



Central States District
Barbershop Harmony Society

Code of Regulations

**Central States District Association of Chapters
Of the Barbershop Harmony Society
Aka The Society for the Preservation and Encouragement
Of Barber Shop Quartet Singing in America, Inc.**

CODE OF REGULATIONS

CONTENTS

1. Dues
2. Duties of Officers
3. Terms of Office
4. District House of Delegates
5. Standing Committees
6. Finances
7. Conventions
8. Contests
9. Communications
10. Chapter Show Date Clearance, BMI/SESAC, and ASCAP Licenses
11. Awards
12. District Endowment Fund
13. Chapters in Good Standing
14. Name Badges and Lapel Pins for District Officials
15. District Board of Directors and Committee Meetings

CODE OF REGULATIONS

1. DUES

1.1. District dues are established at \$25.00/year paid upon entering the Society and upon membership renewal. Members transferring into the District will have their dues prorated for the entire year. (Amended 10/12/12)

1.2. District dues for members who qualify for reduction of Society dues are established at \$12.50 for seniors and Youth 2 and \$0.00 for Youth 1. (Amended 10/12/12)

1.3. District dues for members entering their 51st year of membership and thereafter are waived.

1.4. Chapters may adopt Society and district policies regarding chapter dues for members who qualify for reduced Society dues and for members who are entering their 51st year of membership. Chapter secretaries are to notify Society Membership Services of changes to chapter dues. (Amended 10/08/04)

2. DUTIES OF OFFICERS

2.1. The duties of all officers shall be as described in the District Operations Manual and as directed by the President.

2.2. The Board of Directors shall establish a Program Administration Team (PAT) to be chaired by the Executive Vice President. The duties of the PAT shall be described in the District Operations Manual. (Amended 10/08/10)

3. TERMS OF OFFICE

3.1. Elected board members shall serve for terms of two years with half of the board members elected on odd numbered years and half elected on even numbered years with President and Executive Vice President elected in the same years. The Secretary and Treasurer shall be elected in the years that alternate with the President and Executive Vice President. All other officers shall be divided equally by board decision. (Amended 04/04/02)

4. DISTRICT HOUSE OF DELEGATES

4.1 Actions taken by the Board of Directors and Program Administrators are subject to ratification by the District House of Delegates at its meetings. This process will take place during the reports of officers and committees. (Amended 10/08/04)

4.2. Each Chapter President shall serve as Chapter Delegate to the District House of Delegates.

4.3. In the event that the Chapter President is not able to attend a meeting of the House of Delegates, the Chapter President shall designate an Alternate Delegate by letter to the Credentials Chairman. The Alternate may present such designation by the Chapter President in writing when he requests to be seated.

5. STANDING COMMITTEES

5.1. Nominating Committee. At the beginning of each calendar year, the President shall appoint a nominating committee of at least three members, chaired by the Immediate Past President, who shall prepare a slate of officers to be approved and presented to the House of Delegates at the fall meeting.

5.2. Awards Committees.

5.2.1. Barbershopper of the Year Committee. The President shall appoint not more than three of the recent living recipients of the BOTY to the committee and two current CSD Board members, to be chaired by one of the appointees selected by the committee. The District President also serves as a non-voting member of the committee. The purpose of the BOTY is to give recognition to those men who have made exceptional, longstanding, unselfish, dedicated, and devoted contributions to the district. (Amended 10/10/2014)

5.2.2. Hall of Fame Committee. The President shall appoint not more than five of the recent living inductees into the Hall of Fame to the committee, to be chaired by one of the appointees selected by the committee. The purpose of the Hall of Fame is to give recognition to those men who have made exceptional, longstanding, unselfish, dedicated, and devoted contributions to the district.
(Amended 4/25/14)

5.3. Financial Advisory Committee. The President shall appoint a Financial Advisory Committee of not more than 5 members to be chaired by the Treasurer. The Financial Advisory Committee shall study such financial policy issues as referred to it by the Board of Directors. The Committee may also initiate such financial policy studies as it chooses. Results of these studies shall be presented to the Board of Directors as requested.

5.4. Association of Central States Champions (ACSC). The ACSC, consisting of all Central States District Quartet Champions shall function as a committee of the Board of Directors. The District Treasurer shall administer all financial assets of the Association. Officers of the Association will be elected as provided by the bylaws of the Association.

5.4.1. The Association shall present a Past Champions Show during the fall convention. Proceeds from the show, less expenses, shall be designated for the Chorus and Quartet Travel Fund.

5.4.2. Chorus and Quartet Travel Fund. The District shall draw from the C&Q Travel Fund to pay the district chorus and quartet travel subsidies to International contests. If sufficient funds are not available in the C&Q Travel Fund, the district shall make payment from the General Fund to meet the funding obligation as stated in paragraph 5.4.3 below. (Amended 10/12/01)

5.4.3. Disbursements from C & Q Travel Fund. The Board of Directors shall annually establish a budget for support of competing choruses and quartets attending International,

not to exceed \$3000 per chorus and \$1000 per quartet, to be approved by House of Delegates. (Amended 10/12/12)

5.5. Ethics Committee. The President shall appoint a committee of not less than three members, chaired by the Immediate Past President to investigate all reports of any suspected or alleged violations of the Society's Code of Ethics and to report the results of their investigation to the President for proper disposition and action. (Amended 4/20/01)

6. FINANCES

6.1. Budget Cycle. The Board of Directors shall constitute the Budget Committee and will prepare a budget for each fiscal year to be presented to the House of Delegates for approval at the fall meeting prior to the fiscal year. The President shall designate a member of each Program Administration Team to be responsible for budgeting and administering the funds allocated to his respective program. (Amended 10/08/04)

6.2. The Treasurer shall prepare a financial statement to be presented to the Board of Directors and at each meeting of the House of Delegates. The treasurer shall make a budget analysis and report at the end of each fiscal year stating the net worth and profit and loss for the year.

6.3. The financial records for each fiscal year shall be audited not more than 90 days following the closing of the books for the fiscal year. The report of audit shall be presented to the Board of Directors and to the House of Delegates at the spring meeting. Special audits may be requested as deemed necessary by the Board of Directors or the House of Delegates. No board member or program administrator may be assigned to the audit committee.

6.4. Reimbursement of expenses incurred by District officials in their conduct of official business:

6.4.1. Lodging Expenses. Expenses for lodging incurred in connection with official travel shall be reimbursed in full provided that travel one way exceeds 100 miles and the beginning time of appointments is earlier than 9 am or concludes later than 9 pm.

6.4.2. When travel is in conjunction with meetings and conventions and when otherwise possible, travelers shall share rooms. Reimbursement for lodging will be at 50% of the room rate unless otherwise justified. (Amended 10/12/01)

6.4.3. Miscellaneous Expenses. Costs of materials and services required for official business shall be reimbursed.

6.4.4. Travel Expenses. Travel expenses will be reimbursed at a rate per mile set by the Board of Directors using actual or map mileage or the actual cost of coach airfare when travel by air is approved. (Amended 10/10/07)

6.4.5. Vouchers and receipts. All requests for reimbursement of expenses must be submitted on vouchers with receipts substantiating lodging, travel, telephone, postage and

miscellaneous expenses. Electronic transmission of vouchers and receipts may be used to substantiate lodging, travel, telephone, postage and miscellaneous expenses. (Amended 10/12/12)

6.4.6. Expenses for Society Representative to district conventions. Expenses incurred by Society Representative who is CSD/ILL district elected SBM to attend CSD conventions shall be reimbursed by CSD in full including travel, lodging, meals and registration. Travel expenses for Society Representative from other districts or Society Board members shall be borne by the Society. CSD will reimburse expenses for meals, lodging and registration.

6.4.7. Travel by Contest Judges and Leadership Academy Faculties traveling by private auto to CSD conventions and Leadership Academies will be reimbursed at the Society designated mileage rate. (Amended 10/12/12)

6.4.8. Officers and Program Vice Presidents may not obligate funds above the budgeted amounts without specific authorization by the Board of Directors. (Amended 10/08/04) (Amended 10/12/12)

6.4.9. The District may match up to \$100 of expenses that a chapter reimburses its attendees participating at Director's College. (Amended 4/15/05) (Amended 10/12/12)

6.4.10. Tuition for the District President or his designated representative to attend Harmony College is an authorized District expense. (Moved from 13. Tuition for the District President)

7. CONVENTIONS

7.1. The District shall hold at least two conventions a year; one in spring and one in fall.

7.2. Management. The administrative management of all conventions will be the responsibility of the District Events V.P.. The District Events V.P. has responsibility for accepting bids from Host Chapters and establishing registration fees. He also has fiduciary responsibility for safekeeping and accounting of convention income and expenses. (Amended 10/08/04, 10/09/15)

7.2.1. The District Events Vice President shall exercise authority over all convention affairs. He shall assemble a District Convention Team, assisted by the Host Chapter Team, which will carry out the functions of operating the conventions using the policy guidelines established by the District Events Vice President. (Amended 10/08/04, 10/12/12, 10/09/15)

7.2.2. Host Chapter. Prospective Host Chapters shall submit detailed bids to host specified conventions. The District Events Vice President shall determine adequacy of bids and recommend acceptance by the Board of Directors. (Amended 10/08/04, 10/09/15)

7.2.3. Registration fees shall be determined by the District Events V.P. based on income and expenses projected for each convention. The Board of Directors may override fee levels if necessary to preserve financial stability. (Amended 10/08/04, 10/09/15)

7.2.4. Proceeds from conventions are shared between the Host Chapter and the District on the basis of 40%/60% for spring conventions and 30%/70% for fall conventions. The Host Chapter is guaranteed a minimum of \$1,500 income from the proceeds of the convention.

7.2.5. All actions by the Convention Team are subject to approval by the Board of Directors.

7.2.6. Non-competition events shall be scheduled during conventions and shall be given equal status with the competition events in the spirit of Lifeblood.

7.2.7. Recordings of competitors' performances.

7.2.7.1. The District Events V.P. shall arrange for professional quality recordings of each performance by competitors to be made. The recording fee shall be paid from the General Fund. (Amended 10/09/15)

7.2.7.2 The master recordings of each contest shall be preserved and maintained by the Contest and Judging Vice President for archival purposes. (Amended 10/08/04) (Amended 10/12/12)

7.2.7.3 Competitors may purchase copies of the recordings from the District for a fee established by the Board. (Amended 10/08/04)

8. CONTESTS

8.1. The District will host contests at the conventions.

8.1.1. Spring Convention, which shall include:

8.1.1.1. Society Preliminary Quartet Contest (A novice quartet may also be recognized for high score)

8.1.1.2. District Plateaus A and B Chorus Contests (Amended 4/25/14)

8.1.1.3. District Senior Quartet Contest. Past District quartet champions are eligible to compete in the District Senior Quartet Contest providing that they shall meet the requirements to compete as a senior quartet.

8.1.1.4. Collegiate Quartet Contest

8.2. Fall Convention, which shall include:

- 8.2.1. Society Preliminary Chorus Contest
- 8.2.2. Society Preliminary Senior Quartet Contest
- 8.2.3. District Quartet Contest (A novice quartet will also be recognized)
- 8.2.4. District Plateau AA Chorus Contest
- 8.2.5. District Plateau AAA Chorus Contest

9. COMMUNICATIONS

9.1. *Serenade*. The *Serenade* is the District Bulletin, which will be published and distributed to each member in the District bimonthly within budgetary limitations. It shall be considered an official publication of the District and shall reflect the policies of the District.

9.2. Website. The District shall maintain a site on the World Wide Web that can be accessed by any member of the District except where certain restrictions are prescribed by the Board of Directors. The Marketing and Public Relations Vice President shall be the approving authority for materials to be included on the site. The President shall designate a person to be Webmaster who will maintain the site. The District Website will be an official instrument for informing members and chapter officials on policies and procedures. (Amended 10/08/04) (Amended 10/12/12)

9.3. Electronic Mail. Electronic mail shall be considered a primary means for dissemination of time sensitive information. Each Chapter President shall designate a responsible chapter member to be the primary contact to receive electronic mail transmissions from the Society and the District. The President shall appoint an electronic mail manager who will maintain district mail groups as prescribed by the board of directors. (Amended 10/08/04)

9.4. Each Chapter President shall report the name and electronic mail address of the chapter contact person, who may be the Chapter Secretary, to the electronic mail manager who shall maintain a database of all chapter contacts for dissemination of time sensitive information. It is the responsibility of the chapter contact to inform the electronic mail manager of any change of electronic mail address. (Amended 10/08/04) (Amended 10/12/12)

9.5. A District Directory will be posted on the district Website. Chapters should designate a member who will be responsible to provide a copy of the directory to any member of the chapter who does not have access to the Website. The Webmaster as assisted by the Directory Editor will maintain the Directory. It will be updated periodically to retain accuracy. The Directory Editor shall print sufficient copies of the Directory for archival purposes to reflect the annual history of the district accurately and comprehensively. (Amended 10/08/04)

10. CHAPTER SHOW DATE CLEARANCE, BMI/SESAC, AND ASCAP LICENSES

10.1. The Secretary is responsible for clearing chapter show dates and issuing the BMI/SESAC License. No Chapter show date that conflicts with a scheduled District or Society event or activity can be cleared.

10.2. Chapters in the same geographic area are encouraged to maintain good communication with adjacent chapters to assure that no two chapter shows are scheduled on the same date where both chapters will be competing for the same audience. When the Secretary receives conflicting show date clearance applications, he will withhold clearance until all efforts to resolve the conflict have been exhausted.

10.3. It is the responsibility of the Chapter Secretary to complete a Form 3016 (Application for Show Clearance and BMI/SESAC license) and to submit all five copies to the District Secretary along with the appropriate license fees as determined from the license fee schedule. The application is to be submitted as soon as the desired show date has been selected.

10.4. Upon satisfactory clearance of the show date, the District Secretary shall execute the BMI/SESAC license and return the license to the requesting Chapter Secretary. The remaining copies of the form, except for the District copy, will be forwarded to the Society along with the proper fee payment.

10.5. When a chapter show date has been cleared and license issued, the District Secretary will notify the Editor of the *Serenade*, the Facebook coordinator, and the Webmaster to include the show date in their listing in the *Serenade*, on Facebook, and on the website, along with the location of the show. He will also notify the Standing Ovation Program (SOP) Coordinator so that SOP Coordinator may arrange for a review of the show or other performance. No show dates will be listed without proper clearance and BMI/SESAC license issued. (Amended 10/12/12)

10.6. After a chapter show has been presented, the chapter secretary will submit an application for ASCAP license as directed by the Society using the appropriate page on the Society Website, www.spebsqsa.org. (Amended 10/08/04)

11. AWARDS

11.1. Performance Awards will be made according to scoring achieved during competition at the spring and fall contests.

11.1.1. Spring Contest

11.1.1.1. Plateau A Chorus Champion. Traveling trophy, engraved plaque and lapel pin for each winning chorus member.

11.1.1.2. Most Improved Chorus in Plateau A. Framed certificate

11.1.1.3. Bulletin Editors of the Year. Engraved plaques. *Serenade* Editor procures plaques.

11.1.1.4. Quartets. Plaques for each quartet member of the top three scoring quartets and Novice quartet.

11.1.1.5. District Senior Quartet Champion. Traveling trophy and engraved plaque for each member of the quartet.

11.1.2. Fall Contest

11.1.2.1. District Quartet Champion. Traveling trophy, District Quartet Champion lapel pin, and engraved plaque for each quartet member.

11.1.2.2. District Novice Quartet. Traveling trophy.

11.1.2.3. Plateau AA Chorus Champion. Traveling trophy, engraved plaque and Chorus Champion lapel pin for each chorus member.

11.1.2.4. Plateau AAA Chorus Champion. Traveling trophy, engraved plaque and lapel pin for each chorus member.

11.1.2.5. Most improved Chorus in Plateau AA and Plateau AAA. Framed certificates.

11.1.2.6. International Qualifying Senior Quartet. Engraved Plaque for each quartet member.

11.2. Awards of Merit

11.2.1 The BOTY award shall be presented at the spring convention, time to be determined by Convention Chairman and should be a point of pride for the district.
(Amended 10/10/2014)

11.2.1.1 Consideration for the BOTY shall be limited to persons, whose contributions to the District may have been musical and/or administrative at the Chapter, District and Society level. (Amended 10/10/2014)

11.2.1.2 Qualification criteria may be in, but not limited to, quartetting, chorus directing, coaching, contest judging, composing, arranging, publishing, teaching, administration, philanthropy, etc., and preferably in some combination of these. This shall be marked by dedicated and devoted service. (Amended 10/10/2014)

11.1.2.3 The effect of this service shall have been of benefit to the CSD, Society and the craft in general. (Amended 10/10/2014)

11.2.2. The Hall of Fame induction shall be presented at the fall convention, at a time to be determined by convention chair, and should be a point of pride for the district.
(Amended 4/25/14)

11.2.2.1 Induction into the Hall of Fame shall be limited to persons, living or dead, whose contributions to the District have spanned not less than ten (10) years. These contributions may have been musical and/or administrative at the Chapter, District and Society level. Recognition need not be limited to current Society members, but the recognized service shall have been performed while the individual was a member of the Society and the District. (Amended 4/25/14)

11.2.2.2 Qualification criteria may be in, but not limited to, quartetting, chorus directing, coaching, contest judging, composing, arranging, publishing, teaching, administration, philanthropy, etc., and preferably in some combination of these. This shall be marked by dedicated and devoted service. (Amended 4/25/14)

11.2.2.3 The effect of this service shall have been of benefit to the Society and the craft in general. (Amended 4/25/14)

12. DISTRICT ENDOWMENT FUND

12.1. A fund is established so that proceeds from the fund may be used to provide an additional source of non-dues income. District members, quartets and chapters may make donations to the fund in cash or pledge assets to the fund through wills or trusts. The share of the member's contributions to the Harmony Foundation that is returned to the District is placed in the District Endowment Fund its use to be determined by the District Board of Directors. Assets of the Fund are to be managed in the manner prescribed by the Trustees of the Fund, who shall be appointed by the Board of Directors. Income from the investments of the Fund only may be expended for special purposes as designated by the Board of Directors. (Amended 10/12/12)

13. CHAPTERS IN GOOD STANDING

13.1. Chapters in good standing may participate in District activities and contests. A chapter is no longer in good standing whenever: 1) its state incorporation lapses for more than six months; or 2) its membership falls below five dues paying members for more than one calendar year; or 3) the chapter is in arrears on its financial obligations to the Society for more than one calendar year. Chapters not in good standing may also have their charters revoked. (Amended 4/15/2005)

14. NAME BADGES AND LAPEL PINS

14.1. The District Secretary shall cause a Society name badge to be made for each officer upon his election to the Board of Directors. Badges shall designate the officers' official positions.

14.2. The District Secretary shall obtain appropriate Society lapel pins for each officer. Such pins shall be considered to be traveling lapel pins and shall be presented to each succeeding officer by his predecessor.

14.3. The Secretary shall obtain a Past District President lapel pin to be presented to the District Immediate Past President upon his retirement from office. His Immediate Past District President lapel pin is to be presented to his successor.

14.4. The District Secretary shall cause an appropriate Society name badge to be made which will designate the recipient of the Hall of Fame award.

15. DISTRICT BOARD OF DIRECTORS AND COMMITTEE MEETINGS

15.1 Members will be considered present at a scheduled meeting if they maintain a phone, video conference, e-mail, or internet connection to the meeting and can read, see, or hear, and can respond to all of the proceedings. (Amended 10/08/04)

15.2 The members present at a duly called and held meeting at which a quorum is initially present may continue to do business notwithstanding the loss of a quorum at the meeting due to a withdrawal of members from the meeting provided that any action taken after the loss of a quorum must be approved by at least a majority of the members required to constitute a quorum. (Amended 10/08/04)

Amendments and Revisions To Code

Revisions: Approved by House of Delegates, October 9, 2015.

References to “Events and Financial Review Vice President” were changed to “Events Vice President.” Articles 7.2, 7.2.1, 7.2.2, 7.2.3, 7.2.7.1.

Revisions: Approved by House of Delegates, October 10, 2014.

5.2.1. Barbershopper of the Year Committee. The recipients in the three most recent years of the BOTY award shall constitute the committee, chaired by the most recent recipient, to select the recipient for the year preceding the year the award is given. The award is to be presented at the spring convention.

Replaced.

11.2.1. The Barbershopper of the Year award will be presented at the spring convention.

11.2.1.1. Eligibility. All members of the District in good standing are eligible for consideration. The award signifies the recipient has many accomplishments

above and beyond the expectations of his official roles in the District culminating in the year for which the award is given.

Replaced.

Revisions: Approved by House of Delegates, April 25, 2014.

5.2.2 Hall of Fame Committee. The President shall appoint not more than five of the recent living inductees into the Hall of Fame to the committee, to be chaired by one of the appointees selected by the committee. The purpose of the Hall of Fame is to give recognition to those men who have made exceptional, longstanding, unselfish, dedicated, and devoted contributions to the district.

11.2.2 The Hall of Fame induction shall be presented at the fall convention, *at a time to be determined by convention chair*, and should be a point of pride for the district.

11.2.2.1 Induction into the Hall of Fame shall be limited to persons, living or dead, whose contributions to the District have spanned not less than ten (10) years. These contributions may have been musical and/or administrative at the Chapter, District and Society level. Recognition need not be limited to current Society members, but the recognized service shall have been performed while the individual was a member of the Society and the District.

11.2.2.2 Qualification criteria may be in, but not limited to, quartetting, chorus directing, coaching, contest judging, composing, arranging, publishing, teaching, administration, philanthropy, etc., and preferably in some combination of these. This shall be marked by dedicated and devoted service.

11.2.2.3 The effect of this service shall have been of benefit to the Society and the craft in general.

Replacing 5.2.1 and 11.2.1:

Revisions: Approved by Presidents Council, October 2, 2012

1.1 and 1.2 Updated to current dues.

Former Section 5.2 eliminated. Subsequent sections renumbered.

5.3.2 renumbered as 5.2.2. Three most recent recipients replaced with “Any three past recipients.” Term of service, “appointed by the District President, for a term of two years and not more than two terms.” added.

5.5.3 renumbered as 5.4. 3. Disbursements from the C&Q Travel Fund. Replaced with “The Board of Directors shall annually establish a budget for support of competing choruses and quartets attending International, not to exceed \$3000 per chorus and \$1000 per quartet, to be approved by House of Delegates.”

6.4.5 Vouchers and Receipts. “Electronic transmission of vouchers and receipts may be used to substantiate lodging, travel, telephone, postage and miscellaneous expenses.” wording added.

6.4.7 COTS replaced with Leadership Academy and Leadership Academies.

6.4.8. Administrators replaced with Vice Presidents.

6.4.9. Word “will” replaced with “may”.

7.2. “Development Program Administrator” was changed to “District Events and Financial Revenue Vice President” throughout.

7.2.1. The phrase “Team will carry out the functions of operating the conventions using the policy guidelines established by the District Events and Financial Revenue Vice President.” was added.

7.2.7.2 “Competition/Contest Administrator” changed to “Contest and Judging Vice President.”

8.1.1.2. District Plateaus A and B Chorus Contests

9.2. “Communications and Public Relations Program Administrator” replaced with “Marketing and Public Relations Vice President”.

9.3. The word “main” corrected to “mail”.

9.4 The phrase “who may be the Chapter Secretary” was added.

10.5 “the Facebook coordinator” and “on Facebook” were added.

12.1 “The share of the member’s contributions to the Harmony Foundation that is returned to the District is placed in the District Endowment Fund its use to be determined by the District Board of Directors” was inserted.

Revisions: Approved by Presidents Council, October 8, 2010

2.2 The Board of Directors shall establish a Program Administration Team (PAT) to be chaired by the ~~President~~ **Executive Vice President**. The duties of the PAT shall be described in the District Operations Manual.

~~4.4. The District will refer to the House of Delegates as the Presidents Council and it shall be considered one and the same as the House of Delegates referred to in the District Bylaws. (Amended 10/08/04)~~

Revisions: Approved by Presidents Council, October 10, 2008

6.4.4. Travel Expenses. Travel expenses will be reimbursed at the rate of \$0.20 per mile based on actual or map mileage or for actual cost of coach airfare when travel by air is approved.

changed to

*6.4.4. Travel Expenses. Travel expenses will be reimbursed at **a rate per mile set by the Board of Directors using** actual or map mileage or **the** actual cost of coach airfare when travel by air is approved."*