

**DISTRICT POLICIES AND  
OPERATING PROCEDURES**

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

**BARBERSHOP HARMONY  
SOCIETY**

**October 16, 2021**

# LAND O'LAKES DISTRICT

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## **Revision Record - Last page**

Revised & approved - October 16, 2021

# **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 October 16, 2021*

### **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 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 Leadership Academy 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 East Region
- Vice President Central Region
- Vice President West Region
- Director Contest & Judging
- Director of Events
- Director Chapter Support & Development
- Immediate Past President

##### **2.02 Duties - Refer to Article III - District Officer Job Descriptions**

### **2.03 Meetings**

- A. All meetings of the Board of Directors shall be conducted according to the latest edition of *Robert's Rules of Order Newly Revised* (Roberts Rules). The Board of Directors shall meet two times each year in conjunction with Leadership Training Academy and Fall Conventions, and such other meetings as deemed necessary when called by the President by video/conf, zoom, in person or by Email. Minutes of any such meeting shall be recorded, including Board members present, motions and voting outcome and shall be distributed in the normal manner.
- B. 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 zoom or Email, and minutes of the proposed legislation, motions and voting outcome shall be recorded and distributed in the normal manner.

### **2.04 Quorum**

At any regular or special meeting of the Board, a quorum shall consist of a majority of the Board members entitled to vote.

### **2.05 Voting**

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

### **2.06 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 III DISTRICT OFFICERS JOB DESCRIPTIONS**

### **3.01 District President**

Duties and responsibilities include:

- Chief Executive Officer of the District.
- Chair all meetings of the District Board and House of Delegates.
- 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 chair for all committees. In agreement with the chair, confirm all committee members for publication in the District Directory
- Supervise and monitor all District Officers and Committee Chair 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 the District Officers to ensure activity progress.
- Reports to the Society on plans and budgets and progress toward achieving goals.
- Participates in the District Presidents Council.

### **3.02 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 & House of Delegates mtgs.
- Assist President in recruitment and selection of committee chair.
- 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 the District Presidents Council.
- Attend scheduled meetings at Society Leadership Summit.
- Attend as a member all District Board and House of Delegates meetings.

### **3.03 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 & agenda to District Officials at least 7 days prior to all duly called mtgs.
- Issue Official Call for the House of Delegates meetings held at Leadership Academy and the Fall Convention. Such notice sent to each LO'L Chapter 7 days prior to the 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 Region VP's of any delinquencies within their region.
- 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.

### **3.04 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 Chair 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.
- Attend as a member all District Board and House of Delegates meetings.

### **3.05 District Vice President(s)**

- a. East Region - Includes Division One and Packerland Divisions



b. Central Region - Includes Southwest and 10,000 Lakes Division

c. West Region - Includes Northern Plains Division

Duties and responsibilities include:

- Assist the District President in administering the District work plan through supervision of Chapter Advocates, their activities and personal contact with the chapters in their Region.
- 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 their chapters regarding IRS Form 990, Incorporation Renewal, chapter financial review, Canadian Revenue Agency and chapter show clearance reporting, SOCAN/ASCAP reporting.
- 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 their activities.
- Attend as a member all District Board and House of Delegates Meetings.

### **3.06 Director of Contest & Judging**

Duties and responsibilities include:

- Serve as Chair of the Contest & Judging Committee and appoint the committee members.
- Communicate and coordinate Society Contest and Judging policy within the District.
- Set up and administer contestant entries.
- Organize and administer all contest judging activities within the District, and conduct the draw for order of appearance of each..
- Promote and handle all applications for judging candidates.
- Work with Director of Events to ensure contest venues have suitable sound and lighting to meet Contest & Judging requirements.
- Serve as District liaison with the Society C&J and attend C&J meetings as required.
- Attend as a member all District Board and House of Delegates meetings.

### **3.07 Director of Events**

Duties and responsibilities include:

- Chair of the District Events Team as listed in District Policies.
- Responsible for the site selection, contract negotiation, budgeting and planning of the Fall Convention and contests.
- Maintain a 3 year schedule of District contests and publish on 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 Chair and committee members.
- Maintain a long range District convention rotation schedule.
- In cooperation with Region Vice President(s) arrange, conduct and oversee the Region contest/festivals to include: venue, schedule and host chapter.
- Serve as District liaison with 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.

### **3.08 Director of Chapter Support & Development**

Duties and responsibilities include:

- Serve as Chair of the Chapter Support & Development Committee.
- Responsible for coordinating, monitoring and maintaining an effective Chapter Advocate program and evaluating chapters in the district.
- Work with the Region Vice Presidents to coordinate the recruitment and training of Chapter Advocates.
- 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 and assign Coaches.
- Serve as District liaison with the Society 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.

### **3.09 Past District President**

Duties and responsibilities include:

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

## **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 designated agent.

## **ARTICLE V REGIONAL BOUNDARIES**

**5.01 Boundaries** - The boundaries of the three Regions are defined as follows:

- A. East Region** - The south boundary being the WI/IL state line, west boundary being the Iowa state line. Then north including Prairie du Chien Hwy 60, 14 & 23 to Wisconsin Dells, then north on Hwy 13 to Ashland and east including the upper Peninsula of Michigan
- B. Central Region** - Minnesota and western Wisconsin. The south boundary being the MN/IA state line to South Dakota state line. The west boundary being the SD state line. The east boundary being Hwy 13 from Wisconsin Dells then north to Ashland. 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.
- C. West Region** - 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. Reference Policy 2.03 B.

### **6.03 Amendment Procedure**

The Chair of the Governance and ByLaws committee shall present any known amendments or policy changes to the District Board by mail or Email at least 5 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 these policies.

### **6.06 Political participation**

*The following is the substance of a recommendation from the Society Governance 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.** 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, Governance 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, Regional festivals, 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 the Event Chair 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 Board of Directors, correspondence with the IRS, District Board minutes and 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 Director of 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. Director 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. The District Secretary shall be responsible for granting and monitoring clearance for show dates as requested by chapters.
- B. No Chapter shall conduct a chapter sponsored show without first filing the Society form; APPLICATION FOR SHOW CLEARANCE, BMI & SESAC License (SOCAN for Canadian Chapters) with the District Secretary and receiving advance clearance. This to avoid any possible copyright infringement to the Chapter as well as any possible repercussion or potential litigation with BMI, SESAC, SOCAN.
- C. District Board approval is required for show requests on dates on which there are District official meetings, District schools and/or District contests.
- D. There are no restrictions on the number of shows on any given date, however, it is recommended that chapters who may draw from the same audience communicate with each other to avoid conflict of having shows on the same date.

#### **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 & ByLaws Committee for review and approval prior to filing the same with government 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 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 October 2021 District Dues are \$34.00 per member. Allocation of these dues is \$30.00 to District General Fund and \$4.00 to the District Quartet and Chorus travel fund; except that:

- A. Members who have 50 years or more Society membership are exempt from paying District 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.
- 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.

**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.

**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**

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 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 up to 4 nights lodging to attend the two (2) Society scheduled District President meetings.

**11.04 Executive Vice President**

The District Executive Vice President shall be allowed actual travel expenses and up to 4 nights lodging to attend Society scheduled meetings held at the Summit.



### **11.05 Director of Contest & Judging**

In addition to 11.02 above, the Director of Contest & Judging may elect to attend the Int'l Summer Convention and if so, shall be allowed actual travel expenses and 2 nights lodging to attend the C&J meetings held at the convention.

### **11.06 Director of Chapter Support & Development**

In addition to 11.02 above, the Director of Chapter Support & Development shall be allowed actual travel expenses and up to 4 nights lodging to attend one Society scheduled meetings.

### **11.07 Events Committee**

In addition to 11.02 above, the Director of Events, Contest Operations Manager and Stage Manager when performing their duties at the Fall District contests shall be allowed up to three (3) nights lodging at prevailing convention double room rate. Also such other expenses including travel as required to carry out the duties of the office.

### **11.08 Other District Committees**

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

## **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 air mile, and
- B. Chorus(s) representing the District on the basis of \$.05 per air mile.
- C. Money shall be disbursed from the District Quartet and Chorus Travel Fund. 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 in each competing unit bears to the total number actually competing in all qualifying units.

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

- A. The District Treasurer shall set up a restricted account for funds designated for LO'L Youth in Harmony received from individuals, chapters, foundations, corporate, Parade of Checks, the LO'L District and from other sources.
- B. The account shall be the Youth In Harmony Fund. This YIH Fund may "carry-over" from year to year.
- C. No funds from this account are to be used for the District general fund. Contributions to this fund shall be payable to Youth In Harmony Fund.

**D. YIH Financial Assistance**

1. Requests for financial assistance are to be submitted to the District YIH Chair at least 60 days prior to the date of the event/

**E. Financial assistance to LO'L District units is subject to funds available and approval of the YIH Committee and Budget & Finance Committee as follows:**

1. Next Generation Invitational - \$500.00 to each Chorus
2. Junior Quartet contest - \$200.00 to each Quartet
3. Varsity (U25) Next Generation Invitational.
4. Varsity (U25) Quartet contest.
5. District Youth Workshops/Festivals.
6. Int'l Mid-Winter YIH program.
7. District Music Education Workshop/Festival.

**12.03 Sing Canada Harmony**

1. Sing Canada Harmony (SCH) is a Canadian charity that receives donations and awards scholarships in support of vocal music to Canadian individuals, schools and community groups.
2. Donations to Sing Canada Harmony can be sent direct to the Coordinator of SCH.
3. Donations to Sing Canada Harmony received at the parade of checks shall be given to the SCH Chair.

**12.04 Contributions - General**

- A. Contributions designated for the Int'l Mid-Winter Youth Chorus Festival (YCF) sponsorship from individuals, groups and/or parade of checks shall be retained by the Treasurer and accumulated in a separate account.
- B. Funds paid directly to the Barbershop Harmony Society or to Harmony Foundation Donor Choice Program the donor can designate a percentage to be returned to either the District or their chapter.

**CHAPTER ADVOCATES & COMMITTEE JOB DESCRIPTIONS**

**ARTICLE XIII**

**CHAPTER ADVOCATES**

**13.01 Chapter Advocates**

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

The overall role of Chapter Advocates is to help Chapters be successful through direct involvement with the Chapter and their Chapter leadership and to be a communication and resource liaison between the Chapter and District leadership.

### **13.02 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. Carry out the duties and responsibilities in their designated area as defined by the Vice President of the Region.

### **13.03 Duties**

- 1. Help assigned chapters develop their mission statement, establish and meet objectives.
- 2. Enable success of the Chapter through leverage of District resources.
- 3. Assist in the formation of new chapters and singing groups as opportunities arise.
- 4. With assistance from the District, guide Chapter Leadership through the dissolution process should that become necessary.

### **13.04 Training and responsibilities**

- 1. Attend the District annual Leadership Training Academy School.
- 2. Be assigned a minimum of two (2) Chapters by the Region Vice President.
- 3. Develop an ongoing and positive relationship with assigned Chapter leadership.
- 4. Assist Chapter leadership in planning and goal-setting and work to help the chapter accomplish defined goals.
- 5. Provide long term support and training leaders in understanding and fulfilling the purpose and mission of the chapter.
- 6. Minimum of four (4) Chapter visits during the year. Attendance at those Chapter shows is highly encouraged and can count toward the minimum number of visitations.
- 7. Phone and/or Email dialog a minimum of 6 times during the year.

### **13.05 Mandatory Reports**

- 1. Provide an Email report to the Region Vice President after each chapter contact.
- 2. A summary on-line or paper report on assigned chapter status, successes, challenges and action plans due: April 1<sup>st</sup> and September 15<sup>th</sup>.
- 3. Reports and/or requests for assistance to any District Officer as the occasion arises.
- 4. Maintain a file of reports for all assigned chapters.

### **13.06 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:

- 1. Travel \$.30 per mile per itemized trips for visitation of assigned Chapters, LTA, or when requested to attend meetings by the District President.
- 2. Telephone, Postage, Office Supplies  
As documented by receipts.
- 3. Hotel/Motel  
Only when advance permission is received from the Region Vice President.
- 4. All claims for expenses shall be submitted to the Region Vice President for approval,

provided reports have been filed, the Region Vice President shall then submit them to the District Treasurer for payment.

## **ARTICLE XIV**

### **COMMITTEES - FUNCTIONS**

#### **14.01 Standing Committees - Functions**

Standing committees & functions of the District shall be: B.O.T.Y., Budget & Finance, Chapter Support & Development, Contest & Judging, Directory, District Publication, Ethics, Events, Financial Review, Governance & Bylaws, Hall of Fame, Historian, Innovation and Technology, Leadership Training Academy/Chord College, Marketing & PR, Nominating, Web site and Youth in Harmony. The President shall annually confirm with and reappoint and/or appoint a new Committee Chair for all Committees except BOTY and Hall of Fame.

#### **14.02 Special Committees**

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

#### **14.03 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 XIII.

#### **14.04 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 the award is received together with a lapel pin and a plaque. The Chair of the Committee shall be a past recipient of the BOTY award.

#### **14.05 Budget & Finance Committee**

- Develop the annual District Budget.
- Monitor the monthly financial report and identify account variances compared to budget and advise District Board of problems and/or flagrant violations.
- Assist District Treasurer as requested in accounting practices to adhere to District Policy and IRS.

#### **14.06 Chapter Support & Development Committee**

Duties and responsibilities include:

- Coordinate and maintain an effective Chapter Advocate program and evaluation of chapters in the District.
- Based on requests assign coaches for Take The Coaching To The Chapter.
- Assign evaluators for the Standing Ovation program.

#### **14.07 Contest & Judging Committee**

The Committee shall consist of the Director of Contest & Judging as Chair and such additional committee members as deemed necessary by the Director of Contest & Judging to successfully fulfill the duties of the C&J Committee.

The Director 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 Director 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.

#### **14.08 District Publication Committee**

The Chair 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.

#### **14.09 Events Committee**

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

##### **A. Director of Events**

1. 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.
2. Approve the Convention chair at least one year in advance of the convention and maintain a file, including a budget one year in advance of the convention.
3. In cooperation with Region Vice President(s) arrange, conduct and oversee the Region contest/festivals to include: venue, schedule and host Chapter.
4. Perform such other duties as described in Article 3.07 of these Policies.

##### **B. Contest Operations Manager**

1. Together with the Convention Chair 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 fall District contests.
2. At District contests in cooperation with the Asterisk Judge and District Director C&J assure the contest sound and lighting is set at the optimum level for both the Judges and audience.
3. When performing these duties and responsibilities at these contests shall be reimbursed as defined in Policy 11.02.

##### **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 11.02.

#### **14.10 Governance and Bylaws committee**

Prerequisites for members:

Member in good standing in a LO'L chapter.

Must have served on the District Board of Directors or have a background in law such as a practicing or retired attorney, corporate counsel or have corporate experience.

Composition: Five members, appointed annually.

- A. Provide counsel to the District Board and its committees on all matters pertaining to the Bylaws and District Policies.
- B. Prepare and present to the Board and/or House of Delegates any changes to the Policies and/or Bylaws.
- C. The Chair of the Governance and Bylaws Committee shall present any known Policy changes to the District Board by mail or Email at least 5 days before the meeting at which they are to be acted upon.

#### **14.11 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 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 Chair of the Committee shall be a past recipient of the Hall of Fame award.

#### **14.12 Innovation and Technology Committee**

Statement of Purpose

The purpose of the Innovation and Technology committee is to consult on the Districts overall capabilities and strategic direction in matters of technology and innovation that could have significant impact on District members, District operations and pursuit of the Districts strategic goals. The Committee is not a standing committee of the Board, but is an ad hoc committee formed to explore the issues of particular interest to the Board as described in this charter. The Board will periodically review the need to continue.

Composition and Operation

The Committee shall be comprised of at least three members, a majority of whom shall have innovation, technological or engineering experience. The Committee Chair who shall be selected by the Board is responsible for the leadership of the Committee including preparation of meeting agendas. The Committee shall meet as often as it deems necessary in order to perform its responsibilities. The Committee shall keep records of its meetings as it deems appropriate and the Committee Chair shall report regularly to the board on its activities.

Duties and Responsibilities

In furtherance of the purposes described above, the Committee shall:

1. Provide guidance on the Districts technology, innovation strategy and approach in view of the Districts strategies and plans
2. Review the Districts technology capabilities to assess compatibility with short-term

- and long-term needs and goals.
3. Assist the Board in oversight of the Districts investments in technology.
  4. Identify and assess trends that could significantly affect the District.
  5. Meet with the Board and other committee members as necessary to assist the Committee in carrying out its duties.
  6. Review and provide guidance on other technology-related issues of importance to the district as the Board may from time to time prescribe.

#### **14.13 Leadership Training Academy/Chord College Committee**

Duties and responsibilities include:

Organize and manage the District Leadership Training Academy/Chord College to include:

1. Venue/site selection at least 2 years out.
2. Contracts with College & Hotels.
3. Select Faculty.
4. Determine classes to be offered.
- 5.. Assist in curriculum of classes.
6. Operation of the school.

#### **14.14 Marketing & Public Relations Committee**

The Committee shall consist of a Chair and such other members with duties of:

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

#### **14.15 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 their four year term shall become the Chair 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.

#### **A. Nominations from the Floor**

Nominations for any position of District Officer/Board of Directors may be made from the

floor by any delegate provided that consent has been obtained from the proposed nominee and has notified all delegates in writing at least 10 days in advance of the meeting of their intention to make such nomination.

#### **14.16 Youth in Harmony**

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

1. 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 youth.
2. Assist Chapters in establishing Youth in Harmony Programs and in their efforts of holding YIH workshops.

#### **14.18 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 XV**

#### **ALL CONTESTS - GENERAL**

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.

*NOTE: During the changes described the Director of Contest & Judging in cooperation with the Director of Events is authorized to make changes as necessary that are in the best interest of the District and the competitors.*

#### **15.01 Conduct of Contests**

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

#### **15.02 Venue Access**

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

#### **15.03 Contest Clarification**

Effective with the Society decision to embrace Everyone in Harmony, the Land O'Lakes District will hereafter hold the following contests: (1) Men's Chorus; (2) Mixed Chorus; (3) Men's Quartet; (4) Mixed Quartets; (5) Women's Quartets; (6) Mens Seniors and the required Society International Preliminary contests for Quartets and Choruses.

#### **15.04 Eligibility and Contests**

1. All competitors competing with a Chorus or Quartet in a Land O'Lakes District or Int'l Prelims Contest shall hold a current membership in the Barbershop Harmony Society, a Chapter within the LO'L District and/or the LO'L Frank Thorne Chapter.



2. Quartets may have a maximum of two (2) members holding Society membership in a Chapter in another District within the Society.
3. Per Society rules members holding only a Society membership are not eligible to compete.

### **15.05 Festival Units in Contests**

**Festival Definition:** “A gathering of barbershoppers, quartets and choruses who come together to perform and receive feedback/coaching, but not public contest scoring. The purpose is to continue to build the larger barbershop community, have fun and help groups improve their performances”.

Effective with the 2021 District Fall contests choruses and quartets may enter and be classified as a Festival unit or as a Contest unit for score and evaluation.

#### **A. Festival Units in District/Society Contests**

The following rules apply to choruses and quartets who are entered as a Festival unit and who will appear on stage during a District/Society contest.

1. Festival chorus and quartet units must submit a contest entry in the same manner and time schedule as contest units.
2. All members of festival choruses and quartets must be members in good standing of the Barbershop Harmony Society and a member of a LO’L District Chapter or Frank Thorne.
3. All members of festival units must hold a District Convention Registration.
4. Festival and Contest units will be intermixed during the contest session.
5. Scores of festival units will not be announced or published and festival units are not eligible for any awards.
6. Festival units may receive an Evaluation by the Judging panel.
  - a. Festival units wishing scores and Evals are required to provide the song titles at least one week prior to the performance to the District C&J for entry into the judging system.
  - b. The songs do not need to be contestable.
7. Festival choruses and quartets will be listed with an asterisk in the convention program order of appearance. No announcements are to be made the by MC’s.

#### **B. Non-Contest Festivals Units**

The following applies to non-contest festival units who are at the Convention for coaching and/or fun who may appear on stage for a performance during non-contest times.

1. Good taste and decorum are the rule for any performance on the LO’L stage in keeping with the sensitivities of the times.
2. Non-contest festival units performing on stage will not be judged or scored but may be observed by clinicians/coaches for feedback following their performance.
3. Non-contest festivals participants must hold a convention registration but are not required to register for the contest.
4. Festival participants may be guests or a spouse of Barbershoppers and are not required to be members of the Society, LO’L District Chapter or Frank Thorne.

5. The doors will remain open for all to observe festival unit performances at no cost.

### **15.06 Contests and Sessions**

#### **A. Quartets**

1. The contest is open to all LO'L Registered Quartets and any quartet may enter by submitting a contest entry.
2. First time Quartets, and/or Quartets who scored less than 65.0 in the previous Fall District contest will perform first in the order of appearance. Quartets who scored more than 65.0 will perform last.

#### **B. Choruses**

1. The contest is open to all choruses of LO'L District Chapters and any chorus may enter by submitting a contest entry.

#### **C. Contest Sessions**

1. The District Quartet championship and the International Preliminary Quartet contests are two (2) session events (2 songs in 2 separate events). All other Quartet contests are single session events including: Novice, Seniors, Seniors Int'l Prelims, Mixed, Men's, Women's, etc..

### **15.07 Judging Panel(s)**

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

### **15.08 Event - Date**

- A. The Chair of the Events committee shall recommend to and the House of Delegates shall award District Convention sites two (2) years in advance.
- B. The Director of Events shall approve the Convention Chair at least one year in advance.

### **15.09 Judges Expenses**

- A. Judges expenses for all contests will be paid by the District Treasurer including; travel, lodging and meals.
- B. Individual judges expenses shall be submitted on a C&J expense voucher to the Director of Contest & Judging and then paid by the District Treasurer from revenues from the convention.
- C. Registration badges shall be provided at no cost for each panel member and an accompanying family member to all contest events.
- D. Primary Contest Administrator(s) who provide their own computer equipment shall be reimbursed the sum of \$100.00.
- E. Guest Panel members may be included, cost free, at judges meals provided by the

convention.

#### **15.10 Draw for order of appearance and/or staging District Quartet & Chorus.**

**A.** To be included in the draw Quartets and Choruses must submit a contest entry.

1. Fall contest entries are due by September 1<sup>st</sup> preceding the Fall contests.

#### **B. Choruses**

1. A two level draw shall be utilized in the chorus contest to minimize the number of riser changes during the contest.
2. The first draw will determine the order in which each riser configuration shall appear. The riser configurations shall be 5, 7 or 9 sections of risers.
3. The second draw will determine the order of the chorus singing appearance within each of the above mentioned riser configurations.
4. The number of risers each chorus requires shall be determined by their request submitted to the Director Contest & Judging by September 1<sup>st</sup> preceding the fall contest, either on their entry or in writing.
5. Any Chorus may request to sing first or last within each riser configuration grouping. This request must be made at the time of their riser request. If more than one chorus makes such request, a second drawing will be held to determine the order.

#### **15.11 Clarification of Quartet Classification**

NOTE: The following descriptions apply to all contests referred to in these Policies.

**A. Novice Quartet** - A quartet shall be defined as a Novice Quartet if the quartet: (1) Does not contain more than 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 International Preliminary Quartet contest.

**B. Seniors Quartet** - A Seniors quartet is defined as all members being 55 years of age 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 Society Mid-Winter contest.

**C. Mens Quartet** - To be eligible to receive LO'L District awards, quartets must have a minimum of 2 members who reside within the District and/or whose primary membership is with a LO'L District Chapter or the LO'L Frank Thorne Chapter.

**D. Mixed Quartet** - Quartets to receive LO'L District awards must have a minimum of 2 members who reside within the District and/or whose primary membership is with a LO'L District Chapter or the LO'L Frank Thorne Chapter.

**E. Women's Quartets** - Quartets to receive LO'L District awards must have a minimum of 2 members who reside within the District and/or whose primary membership is with a LO'L District Chapter or the LO'L Frank Thorne Chapter.

### **ARTICLE XVI**

## **DISTRICT CONTESTS AND INT'L PRELIMS**

### **16.01 District Contests and International Prelims Contests**

**A.** To be eligible to sing on stage all competitors in a District or Int'l level contest must purchase an All Events Registration (Ref, Society Contest rules).

#### **B. Quartet contests held in conjunction with the Fall Convention**

1. District Quartet contest
2. District Mens Quartet contest
3. District Womens Quartet contest
4. District Mixed Quartet contest
5. District Novice Quartet contest
6. District Mens Seniors Quartet contest
7. Int'l Prelims Mens Seniors qualifier(s)
8. International Prelims Quartet qualifier(s)
9. East Region Quartet contest
10. Central Region Quartet contest
11. West Region Quartet contest

#### **C. Chorus contests held in conjunction with the Fall Convention:**

1. District Chorus contest
2. District Mens Chorus contest
3. District Mixed Chorus contest
4. District Womens Chorus contest
5. District Plateau A Chorus champion
6. District Plateau AA Chorus champion
7. District Plateau AAA Chorus champion
8. District Most Improved Chorus (Ref Policy 16.01 D)
9. International Prelims Chorus qualifier(s)
10. East Region Chorus contest
11. Central Region Chorus contest
12. West Region Chorus contest

### **16.02 Contest Awards**

#### **A. Quartet Contest Awards**

- a. District Quartet champion - Lapel pins, plaques and traveling trophy (any entry)
- b. District 2<sup>nd</sup> place Quartet - (Silver) Certificate (any entry)
- c. District 3<sup>rd</sup> place Quartet - (Bronze) Certificate (any entry)
- d. District Mens Quartet champion - Certificates
- e. District Mixed Quartet contest - Certificates and traveling trophy
- f. District Womens Quartet contest - Certificates
- g. District Novice Quartet contest - Certificates & traveling trophy (any entry)
- h. District Mens Seniors Quartet contest - Certificates
- j. District Mens Seniors Int'l Preliminary contest - No awards
- k. Int'l Prelims Quartet contest qualifier(s) no awards
- l. East Region Quartet champion - Certificates (any entry)

- m. Central Region Quartet champion - Certificates (any entry)
- n. West Region Quartet champion - Certificates (any entry)

**B. Chorus Contest Awards**

- a. District Chorus champion - Plaque and traveling trophy (any entry)
- b. District 2<sup>nd</sup> place Chorus (Silver) - Certificate (any entry)
- c. District 3<sup>rd</sup> place Chorus (Bronze) - Certificate (any entry)
- d. District Mens Chorus champion - Certificate
- e. District Mixed Chorus champion - Certificate
- f. District Women's Chorus champion - Certificate
- g. District Plateau Chorus champions - Certificates
  - Plateau A - Chapter membership 20 or less (any entry)
  - Plateau AA - Chapter membership 21-45 (any entry)
  - Plateau AAA - Chapter membership 46 or more (any entry)
 Note: Plateaus are based on chapter membership as of 12/31 of previous year:
- h. District Most Improved Chorus - Certificate (Ref Policy 16.02 C) (any entry)
- j. Int'l Preliminary Chorus qualifier - no awards
- k. East Region Chorus champion - Certificate (any entry)
- l. Central Region Chorus champion - Certificate (any entry)
- m. West Region Chorus champion - Certificate (any entry)

**C. Most Improved Chorus**

To qualify a chorus must have competed in the previous years contest and in the same contest. (ie., Mens chorus to mens chorus, mixed chorus to mixed chorus, etc.).

**16.03 District Tickets/Registration (Policy 17.03)**

**16.04 District Finance split (Policy 17.02)**

**16.05 District Quartet Contest**

- A. The contest shall be open to all Quartets which have scored 65.0 at the previous fall contest and/or any Quartet wishing to enter the contest.
- B. Contestant entries must be received by the Director C&J by September 1<sup>st</sup> prior to the contest.
- C. A quartet shall compete with the same four (4) members in both the semi-finals and the finals round in a contest.
- D. Awards shall be presented to the Quartets in the contests as indicated in Policy 16.02. as well as three (3) highest scoring quartets in the contest, with the highest scoring declared the District Quartet Champion.
- E. 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.

### **16.06 District Novice, Mixed, Mens, Womens Quartet Contests**

- A. Descriptions of the above. (Policy 15.10)
- B. The District Novice, Mixed, Mens, Womens contests are held in conjunction with the Fall District Quartet Contest semi-finals. By definition, are a single session event. The Quartet achieving the highest score in each contest shall be declared the Champion.

### **16.07 District Seniors Quartet Contest Fall**

- A. Description of Seniors (Policy 15.10)
- 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 and is open to all Seniors Quartets which have not previously won the LO'L District Seniors Championship and/or the Int'l Seniors Quartet 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..
  - 3. Seniors Quartets wishing to compete ONLY in the Seniors International Preliminary Quartet contest may do so by submitting their entry by September 1<sup>st</sup>.
  - 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.

### **16.08 District Chorus Contest**

- A. The contest shall be open to all choruses provided they have not placed first in the Int'l Chorus Contest in the past two (2) years.

- B.** Contestant entries must be received by the Director C&J by September 1 prior to the contest.
- C.** All participants in a competing chorus, including director(s), must be members in good standing of the Barbershop Harmony Society and the chapter which they are directing.
- D.** Chorus contest staging and order of appearance. (Policy 15.09)
- E.** Chorus Plateaus (Policy 16.02)
- F.** District Awards are described in Policy 16.02.

**ARTICLE XVII  
DISTRICT CONVENTIONS**

**17.01 Dates**

The Fall Convention shall be held in October with the date determined at least two (2) years in advance based on availability of affordable venue and Judges.

**17.02 Finance Split**

The Vice President Events 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. If the Convention is run by a Host Chapter the distributions are:
  - a. 75% District, 25% Host Chapter.

**17.03 Ticket Package Pricing**

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

Effective October 2020 the prices are:

- All Events Ticket Package \$ 60.00
- Junior All Events Ticket Package \$ 30.00 (12 yrs and under)
- Single Event tickets \$ 25.00

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

1. The All Contest 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. Events where a meal is served, such as the Showcase Dinner are not included in the All Contest Events Ticket Package and are priced separately.
3. Ticket Packages are transferable but not refundable within 30 days of the convention.
4. 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.
5. Single Event tickets are admission to that event with general admission seating only if

seats are available.

6. 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.

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

1. The first draw shall be conducted 30 days after the previous 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 60 days prior to the 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.

### **17.04 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 Fall Conventions.

### **17.05 Special Events**

Special events such as a reception or where a meal is served are permitted to be priced as a separate sale ticket and would not be included in the price of the All Contest Events Ticket Package including:

1. Showcase Dinner.
2. BOTY and Hall of Fame groups.
3. Assn of District Champions.

## **ARTICLE XIII SUBSIDIARIES**

### **18.01 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.

**18.02 Budget and Finance**

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

**18.03 Membership in Subsidiaries**

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

**18.04 By-Laws of Subsidiaries**

Changes in the By-Laws of a subsidiary organization shall not become effective until approved by the Governance & ByLaws committee acting on behalf of the Board of Directors.

**18.05 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.

**18.06 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.

**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	District Bd	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
October 2018	District Bd	11.03, 11.04, 11.06	Specify number lodging nights for meetings
January 2019	District Bd	17.07	17.07 C-3 Removed 11 sections risers
May 2019	District Bd	12.02, 12.03 & Sec XVII	Revised Youth In Harmony sections and All Contests - General
August 2019	District Bd	III, IV, VI, VII, XVI,	Reduced Bd size, Established Regions, Established Directors, revised Committees.
October 2019	District Bd	12.01, 12.03, 18.05	Raised District dues to \$34.00, Remove 12.03, added statement to 18.05
Dec 2019	District Bd	18.05, 18.10, 19.01	Clarify contests, added female, removed District Training Team, added Innovation and Technology committee
Feb 2020	District Bd	1.05, 2.03, 13.02, 13.07, 17.04, 18.00, 19.00, 20.00	Discontinue Division contests and District Spring Convention. Added HOD mtg at Leadership Academy
March 2020	District Bd	10.01	Revise show clearance.
May 2020	District Bd	4.01, 02, 03	Move Director positions to Officer.
October 2020	District Bd	13.02, 13.03, 15.10, 16.05, 18.03	Chg YIH Financial assistance, Contributions to BHS added, Remove Financial Dvlpmnt Committee, Change Registration prices.
Nov 2020	District Bd	Article XIV	Revise Chapter Advocate job description.
Jan 2021	District Bd	Article XVIII	Revise date of fall convention.

Feb 2021	District Bd	Article XI	BHS no longer has EZ Dues plan
August 2021	District Bd	Article XVI,	Remove Divisions, chg contests & awards, plateau sizes, added mixed, women's to contests, remove Barberscore, add festivals.
October 2021	District Bd	Article X	50 yr members do not pay District dues. Chg allocation of dues rec'd.