

**DISTRICT POLICIES AND  
OPERATING PROCEDURES**

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

**BARBERSHOP HARMONY  
SOCIETY**

**June 2022**

# LAND O'LAKES DISTRICT

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**Revision Record - Last page**

Revised & approved - June 2022

# **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 June, 2022*

### **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**

1. 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.
2. 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..
- 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:

**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

**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.

**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.*

1. 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.
2. Society Statements of Policy specifically prohibits paid or unpaid appearances (performances) at political functions in support of a candidate.

3. 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:

1. Transferable but not refundable within 30 days of the Event,
2. 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.

1. District Officers shall maintain permanent records as indicated below:
  - a.. 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.
  - b. The District Treasurer shall maintain all IRS form 990's.
  - c. 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.
  - d. The District Bulletin Editor shall maintain copies of all district bulletins.
  - e. The Director of Events shall maintain the history of district events.
2. District Officers shall shred or otherwise destroy the following documents indicated below when those records are:

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.

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**

1. The District Secretary shall be responsible for granting and monitoring clearance for show dates as requested by chapters.
2. 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.
3. District Board approval is required for show requests on dates on which there are District official meetings, District schools and/or District contests.
4. 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**

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.*

##### **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.

#### **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**

When the decision has been made to dissolve the chapter, or is under consideration to dissolve, contact the District President at [president@loldistrict.org](mailto:president@loldistrict.org). Because of the Society's IRS Nonprofit status there are rules that apply to the Society and all Chapters, as well as State/Province rules which must be adhered to. The District Web site has procedures identified by State and Province that describe the process. A facilitator will be assigned to work with the chapter through the process.

### **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:

1. Members who have 50 years or more Society membership are exempt from paying District dues.
2. 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.
3. 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**

1. Travel - \$ 0.40 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.
2. Postage, Telephone, Office supplies - As documented by receipts.
3. Hotel/Motel - 50% of prevailing Convention double room rate, or as further described below.
4. 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, Convention Chair, Contest Operations Manager, Stage Manager and Contest Technical Manager, if required, when performing their duties at the Fall District contests shall be allowed up to three (3) nights lodging at prevailing convention double room rate and such expenses charged to the convention budget. Also such other expenses including travel as required to carry out the duties of the committee.

**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:

1. Each quartet representing the District on the basis of \$125.00 per member on stage.
2. Chorus(s) representing the District on the basis of \$125.00 per member on stage.
3. 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 -**

1. 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.
2. The account shall be the Youth In Harmony Fund. This YIH Fund may "carry-over" from year to year.
3. 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.
4. YIH Financial Assistance
  - a. Requests for financial assistance are to be submitted to the District YIH Chair at least 60 days prior to the date of the event.
5. Financial assistance to LO'L District units is subject to funds available and approval of the YIH Committee and Budget & Finance Committee as follows:
  - a. Next Generation Invitational - \$500.00 to each Chorus
  - b. Junior Quartet contest - \$200.00 to each Quartet
  - c. Varsity (U25) Next Generation Invitational.
  - d. Varsity (U25) Quartet contest.
  - e. District Youth Workshops/Festivals.
  - f. Int'l Mid-Winter YIH program.
  - g. 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**

1. 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.
2. 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**

1. 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.
2. All appointments shall be approved by the District President and/or District President elect.
3. 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, Lifetime Achievement Award, 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 ADM'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.

##### **1. Director of Events**

- a. After reviewing potential sites and based on established prerequisites, recommend to the House of Delegates for its consideration and awarding sites for future District Conventions at least two years in advance.
- b. Approve the 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.
- c. In cooperation with Region Vice President(s) arrange, conduct and oversee the Region contest/festivals to include: venue, schedule and host Chapter.
- d. Perform such other duties as described in Article 3.07 of these Policies.

##### **2. Contest Operations Manager**

- a. Together with the Convention Chair and Contest Technical Manager shall be responsible for the backstage operation of the contest. This to include: contest schedules, briefing letters, practice rooms, competitor desk, contest runners/hosts and evaluation rooms.

- b. When performing these duties and responsibilities at these contests shall be reimbursed as defined in Policy 11.07.

**3. Contest Technical Manager**

- a. Responsible for the stage sound and lighting, quartet monitors, audience sound levels and contestant video's. In cooperation with the Panel Chair, Asterisk Judge and District Director C&J assure the sound and lighting is set at the optimum level for both the audience and judges.
- b. When performing these duties and responsibilities at these contests shall be reimbursed as defined in Policy 11.07.

**3. Stage Manager**

- a. Oversee all stage operations and make final check that the stage is ready for the next contestant.
- b. Coordinate with the Presenters, ADM's, video operator and the next contestant, that everyone is ready and then advise the Presenter to announce them.
- e. When performing these duties and responsibilities at these contests shall be reimbursed as defined in Policy 11.07.

**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.

- 1. Provide counsel to the District Board and its committees on all matters pertaining to the Bylaws and District Policies.
- 2. Prepare and present to the Board and/or House of Delegates any changes to the Policies and/or Bylaws.
- 3. 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 Lifetime Achievement Award**

The Joe Liles Lifetime Achievement Award was created to honor members of the Land O'Lakes District who have made a long term, positive impact on the District. The recipient shall have a minimum of 25 years membership in the LO'L District, held multiple roles of leadership positions over a period of years and whose leadership has made a positive impact on the well being and success of the District. Consideration shall be given to contributions in directing, arranging, composing, judging, coaching, teaching, quarteting as well as leadership in administrative jobs in district office, committees,

conventions, contests and schools.

Candidates may be nominated by anyone and must include justification in concert with the award criteria. Nominations must be submitted to the selection committee no later than September 1<sup>st</sup> each year. This award is differentiated from the BOTY and Hall of Fame awards by being reserved only for those who have provided leadership over an extended number of years.

During the startup years, one posthumous and one current member will be awarded and selected by the initial committee consisting of the District President and 2 members of the district, after which the committee shall consist of 3 past winners who are willing and able to serve. The award shall be presented at the Fall District convention and consist of a plaque and lapel pin. During the award ceremony, the presenter will highlight the award namesake, Joe Liles, a 50+ year member of the Society and LO'L District who had a very significant positive and lasting impact on the Society.

#### **14.15 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.

#### **14.16 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.

#### **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.

#### **14.17 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 DISTRICT CONTESTS**

#### **15.01 Preamble**

The rules set forth here represent a compilation of the original rules, amendments and changes in District Policies January 2022 revision. All previous editions of LO'L contest rules are superseded. Should any conflict arise between these rules and BHS Contest & Judging rules, BHS Contest & Judging rules shall take precedence. The Director of Contest and Judging (DRCJ) must approve exceptions to any rules found herein with the concurrence of the District President.

#### **15.02 General**

1. The Fall District convention and contests are held in October with the date determined at least two (2) years in advance based on availability of an affordable venue and contest judges. The contests will include the International Prelims Chorus and Quartet contests, LO'L District Chorus and Quartet contests and the Regional Chorus and Quartet contests.
2. Quartet and chorus contests held in the District shall be conducted as provided in the Official Society Contest rules.
3. A District contest recording may be produced if approved by the Board of Directors.
  - a. Quartets and choruses must provide the song information required by the contest entry process for each song performed in the contest.
  - b. All contestants agree by completing the contest entry that songs sung in the contest may be used on the district recording.
  - c. Written evidence that royalties are being paid by the person or firm handling the recording is required.



### **15.03 Contest Clarification**

The Land O'Lakes District will hereafter hold the following contests: (1) Men's Chorus; (2) Mixed Harmony Chorus; (3) Women's Chorus; (4) Men's Quartet; (5) Mixed Harmony Quartets; (6) Women's Quartets, (7) Next Gen Junior, (8) Next Gen Varsity, (9) Men's Seniors, (10) and Society Int'l Preliminary contests for Quartets & Choruses.

### **15.04 Quartet Classification**

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

1. **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.
2. **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.
3. **Men's 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.
4. **Mixed Harmony 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.
5. **Women's Quartets** - 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.
6. **Next Gen Junior - Junior Quartet Contest (18 or under)**.
  - a. Open to all singers, we offer special recognition for men's quartets, women's quartets and mixed-voice quartets.
  - b. All participants must be aged 18 or under at the time of the LO'L event.
  - c. There are no restrictions regarding membership in the Barbershop Harmony Society or any affiliate organization.
  - d. A parent or guardian must accompany the quartet at the LO'L event.
7. **Next Gen Varsity - Varsity Quartet Contest (18-27)**
  - a. The Varsity contest is open all singers 18-27 at the time of the LO'L event.
  - b. A quartet may have up to 2 singers under the age of 19 as long as a parent or guardian accompanies the quartet at the LO'L event.
  - c. There are no restrictions regarding membership in the Barbershop Harmony Society or any affiliate organization.
  - d. A quartet who is eligible to participate in both Varsity and Junior Quartet Contest may only register for one contest occurring within the same year.

### **15.05 Eligibility for Chorus and Quartet 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. All contestants, including associate directors, in any District or Regional contest must have purchased a registration/all events ticket package for the convention.
3. To be eligible to receive awards, quartets (Men's, Mixed Harmony, Women's) 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 LO'L Frank Thorne Chapter.
4. Quartets may have a maximum of two (2) members holding Society membership in a Chapter in another District within the Society.
5. Per Society rules members holding only a Society membership are not eligible to compete.
6. A District Quartet Champion or District Seniors Champion shall be ineligible to compete for a second championship in their respective contests. This does not prohibit organizing and entry of a new quartet of not more than two members of the same quartet, provided entry is under a different quartet name.
7. International champion choruses are not eligible to compete for the District chorus championship for two years following the year in which the chorus won the International championship.

### **15.06 Venue Access**

All quartet and chorus contests in the LO'L District shall be held in facilities that comply with the American Disabilities Act.

### **15.07 Director of Contest & Judging**

The Director of Contest & Judging is responsible for the judging program of the District and for the conduct of all contests held therein. The DRCJ shall work closely with the Director of Events, Convention Chair and the Panel Chair of each judging panel.

### **15.08 Director of Events**

The Director of Events is responsible for the site selection, contract negotiations, budgeting and planning for the Fall Contests and Convention

### **15.09 Entering a Contest**

Eligible quartets and choruses enter the district and regional contests using the entry process through [www.barbershop.org/contests/how-to-enter](http://www.barbershop.org/contests/how-to-enter). Entry must be completed not later than midnight, September 1<sup>st</sup> prior to the contest. Those not completing the entry as described are not eligible to enter the contest. The DRCJ may, at his discretion, make an exception due to extenuating circumstances.

### **15.10 Draw for Order of Appearance**

The DRCJ shall draw the order of appearance, by lot or other method, for contestants in

all contests. The draw for the finals round may, at the discretion of DRCJ, be live (from the hat) or may be taken from the computer program used by the judging panel.

1. The draw for order of appearance shall be made not later than 25 days prior to the contest.
2. For chorus contests, if there is a host chapter, they may choose to sing first, last or included in the draw. The DRCJ will adjust the draw for any such request. All other choruses in the contest will be drawn either by plateau or by number of risers the chorus has requested.
3. The draw, if done by plateau, all Plateau A choruses will be drawn first, then Plateau AA, then Plateau AAA.
4. The draw, if done by riser sections, will be by the choruses requesting the fewest number and proceed to the greatest number.
5. The draw may be modified by the DRCJ in order to separate quartets and choruses which have members in common or for any reason deemed necessary by the DRCJ.

#### **15.11 Announcement of Contest Winners**

The announcement of contest winners will be made by a person named by the DRCJ in consultation with Director of Events and District President. Should there not be a consensus, the decision of the DRCJ, or in his absence the Panel Chair will prevail. The intent is to have a person who will bring excitement and the proper sense of reward to the occasion be selected to make the announcement. It may properly be the DRCJ, a District official, the MC or a member of the judging panel.

#### **15.12 Scores for Evaluation Only**

Choruses and quartets may enter any contest, (except Int'l Preliminary Quartet or Chorus) using the "Scores for Evaluation Only" option. Entering under this option means the contestant:

1. Is scored by the judges, receives a Contestant Scoring Analysis and may receive regular evaluation sessions.
2. Is not eligible for any awards and cannot qualify to proceed to a next-level contest.
3. Will not appear on the Official scoring summary.

#### **15.13 Quartet Contest Structure**

No quartet may compete in more than one of the 17 BHS District contests held each year and may not compete in a District contest other than the one to which at least one of its members are assigned. Refer to BHS Official Contest Rules for eligibility when members belong to chapters in more than one district.

1. The competitors entered into the district men's quartet, district women's and district mixed harmony contest (all 2 round sessions) are automatically entered into the gender neutral district quartet contest. The top scoring quartets from these three (3) contests (not to exceed 10) will advance to the finals round (regardless of gender) to compete for the district championship.

2. The district quartet contests (men's, mixed and women's) and the International Preliminary quartet contest shall consist of a semi-final and a finals session. The finals session shall consist of the highest scoring quartets entered in the contest from the semi-finals session and shall not exceed ten (10) LO'L quartets in number as a default "cut-to" count. The "cut-to" level for the finals session will be determined each year at the discretion of the DRCJ.
3. The DRCJ will establish the finals draw per Policy 15.10.
4. The gender-related contests will be determined by the final ranking within each contest category after the second round. If there are no contestants advancing to the second round in a category from the semi-finals round, the highest scoring quartet in that gender-related contest will win the championship for that category.

## **ARTICLE XVI**

### **DISTRICT CONTESTS AND INTERNATIONAL PRELIMS**

#### **16.01 Official Judging Panel**

1. The judging panel for all district chorus and quartet contests shall be determined by the DRCJ each year. Judging panels will typically be either a double (two judges per category) or triple panel (three judges per category). The decision shall be based on history and projection of number of contestants in each contest.
2. The Int'l Prelims Chorus and Quartet contests must, at minimum, have a double panel.

#### **16.02 Judges Expenses**

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

#### **16.03 Quartet Contests - General**

1. The district quartet contest shall be open to all quartets, provided each quartet in a district contest is registered with the Society and all members are current dues paying members of BHS and have entered the contest by submitting a contest entry by September 1 of each contest year.
2. Quartet and chorus evaluation sessions shall be held as specified by the DRCJ and/or the Panel Chair. Every effort will be made to accommodate units sharing members.

#### **16.04 Quartet Contests**

1. The district quartet contest shall be held during the fall convention and shall be open to all quartets, provided each quartet competing is registered with the Society and all members are dues paying members of the BHS and have entered the contest by submitting a contest entry by September 1st.
2. The highest scoring quartet in the (Men's, Women's, Mixed Harmony) contests shall be designated as the district champion and receive individual awards and custody of the traveling trophy for one year.
3. Each contestant is entered in the District contest and is required to prepare to perform 4 songs (in the event they advance to the second round).
4. All songs performed in the contest must be contestable and arranged in the barbershop style.
5. Quartets must provide the correct title, composer, arranger, publishing company and year of copyright (if applicable) to all songs performed in the contest. Contestants must also observe all copyright laws in the acquisition, arranging, learning and performance of songs and arrangements.
6. Other than a pitch pipe (manual or electronic) used for pitch taking, no musical instrumental accompaniment is permitted.
7. All competing quartets may participate in the evaluation sessions.
8. The Director of Events in cooperation with the DRCJ will notify the past winners to bring the traveling trophies to the convention.

#### **16.05 Seniors Quartet Contests**

1. The District Seniors quartet contest shall be held during the fall convention simultaneously with the Int'l Prelims and District Quartet contest. This is a one round contest.
2. A Seniors quartet, as defined in Policy 15.04, which has the LO'L District as its home district and has at least one member who is a member of a LO'L District Chapter, and may also enter the District quartet contest.
3. The highest scoring quartet entered in the district seniors contest will be the District representative to the next Mid-Winter Convention and contests.
4. The highest scoring quartet in the seniors contest will be designated the District Seniors champion and receive awards as defined in Policy 16.10.

#### **16.06 Novice Quartet Contests**

District and Regional quartet contests shall award a Novice quartet champion to the highest-scoring eligible novice quartet (if any). A Novice quartet is defined as any quartet with two or more members who have never sung in a quartet contest at that or a higher level, including using the Scores for Evaluation Only option. This means:

1. Singing in an International quartet contest is considered for novice quartet eligibility purposes, to have sung at both Regional and District levels.

2. Singing in a Score For Evaluation Only is considered to have sung in that level's quartet contest.
3. Singing in a District quartet contest, without first having sung at both Regional and District quartet contest is considered to have sung at both Regional and District levels.
4. The highest scoring quartet with at least two members who have never competed in a District contest shall be designated as District Novice Champion.

#### **16.07 Mixed Harmony Quartet Contests**

1. The Mixed Harmony quartet contest will be held in conjunction with the fall district convention and contests and is open to all members registered with the BHS. Each member is required to purchase a Registration/All Contest Events package.
2. Entrants in the Mixed Harmony contest are automatically entered in the District quartet contest and are eligible for any such awards.
3. Competing quartets must be composed of one, two or three members of the gender (M/F) and at least one member of the opposite gender, (e.g, MMMF, MMFF, MFFF).
4. Any vocal configuration (T, L, Br, Bs) is acceptable.
5. The highest scoring quartet entered in the Mixed Harmony contest will be named the District Mixed Harmony Champion.

#### **16.08 Next Gen (Youth) Quartet Contests**

1. Quartets desiring to enter the Next Gen Quartet contest, age eligible, as defined by BHS Next Gen contest rules, must submit a contest entry through the Society on line or to the Director Contest & Judging.
2. Members of Next Gen Quartets do not need to be members of the Society or the LO'L.
3. Members of Next Gen Quartets, who are competing only in the Next Gen contest, are provided complimentary registration/all event ticket badge.
4. Members of Next Gen Quartets competing in the District Next Gen contest, for Novice quartet purposes, will be considered to have competed in an Int'l qualifying round and are no longer eligible for Regional or District Novice awards.
5. The highest scoring Next Gen quartet (Junior and Varsity) representing the LO'L will be designated the District Next Gen champion of the selected category.

#### **16.09 Quartet Contests held in conjunction with the Fall Convention**

1. International Prelims Quartet qualifier(s) (2 rounds)
2. District Quartet contest (any type - 2 rounds)
3. District Men's Quartet contest (2 rounds)
4. District Women's Quartet contest (2 rounds)
5. District Mixed Harmony Quartet contest (2 rounds)
6. Int'l Prelims Men's Seniors qualifier(s) (1 round)
7. District Men's Seniors Quartet contest (1 round)

8. District Novice Quartet contest (1 round)
9. East Region Quartet contest (any type 1 round)
10. Central Region Quartet contest (any type 1 round)
11. West Region Quartet contest (any type 1 round)
12. Next Gen Junior Quartet contest (1 round)
13. Next Gen Varsity Quartet contest (1 round)

#### **16.10 Quartet Contest Awards**

1. District Quartet champion - Lapel pins, Plaques and traveling trophy (any entry)
2. District 2<sup>nd</sup> place Quartet (Silver) - Plaques (any entry)
3. District 3<sup>rd</sup> place Quartet (Bronze) - Plaques (any entry)
4. District Men's Quartet champion - Certificates
5. District Women's Quartet champion - Certificates
6. District Mixed Harmony Quartet champion - Certificates and traveling trophy
7. District Men's Seniors Quartet champion - Plaques
8. District Men's Seniors Int'l Preliminary contest - No awards
9. District Novice Quartet champion - Plaques & traveling trophy (any entry)
10. Int'l Prelims Quartet contest qualifier(s) no awards
11. East Region Quartet champion - Plaques (any entry)
12. Central Region Quartet champion - Plaques (any entry)
13. West Region Quartet champion - Plaques (any entry)
14. Next Gen Junior Quartet champion - Plaques
15. Next Gen Junior Quartet 2<sup>nd</sup> place - Certificate
16. Next Gen Junior Quartet 3<sup>rd</sup> place - Certificate
17. Next Gen Varsity Quartet champion - Plaques
18. Next Gen Varsity Quartet 2<sup>nd</sup> place - Certificate
19. Next Gen Varsity Quartet 3<sup>rd</sup> place - Certificate

#### **16.11 Chorus Contests - General**

1. The District Chorus contest shall be held during the fall convention and shall be limited to 12 choruses (with possible additions or deletions at the discretion of the Director Contest & Judging) in conjunction with the Director of Events, and shall consist only of a finals session.
2. District Chorus Plateaus are defined as follows:  
 Plateau A - Chapter membership 20 or less  
 Plateau AA - Chapter membership 21-45  
 Plateau AAA - Chapter membership 46 or more  
 Note: Plateaus are based on chapter membership as of 12/31 of previous year:
3. The Districts Int'l Prelims Chorus contest shall run concurrent with the District chorus contest and will select the Districts representative to the Int'l Chorus contest. It is open to any LO'L Chorus who desires to compete by submitting a contest entry.
4. The District Chorus contest is open to all choruses of the LO'L District and may enter by submitting a contest entry.
5. The highest scoring chorus in the District Chorus contest (any type) will be

designated the Land O'Lakes District Chorus champion. Those choruses placing 2<sup>nd</sup> and 3<sup>rd</sup> will be acknowledged and receive placement awards.

6. The highest scoring chorus entered in the International preliminary chorus contest which meets the eligibility scoring threshold will represent the District in the next chorus contest.
7. The chorus improving the most with a positive increase in score from the preceding year's District Chorus contest, based on the Society formula used by the BHS contest scoring program and run by the Contest Chair, shall be designated the LO'L District Most Improved Chorus.
8. The highest scoring chorus in each Plateau will be designated the champion of that Plateau.

#### **16.12 Chorus Contests held in conjunction with the Fall Convention**

1. District Chorus contest
2. District Men's Chorus contest
3. District Mixed Harmony Chorus contest
4. District Women's Chorus contest
5. District Plateau A Chorus contest
6. District Plateau AA Chorus contest
7. District Plateau AAA Chorus contest
8. District Most Improved Chorus (Ref Policy 16.11-2)
9. International Prelims Chorus qualifier(s)
10. East Region Chorus contest
11. Central Region Chorus contest
12. West Region Chorus contest

#### **16.13 Chorus Contest Awards**

1. District Chorus champion - Plaque and traveling trophy (any entry)
2. District 2<sup>nd</sup> place Chorus (Silver) - Certificate (any entry)
3. District 3<sup>rd</sup> place Chorus (Bronze) - Certificate (any entry)
4. District Men's Chorus champion - Certificate
5. District Mixed Harmony Chorus champion - Certificate
6. District Women's Chorus champion - Certificate
7. District Plateau A Chorus champion - Certificate
8. District Plateau AA Chorus champion - Certificate
9. District Plateau AAA Chorus champion - Certificate
10. District Most Improved Chorus - Certificate (Ref Policy 16.11-7) (any entry)
11. Int'l Preliminary Chorus qualifier - no awards
12. East Region Chorus champion - Certificate (any entry)
13. Central Region Chorus champion - Certificate (any entry)
14. West Region Chorus champion - Certificate (any entry)

#### **16.14 Regional Chorus and Quartet Contests - General**

1. Regional contests shall be held during the first round of the fall district contests.



2. Contestant entry's in a Regional contest shall be included in the draw for order of appearance.

#### **16.15 Regional Quartet Contests**

1. Regional quartet contests are a one (1) round contest and held in conjunction with the district quartet contest and will select the Region Quartet Champion.
2. Quartets must be registered with the BHS Society.
  - a. No quartet may compete in more than one Region contest.
  - b. Quartets may compete in a Region contest provided at least one member of the quartet is a member of a Chapter in the selected Region.
  - c. Quartets may not compete "out of Region".
3. The highest scoring quartet of each Region shall be designated Regional Champion.
4. The highest scoring quartet with at least two (2) members who have never competed in a Region contest shall be designated Region Novice Quartet champion.

#### **16.16 Regional Chorus Contests**

1. Each Region shall hold a Chorus contest, held in conjunction with the Fall District Chorus contest, to select the Region's Chorus Champion.
2. No chorus may compete in a Region's contest other than the one to which its Chapter is a member.
3. The Region Chorus contest shall consist of a finals session.
4. The highest scoring chorus in a Region chorus contest shall be designated the Region Chorus Champion for its region.
4. The chorus improving the most with positive increase in score from the preceding years Regional chorus contest, based on the Society formula used by BHS contest scoring program and run by the Panel Chair, shall be designated as the Regions Most Improved Chorus.

#### **16.17 Festival Units as part of the Fall District Contests/Convention**

**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 chapter.
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 evaluation 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 by emcees.

**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 feed back 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.

**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 Director of 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 distribution is 50% - 50% split of net profit

to the District and Host Chapter. If the profit is insufficient, the Host Chapter shall receive a minimum of \$500.00.

### **17.03 Registration/Ticket Package Pricing**

1. Registration/All Contest Events, Junior Registration/All Contest Event (12 years and under) 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

### **2. Registration/All Contests Ticket Package and Single Event Tickets**

- a. Registration/all contests ticket package and junior (12 years & under) shall include admission to all contest sessions, the ADC Show, Pre-Glow and Afterglow if held.
- b. Registration/all contests ticket packages purchased 90 days prior to the convention shall include a convention badge with reserved seating. Registration/all contest ticket packages purchased after this date shall be general admission seating.
- c. Events where a meal is served such as the Showcase Dinner are not included in the all contest ticket package and are priced separately.
- d. Registration/ticket packages are transferable but not refundable within 30 days of the convention and are refundable only due to health or accident of member, or immediate family member if the request is made to the Convention Chair within 10 days of the end of the Convention.
- e. Single Event tickets are admission to that event with general admission seating only if seats are available and shall not be available until 30 days prior to the convention.

### **3. Who Must Purchase**

- a. All competitors to be eligible to sing in the Fall District and/or the International Prelims contests must purchase a registration/all contest ticket package. (Ref Society Contest rules)
- b. All persons attending a contest event shall have a registration/all contest ticket or a single event ticket with the exception of ushers and auditorium employees.

### **4. Draw for Reserved Seating**

- a. The first draw shall be conducted 90 days prior to the Fall Convention for individual requests received with full payment.
- b. Chorus block seating is not permitted in the first draw.
- c. Requests for registrations received after 90 days prior shall be general admission seating.

### **17.04 Complimentary Tickets**

Complimentary Registration/All Event Ticket package shall be issued to invited dignitaries, Events committee members (Ref Policy 11.07) and Judges at the Fall convention.

### **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 registration/all contest ticket package including: Showcase dinner, BOTY and Hall of Fame groups, Assn of District Champions.

## **ARTICLE XIII SUBSIDIARIES**

### **18.01 How Established**

1. 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.
2. 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)**

1. Submit a financial statement (Balance sheet) to the District President annually.
2. Submit a yearly activity report to the District President.
3. Submit articles/activity reports in each of the District Official Calls.
4. Upon election submit names, addresses, phone numbers and Email address of Officers to the District Directory publisher.
5. 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.
January 2022	District Bd	Article XV, XVI, & XVII	Complete rewrite of Articles listed.
May 2022	District Bd	Article 12.01 11.01	Chorus/Quartet reimbursement, Changed mileage reimbursement to .40 cents per mile.
June 2022	District Bd	Article 11.07 14.09, 17.02, 16.09, 16.10	Added Contest Technical Mgr to Events. Add Next Gen Junior and Next Gen Varsity, changed Certificates to Plaques for Quartet contests.