-at-Large quartets for public performance.
- i. Develops faculty or staff to assist in implementing regional educational programs.

- j. Appoints an Arrangers' Coordinator who administers the program that offers training for aspiring arrangers within the region.
- k. Appoints an YWIH Coordinator to educate and inform the musical leaders in each chorus about the YWIH program.

## **5. FINANCE COORDINATOR**

(Regional appointment)

- a. Ensures that all financial resources of the region are accounted for in an effective and efficient manner.
- b. Coordinates the long-range financial plan in conjunction with other team coordinators.
- c. Prepares and submits the annual budget for the Region.
- d. Manages bank accounts and investments and keeps accurate and current records of all financial transactions.
- e. Receives all funds paid to the Region and issues all payments.
- f. Negotiates contracts for equipment and services required by the region.
- g. Holds sole authority to sign contracts on behalf of the region.
- h. Coordinates projects to raise non-dues income.
- i. Oversees registrations for all regional schools.
- j. Presents a report on the region's financial condition at meetings of the RMT.
- k. Prepares an annual financial statement for submission to the Director of Finance and Administration at International Headquarters by established deadline.
- l. Submits accounting records for audit at the close of the fiscal year to a qualified person (or persons) approved by the RMT or for examination or audit at any time as directed by the RMT.
- m. Files Annual 990 tax form (United States regions) with the Internal Revenue Service by September 15 for the preceding year ending April 30.
- n. Provides advice and training to chapter treasurers and serves as a resource to chapters with financial questions.
- o. Provides financial information necessary to complete application for corporate gifts/grants.

## **6. EVENTS COORDINATOR**

(Regional appointment)

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

## **7. MARKETING COORDINATOR**

(Regional Appointment)

- a. Develops and provides marketing and public relations programs that promote chapter and regional events, and membership growth and retention.

- b. Plans and implements marketing and public relations programs to increase membership growth and retention.
- c. Designs and implements plan to market events and products.
- d. Works in coordination with the Membership Coordinator on membership growth and retention plans.
- e. Works in coordination with the Events and Educations Coordinators on marketing events.
- f. Works in coordination with the Communications Coordinator on website and database design, implementation and maintenance.
- g. Maintains database of media contacts.
- h. Writes and distributes press releases and produces media kits.
- i. Invites media to regional events and serves as onsite media contact.
- j. Initiates media opportunities including on-air interview and feature stories.
- k. Maintains database of advertising contacts.
- l. Designs, negotiates and buys advertising in local media.
- m. Sells advertisements in regional publications.

**8. MEMBERSHIP COORDINATOR**  
(Elected by Regional Membership)

- a. Represents the interests of chapter membership on the Regional Management Team.
- b. Communicates president/team leader and chapter needs and issues to the Regional Management Team.
- c. Provides and facilitates a forum for presidents/team leaders at regional events.
- d. Instills in the members of her region an awareness of their relationship to the organization, to the region, and to other choruses.
- e. Develops a plan in conjunction with the Education Coordinator, to teach chapters in revitalization ways to attract new members and retain existing ones.
- f. Plans and implements programs in the area of membership growth and retention.
- g. Works in coordination with Marketing Coordinator on membership growth and retention plans.
- h. Visits and maintains regular contact with chartered chapters to promote membership growth and retention programs.
- i. Guides prospective chapters through the Steps Toward Chartering program.
- j. Assists chapters in revitalization with growth and retention programs.
- k. Develops support staff to assist in planning and implementing programs such as:
  - Steps Toward Chartering
  - Membership Recruitment
  - Membership Retention;
  - Chapters in Revitalization
- l. Appoints a Chapter-at-Large Coordinator to ensure CAL members' awareness of and inclusion in regional events, programs and publications.
- m. Appoints a Chapter Coordinator to maintain regular contact with chapter presidents/team leaders to assess and communicate chapter needs to the Membership Coordinator.
- n. Coordinates the applications for the annual Hall of Fame Award including purchasing the gifts presented to the recipient.

**Each team member is responsible for:**

- Maintaining contact with appropriate staff members at International Headquarters
- Maintaining comprehensive records and forwarding materials to successor
- Training her successor
- Appointing staff to assist with the implementation of responsibilities as needed

**Election/Appointment Cycle of Regional Management Team**

<b>RMT Position</b>	<b>Elected or Appointed</b>	<b>Year Start Term</b>
Communications Coordinator	Regional Appointment	Even
Directors' Coordinator	Directors Vote	Odd
Education Coordinator	International Appointment	Even
Events Coordinator	Regional Appointment	Odd
Finance Coordinator	Regional Appointment	Odd
Marketing Coordinator	Regional Appointment	Odd
Membership Coordinator	Regional Vote	Even
Team Coordinator	Regional Appointment	Even

**SECTION II. REGIONAL MANAGEMENT TEAM MEETINGS**

Regular meetings of the Regional Management Team shall be held as defined in this section. At least ten (10) days prior to each regular meeting of the Regional Management Team, notice of said meeting shall be mailed to each management team member.

- A. **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.
- B. **MIDYEAR MEETING** – There shall be a Midyear Meeting, the time and place of which shall be determined by the Regional Management Team.
- C. **ANNUAL MEETING** – The regular Annual Meeting of the Regional Management Team (with the newly appointed/elected management team members observing) shall be held prior to the Regional Annual Membership Meeting.
  - A. Attendance Requirements of Regional Management Team:
    - 1. Each Regional Management Team member is expected to attend each meeting of the Regional Management Team.

2. All members of the Regional Management Team are expected to be present at the Regional Annual Membership Meeting (RAMM). Including any and all other Sweet Adeline events where the RMT is involved (i.e., IES and International Competition).
3. Any Regional Management Team member absent from two (2) meetings during a fiscal year, regardless of the cause, shall be required to tender her resignation from the Regional Management Team.
4. If the Regional Management Team member has prior knowledge of her pending absence from the second meeting during a fiscal year, she is expected to advise the Team Coordinator in sufficient time so that a successor may be selected.
5. All potential nominees must agree to comply with the above attendance requirements at the time their qualifications are submitted to the Regional Nominating Committee.

### **SECTION III. COMMITTEES**

#### **A. Regional Nominating Committee**

The management team will appoint a nominating committee to develop the slate for the elections of Directors' Coordinator and Membership Coordinator. The Nominating Committee will consist of one member of the Regional Management Team and two members from the membership-at-large. The Regional Management Team will designate one of these members as chair of the Committee. All committee members shall be members in good standing in chapters, which are in good standing in the region and the International Organization.

- The Nominating Committee will work in conjunction with the RMT to solicit and disseminate recommendations and appropriate paperwork to the Regional Leadership Coordinators for the International appointment of the Education Coordinator to the RMT.
- The Nominating Committee will work in conjunction with the RMT to solicit and disseminate recommendations and appropriate paperwork to the RMT for the election with the region of the Membership Coordinator and Directors' Coordinator.
- The Nominating Committee will work in conjunction with the RMT to solicit and disseminate recommendations and appropriate paperwork to the RMT for appointment of the Communications Coordinator, Finance Coordinator, Events Coordinator, Marketing Coordinator and Team Coordinator.

#### **B. Special Committees**

1. Special Committees shall be appointed and shall function in accordance with the Standard Form Regional Bylaws.
2. The Chairperson of such Special Committees will be ratified by the Regional Management Team.

### **SECTION IV. GOOD STANDING**

In order to remain in good standing with the Region, Regional Dues must be paid on the date set by the Regional Management Team. This applies to Chapters and Chapter-at-Large (CAL) members.

## **SECTION V. REGIONAL ANNUAL MEMBERSHIP MEETING (RAMM)**

### **A. Scheduling**

A Regional Annual Membership Meeting (RAMM) of Region 5 may be scheduled, at the discretion of the Regional Management Team to coincide with the Annual Regional Chorus and Quartet competition. Notice shall be sent to each Chapter at least sixty (60) days prior to the date of a scheduled Regional Annual Membership Meeting.

## **SECTION VI. FINANCES**

### **A. Income**

Sources of income to the Region shall include:

#### **1. Registration fees for regional events.**

- a. The Regional Management Team shall set registration fees for Regional Events, excluding the Annual Regional competition.

#### **2. Regional Dues**

- a. Shall be set annually by the Regional Management Team and are computed based on International membership records.
- b. Chapters may elect to pay an annual installment or semi-annual installment.  
Option 1 – Annual Installment
  - ◆ Based upon membership numbers as of December 31
  - ◆ Payable to the Finance Coordinator January 31Option 2 – Semi-Annual Installment
  - ◆ Based upon membership numbers as of July 31 and December 31
  - ◆ Payable to the Finance Coordinator on August 31 and January 31
- c. Regional Dues shall be reduced by one-half (1/2) for members who are 25 years of age or younger as of July 31 of the assessment fiscal year.
- d. Regional Dues for new chapters will be prorated for the remaining portion of the first year and will be based on the number of members as of the charter date. The dues will be sent to the Finance Coordinator within 60 days after the inception date. The prorated amount will be based on the number of months remaining in the year including the month of their inception date. The inception date is established by International (i.e., Charter Date is May 25, 20XX. Regional Dues will be calculated:  $8/12 \times \text{Regional Assessment}$ ).
- e. The Finance Coordinator shall send a statement to each Chapter and to all Chapter-at-Large members.
- e. Chapter-at-Large members must pay their dues to the Regional Finance Coordinator on or before January 31. Payment of the dues shall entitle each Region 5 Chapter-at-Large members to participate in all Regional Events and receive all mailings sent to Chapters.

- g. Effective January 1, 2007 regional assessments for 50+ year members will be one-half (1/2) the regional assessment for regular members. You must have at least 50 years of service effective December 31 of the prior year (i.e. 2006) to receive the reduced rate.

3. Other sources of Regional Income will be by explored as necessary.

## B. General Reimbursable Expense Guidelines

Regional Management Team Members and other regional personnel (approved by the RMT), are encouraged to attend all Regional Events as well as non-required regional functions will be reimbursed for events as described below:

### 1. Regional Management Team

#### RMT Meetings:

- Mileage when drive own vehicle (based upon mileage standards paid by Sweet Adelines International for attending Regional Management Team Meetings). Otherwise, member will be reimbursed for their actual expenses (i.e. cost of sharing fuel)
- \$35 per diem (day[s] of meeting)
- Lodging (1/2 room for one nights' lodging)

#### Regional Events:

- Complimentary registration
- Mileage when drive own vehicle (based upon mileage standards paid by Sweet Adelines International for attending Regional Management Team Meetings). Otherwise, member will be reimbursed for their actual expenses (i.e. cost of sharing fuel)
- \$35 per diem (day[s] of meeting)
- Lodging (1/2 room for one nights' lodging)

### 2. Regional Personnel

- To be determined by the Regional Management Team prior to the event
- Reimbursement of expenses will be based on the event and the individual's participation level

### 3. Chapter visits or other designated Administrative visits:

- To be determined by the RMT prior to the event
- Reimbursement of expenses will be based on the event and the individual's participation level

### 4. Regional Competition Steering Committee (RCSC)

The Regional Convention Steering Committee shall consist of the following people:

- Competition Coordinator (CC)
- Chair Regional Convention (CRC)
- Events Coordinator (EVC)
- Official Panel Liaison (OPL)
- Housing Chairman (HSC)
- Champion Assisting Chorus Representative(s) (CAC)

- Information Chairman (IC)
- Boutique Chairman (BC)
- Registration Chairman (RC)
- Webcast Chairman (WC)
- Financial Coordinator. (FC) {In the event the Financial Coordinator is serving her first year on the Regional Management Team, she will be an ex officio member of the RCSC}.

Reimbursement to the Regional Convention Steering Committee (RCSC) shall be as follows. If additional expenditures are necessary for any committee members, prior approval must be received from the Regional Management Team (RMT):

#### Committee Meetings

With email being an acceptable and efficient means of communication, the Regional Convention Steering Committee (RCSC) is encouraged to complete as much committee work as possible online. However, in the event a face-to-face meeting is required, committee members will be reimbursed as follows:

- Mileage when drive own vehicle (based upon mileage standards paid by Sweet Adelines International for attending Regional Management Team Meetings). Otherwise, member will be reimbursed for their actual expenses (i.e. cost of sharing fuel)
- One per diem at \$35
- Lodging, if necessary, will be reimbursed for the member's portion of a shared room up to 1/2 room for one nights' lodging

Face-to-face meetings are defined as an initial committee meeting (i.e., August/September) and meeting with the facilities management (i.e., hotel and competition site) (January/February).

#### Reimbursement of Expenses – Convention Weekend (Thursday-Sunday)

Should someone serve in more than one capacity, they will receive only one reimbursement of expenses.

#### Competition Coordinator

- Mileage when drive own vehicle (based upon mileage standards paid by Sweet Adelines International for attending Regional Management Team Meetings). Otherwise, member will be reimbursed for their actual expenses (i.e. cost of sharing fuel)
- Three (3) per diems at \$35
- Lodging will be reimbursed for the member's portion of a shared room up to ½ of the cost of a room for three (3) nights' lodging

Backstage AV (one person) – non-competitor

- Mileage when drive own vehicle (based upon mileage standards paid by Sweet Adelines International for attending Regional Management Team Meetings). Otherwise, member will be reimbursed for their actual expenses (i.e. cost of sharing fuel)

- Lodging will be reimbursed for the member's portion of a shared room up to ½ of the cost of a room for two (2) nights' lodging

#### Chair of Regional Convention

- Mileage when drive own vehicle (based upon mileage standards paid by Sweet Adelines International for attending Regional Management Team Meetings). Otherwise, member will be reimbursed for their actual expenses (i.e. cost of sharing fuel)
- Three (3) per diems at \$35
- Lodging will be reimbursed for the member's portion of a shared room up to ½ of the cost of a room for three (3) nights' lodging

#### Events Coordinator

- Mileage when drive own vehicle (based upon mileage standards paid by Sweet Adelines International for attending Regional Management Team Meetings). Otherwise, member will be reimbursed for their actual expenses (i.e. cost of sharing fuel)
- Two (2) per diems at \$35
- Lodging will be reimbursed for the member's portion of a shared room up to ½ of the cost of a room for two (2) nights' lodging

#### Official Panel Liaison

- Mileage when drive own vehicle (based upon mileage standards paid by Sweet Adelines International for attending Regional Management Team Meetings). Otherwise, member will be reimbursed for their actual expenses (i.e. cost of sharing fuel)
- Three (3) per diems at \$35
- Lodging will be reimbursed for the member's portion of a shared room up to ½ of the cost of a room for three (3) nights' lodging

#### Official Panel Liaison Staff

- Mileage for transporting judges when drive own vehicle (based upon mileage standards paid by Sweet Adelines International for attending Regional Management Team Meetings). Otherwise, member will be reimbursed for their actual expenses (i.e. cost of sharing fuel)
- \$100 honorarium for staff of three (3)
- Reimbursement for purchase of food/supplies

#### Housing Chairman

- Mileage when drive own vehicle (based upon mileage standards paid by Sweet Adelines International for attending Regional Management Team Meetings). Otherwise, member will be reimbursed for their actual expenses (i.e. cost of sharing fuel)
- One (1) per diem at \$35
- Lodging will be reimbursed for the member's portion of a shared room up to ½ of the cost of a room for one (1) nights' lodging

Champion Assisting Chorus Representative (one member of winning chorus).

If two members of the winning chorus are represented on the RCSC, the expenses will be split equally between them.

- Mileage when drive own vehicle (based upon mileage standards paid by Sweet Adelines International for attending Regional Management Team Meetings). Otherwise, member will be reimbursed for their actual expenses (i.e. cost of sharing fuel)
- Two (2) per diems at \$35
- Lodging will be reimbursed for the member's portion of a shared room up to ½ of the cost of a room for two (2) nights' lodging
- In the event one of Region 5's chapters are selected as a wild card or earns the honor of representing Region 5 in the Harmony Classic Competition, their representative will receive an honorarium of \$50 when assisting the Champion Assistance Chorus for regional convention weekend.

Information Chairman

- Mileage when drive own vehicle (based upon mileage standards paid by Sweet Adelines International for attending Regional Management Team Meetings). Otherwise, member will be reimbursed for their actual expenses (i.e. cost of sharing fuel)
- One (1) per diem at \$35
- Lodging will be reimbursed for the member's portion of a shared room up to ½ of the cost of a room for one (1) nights' lodging

Boutique Chairman

- Mileage when drive own vehicle (based upon mileage standards paid by Sweet Adelines International for attending Regional Management Team Meetings). Otherwise, member will be reimbursed for their actual expenses (i.e. cost of sharing fuel)
- Three (3) per diems at \$35
- Lodging will be reimbursed for the member's portion of a shared room up to ½ of the cost of a room for three (3) nights' lodging

Registration Chairman

- Mileage when drive own vehicle (based upon mileage standards paid by Sweet Adelines International for attending Regional Management Team Meetings). Otherwise, member will be reimbursed for their actual expenses (i.e. cost of sharing fuel)
- One (1) per diems at \$35
- Lodging will be reimbursed for the member's portion of a shared room up to ½ of the cost of a room for one (1) nights' lodging

Webcast Chairman

- Mileage when drive own vehicle (based upon mileage standards paid by Sweet Adelines International for attending Regional Management Team Meetings). Otherwise, member will be reimbursed for their actual expenses (i.e. cost of sharing fuel)
- Three (3) per diems at \$35

- Lodging will be reimbursed for the member's portion of a shared room up to ½ of the cost of a room for three (3) nights' lodging
5. Complimentary Registration Fee at Regional Competition will be limited to:
    - The Official Judging Panel
    - Official Trial Scorers
    - Others as may be determined by the RMT

C. Other Expenses:

The region will pay

1. All clerical expenses involved in the business operations of the Region, including the functions of Committees. Any requests for disbursements are to be made on Region 5's Request for Disbursement Form.
2. The costs of bonding the Finance Coordinator.
3. The expense of publications as deemed necessary by the RMT.
4. Assistance to Region 5 members enrolled in the International Judging Category to help offset expenses occurred with trial judging if funds are available.
5. An appropriate gift to each newly chartered chapter.
6. The cost of repairs to Regional equipment.
7. Any and all expenditures not included in the budget, which are approved by a consensus of the Regional Management Team.

D. Assistance to Region 5 quartets and choruses competing in International competition as follows:

1. The Regional Championship Chorus shall receive a monetary gift from the region and shall be responsible for duties at competition as outlined in the Regional Competition Steering Committee Handbook. Amount of gift to be determined by the RMT if funds are available.
2. Region 5 Division AA and Division A choruses competing at the Harmony Classic Competition shall receive a monetary gift from the region and shall be responsible for assisting the Regional Championship Chorus for at least one day at regional competition. Amount of gift to be determined by the RMT and if funds are available.
3. Wild Card chorus(s) and qualifying quartet(s) shall be funded in an amount to be determined by the RMT. A Wild Card chorus(s) will assist (where needed) the Regional Championship Chorus for at least one day at regional competition.
4. Current Regional Quartet Champions shall be funded in an amount determined by the RMT if funds are available.
5. Rising Star contestants who attend the Rising Star Contest shall be funded as follows:

- Quartets representing Region 5 at the Rising Star contest shall be funded at an amount to be determined by the RMT if funds are available.

## **SECTION VII. ANNUAL REGIONAL COMPETITION**

### **A. Regional Competition Steering Committee (RCSC)**

1. Planning, preparation, and implementation of the Regional Convention and Competition shall be carried out by the RCSC under the Regional Management Team in accordance with the “Guidelines for Regional Convention” Region 5 Procedures and Standing Rules and International guidelines.
2. The Chair of Regional Convention (CRC) will be recommended by the Regional Events Coordinator and approved by the Regional Management Team.
3. Vacancies, other than Competition Coordinator, shall be filled by appointment by the Regional Events Coordinator, in consultation with the Chair of the Regional Convention (CRC). The Regional Management Team shall ratify such appointments.

### **B. Site Selection**

1. Proposed convention sites shall be inspected by the Regional Events Coordinator and the Competition Coordinator as outlined by International.
2. Selection of the site is to be made by a consensus of the Regional Management Team upon recommendation of the Regional Events Coordinator and approval by the Competition Coordinator as outlined by International.
3. The Regional Finance Coordinator shall sign the contract for the convention site.

### **C. Finances**

1. The Regional Financial Coordinator submits a proposed budget to the Regional Competition Steering Committee for additional input. Upon review, the Regional Competition Steering Committee shall submit the proposed competition budget and schedule to the Regional Events Coordinator no later than October 1.
2. Following the Annual Competition, the Regional Financial Coordinator shall present a financial statement and audit to the Regional Management Team no later than 90 days after the event.
3. The region shall assume the cost of the medals and ribbons awarded to the winning competitors. The Chair of Regional Convention shall order said medals and ribbons from International Headquarters.
4. The recipients of Regional Awards shall assume all costs of engraving and maintenance of trophies.

#### D. Photography

The Regional Competition Steering Committee shall select the official photographer for Regional Competition.

#### E. Registration Fee

1. Non-members must purchase an all-events ticket or single event ticket. Registration fees are non-refundable but are transferable.
2. Prospective Sweet Adeline Chapters, non-member directors, and non-Region 5 Sweet Adelines must purchase an all-events ticket or single event ticket.

#### F. Presentation of Awards

1. The Regional Events Coordinator will choose presenters of all regional awards and International awards.
2. The Special Awards of Region 5 pertaining to Quartet and Chorus competition shall be announced and presented by the Regional Events Coordinator or person(s) designated by her unless otherwise stated in the award qualifications, at a separate time during competition.
3. The Regional Events Coordinator shall inform the Chairman of the Regional Competition Steering Committee and the presenters of the designations four weeks prior to competition weekend.

#### G. Regional Awards

##### 1. General Policies

To be eligible to receive a Regional Award, a competitor must receive a minimum of 400 points, which is equivalent to a mid "C" level performance with the exception of the Most Improved Quartet Award and Most Improved Chorus Award and Novice Director.

##### 2. Chorus Awards

###### a. Division A (Small Chorus)

- (1) The Region will provide the official medals for the members of the First, Second and Third Place Division A (Small Chorus) winners.
- (2) A traveling trophy known as the **Floyd Connett Small Chorus Award** shall be presented to the First Place Division A (Small Chorus).
- (3) Certificates provided by the International Organization shall be presented to the top three (3) Division A choruses.

###### b. Division AA (Midsize Chorus)

- (1) The Region will provide the official medals for the members of the First, Second and Third Place Division AA (Midsize Chorus) winners.
- (2) Certificates provided by the International Organization shall be presented to the top three (3) Division AA choruses.

c. Regional Championship Chorus

- (1) The Region will provide the official medals for the members of the First Place Regional Championship Chorus winner, the Second, Third, Fourth, and Fifth Place Chorus winners.
- (2) A traveling trophy to be known as the **Gateway Sounds Chapter Championship Chorus Trophy** shall be presented annually to the Regional Championship Chorus by a representative of the prior year's championship chorus.
- (3) Certificates provided by the International Organization shall be presented to the top five (5) overall choruses.

d. Other Chorus Awards

(1) Presented at Contest

- a. A traveling trophy known as the **Belles of Harmony Most Improved Chorus Award** shall be presented at the Show of Champions to the chorus(es) that shows the greatest increase in total points over the preceding year's competition based upon International guidelines.
  - If a tie exists between two or more contestants, multiple awards are presented.
  - The chorus must have competed the preceding year.
  - There is no restriction on the number of consecutive years the award may be presented to the same chorus.
  - All choruses competing for placement are eligible for the Most Improved Chorus Award. No minimum score is required.
  - Choruses performing for evaluation only are not eligible for the Most Improved Chorus Award.
- b. The **Champion Chorus Director's Award** shall be awarded annually at competition and shall be presented by the previous year's Champion Chorus Director. This is not a traveling award.
- c. A traveling trophy to be known as the, **Erma L. Sanford Trophy** shall be presented annually to the chorus designated as the Division AA champion. The trophy will be presented by a member of the River Blenders Chorus.

(2) Presented at the Show of Champions

- a. A traveling trophy to be known as the **Inez "Jr." Thompson Small Chorus Showmanship Award** shall be presented annually to the Small Chorus receiving the highest score in the Showmanship category. Mary Waters, tenor of the Big Four, and/or her designee will present the award.
- b. The **Gail Lake Novice Director Award** shall be awarded annually to all directors directing a chorus for the first time in a Sweet Adeline Competition. The Directors' Coordinator will present the award.

(3) Other Regional Awards

- a. **Longevity Award.** The Region shall honor all Region 5 members with a longevity certificate beginning at the end of their 5<sup>th</sup> year. These shall be awarded in five (5) year intervals. The Membership Coordinator shall be responsible for this award. The certificates shall be presented at ceremonies during Regional Annual Membership Meeting (RAMM).

3. Quartet Awards

- a. Each member of the Regional Championship Quartet shall be presented the official medal provided by the International Organization.
- b. A traveling trophy to be known as the **Bertha Bradley Championship Quartet Trophy** shall be presented annually at contest to the Regional Championship Quartet.
- c. The Region will present individual trophies to the championship quartet. These trophies will be a regional expense.
- d. Each member of the Second, Third, Fourth and Fifth Place Quartets shall be presented the official medals provided by the International Organization.
- e. Certificates will be presented to each member of the quartets placing First through Fifth, and shall be provided by the International Organization.
- f. A traveling trophy to be known as the **Helen Seevers Award** shall be presented to the novice quartet placing highest in the Regional Competition. To be considered novice, the quartet must never have competed in a Sweet Adelines International competition. (A novice quartet is defined as one in which no more than one member has previously competed in a Sweet Adelines International Quartet competition at any level.) The Events Coordinator will determine the presenter of this award.
- g. The **Most Improved Quartet Award** will be presented to the quartet that shows the greatest increase in total points over the preceding year's competition.
- If a tie exists between two or more contestants, the quartet placing the highest will receive the award.
  - To be eligible for this award, the quartet must retain the same members as the previous year.
  - There is no restriction on the number of consecutive years the award may be presented to the same quartet.
  - All quartets competing for placement are eligible for the Most Improved Quartet Award. No minimum score is required.
  - Quartets performing for evaluation only are not eligible for the Most Improved Quartet Award.

H. Regional Charm

The Region shall make a charm available annually at Regional Competition. The Regional Competition Steering Committee shall be responsible for design, promotion, and sale.

## **SECTION VIII. AUTHORITY**

Roberts Rules of Order (newly revised) shall be the authority for all parliamentary procedure and actions not covered in these Standing Rules.

## **SECTION IX. OTHER**

### **A. Sterling Sorority**

1. The purpose of the Sterling Sorority shall be to promote quartet education and development for the Region and to set an example of high achievement.
2. This Chorus shall consist of Sweet Adelines who are now or ever have been registered with Sweet Adelines International, in a Quartet, which placed first in any Sweet Adeline Regional or International Competition and any wild card quartet that makes the cut (places 2<sup>nd</sup> through 15<sup>th</sup>) at International Competition.
3. Operational aspects of the Sterling Sorority shall be administered by their own Board of Directors and shall be self-funded.

### **B. Director Certification Program**

The Directors' Coordinator will develop faculty or staff to assist in implementing programs for the Director Certification Program.

### **C. Director Mentor Program**

The Directors' Coordinator will appoint mentors for directors requesting assistance and oversee their progress as needed. Reimbursements for face-to-face visits between mentor and director must be preapproved by the Directors' Coordinator.

- Telephone expense, if requested
- Mileage (based upon mileage standards set by Sweet Adelines International) will be reimbursed for travel to meet with director and/or chorus
- Hotel expense for 1 night's lodging to attend chorus rehearsal of said director to observe and assist the director, if deemed necessary

### **D. Young Woman in Harmony**

The Education Coordinator will appoint a Young Woman in Harmony Coordinator to assist with the development of YWIH programs within Region 5.

- This program will be self-funded
- The YWIH programs are earmarked within Region 5's financial books

### **E. Prospective Chapter Status**

Region 5 shall actively encourage all Prospective Chapters through the Educational Coordinator, to complete the STEPS program in two (2) years. If, after two (2) years, the Prospective Chapter has not completed the program, the Educational Coordinator will make an appropriate recommendation to International Headquarters.

## **SECTION X. POLICY**

Each chapter must clear with the Regional Team Coordinator all Charter Parties and Show Dates before they are scheduled.

## **SECTION XI. AMENDMENTS**

These Standing Rules may be amended (or rescinded) as follows:

1. With consensus of the Regional Management Team.
2. Proposed amendments may be initiated by the Regional Management Team or by any Chapter in Region 5.
3. The International Organization thereto must approve these Standing Rules and any amendments. If possible, this approval shall be obtained before adoption.

Revised/Adopted: Midwest Gateway, Region 5, on the 25<sup>th</sup> day of January 2011.

Signed: 

Regional Team Coordinator

Reviewed and approved by:

\_\_\_\_\_  
Director of Corporate Services, Sweet Adelines International

Date: \_\_\_\_\_