

# SOCIETY FOR THE PRESERVATION AND ENCOURAGEMENT OF BARBER SHOP QUARTET SINGING IN AMERICA, INC.

## *Far Western District*

### **STATEMENT OF POLICY 2010**

The Far Western District Association of Chapters is incorporated in the State of California. Each of the many chapters and their members, as well as the entire district, is subject to the provisions of the Society Bylaws, Society Statement of Policy, Code of Ethics, and the Standard District Bylaws as produced and distributed annually by the Society.

This Statement of Policy is established to identify details that are not contained in the foregoing and, however, are part of the necessary governance of the Far Western District.

This document has been reviewed by the Society's Governance and Bylaws Committee and has been approved for use. It has been adopted by the Far Western District Board of Directors and approved for issue. It shall remain in force until revised or rescinded.

Adopted by the FWD Board and HOD:  
October 8, 2010

Bernard Priceman, President  
Far Western District

Approved by the Society G&BL Committee:  
January 28, 2011

James C. Warner, Chairman  
Governance and Bylaws Committee



2/7/2011

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## FWD Statement of Policy

### Revision Record

Revision/Date	Pages Affected	Reason	Authority/by
Rev. 9/96	All	In accordance with the new Society governance system.	FWD BOD R. Girvin
Rev. 9/97	Pgs: ii, vi, paras 8.3.1.5a, 13.2 and 14.11	In accordance with Board action 6/7/97 and approval 10/11/97	FWD BOD R. Girvin
Rev. 11/22/98	Pgs: 6, 7, 9, 11, 16, 17, 19 and 20	In accordance with Board actions and approval 11/22/98	FWD BOD R. Girvin
Rev. 10/8/99	Pgs: 6, 8, 9, 10, 11, 12, 13 and 17.	In accordance with Board actions and approval	FWD BOD R. Girvin
Rev. 3/24/00	Pgs 9, 10 and 11	In accordance with Board and HOD approval	FWD BOD R. Girvin
Rev. 6/02/00	Pgs: 4, 6, 8, 9, 10, 11 and 12	In accordance with Board action and approval	FWD BOD R. Girvin
Rev. 10/13/00	Paras: 2.5, 4.1.9, 4.3.2, 8.2, 8.2.1, 8.2.2, 8.2.3, 8.3.1, 8.3.1.1, 8.3.1.1.a., 8.3.2.4, 8.3.2.5, 8.3.2.6, 8.5.1 8.5.2 and 8.6.	In accordance with Board action and approval	FWD BOD R. Girvin
Rev. 10/12/2001	iv, v, vi, and paras: 2.2, 2.2.3, 2.2.4, 2.2.5, 4.1, 4.1.9, 4.3.2, 8.2, 8.2.1, 8.2.3, 8.3.1.1, 8.3.2.4, 8.3.2.6, 8.4.2 10.9, 11.2.5 and 14.7	In accordance with Board action and approval	FWD BOD R. Girvin
Rev. 10/4/2002	8.3.1.1, 8.3.2.4, 8.3.2.5, 8.3.2.6	In accordance with Board action and approval	FWD BOD R. Girvin
Rev. 3/19/04	iv, vi, Paras: 1.2, 2.3, 4.1, 4.1.2, through 4.1.11, 4.3.1, 4.3.1.1, 4.3.1.2, 4.3.2, 4.3.2.1 through 4.3.2.7 4.3.3, 5.1, 6.1, 6.4, 6.4.1, 6.6, 7.2, 8.2, 8.3, 8.3.1, 8.3.1.1, 8.3.1.5, 8.3.2.2, 8.3.2.3 through 8.3.2.5, 8.4.2, 8.5.1, 8.5.2, 8.7, 9.4, 10.5, 10.6, 11.1.4, 11.2.4, 11.2.6, 12.2, 13.2., 14.3.2.2,	In accordance with Board action and approval BOD Motion #4. 3/19/04	FWD BOD R. Girvin
Rev 10/6/04	4.1.2, 4.1.10, 7.1, 7.3, 8.3.1.d, 8.3.1.1, 8.3.2.4, 8.3.2.5, 9.4, 14.2.1.c	In accordance with BOD recommendation and HOD approval	FWD BOD/HOD R. Girvin
Rev 3/18/05	4.1.3, 4.1.4, 4.1q.5, 4.1.6, 4.1.7, 4.3.2.4, 8.3. 1c, 8.3.1.1.b, 8.3.1.5,, 8.3.1.1, 8.3.2.3, 8.3.2.5, 10.8.1.2	In accordance with BOD recommendation and HOD approval	FWD BOD/HOD R. Girvin
Rev 6/11/05	Fig 2: removed Pomona Valley and Inland Cities, inserted Inland Empire. Changed SCE to 17 chapters	In accordance with BOD action	FWD BOD R. Girvin
Rev 9/12/05	14.2.1.C Plateau System 14.3.2.1. Add section C	Proposed to HOD 9/14/05	FWD HOD
March 14, 2006	Approved as modified to date	James Warner, Chair	Society L&R
March 17, 2006	8.3.1.1, 5; 8.3.1.5 c	Proposed to HOD 3/17/06	FWD HOD
10/6/2006	3.1., 6.3, 7.2, 8.3.2.5 10.6.3. Fig 2.1, 11.2.5	Proposed to HOD 10/6/06	FWD HOD
February 27, 2007	Approved as modified to date	James C Warner, Chair.	Society G&

9/28/2007	1.1, 1.2, 4.1 (Fig 2),, 4.1.3 to 4.1.7 added paragraph; 4.1.8 Deleted line, 4.3.1.2, 4.3.2.5 Corrected title, 4.3.2.8,6.5, 8.2, deleted 8.2.1,8.2.2,8.2.3; 8.3.1 inserted paragraph. Removed Dana Point Harbor, 8.3.1.5 8.3.2.5 b (2) Removed para Replaced text. 8.7., 9.2, 10.4 Removed lines and replaced text., 0.8.2.1 ,c,11.2. 1c,11. 2.4bcef, 12.2, 12.3 (added), 12.4, 13.2, 14.10, ART XVIII (lost—and replaced)	Approved by BOD and HOD September 28, 2007	FWD BOD & HOD
2/9/2008	All	Approved by Society G and BI Committee	Society G and BI Committee
2008 Changes	Modified para 2.2.2, removed part of .2.5.. Changed ASNSU to ARIZ throughout Changed SCE to Southeast throughout. Updated Fig 2.0 Added para 4.3.2.7. added para; 8.3.1.4., 8.3.(a), 8.3.1.4.,8.3.2.1.1, 8.3.2 1 2, 8.3.2.2.1. 8.3.2.2.1,2 and 3 (renumbered) 3.1 (moved from 8.6) 8.6, renumbered. 10.1.4 ( moved from 8.7) COTS changed to “Leadership Academy” throughout District Director f Cntest and Judging (DDC&J) changed throughout to the current acronym: DRCJ (District Representative for Contest and Judging)	Approved by FWD HOD Oct 10, 2008	Approved G&BL Jan 16,2009
2009 Changes	Southwest (Division 1), Southeast (Division 2) Northwest (Division 3), Northeast (Division 4) and Arizona Div. 5. 1.2 Adding governing documents;, 2.0 updating Org chart. 4.1.11 Nom of SBC 9.2.b reducing waiver miles deleted. 4.2.3.9 Financial Development Committee Job Description added. 4.11 deleted. 5.2 Delegates Brochure . 8.3.1.6 added, 8.3.2.2.3 added material, 10.2.1 added electronic means 11.2.5 modified 11.2.6, modified 14.9 Convention Dedicattee		
2010 Changees	4.3.2., 4.3.2.1-4.3.2.9, 9.5, 10.1.1, 11.2.5, 8.3.1.1, 8.3.1.d, 8.3.2.2.1.e, 8.3.2.2.3.c	In accordance with approval by the FWD HOD (Oct. 2010) upon recommendation of the FWD Bpard.	FWD HOD



# FAR WESTERN DISTRICT STATEMENT OF POLICY

## ARTICLE I: PURPOSE

### 1.1 THE NEED FOR A STATEMENT OF POLICY

From time to time, the Far Western District House of Delegates (FWD HOD and the Far Western District Board of Directors (FWD BOD) shall determine policy for the conduct of district affairs, which, upon approval of the BOD, HOD and Society Governance and Bylaws Committee (See Section 17.03), becomes binding upon the District and the individual chapters as appropriate. (See Standard District Bylaws (Art. 10.01)). These actions shall be readily available to all members serving in a district administrative capacity. To fulfill this need, the Board of Directors has adopted this Statement of Policy

### 1.2 OTHER GOVERNANCE DOCUMENTS

Other documents relating to the conduct of district affairs, such as the *Standard District Bylaws*, *Society Contest and Judging Rules*, *Society Operations Manual*, *WESTUNES Operations Manual* and the *FWD Convention Regulations* are included by reference as a part of this Statement of Policy. In addition, such documents that are approved by the BOD and/or HOD are included by reference to this Statement of Policy. These documents include:

- FWD Directory.
- Score Based Plateau List (AAA, AA, A)
- District Youth Outreach Manual
- FWD Youth Medical/Parental Release Form
- Far Western District Youth Activity Code of Conduct for Adults,”

These documents are available either through the district website and/or the District Secretary’s files. To the extent that the provisions of this District Statement of Policy conflict with the *FWD*

*Convention Regulations* the rules set forth in this Statement of Policy shall prevail. All policy matters adopted by either the Board of Directors or the House of Delegates in the future will be incorporated herein. Amendments/revisions shall be made by additions to, or reprinting of, the affected page(s), and the reprinting of the table at the front of this document showing the following: date of the amendment, pages amended, reason for amendment, the authority for the change (HOD, FWD BOD etc.) and person responsible for making the change.

Society Governance and Bylaws Committee approval must be obtained for any amendment/revision to this document.

## ARTICLE II: GEOGRAPHICAL BOUNDARIES OF THE DISTRICT AND DIVISIONS

### 2.1 FAR WESTERN DISTRICT.

The Far Western District boundaries are established by the Society Board of Directors. The District consists of the states of Arizona, California, Hawaii, Nevada and Southern Utah.

### 2.2 DIVISIONS

There shall be five Divisions within the District. They are:

- **Division 1**      **SOUTHWEST**
- **Division 2**      **SOUTHEAST**
- **Division 3**      **NORTHWEST**
- **Division 4**      **NORTHEAST**
- **Division 5**      **ARIZONA**

Chapters have been, or new chapters will be, assigned to the geographical division that is identified with their normal meeting place as shown below.

#### 2.2.1 DIVISION 1, SOUTHWEST DIVISION

California counties as follows: San Luis Obispo, Kern, Santa Barbara, Ventura and Los Angeles County. Santa Barbara County includes the islands of San Miguel, Santa Rosa and Santa Cruz. Ventura County includes San Nicolas Island and Los Angeles County includes Santa Catalina and San Clemente Islands.

#### 2.2.2 DIVISION 2, SOUTHEAST DIVISION

California counties as follows: San Bernardino, Riverside, San Diego, Imperial, Orange County and that portion of Nevada that lies south of the 37th parallel and Washington County, Utah

#### 2.2.3 DIVISION 3, NORTHWEST DIVISION

The State of Hawaii and the California counties west of the Coastal Range: Del Norte, Humboldt, Trinity, Mendocino, Lake, Sonoma, Napa, Marin, Contra Costa and Alameda, as well as the counties of San Francisco, San Mateo, Monterey, Santa Cruz and Santa Clara.

#### 2.2.4 DIVISION 4, NORTHEAST DIVISION

That portion of Nevada which lies north of the 37<sup>th</sup> parallel and the following California counties: Kings, Tulare and Inyo (whose common southern boundaries form an east-west line forming the southern boundary of this division), Fresno, San Benito, Merced, Madera, Stanislaus, Mariposa, San Joaquin, Calaveras, Tuolumne, Mono, Sacramento, Amador, Alpine, Yolo, El Dorado, Colusa, Sutter, Placer, Yuba, Nevada, Glenn, Butte, Sierra, Tehama, Plumas, Shasta, Lassen, Siskiyou, Modoc and Solano.

#### 2.2.5 DIVISION 5, ARIZONA

The State of Arizona.

### 2.3 ESTABLISHMENT OF NEW CHAPTERS

District Chairman for Member Services Committee and the Board of Directors shall work with extension groups, license groups, and newly formed chapters in conformance with Society Rules and Regulations regarding the establishment of such chapters.

### 2.4 DISSOLUTION OF CHAPTERS

The Board of Directors shall have the power to dissolve chapters in accordance with the Standard Chapter Bylaws Art. XI, which states:

*"In the event of the dissolution of this chapter, voluntarily or otherwise, the person or persons having custody of the chapter funds, property and assets, after payment of all obligations, within 30 days of such dissolution, shall give convey, assign transfer and set over to the district association of chapters of which it is a member, all of said chapter funds, property and assets. All such property*

*accruing to said district shall be used to promote the aims and purposes of the Society ..."*

The funds, property and assets will be turned over to the District Secretary for inventory and recommended disposition to the FWD BOD.

## 2.5 CHAPTER NAME SELECTION

When selecting or changing a chapter name, new and existing chapters will be guided by the Society Rules and Regulations *Section III, Chapter Charters, A. Active Chapters, and Society Bylaws, Art. III, Para 3.03.*

Further, it is required that the name selection be favorably acted upon by the FWD BOD prior to the endorsement by the district president and the subsequent submission of the request to the Society for approval.

## ARTICLE III: HOUSE OF DELEGATES

### 3.1 HOUSE OF DELEGATE MEMBERS

Voting members of the Far Western District HOD are the following:

- Chapter Delegates (one per chartered chapter).
- District Board Members (see Art. IV. Sect. 4.1)
- Past District Presidents.

A quorum shall consist of 30% of the delegates or alternates, no proxy votes accepted (in accordance with Sections 4.02 and 7.02 of the Society Bylaws).

### 3.2 HOUSE OF DELEGATES MEETINGS

The Far Western District House of Delegates meets twice annually during district Spring and Fall convention\_weekends. The official Delegate Call, stating dates, location, quorum requirements, etc. relative to HOD meetings for District Conventions must appear in *WESTUNES* no later than 45 days prior to meetings for District conventions. In addition, the District Secretary will provide, via mail, or provided by electronic means, a brochure containing reports of all district officers and committee chairmen. This brochure shall be in the hands of all delegates no later than 30 days before each HOD meeting.

The official "credential card" issued with the HOD brochure is mailed/or provided by electronic means to chapter president. It shall be signed by the chapter

secretary and chapter president and presented by the Chapter delegate when registering at the HOD meeting.

### 3.3 CHAPTER DELEGATE TO THE HOUSE OF DELEGATES

Representation of each chapter in FWD is expected at the annual House of Delegates (HOD) meetings. The chapter president is normally the delegate to the District House of Delegates annual meetings. The chapter president, however, may delegate the duty to any regular chapter member at his discretion.

### 3.4 HOD MANDATORY ACTIONS

It is mandatory that the HOD act on the following matters:

- Election of district officers.
- Revision of dues.
- Awarding of District convention bids.
- Amendments to FWD Statement of Policy
- Agenda items submitted by chapters, delegates or BOD.
- Approval of the District budget
- Any other matters acted upon by the Board of Directors when deemed proper or necessary by the District President and included as agenda items.

### 3.5 RECEIPT OF AGENDA ITEMS

Agenda items for the HOD from District Delegates must be received by the District Secretary 45 days prior to the HOD meeting. The chapter presidents must receive the agenda and other reports from the District Secretary not later than 30 days prior to the meeting unless such item is an appeal or call for ratification of a FWD BOD action by the HOD as outlined in Article III, Sec. 3.6 below.

### 3.6 PUBLICATION OF MINUTES

Timely publication of the actions of the HOD and FWD BOD meetings in the district bulletin, *WESTUNES*, is mandatory.

### 3.7 APPEAL/RATIFICATION OF BOD ACTIONS

All business conducted by the FWD BOD in the absence of appeal or call for ratification by the House of Delegates, will be considered final. Such appeal may be presented to the HOD by any delegate and

may be placed on the agenda of that HOD meeting for discussion and vote by a majority vote of the members present.

## ARTICLE IV: DISTRICT OFFICERS

### 4.1 ELECTED OFFICERS

Each officer of the District shall be an active member in good standing of a chapter within the District other than the Frank H. Thorne Chapter. FWD Officers are nominated by the FWD Nominating Committee, or properly nominated from the floor (see Art. XI, Para .11.2.6) and duly elected by the House of Delegates at their Fall meeting. The elected officers shall be as follows:

- President
- Executive Vice President
- Immediate Past President
- District Vice President Southwest Division
- District Vice President Southeast Division
- District Vice President Northwest Division
- District Vice President Northeast Division
- District Vice President Arizona Division
- Secretary
- Treasurer

#### 4.1.1 DISTRICT PRESIDENT

The District President is the chief executive officer of his district. He manages officers and committee chairmen, who are charged to ensure that Society and district programs and policies are implemented at the chapter level.

Further, he:

- a) Supervises and monitors all administrative functions and activities of his district.
- b) Maintains knowledge of all governing documents.
- c) Establishes annual priorities and goals for his district, sets the pace to promote their success and is responsible for achieving them.
- d) Reports progress toward achieving goals to the Society Board through the Society Executive Vice-President.
- e) Chairs all meetings of the BOD and HOD.

He will be the chairman of the district board of directors and officiate at all FWD BOD and HOD meetings. He shall be the district spokesman, direct all programs, appoint chairmen for activity functions, appoint committee as needed to study new concepts, review policy, and to deliberate on speculative initiatives. He will supervise and monitor all work activity and be fully knowledgeable of all functions and charges. He shall communicate with his district

officers with written reports, verbally, by mail, e-mail, and/or telephone, and in any other manner to ensure activity progress in the interim between FWD BOD meetings. He shall develop a district work plan, approve of all financial matters and report to the Society Board on such plans and budgets semi-annually.

He directly communicates with: FWD BOD, committee chairmen, Society leadership, and Society Headquarters.

#### 4.1.2 DISTRICT EXECUTIVE VICE-PRESIDENT

Reporting directly to the District President, the duties of the District Executive Vice-President are:

1. Preside at BOD meetings in the absence of the President
2. Preside at meetings of the District Management Team.
3. And perform such other duties as assigned by the President.
4. Attends all FWD HOD and BOD meetings.

#### 4.1.3 DISTRICT VICE-PRESIDENT FOR SOUTHWEST DIVISION (DIV. 1)

Reporting directly to the District President, the District Vice-President for the Southwest Division, Division 1 (see Sec. 2.2.1), as the on-site division manager, is responsible for:

- a) Providing active, managerial liaison between the chapters in Southwest Division and the District President and the point-contact in the division for district matters.
- b) Establishing a work plan in coordination with the District over-all work plan and maintaining cognizance of the ongoing status of the objectives.
- c) Actively encouraging chapters in Southwest Division to support and participate in divisional opportunities (Leadership Academy, Harmony College West, etc) as provided by the district.
- d) Providing coordination, and communications with the chairmen of the Standing Functional Committees in the matters of Chapter Support and Leadership training, Chorus Director Development, Contest and Judging, Events, Marketing and PR, Member Services and Youth in Harmony. He actively assists these chairmen in the recruiting of men to help the chairmen facilitate their programs within the division. The DVP specifically helps to recruit, assign and supervise the s within the division.

e) Assuring that the individual chapters of the division have ready access to advice and counsel from district specialists and are receiving resources that are needed/requested and that their “voices” are being heard at district level.

f) Annually, in advance, locates suitable venues for divisional Leadership Academy) and coordinates the activity with the Chairman of CSLT and the District Leadership Academy Coordinator.

g) Providing timely reports to the District President and the BOD concerning the on-going health of the division identifying needs and or examples of superior performance against the established work plan.

h) Attends all FWD HOD and BOD meetings.

#### 4.1.4 DISTRICT VICE-PRESIDENT FOR SOUTHEAST DIVISION (DIV. 2)

Reporting directly to the District President, the District Vice-President for the Southeast Division, Division 2 (see Sec. 2.2.2), as the on-site division manager, is responsible for:

- a) Providing active, managerial liaison between the chapters in Southeast Division and the District President and the point-contact in the division for district matters.
- b) Establishing a work plan in coordination with the District over-all work plan and maintaining cognizance of the ongoing status of the objectives.
- c) Actively encouraging chapters in Southeast Division to support and participate in divisional contests, district events and educational opportunities (Leadership Academy, Harmony College West, etc.) as provided by the district.
- d) Providing coordination, and communications with the chairmen of the Standing Functional Committees in the matters of Chapter Support and Leadership training (s), Chorus Director Development, Contest and Judging, Events, Marketing and PR , Member Services and Youth in Harmony. He actively assists these chairmen in the recruiting of men to help the chairmen facilitate their programs within the division. The DVP specifically helps to recruit, assign and supervise the s within the division.
- e) Assuring that the individual chapters of the division have ready access to advice and counsel from district specialists and are

receiving resources that are needed/requested and that their “voices” are being heard at district level.

- f) Annually, in advance, locates suitable venues for divisional Leadership Academy and coordinates the activity with the Chairman of CSLT and the District Leadership Academy Coordinator. (DLAC)
- g) Providing timely reports to the District President and the BOD concerning the on-going health of the division identifying needs and or examples of superior performance against the established work plan.
- h) Attends all FWD HOD and BOD meetings.

#### 4.1.5 DISTRICT VICE-PRESIDENT FOR NORTHWEST DIVISION (DIV. 3)

Reporting directly to the District President, the District Vice-President for the Northwest Division, Division 3 (see Sec. 2.2.3) as the on-site division manager is responsible for:

- a) Providing active, managerial liaison between the chapters in The Northwest Division West/Hawaii and the District President and the point-contact in the division for district matters.
- b) Establishing a work plan in coordination with the District over-all work plan and maintaining cognizance of the ongoing status of the objectives.
- c) Actively encouraging chapters in Northwest Division to support and participate in divisional contests, district events and educational opportunities (Leadership Academy Harmony College West, etc.) as provided by the district.
- d) Providing coordination, and communications with the chairmen of the Standing Functional Committees in the matters of Chapter Support and Leadership training, Chorus Director Development, Contest and Judging, Events, Marketing and PR, Member Services and Youth in Harmony. He actively assists these chairmen in the recruiting of men to help the chairmen facilitate their programs within the division. The DVP specifically helps to recruit, assign and supervise the s within the division.
- e) Assuring that the individual chapters of the division have ready access to advice and counsel from district specialists and are receiving resources that are

needed/requested and that their “voices” are being heard at district level.

- f) Annually, in advance, locates suitable venues for divisional Leadership Academy and coordinates the activity with the Chairman of CSLT and the District Leadership Academy Coordinator. (DLAC)
- g) Providing timely reports to the District President and the BOD concerning the on-going health of the division identifying needs and or examples of superior performance against the established work plan.
- h) Attends all FWD HOD and BOD meetings.

#### 4.1.6 DISTRICT VICE-PRESIDENT FOR NORTHEAST DIVISION. DIV. 4)

Reporting directly to the District President, the District Vice-President for the the Northeast Division, Division 4 (see Sec. 2.2.4), as the on-site division manager, is responsible for:

- a) Providing active, managerial liaison between the chapters in The Northeast Division and the District President and the point-contact in the division for district matters.
- b) Establishing a work plan in coordination with the District over-all work plan and maintaining cognizance of the ongoing status of the objectives.
- c) Actively encouraging chapters in The Northeast Division to support and participate in divisional, district events and educational opportunities (Leadership Academy Harmony College West, etc.) as provided by the district.
- d) Providing coordination, and communications with the chairmen of the Standing Functional Committees in the matters of Chapter Support and Leadership training, Chorus Director Development, Contest and Judging, Events, Marketing and PR, Member Services and Youth in Harmony. He actively assists these chairmen in the recruiting of men to help the chairmen facilitate their programs within the division. The DVP specifically helps to recruit, assign and supervise the s within the division.
- e) Assuring that the individual chapters of the division have ready access to advice and counsel from district specialists and are receiving resources that are needed/requested and that their “voices” are being heard at district level.

- f) Annually, in advance, locates suitable venues for divisional Leadership Academy and coordinates the activity with the Chairman of CSLT and the District Leadership Academy Coordinator. (DLAC)
- g) Providing timely reports to the District President and the BOD concerning the on-going health of the division identifying needs and or examples of superior performance against the established work plan.
- h) Attends all FWD HOD and BOD meetings.

#### 4.1.7 DISTRICT VICE-PRESIDENT ARIZONA DIVISION (DIV. 5)

Reporting directly to the District President, the District Vice-President, Arizona, Division 5 (see Sec. 2.2.5), as the on-site division manager, is responsible for:

- a) Providing active, managerial liaison between the chapters in Arizona Division and the District President and the point-contact in the division for district matters.
- b) Establishing a work plan in coordination with the District over-all work plan and maintaining cognizance of the ongoing status of the objectives.
- c) Actively encouraging chapters in Arizona Division to support and participate in divisional contests district events and educational opportunities Leadership Academy Harmony College West, etc as provided by the district.
- d) Providing coordination, and communications with the chairmen of the Standing Functional Committees in the matters of Chapter Support and Leadership training, Chorus Director Development, Contest and Judging, Events, Marketing and PR , Member Services and Youth in Harmony. He actively assists these chairmen in the recruiting of men to help the chairmen facilitate their programs within the division. The DVP specifically helps to recruit, assign and supervise the s within the division.
- e) Assuring that the individual chapters of the division have ready access to advice and counsel from district specialists and are receiving resources that are needed/requested and that their “voices” are being heard at district level.
- f) Annually, in advance, locates suitable venues for divisional Leadership Academy and coordinates the activity with the

Chairman of CSLT and the District Leadership Academy Coordinator. (DLAC)

- g) Providing timely reports to the District President and the BOD concerning the on-going health of the division identifying needs and or examples of superior performance against the established work plan.
- h) Attends all FWD HOD and BOD meetings.

#### 4.1.8 DISTRICT SECRETARY

The duties of the District Secretary:

- a) He is the recording and corresponding secretary for the district.
- b) He is the custodian of the district calendar and district documents including Bylaws, Statement of Policy, Articles of Incorporation, et al.
- c) He issues chapter show clearances in accordance with Society instructions; maintains a list of and publicizes chapter shows.
- d) Records and transcribes the minutes of all district meetings.
- e) Calls all the district officials and chapter delegates to their appropriate meetings.
- f) Prepares minutes on all FWD BOD actions and distributes them, as well as district regulations and statements of policy, to chapter delegates.
- g) Attends all FWD BOD and HOD meetings.

He directly communicates with: District President, FWD BOD, committee chairmen, chapter show chairmen s, Society Headquarters, district publications.

#### 4.1.9 DISTRICT TREASURER.

The district treasurer is the chief financial officer of the district. The duties of the District Treasurer:

- a) He is the manager of the district budget and expense disbursements.
- b) Maintains financial records, analyzes expenditures and is cognizant of state/federal policies regarding non-profit organizations.
- e) He is a member of the district finance committee (if established by the president) which reviews policy, financial accounting.
- d) Submits appropriate financial reports to the FWD BOD and Society Board of Directors.

He will attend and be a voting member of all district business (HOD and BOD) meetings. He shall report

by regulations or as appropriate on the financial status of the district, presenting a balance sheet for approval and instructs all district officials on expense reporting. He calls annually for budget input, subject to FWD BOD discussion and approval and presents the budget to the HOD for approval.

He directly communicates with: District President FWD BOD, committee chairmen, Society Director of Finance and Administration, s and Society Headquarters.

#### 4.1.10 DISTRICT IMMEDIATE PAST PRESIDENT

The District Immediate Past President serves as an advisor to the District President and Board of Directors. His duties include:

- May be assigned as the chairman of one of the Standing Function Committees,
- And other duties as may be assigned by the District President.
- Attends all FWD HOD and BOD meetings.

He directly communicates with the District President and the FWD BOD.

## 4.2 OFFICER TENURE

The following tenure is established for the District elective positions:

### **District President**

Elected annually for one year. May succeed himself once for a total of two years continuous service.

May be re-elected to one additional cycle (one year, renewable to two years) after an interval of two years.

### **Executive Vice President**

Elected annually for a one year term. May be re-elected to succeed himself three times for a total continuous service of four years.

### **District Vice-Presidents**

Elected annually for a one-year term. May be re-elected to succeed themselves five times for a total continuous service of six years.

### **District Treasurer**

Elected annually for a one-year term. May be re-elected annually with no maximum tenure established.

### **District Secretary**

Elected annually for a one-year term. May be re-elected annually with no maximum tenure established.

## 4.3 COMMITTEE CHAIRMEN

### APPOINTMENTS

The District President, in accordance with the Standard District Bylaws, will appoint committee chairmen for the standing, special and/or ad hoc committees for a one year term commencing January 1 and ending December 31 of the administrative year.

#### 4.3.1 DISTRICT COMMITTEES

District Committees consist of: the Nominating Committee, the Audit Committee, Required Functional standing committees, Ad Hoc committees (as may be needed); and any others deemed necessary by the District President to conduct the business and functions of the Far Western District. The details of each are identified in the following sections.

##### 4.3.1.1 Nominating Committee.

The Nominating Committee shall consist of three or more past District presidents, or members of the House of Delegates, Annually, on or before January 1 the president or president-elect shall appoint/reappoint the nominating committee. The 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. The term for each member will be three years. Where applicable, the district immediate past president will be appointed to the nominating committee, joining the members with two years or less service. If the immediate past president is not available or does not wish to serve, the president-elect will appoint a past district president or a HOD member for a three year term. The chairman of the nominating committee is the member with the highest committee-seniority (i.e., in his third year of service to the committee) who will be automatically retired at the completion of his third year.

The nominating committee shall prepare a slate of eligible candidates (at least one for each position) for each district office and district Board members at large, at such time and in the manner prescribed in Section 11.2.6 of this SOP.

The slate shall be presented to the FWD Board at their summer meeting and subsequently published in the district bulletin *WESTUNES* to be in the hands of the district HOD delegates 30 days prior to the Fall HOD meeting. The slate will also be published in the Official Delegate's Brochure distributed 30 days prior to the Fall HOD meeting. The election of officers is described in Section 11.2.6 of this document.

Regarding the Society Board Member at large, if to be elected, the district nominating committee shall submit candidate recommendations to the Chairman of the Society Nominating Committee by at least March 1 annually in accordance with Society Nominating Committee requirements

#### 4.3.1.2 AUDIT COMMITTEE

The District President (or president-elect) annually shall appoint members to an audit committee whose purpose is to provide an annual audit of the district treasurer's accounts. Non-society member(s) may be appointed to serve on the committee.

#### 4.3.2 REQUIRED FUNCTIONAL STANDING COMMITTEES (DISTRICT MANAGEMENT TEAM)

The District President (or president-elect) will annually establish committees and appoint chairmen to coordinate specific tasks for FWD in accordance with guidelines provided in the District Bylaws. Section 5.05 (c) and Section 11.6 of this document. These Functional Committees report to the Executive Vice President who presides at all meeting of the DMT. These committees are:

1. Chapter Support and Leadership Training
2. Chorus Director Development
3. Contest and Judging
4. Events
5. Marketing and Public Relations
6. Member Services
7. Music and Performance
8. Youth in Harmony.
9. Financial Development

The tasks and responsibilities of these committees are shown in the following sections.

##### 4.3.2.1 CHAPTER SUPPORT AND LEADERSHIP TRAINING COMMITTEE

The duties of the Chairman of the Chapter Support and Leadership Training Committee are:

- a) Developing, administering and maintaining an effective chapter counseling program in the district, including the recruitment, appointment, management and training of trainers and s.( see Section 10.5)
- b) Recruiting and developing a Leadership Academy (formerly COTS) faculty for training and maintains and disseminates

and Counselor training materials within the district.

- c) Recommending the certification of s and trainers from the district, when appropriate.
- d) Coordinating and administering Chapter Operations Training Seminars in the district.
- e) Acts as liaison with the Society Chapter Support Committee and communicates and coordinates its polices within the district.
- f) Recruit and train a long-term District Leadership Academy coordinator (DLAC) whose tenure will be indefinite to assure most effective continuity of this critical task.
- g) Participate in Society training as provided for CSLT personnel.
- h) Attending FWD BOD and HOD meetings when specifically invited by the District President.

The Chairman directly communicates with: District through, the Executive Vice President, the President District Board of Directors, District Geographical Vice Presidents, , Society Chapter Support and Leadership Training Committee.

##### 4.3.2.2 CHORUS DIRECTOR DEVELOPMENT COMMITTEE

The duties of the Chairman of the Chorus Director Development Committee are:

- a) Promoting, administering and recruiting participants for the Chorus Directors' Workshop Intensive (CDWI), chorus director certification programs and chorus director training programs in the district, and reporting on and publicizing accomplishments of participants.
- b) Recruiting and developing a district faculty for chorus director training and maintains and disseminating chorus director training materials within the district.
- c) Communicating with, promoting and coordinating all functions of chorus director recruitment and development in the district, including promotion of the program and its materials to non-Society musicians in the district.
- d) Maintaining records on the CDWI, chorus director certification and chorus director development programs in the district and recommends the certification

of chorus directors from the district, when appropriate.

- e) Acting as liaison with the Society Chorus Director Development Committee and communicates and coordinates its policies within the district.
- f) Developing an effective chorus directors guild in the district and chairs its meetings.
- g) Attending FWD BOD and HOD meetings when specifically invited by the District President.

The Chairman directly communicates with: District through, the Executive Vice President, the President ,District Board of Directors, District Geographical Vice Presidents,chapter chorus directors and Society Chorus Director Development Committee.

#### 4.3.2.3 CONTEST AND JUDGING COMMITTEE

The duties of the Chairman of the Contest and Judging Committee (District Representative for Contest and Judging (DRCJ) are:

- a) Acting as liaison between the Society Contest and Judging Committee and the district.
- b) Recommending/requesting personnel for judging panels
- c) Attending appropriate Society C&J meetings.
- d) Communicating with and coordinating Society Contest and Judging policy within the district.
- e) Organizing and administering all contest judging activities within the district.
- f) Communicating with all potential contestants in district contests.
- g) Promoting and handling all applications of judging candidates from the district and schedules practice panels at district contests.
- h) Working with the Chairman of the Events Committee Chairman to ensure that all contest venues have suitable sound and lighting systems for contests.
- i) Attending FWD BOD and HOD meetings when specifically invited by the District President.

The Chairman directly communicates with: District through, the Executive Vice President, the President ,District Board of Directors, District Geographical

Vice Presidents,district convention chairmen, and the Society C&J Committee.

#### 4.3.2.4 EVENTS COMMITTEE

The duties of the Chairman for Events Committee are:

- a) The effective planning and budgeting, site selection and operation of all events held within the district, including conventions, music festivals, alternatives to competition, music and leadership training schools. etc.
- b) Interpreting all Society regulations as they apply to district conventions.
- c) Assuring that district convention manuals are up-to-date and used.
- d) Maintaining a comprehensive convention history file on past and potential convention sites.
- e) Acts as liaison with the Society Events Committee
- f) Serves as chair of the District Events Committee and is responsible for filling all key positions on the Committee
- g) Actively monitors the activity of his representatives in each division, who will regularly review and update possible venue sites.
- h) Attending FWD BOD and HOD meetings when specifically invited by the District President.
- i) Shall annually appoint a Division Event Planner (DEP) for each Division to approve venues and supervise/support conventions and contests that are held in the Division.

The Chairman directly communicates with: District through, the Executive Vice President, the President ,District Board of Directors, District Geographical Vice Presidents,Society Events Committee, Convention Planning Chairmen (DEP), the District Vice-President for Music and Performance and district convention chairmen.

#### 4.3.2.5 MARKETING AND PUBLIC RELATIONS COMMITTEE

The duties of the Chairman of the Marketing and Public Relations Committee are:

- a) Ensuring that the district, its chapters and quartets have the marketing, image- and awareness-building tools to take advantage of their unique assets, and are

using them to increase market penetration by matching their unique assets to community needs.

- b) Providing programs and materials to enhance public awareness of barbershopping and the value of music education for personal enrichment.
- c) Providing chapters with guidelines for improving public awareness and appreciation of the Society through support of unified service projects and local charities.
- d) Provides supervision and guidance for district electronic and print publications.
- e) Promoting the sale and distribution of Society merchandise to advertise the Society and promote pride in the hobby.
- f) Acting as liaison between the District and the Society Marketing and Public Relations Committee.
- g) Attending FWD BOD and HOD meetings when specifically invited by the District President.

The Chairman directly communicates with: District through, the Executive Vice President, the President, District Board of Directors, District Geographical Vice Presidents, Society Marketing and Public Relations Committee and all forms of media and community information distribution channels.

#### 4.3.2.6. MEMBER SERVICES COMMITTEE

The duties of the Chairman of the Member Services Committee are:

- a) Providing inspiration and ideas to promote membership recruitment and retention of members and the formation of new chapters.
- b) Using, developing, refining and implementing programs that will stimulate target-marketed members to join the Society in district chapters.
- c) Seeking out attractive extension sites for new chapters within the district and uses Society extension programs.
- d) Using effective communications and promotion of district activities through regularly distributed district bulletins and encouraging development of informative chapter bulletins.
- e) Acting as liaison between the District and the Society Member Services Committee.
- f) Attending FWD BOD and HOD meetings when specifically invited by the District President.

The Committee shall support all Society membership and extension programs. He encourages chapters to promote guest nights and recruitment. He encourages chapters to make contact with their local schools to introduce barbershop harmony in their musical programs.

The Chairman directly communicates with: District through, the Executive Vice President, the President, District Board of Directors, District Geographical Vice Presidents, and Society Member Services Committee, committee chairmen, regional chapter Vice-Presidents of Chapter Development.

#### 4.3.2.7 MUSIC AND PERFORMANCE COMMITTEE

The duties of the Chairman of the Music and Performance Committee are:

- a) Is responsible for all music activities within the district that will improve and expand the musical knowledge and performance abilities of the membership including but not limited to:
  - b) Quartet and chorus coaching programs, including music coach guilds and music coach training,
  - c) Developing and administering performance evaluation programs for quartets and chapters,
  - d) District music education schools,
  - e) Coordinating of all Society music representative visitations to the district,
  - f) Communicating with local music educators and developing student participation in college and high school quartet contests,
  - g) Coordinating with the Chairman of the for the annual district Harmony College West school, making arrangements for faculty, classes offered and faculty to be used.
  - h) Managing the Chapter Chorus Coaching Reimbursement program (See Form in FWD Website, MEMBERS ONLY, Forms and Files)
  - i) Providing guidance to chapter Vice-Presidents of music and performance.
  - j) Attending FWD BOD and HOD meetings when specifically invited by the District President.
  - k) Events Committee, making all arrangements The Chairman directly communicates with: District through, the

Executive Vice President, the President, District Board of Directors, District Geographical Vice Presidents, committee chairmen, Society Music and Performance Committee..

#### 4.3.2.8 YOUTH IN HARMONY COMMITTEE

The Chairman for the Youth in Harmony Committee is responsible for:

- a) All district and chapter supported youth activities within the district that will improve and expand the musical knowledge and performance abilities of the high school and college youth including but not limited to:
- b) Fostering the establishment of groups of harmony singers at local schools as an integral part of the school music curriculum,
- c) Providing outlets for performance which could include competition,
- d) Developing a sense of singing as a lifelong activity,
- e) Providing for high school and college quartet coaching programs, including contests and evaluations,
- f) Providing for communications with local music educators and developing student participation in college and high school quartets contests,
- g) Developing, refining, implementing and coordinating the FWD "Youth Camp" concept as appropriate and assuming the role of camp leader and student counselor.
- h) Acting as the district liaison and responsible for providing ongoing educational support and training for the chapter YIH Chairmen
- i) Responsible for the production and maintenance of the *District Youth Outreach Manual*
- j) Coordinating contacts by the Chairmen of the Member Services and Music and Performance Committees with district music educators to enhance local school barbershop harmony musical programs.
- k) Attending all FWD BOD and HOD meetings when specifically invited by the District President.

The Chairman directly communicates with: District through, the Executive Vice President, the President, District Board of Directors, District Geographical Vice Presidents, committee chairmen, s, Society Music and Performance Committee and the s organization.

#### 4.3.2.9 FINANCIAL DEVELOPMENT COMMITTEE

The duties of the Chairman of the Financial Development Committee are:

- a) Maintain a program for identifying notable charitable activities by individual chapters toward schools, charities or other non-profit organizations and publicly acknowledging those chapters in a suitable fashion.
- b) Prepare a comprehensive financial development plan for the district with annual updates for board approval and endorsement.
  - a. The plan shall include recognition of sources including chapters, events and identify suggested recipients including Harmony Foundation, local not-for-profit community services and/or charities.
- c) Lead the annual district goal-setting process to determine challenging yet appropriate goals
- d) Ensure that the best available volunteers accept the functional chapter and/or divisional chairmen positions
- e) Include potential volunteers in ways that help identify skills and fit for future needs
- f) Participate in the district annual fund-raising program planning process
- g) Implement the district goals of the District Financial Development plan through chapter and/or divisional representatives, and provide the necessary information to the district recognition program identifying chapter donations to Harmony Foundation, local community service, and any other eligible not for profit organization.
- h) Provide district key-item information monthly directly to the District President and others as he suggests.
- i) Participate monthly with the President of the Harmony Foundation to formally review the key-item report generated from data supplied by both parties at the end of each month. Make that report available as directed by the District President.
- j) Report to the district president, and serve on the work planning and budgeting team.
- k) Attend all district board and house of delegate meetings when specifically invited by the District President.

The Chairman directly communicates with: District through, the Executive Vice President, the President, District Board of Directors, District Geographical Vice Presidents, committee chairmen, s, Harmony Foundation President and chapter and/or divisional financial development representatives.

#### 4.3.3. COMMITTEES

Committees identified below are only typical and not mandatory; others including temporary or short-term AD HOC committees or “Task Forces” may be created by the District President as deemed necessary. The District President is an ex officio member of all committees other than the Nominating Committee and the Hall Of Fame Committee.

- Achievement
- Awards
- Bulletin Editors
- Contest and Judging
- Ethics
- Extension
- Hall of Fame
- Harmony For Lunch
- Historian
- Harmony Foundation
- Music Education Liaison
- High School Quartet Contest
- Collegiate Barbershop Quartet Contest
- Laws and Regulations
- Long Range Planning
- Music Archivist
- Quartet Promotion
- Senior Quartet Contest
- Show Advisory
- Song Writers Guild
- Sunshine

#### 4.4 OFFICER MEETINGS.

In accordance with district bylaws (ART 6.03), the officers and directors of the district will meet three times a year in normal session. These meetings are scheduled: (1) concurrent with the Spring International Quartet Preliminary Contests in March, (2) the summer Board meeting (at a locale selected by the district president) and (3) the Fall Meeting in conjunction with the Fall District contests in October. Special meetings may be held at the call of the district president or as otherwise provided by applicable corporate law.

##### 4.4.1 SPECIAL MEETINGS

Where the necessity has been declared by the president, the Board may take action, without a meeting, by telephone (confirmed in writing), facsimile or electronic transmission, or by other written action, providing that all members consent to the taking of the action without a meeting.

#### 4.4.2 VOTE REQUIRED FOR APPROVAL

Unless a greater vote is otherwise required by district bylaws, a majority favorable vote of all directors shall be necessary for the adoption of a proposed action.

#### 4.4.3. QUORUM

A quorum for the transaction of business by the District Board of Directors shall be a majority of the membership thereof.

#### 4.4.4 AGENDA, REPORTS, ETC.

30 days prior to each of these meeting the District Secretary will prepare and deliver to the officers and HOD delegates a brochure containing the reports of the officers and committee chairmen, and agenda containing the issues to be brought before the BOD and HOD and general information relative to the BOD and the HOD meeting. (See Art V).

## ARTICLE V: REPORTS OF DISTRICT OFFICIALS

### 5.1 ANNUAL REPORTS

Members of the FWD BOD, all committee chairmen and other officials designated by the District shall submit separate written reports to the HOD and BOD prior to their regular meetings. Each report shall be submitted to the District Secretary not later than 45 days prior to the HOD meeting and no later than 15 days for the BOD meeting. The report shall state briefly the accomplishments, plans for immediate action, and recommendations for future programs of that official or committee. In addition, the chairman of the convention shall submit the schedule of convention events for publication with said reports. The reports to the HOD will be provided in brochure form, either by mail or electronically, to each delegate no later than 30 days prior to the HOD meeting.

Reports to the BOD by officers, directors and chairmen may be disseminated by e-mail or other means to assure that all members of the Board of Directors have received them no later than 15 days prior to each BOD meeting. The reports should contain full details and status of the required topics in such a manner as to reduce the discussion time at the actual BOD meeting. Recommendations and issues that require approval of the BOD should be clearly identified in the report with supporting rationale. In an effort to administer efficiently the business of the district, only the briefest supporting oral reports should be provided at the BOD meetings and these to contain only changes to the material submitted.

FWD Officers and directors are charged to review the materials, recommendations and rationale ahead of time and be prepared to act at the BOD meetings.

In addition, Committee Chairmen identified in Section 4.3.2 shall provide the annual and other required reports to their counter-part Society Committee Chairmen in accordance with instructions and timetable provided in the Society Operations Manual.

## 5.2 HOD REPORTS/AGENDA.

The District Secretary shall provide by electronic or other means, a Delegates' Brochure containing a copy of the agenda, the reports of the district officers and committee chairmen (including the Nominating Committee report), a schedule of convention events and meetings (provided by the District President), and any other material pertinent to the HOD meeting, to the chapter presidents and members of the HOD no later than 30 days prior to the HOD meeting. (see Art. III, Sect. 3.1 above).

The Secretary shall deliver a copy of the slate of candidates, as provided by the Nominating Committee, to the District President and include it in the Delegates' Brochure that will be received by the HOD Delegates prior to elections in October.

## ARTICLE VI: DISTRICT MEDIA

Media used by the Far Western District for dissemination of information include the district magazine *WESTUNES*, (printed and on-line editions), *WESTAGS*, a timely e-mail review of BOD activities an ongoing "listserv" (e-mail) channel and websites that are open for discussion and use of all members of the district.

### 6.1.1 WESTUNES

WESTUNES is the official publication of the Far Western District. The bulletin shall, on a regular basis, inform, entertain, educate and encourage a spirit of 'togetherness' of district members. It will be provided throughout the year by mail and/or electronic means to all Far Western District members of record and to subscription patrons, other Society recipients identified by Society Headquarters, and complimentary subscriptions, if desired, to the surviving spouse of deceased FWD members. The latter is to be authorized on a case-by-case basis by the District President

### 6.1.2 WESTAGS

*WESTAGS* is a supplementary publication provided by electronic means following each BOD meeting, carrying the highlights of the events of the convention/meeting. The Chairman of the Marketing

and Public Relations Committee is the originator of this document.

### 6.1.3 FWD-LIST (LISTSERV E-MAIL)

An open-channel, un-moderated list-serve-mail communications channel is provided at no charge to FWD members capable of accessing the internet. This channel carries announcements and discussion of a general nature to and for district personnel.

### 6.1.4 WEBSITES

The FWD website ([www.spebsqsafwd.org](http://www.spebsqsafwd.org)) contains information of current and historical nature regarding the district, it's events and people. The website is administered by an appointed Webmaster who has a staff maintaining subsidiaries and supplemental websites in the several FWD divisions. Links are provided in each to assure rapid and efficient navigation of the media. The current and back issues of *WESTUNES* is available for review or downloading at this website.

## 6.2 FREQUENCY OF PUBLICATION.

*WESTUNES* will be published on a schedule approved by the FWD Board at the annual Summer meeting or at any BOD meeting where the need for approval is appropriate.

## 6.3 CONTENTS

In accordance with the *WESTUNES* Operations Manual, which is incorporated by reference in this document shall contain, but not be limited to:

A message from the District President who shall make observations and comment upon happenings of interest in the District and at the Society level.

A digest of happenings within each division in the FWD.

A calendar of events including all District and divisional conventions, Harmony College, , Leadership Academy (formerly COTS), C&J Schools, Directors Schools, and all chapter shows which have been officially cleared through the District Secretary.

- a) The names and address of all members of the FWD BOD.
- b) Advertising. Advance advertising of district and divisional contests and events will be carried at no cost to the host chapter. Shows, business cards and other barbershop-related advertising will be carried at FWD BOD approved, established rates.
- c) Profiles of district members who distinguish

- d) themselves in service.
- e) In addition, subsequent to each meeting of
- f) the FWD BOD and HOD an abstract of the motions presented shall be published.

#### 6.4.1 WESTUNES

The District President shall annually appoint a Managing Editor whose duties shall include the production, publication and distribution of *WESTUNES* on a regular and timely basis. The editor will report administratively to the Chairman of the Committee for Marketing and PR. The Managing Editor will function in accordance with the specifications identified in the document “*WESTUNES Operations Manual*” prepared for and approved in 2000 by the DVP Marketing and PR and the District President. (Document available from the FWD Secretary via e-mail only).

Specific duties of the *WESTUNES* Managing Editor include, but are not limited to:

- a) Being responsible to the FWD BOD for preparing an annual line-item budget including costs for travel to the International Convention and overseeing and reporting on the proper utilization of funds so allocated.
- b) Making timely use of news items exercising prudent editorial license.
- c) Making use of items from other district bulletins and *Update* from the Society Office as appropriate.
- d) Reserving the right to edit all contributed material. All copy submitted to him for publication should be carefully scrutinized for grammar and spelling as well as content. The *AP Stylebook*, Strunk and White's *The Elements of Style*, and the *PROBE Style Guide* are highly recommended as references for this purpose.
- e) Providing appropriate credit to contributors.

#### 6.4.2 STAFF.

The Managing Editor shall appoint a staff including regional digester(s) (editor) for each of the five divisions in the FWD who shall be responsible for compiling and submitting for publication in *WESTUNES* feature columns dedicated to chapter bulletins.

Additional staff members may be appointed as outlined in the *WESTUNES Operations Manual*.

### 6.5 GENERAL EDITORIAL POLICIES

In addition to the policies, duties and responsibilities identified in the *WESTUNES Operations Manual*, the following policies have been established with regard to publication:

- a) Prudent use of advertising will be permitted.
- b) Current FWD Quartet Champions' business card will be run free of charge during their period of championship.
- c) Advertising rates and patron subscription costs, domestic and foreign, may be modified with the consent of the FWD BOD. Rates shall be displayed on the title page, inside the front cover.
- d) Material considered 'blue' or off color will never be used.

### 6.6 MEMBER CONTACT INFORMATION

Member contact information that may be included in the electronic media for the district shall contain the caveat regarding prohibition of use. Membership rolls, lists of quartets and of chapters, districts and officers thereof, shall not be furnished to any outside organization except under authorization by the Society Board.

Mailing lists and directories of the Society, its districts and chapters may be distributed and used only for purposes germane to the business of the district and the Society.

## ARTICLE VII: DISTRICT DIRECTORY

### 7.1 RESPONSIBILITY AND CONTENTS

Each year, the District Secretary shall be responsible for the preparation and distribution of a FWD Directory. The directory shall contain the roster of district officers and chapter officers,. Details of committee chairmen, s, and such other information as deemed necessary by the FWD BOD will be carried on the district website ([www.spebsqsafwd.org](http://www.spebsqsafwd.org))

### 7.2 INFORMATION SUBMITTAL

Information submitted by chapter secretaries, for inclusion in the directory, must be provided to the Society data base following the election of chapter officers. Chapters failing to meet this deadline may not be included in the annual directory.

### 7.3 PUBLICATION DATE

The directory shall be published as soon as possible after election of District officers and should be ready for distribution no later than January 1 annually. It shall be available by electronic means at the FWD website (Members Only).

## ARTICLE VIII: CONVENTIONS AND CONTESTS

### 8.1 FWD CONVENTION POLICY

Policy pertaining to the conduct of contests and conventions is contained in the FWD Convention Regulations approved for use by the FWD BOD, which by reference, are a part of this Statement of Policy

FWD convention/contest weekends contain quartet and chorus contests, meetings and other functions. The FWD policy on these events will be contained in this section.

### 8.2 CONVENTION/CONTEST MANAGEMENT

The District Events Chairman shall annually appoint a Division Event Planner (DEP) for each Division to approve venues and supervise/support conventions and contests that are held in the Division.

The DEP will be part of the Division VP's management team and may act for the District Events Chairman (when requested) to find or approve venues for meetings and functions held in the division.

### 8.3 CONVENTION/CONTESTS CATEGORIES

Annually, the Far Western District conducts **district** convention/contests and **divisional** contests.

- a) The **district** convention/contests include: the Spring District Convention/Contest (also known as the International Preliminary Quartet Contest) and the Fall District Convention/Contest. The International Preliminary Quartet Contest may be held in conjunction with the divisional contest in the host area.
- b) The **divisional** contests are held in the five divisions of FWD on separate dates in March, April and May. At the direction of the BOD, two divisional contests may be combined at a single venue and date. Such scheduling will require prior notice to the members of the district no later than the Fall Convention of the previous year.
- c) The current Official SPEBSQSA Contest Rules regarding conduct and eligibility for both chorus and quartets shall apply to these official contests. The policy, schedule and

conduct of these events are identified in the FWD Convention Regulations and are overseen by the District Chairman of the Events Committee. Details of each will be found in the following sections.

#### 8.3.1 DIVISIONAL CONTESTS

Far Western District Divisional chorus and quartet contests shall be held in each division at a time and place designated by the District Chairman of the Events Committee in accordance with the FWD approved "15 Year Calendar," which shall be updated annually. (See FWD Convention Regulations, Part 5.0, Exhibit A.).

- a) The purpose of the divisional contests, shall be to select the competitors for the Fall District contest. Competitors will include district quartets, choruses, Senior Quartets, and such other competitors as included at the discretion of the FWD BOD.
- b) In accordance with Society operations, Collegiate Barbershop Quartets may be included in any FWD divisional contest. Registration for the divisional convention for members of such quartets is waived. Scores thus obtained are forwarded to the Society coordinator for inclusion in the Collegiate Barbershop Quartet Contest held annually in conjunction with the Society Summer Convention.
- c) Annually, at the Fall District Board of Directors meeting, the District Representative for Contest and Judging (DRCJ) will propose to the BOD and HOD, a target score for choruses and one for quartets that will be used to qualify contestants for the Fall Contest. The target score will be in the form of a percentage of possible scores allocated by either a single, double or triple panel. The target score will be provided in advance via *WESTUNES* and/or other written means to all contestants by the DRCJ prior to the first contest of the annual contest cycle.
- d) The drawing for order of appearance for divisional contests will be conducted approximately 14 days prior to each contest by the host chapter or the Events Committee, whichever is hosting the event. The chorus of host chapter or "hired chapter" as the case may be for the contest shall have the option of appearing either first, last or be included in the draw. Once the draw has been made and published via the internet and to the Contest Administrator of the event, the only changes that can be

made are by the Contest Administrator or the District Representative for Contest and Judging (DRCJ) on the day of the contest due to circumstances beyond the control of the contestant

- e) Quartets and choruses are requested to register with the District Representative for Contest and Judging (DRCJ) no later than 28 days prior to the divisional, district or district prelim contest in which they intend to perform. Late entries may be accepted at the discretion of the DRCJ. Entries accepted after the 28 day deadline may not appear in the official program and shall appear first or last, at the discretion of the Contest Administrator under advisement of the DRCJ.”

#### 8.3.1.1 DIVISIONAL QUARTET CONTEST POLICY

Division quartet contests shall be held in each division (or combined divisions venue) at least 60 days prior to the District Quartet Contest. Previous District Quartet Champions are not allowed to compete. Other Society registered quartets from chapters within that division may compete in their respective division quartet contest. In no case may a quartet that has been eliminated in one division be allowed to compete in another division for the purposes of representation that division in the next District Quartet Contest

- a) Eligibility to participate in divisional and/or district quartet competition shall be in accordance with the Society C&J rules Section I. A. 4 and 5. A quartet man is a member of a Division based on the Chapter to which the member belongs or for Frank Thorne members, the mailing address on file with the BHS. Quartets with membership in more than one division may elect that division in which they will compete. The selection of division so elected will be considered permanent for the balance of that contest year. Quartets will not be eligible for Division Quartet Championship unless at least two men are members of their selected Division.
- b) Contestants qualifying to compete in the Fall District contest must achieve divisional scores equal to or greater than score percentages established by the BOD and the HOD prior to the contest year.

Other policy matters covering the divisional quartet contests are:

- 1. The several types of quartets are defined as follows:

- a) **Regular Quartet;**
- b) **Novice Quartet** (no more than two members have competed at a Fall district competition);
- c) **Senior Quartet** (minimum age is 55, and the combined ages of the men in the quartet must total at least 240 years at the time of the International Seniors Contest for which the quartet is competing. . (See Section 8.3.2.4 of this document), and:
- d) **Super Senior Quartet** (a minimum age for each member is 65 years as of the date of the Fall Senior contest; the total ages of the quartet members must equal or exceed 280 at the time of the contest.)

- 2. All members of performing quartets must be currently registered with the Society office and hold a valid registration for the convention/contest that they are entered. (Quartets will be rendered ineligible if any member is not listed with the Society as member of the quartet. Quartets may register with the Society (for a fee) as many members as desired).
- 3. If a quartet cannot compete in its own divisional contest, the quartet must have approval of the District Representative for Contest and Judging (DRCJ), to perform in another division. Quartets competing outside their own division are not eligible for the divisional championship or divisional awards. The quartet will only be allowed to qualify for the Fall District Quartet Contest providing it meets the requirements as outlined in Article Art. VIII, Section 8.3.1.1 above.
- 4. Quartets may perform for evaluation at any division contest. They will be scored by the judging panel and may participate in the judge’s evaluation process, but their score will not appear in the scoring summary nor will it count for district qualification. Quartets performing for evaluation in their own division are guaranteed a contest slot. Quartets may perform for evaluation in divisions other than their own on a space available basis. If at the time of the draw there are too many quartets for the quartet session (i.e. more than 25), out of division quartets performing for evaluation will be dropped from the contest starting with the last entry until the session competitor limit

is reached. A quartet may perform for evaluation in other division contests and also sing for district qualifying score in their home division.

#### 8.3.1.2 SENIORS PRELIMINARY QUARTET CONTEST POLICY

The preliminaries for the Senior Quartet Contest are held at the five divisional contests at the same time as the divisional quartet and chorus contests. The five top scoring Senior Quartets from the divisional contests will compete in the district Fall Contest. (See Sec. 8.3.2.2.2.)

#### 8.3.1.3. SUPER-SENIOR CONTEST

The highest scoring Super-Senior Quartet from the five divisional contests who has not previously held the title of District Super Senior Quartet Champion, will receive the title of *FWD Super Senior Champion Quartet*. The winning quartet will be invited to perform during the "Show of Champions" at the Fall Convention and Contest.

#### 8.3.1.4 COLLEGE QUARTETS

College quartets that have been accepted and approved by the International Office may compete with prior notice to the DRCJ without the need to pay for registration in any FWD Divisional Contest. Upon completion of the divisional contest cycle, all college quartet scores are reported to the International Office. The highest scoring college quartet will be named the FWD College Quartet Champion and representative. All other college quartet scores will be placed in a pool from which "wild cards" may be selected for the International College Quartet Contest in accordance with International rules.

#### 8.3.1.5 OTHER QUARTET CONTEST POLICY

Other quartet contests including but not limited to, comedy, performance, etc, may be sanctioned by the FWD BOD action

#### 8.3.1.6 DIVISIONAL CHORUS CONTESTS

Division Chorus Contests shall be held in each division (or combined divisions venue) at least sixty days prior to the District Chorus Contest. The chorus of any chapter located in a particular division may compete in the contest for that division. All members of competing choruses must be Society members and fulfill the eligibility requirements of the Society's C&J requirements and hold a valid registration for the convention/contest that they are entered. (See Section 8.3.2.2.3)

1. Choruses must compete in their own divisional contests; Competing in other divisional contests is not permitted.
2. This contest will be conducted in a single round of competition. Choruses shall compete to qualify for entry into the next District Chorus Contest in accordance with the requirements identified in Art. 8.3.2.2.3 below
3. Choruses may perform for evaluation at any division contest. They will be scored by the judging panel and may participate in the judge's evaluation process, but their score will not appear in the scoring summary nor will it count for district qualification. Choruses performing for evaluation in their own division are guaranteed a contest slot. Choruses may perform for evaluation in divisions other than their own on a space available basis. If at the time of the draw there are too many choruses for the session, out of division choruses performing for evaluation will be dropped from the contest starting with the last entry until the session competitor limit is reached. A chorus may perform for evaluation in other division contests and also sing for district qualifying score in their home division.
4. No more than two riser configurations will be used at any contest according to the following guidelines:
  - a) Every contest will have a five-riser, four-step configuration.
  - b) If necessary, a second riser configuration will be available designed to accommodate the largest chorus and will be used for all choruses indicating they want more than five risers.
  - c) Lighting and sound will be set for both riser configurations so as to not give an advantage to either, subject to the technical specifications of the venue.
  - d) If two riser configurations are used, the choruses shall be grouped so as to require only one configuration change. The order in which the small and large configurations appear will be established by the position the host chorus selects, if applicable [see 8.3(d)]. If the host chorus does not indicate a preference, then the five-riser configuration will appear first in

even years and the large chorus configuration will appear first in odd years.

### 8.3.2 DISTRICT CONTESTS (SPRING AND FALL)

The District shall hold an International Preliminary Quartet Contest in conjunction with a divisional contest, and a High School Quartet contest at the Spring Convention, and a District Quartet, Senior Quartet and a District Chorus Contest at the Fall District Convention/contest.

The District Spring International Preliminary Convention and Contest and the Fall District Convention and Contest shall be held on dates as directed by the Society. The International Preliminary Quartet Contest is normally held the third weekend in March. The Fall Contest is normally held the second weekend in October.

#### 8.3.2.1 SPRING CONTESTS

##### 8.3.2.1.1 INTERNATIONAL PRELIMINARY QUARTET CONTEST

The number of quartets competing in the International Preliminary Contest shall not be limited. Two rounds of competition are conducted: a semi-final and a final round. The semi-final round of competition will be for the purpose of selecting the ten or more finalists whose semi-final scores indicate the potential of achieving the target score in the final round. In the final session, the ten or more quartets shall compete to qualify to represent the District in the International Contest in accordance with *Society Contest and Judging Rules*.

A qualifying score is established annually by the Society Committee for Contest and Judging to qualify quartets for the International Quartet Contest in July. Quartets achieving that score or higher will be qualified to represent the FWD. In the case that no quartet achieves the qualifying score, the highest scoring quartet will represent FWD in the International Quartet Contest for that year.

A quartet that competes in another district to qualify for the international contest normally shall not be granted permission to compete out of district for a period of three years.

##### 8.3.2.1.2. HIGH SCHOOL CONTESTS

The FWD High School Quartet Contest shall be held during the Spring International Preliminary Quartet Contest weekend. The members of the High School quartet shall each be a currently enrolled junior high or high school student from any combination of high schools located within the boundaries of the Far Western District.

Each competing high school quartet member plus one coach or chaperone for each quartet shall receive an all events registration for the Spring Prelims at no charge, to encourage their exposure to a high level of barbershop quartet singing. Furthermore, admission to the high school quartet contest session shall be free and open to the general public, with open (non-assigned) seating.

#### 8.3.2.2 FALL DISTRICT CONTESTS

A number of contests are conducted during the Fall Convention/Contest activity. They include the FWD Quartet Contest, the FWD Seniors Quartet Contest finalists and the FWD Chorus Contest. The policy and procedures for each will be found in the following sections.

##### 8.3.2.2.1 FALL FWD QUARTET CONTEST

Eligibility to participate in the FWD Quartet Contests is governed by Society C&J eligibility rules and as supplemented by this document as follows:

- a) Quartets achieving the established target score as identified in Paragraph 8.3.1, in their respective divisional contests, with the following exception: A total of two quartets (regular and/or Senior) from the Aloha Chapter in Hawaii may compete in the FWD Fall Contest without previously qualifying in their divisional (The Southwest Division) contest. Competing quartets must fulfill all other Society C&J requirements regarding eligibility and must advise the FWD District Representative for Contest and Judging (DRCJ) of their intent to compete no later than June 1 of each calendar year in which they intend to compete. If the total number of qualifying quartets including Seniors, as identified above is less than 25, the Fall slate will be filled to 25 by inviting the next highest scoring quartet(s) from the divisional contests.
- b) The preliminary round of competition shall be for the purpose of selecting the ten finalists. The ten finalists will, in the final round, compete for the title of District Champion Quartet.
- c) The winners of the FWD Quartet Contest reign for the year as *FWD Quartet Champions*
- d) The drawing for the order of appearance will be done by the District FWD BOD at its Summer Board Meeting. The drawing is final and the only changes

that can be made are by the Contest Administrator or the District Representative for Contest and Judging (DRCJ) on the day of the contest due to circumstances beyond the control of the contestant

- e) Quartet personnel for the Fall Quartet Contest shall remain the same as those who competed and qualified in the earlier divisional contests. The only exception is in the event of the death or the relocation of a member out of the district. Requests for this exception shall be made to the District Representative for Contest and Judging (DRCJ) no later than 30 days prior to the Fall Quartet Contest. Notification of approval (or disapproval), with concurrence of the FWD BOD, will be provided in a timely manner.
- f) If a qualified quartet withdraws more than 30 days prior to the Fall competition, the next highest scoring quartet from the divisionals will be invited to take its place.

#### 8.3.2.2.2. FALL SENIORS QUARTET CONTEST

The five top scoring senior quartets, plus any senior quartets from the Aloha Chapter, who have not previously held the title of "*FWD Senior Quartet Champion*" from the Far Western District divisional Contests will be entered in the Fall Senior Quartet Contest. The winner of the Fall Senior contest will be designated as the *Far Western District Senior Quartet Champion* for the coming year and may not compete again for that title in subsequent years. Quartets from the Aloha Chapter must notify their intent to compete to the District Director of Contest and Judging (DRCJ) prior to June 1 of the year they intend to compete.

Past FWD Senior Quartet Champions may opt to compete for score only in the FWD Fall Senior Contest without pre-qualification in the divisional contests by notifying the District C&J Chairman prior to June 1<sup>st</sup> of the year they intend to compete. The FWD Senior Quartet receiving the highest percentage score in the Fall Contest shall represent the Far Western District at the Society Senior Quartet Contest.

If the winning quartet is unable to represent the FWD the FWD, District Representative for Contest and Judging (DRCJ) shall invite the second place finalist and, if they are unable to participate, the third place finalist will be invited.

The FWD shall provide previously budgeted Senior Quartet Travel funds to assist the FWD Representative\_Senior Quartet to participate in the subsequent Midwinter Senior Quartet Contest.

#### 8.3.2.2.3. FALL CHORUS CONTEST POLICY

Eligibility to participate as a dual or transfer member in the district Fall contests shall be in accordance with the Society C&J Rules, Section I. B. 4 and 5 and Section 8.3.2.2.1 and 8.3.2.2.2 of this document.

The number of choruses competing in the district Fall contest is determined in the following manner:

- a) Choruses achieving the established "target score as identified I Paragraph 8.3.1c in the divisional contests. If the total number of qualifying choruses, as identified above is less than 25, the Fall slate will be filled to 25 by inviting the next highest scoring chorus(s) from the divisional contests which have divisional scores of 55% or greater.
- b) Additional "wild cards" as shown below
- c) The Aloha Chapter may enter without pre-qualification.
- d) The official chorus (not "wild card") representing the FWD in the previous International Contest that did not win the top honor will be seeded to the Fall District contest without the need to qualify in their divisional contest.
- e) If a qualified chorus withdraws 30 or more days prior to the Fall competition, the next highest scoring chorus from the divisional contests will be invited to take its place.

The winner of the District Chorus Contest shall be termed the *FWD District Chorus Champions* that title until the following year's district contest. *The District Chorus Champion* shall have the right to represent the District at the following International Chorus contest. If said chorus indicates its inability to compete, the district representative shall be the chorus that has scored the highest number of points from those able to compete.

The FWD policies for the District Chorus Contest are:

- a) The winner of this contest shall hold the title of *FWD District Chorus Champion* until a successor has been selected.
- b) The FWD Chorus which wins the Society Championship may not compete again in the Fall District Chorus Contest until the third year following the year in which it won the FWD Chorus Championship.

- ☞ The annual contest cycle begins with the first contest in any given calendar year that is part of the process of selecting the district's representative to the international chorus contest-
- a) Drawing for the order of singing appearance will be done by the FWD BOD at its summer meeting. The drawing is final and the only changes that can be made are by the Contest Administrator or the District Representative for Contest and Judging (DRCJ) on the day of the contest due to circumstances beyond the control of the contestant. . The chorus of the host chapter or chapter for hire may opt for singing first, last or be included in the draw. Their desires must be provided to the DRCJ prior to the FWD Summer Board Meeting.
- b) No more than two riser configurations will be used at any contest according to the following guidelines:
- c) Every contest will have a step configuration.
- d) If necessary, a second riser configuration will be available designed to accommodate the largest chorus and will be used for all choruses indicating they want more than five risers.
- e) Lighting and sound will be set for both riser configurations so as to not give an advantage to either, subject to the technical specifications of the venue.
- f) If two riser configurations are used, the choruses Shall be grouped so as to require only one configuration change. The order in which the small and large configurations appear will be established by the position the host chorus selects, if applicable [see preceding bullet]. If the host chorus does not indicate a preference, then the five-riser configuration will appear first in odd years and the large chorus configuration will appear first in even years.
- g) The "mike-testing" chorus for the Fall District Chorus Contest will be the All Star Barbershopper Chorus, which consists of Barbershoppers in attendance at the Convention who are not otherwise competing in the chorus competition. It will be directed by a person selected by the FWD Board.

## 8.4 CONVENTIONS

Procedures for conducting FWD conventions and contests are contained in considerable detail in the

FWD Convention Manual. The following excerpts are provided for general information. The manual should be consulted for details.

### 8.4.1 REGISTRATION.

All attendees to FWD conventions/contests, including the five divisional contests, shall register by mail, in advance, or in person giving name, address and chapter or other affiliation.

### 8.4.2 REGISTRATION FEES.

There shall be one "all events" registration fee for all contest sessions, and other forms of registration for specific events as cited in the current FWD Conventions Regulations. Special arrangements are provided for selling of individual registrations to the general public, if seating is available prior to the start of any event. (See the FWD Convention Regulations, Part 2.0 of the appropriate section). Registration fees for the judging panel, master of ceremonies, and candidate judges invited by District Representative for Contest and Judging (DRCJ) are waived.

## 8.5 AWARDING OF CONVENTIONS/CONTESTS

The awarding of International Preliminary and District Conventions and Contests follow the procedures and specifications contained in the FWD Convention Regulations. Some details regarding the awarding of conventions are provided here for information. Full details are contained in the referenced document.

### 8.5.1 DISTRICT CONVENTIONS BID POLICY

Bids for both International Preliminary and District Conventions and Contests shall be requested from member chapters in accordance with District practice. The award of these conventions will be made by the District HOD with the following exceptions:

- a) Starting in 2001 all district conventions will be run by the District Events Management Team. unless the HOD approves the bid of a qualifying chapter host. Chapters are encouraged to bid on the Fall Conventions on the open year (2005 and every fourth year thereafter) at least three years in advance of the Convention, and on the Spring Conventions on the open year (2004 and every fourth year thereafter) at least 3 years in advance of the convention..
- b) Starting in 2001, the FWD Events Management Team will run those divisional convention for which no

qualified bids for divisional Convention/Contests have been received and approved by the HOD at least one year in advance of the convention(s),

Chapters wishing to submit bids shall secure a copy of the appropriate section of the FWD Convention Regulations and the official bid form from the District Chairman of the Events Committee or Regional Chairman of Meeting and Planning Committee (DEP) of their respective area.

FWD policy regarding the bid process is described below:

- Award of conventions will be made only to an incorporated chapter in good standing with the Society.
- A preliminary budget must accompany bids for these contests and the bid must be in conformance with all contest and convention rules and regulations.

#### 8.5.2 FWD DIVISIONAL CHORUS AND QUARTET CONTEST BID POLICY.

Bids for Division Chorus and Quartet Contests may be accepted from chapters within the division in conjunction with the District Chairman of the Events Committee or his assistant in accordance with FWD Convention Regulations. The awarding of these contests will be made by the District Chairman of the Events Committee.

- a) Chapters desiring to submit bids for these contests may secure a copy of the appropriate section of the FWD Convention Regulations and the official bid form from the District Chairman of Events, or DEP of their area.
- b) The award of this contest shall be made only to incorporated chapters in good standing.

## ARTICLE IX: SHOW CLEARANCES

### 9.1 PURPOSE

The purpose of obtaining show clearances is to prevent conflict in dates of activities between chapters, divisions, districts, or Leadership Academy (formerly COTS), and to ensure that the proper ASCAP license is obtained. Conflicts make it difficult to obtain quartets, prevent nearby Barbershoppers from attending both events, reduce public attendance, and often results in unpleasantness between chapters.

### 9.2 SHOW CLEARANCE PROCEDURE

Granting of show clearance will be done only by the District Secretary, and the following rules will apply:

- a) No show clearances are to be granted on District convention weekends, or Divisional Leadership Academy (see Art. XII para 12.3)Harmony Jubilee, Harmony College West or Chorus Director Seminar weekends.
- b) A clearance may not be issued to a chapter within 50 miles of a chapter that has a previously cleared date.
- c) Paragraph (b) may be waived with the consent of the chapter(s) that has received clearance.
- d) Show clearance will not be granted on the same date as a chapter's own division quartet or chorus contest

### 9.3 CLEARANCE REQUESTS

Dates for the Spring and Fall conventions are established by the District/Society. Clearances for chapter shows shall be obtained by the chapter secretary and for charter or license night shows by the sponsoring chapter.

### 9.4 WHEN CLEARANCES NOT REQUIRED

No clearance is required for inter-chapter visits, package shows or community service (charity) appearances unless such event is being presented in the vicinity of another chapter which is presenting a show. It is strongly recommended that notification of all such appearances be sent to the neighboring chapters. Although formal clearance is not required for package shows sponsored by others, conflicts with cleared events may occur, and it is required that said shows be informally cleared through the District Chairman of the Events Committee before concluding arrangements. A BMI/SESAC and ASCAP license may be required even though a clearance date is not required for chapter sponsored package shows. It is the responsibility of the chapter to ensure that an ASCAP license is obtained.

### 9.5 CLEARANCE REQUEST

#### FORM/PROCEDURES

Requests for show clearance dates are to be made through the District Secretary on Form 3016, available from the District Secretary or from the Society Website (wqwww.spebsqsa.org). Upon receipt of the completed form and check for the appropriate BMI/SEAC fees, the District Secretary will notify the requesting group that the show clearance has been

granted and forward an information copy of the clearance to the Society Office.

In accordance with the new ASCAP policy, the chapter will contact ASCAP through the Society website **after the show** and obtain the ASCAP form. The form should be completed, downloaded and forwarded with the appropriate check as directed. The District policy regarding the sale of merchandise (Exhibit G of the FWD Convention Regulations) also will be furnished to the group requesting clearance. The check for BMI/SEAC and ASCAP fees are to be made out to the Society.

Shows should not be produced without proper clearance from the District Secretary. Only shows properly cleared will be listed on the District Calendar and in Westunes. No advertising for uncleared shows will be permitted in Westunes (or any other District publications) or on the website and no promotion of the uncleared show will be permitted at District Conventions.

## ARTICLE X: FINANCES

### 10.1 DISTRICT FINANCIAL POLICY.

The financial policy for the Far Western District is contained in part in this section.

#### 10.1.1 DISTRICT PER CAPITA DUES

Each member of the District shall pay District dues of an amount approved by the FWD HOD for each member per year. The dues shall be due and payable upon receipt of a statement from the Society Office indicating that Society, District and Chapter dues are due. The member remits the total amount directly to the Society office which, in turn, remits to the district and the chapter the portion of the member's dues tendered.

The exceptions are:

1. The Aloha Chapter, which shall have a per capita dues of only 1/2 of District dues.
2. New Society members of new chapters, inducted during the one year period following licensing, shall pay no district dues for the first year of their membership.
3. Dues for Student and Senior members (qualifications as defined in the Society Bylaws) are established by FWD BOD action and are currently one half of the amount assessed regular members.
4. In addition, members achieving their 50th anniversary with the Society will not be charged District dues for the balance of the time they are members.

#### 10.1.2 FINANCIAL OBLIGATIONS

When an individual is responsible for two or more district committees or functions, the cost of each function shall be maintained separately and reimbursed according to FWD policy.

#### 10.1.3 FWD BOD PROPOSALS TO CONTAIN

##### FINANCIAL IMPACT INFORMATION

All proposals submitted by the FWD BOD to institute, eliminate or modify a function, service or responsibility, shall include an estimate of the effect of such proposal on the FWD BOD budget.

#### 10.1.4 DISTRICT INCOME

The income to the District shall be available for all approved purposes. District income includes district dues, income from conventions, income from special events and sales.

District events that charge tuition or admission will require prior FWD BOD approval of the tuition/cost schedule. Discounts or special admission costs will not be offered without prior FWD BOD approval.

##### 10.1.4.1 DISTRIBUTION OF CONVENTION

##### INCOME

The distribution of convention income is as follows:

- a) The District share of money from the Fall District Contest, International Preliminary Quartet Contest shall not be less than 70 percent of the net profit and shall be directed to go to the general fund.
- b) The District share of money from all divisional contests, other than that which is included with the International Preliminary Quartet Contest, shall not be less than 50% of the net profit and shall be directed to the general fund.
- c) A fully detailed report of finances from all contests shall be submitted to the District President, District Treasurer, and District Chairman of the Events Committee within 45 days. If requested in writing from the host chapter, the District Chairman of the Events Committee may extend the deadline. For each week that the host chapter fails to submit the financial report after the 45th day or agreed-upon date, the percentage of the split shall change, increasing the District share by one percent and reducing the chapter share by one percent.

#### 10.1.5 DISTRICT BUDGET LIMITS

Amounts budgeted for a function shall be considered goals and not necessarily a limitation. But it is expected that the responsible FWD BOD member will not permit expenses to exceed the amount

budgeted by more than five percent without approval by the District President with subsequent budget adjustment at the next regular FWD BOD meeting.

#### 10.1.6 DISTRICT NON-BUDGETED EXPENSES

Expenditures for monies not provided in the budget shall not be made without prior approval of the FWD BOD or, in unusual circumstances, approval by the District President.

### 10.2 BUDGET

The Far Western District operates on an annual budget that is created for the maximum use of resources. The details are shown in this section.

#### 10.2.1 BUDGET PREPARATION

The District Treasurer shall consult with the FWD BOD and various committees as necessary and shall prepare a preliminary budget proposal for the ensuing fiscal year and shall furnish copies to the FWD BOD and the affected committee chairmen. The Treasurer shall also have available a balance sheet and a report of actual expenses as of May 31. This preliminary budget proposal shall be discussed and amended as necessary at the Summer FWD BOD meeting. A summary of the proposed budget will be sent to each chapter president via electronic means with notification that final adoption of the budget will be made by the HOD at the Fall Convention meeting.

#### 10.2.2 ANNUAL BUDGET REVIEW

At each FWD BOD meeting, the budget for that year will be reviewed and/or adjusted for the past and upcoming portions of the year in light of District financial status and current non-budgeted proposals.

#### 10.2.3 NON-BUDGETED PROPOSAL COSTS.

Proposals to add non-budgeted items to the current or proposed budget to be presented at any FWD BOD meeting shall be sent to the District President and Treasurer thirty days prior to the FWD BOD meeting, with a complete explanation and justification.

### 10.3 AUTHORIZED SIGNATURES ON DISTRICT CHECKS.

The signature of the President, Secretary and Treasurer shall appear on the bank's authorized signature card, so that any one of the three may be considered valid on a district check.

### 10.4 EXPENSES OF DISTRICT OFFICIALS

Members of the FWD BOD, Committee Chairmen and other officials who may be elected or appointed, are entitled to reimbursement for actual expenses incurred in the conduct of their responsibilities (including requested attendance at meetings of the

FWD BOD) within the limits of their budget as follows:

- a) Standard public transportation fares, including tax, or a per-mile rate approved by the FWD BOD for use of automobile. (Note: The per-mile reimbursement does **not** include tolls, parking charges, etc., therefore should be included separately on the expense vouchers). Reimbursement for auto travel shall not exceed the lowest round-trip airfare when available.
- b) Basic cost of hotel room plus tax, when necessary to be away from home overnight.
- c) Meals, when required, at a per diem amount approved by the FWD BOD.
- d) Postage, mailing, telephone, photocopy, and facsimile charges.
- e) Stationery and supplies: District and officer report forms, expense vouchers and all stationery and supplies that are procured from the Society office shall be obtained through the District Secretary. District officers will be provided with personalized business cards District Officers and Committee Chairmen will be provided, as desired, with standard Society stationery that can be personalized at their own expense. Exceptions to the above can be approved on a case-by-case basis by the Chairman of the Operations Team or the District President.
- f) In the event that a member of the FWD BOD participates in any convention, meeting, contest, or other event for which all or any portion of his expenses are subject to reimbursement from more than one source (including, but not limited to the FWD, the Society, the member's chapter or any other outside source), the board member may accept reimbursement of all or portions of such expenses from any or all of such sources provided that there shall be no duplication of reimbursement for any individual item or portion of any item, and provided further that the board member shall fully disclose to each of such sources the availability of reimbursement from all such sources (including any conditions to reimbursement imposed by any such sources) and shall fully account to all such sources for the total of the reimbursements received.

### 10.5 CONTROL OF DISTRICT EXPENDITURES

FWD financial policy as applies to District expenditures is contained in the following sections.

### 10.6.1 FWD BOARD MEMBERS AND COMMITTEE

#### CHAIRMEN EXPENDITURES.

FWD BOD members and committee chairmen shall submit expense vouchers to the District President. s and committee members shall submit expense vouchers to their respective District Vice-President or committee chairmen, who shall then forward the vouchers to the District President for approval. If an expense voucher will exceed the amount budgeted, or if any item on the voucher appears unreasonable, the Treasurer shall consult with the District President prior to payment.

### 10.6.2 EXPENSES SUBMITTED AFTER 90 DAYS.

Reimbursement for expenses incurred more than 90 days prior to voucher submittal shall not be honored without special endorsement by the District President.

### 10.6.3 CONTRACT SIGNATURES

All contracts for facilities used for District level functions must be reviewed and signed by either the Chairman of the Events Committee, the District President or the District Executive VP. Said events to include but not be limited to Spring and Fall Conventions, Leadership Academy (formerly COTS and Harmony College West.

## 10.6 SPECIAL EXPENSES TO SOCIETY

### EVENTS

The District, Society Board Member, *WESTUNES* editor and District Vice-Presidents attend approved Society meetings with reimbursement in accordance with Article X, Sec. 10.4, as follows:

- a) Travel, over 250 miles: round-trip-air coach.
- b) Travel under 250 miles, auto mileage reimbursement at an amount approved by the FWD BOD, or (where available) round-trip, air coach fare, whichever is lower.
- c) Per Diem at a rate established by the FWD BOD.
- d) Lodging, double or single room rate.

## 10.7 FINANCIAL AID TO SOCIETY

### COMPETITORS

Each year a chorus or choruses and quartets are selected, through preliminary contests, to represent the FWD in the Society Chorus and Quartet contests. While representing the District is a distinct honor, it often carries with it a significant financial obligation. In order to lighten the financial burden on these District representatives, the following shall apply:

### 10.7.1 TRAVEL FUNDS

- a) The FWD shall establish a Society Chorus Contest Travel Fund (hereinafter known as the Chorus Fund), an International Quartet Contest Travel Fund (hereinafter known as the Quartet Fund). Together these funds will be known as the Travel Funds.
- b) Monies deposited in the Travel Funds from any source shall be retained by the District under a separate accounting number. Sources shall be as follows:
- c) From each FWD member who pays full per capita dues, the District shall direct \$3.00 to the Chorus Fund and \$1.30 to the Quartet Fund.
- d) From each FWD member who pays one half per capita dues, the District shall direct \$1.50 to the Chorus Fund and \$.65 to the Quartet Fund.
- e) Additional funds as authorized by the FWD BOD at their Summer regular meeting, or special meeting.
- f) All monies in the Travel Funds shall be used for transportation and other costs of the FWD representatives to the city of the International Contest.

### 10.7.2 TRAVEL FUND DISBURSEMENT

Travel funds are available for FWD International competitors in the following categories: chorus(s), quartet(s) and senior quartet(s) (Society Midwinter Convention). The disbursement of each will be described in the following sections.

#### 10.7.2.1 CHORUS FUND DISBURSEMENT

Procedures for disbursement of the International Chorus Contest Fund monies shall be as follows:

- a) Within 90 days following the District Chorus Contest, the FWD chorus representative(s)(i.e. any district chorus that is invited to compete in any chorus contest at the International Convention held in the summer) must advise the District President in writing, of their intent to compete or not compete in the next International Chorus Contest.
- b) In the event that the FWD Chorus Champions cannot compete in the International Chorus Contest, the second place, or alternate chorus shall become eligible to represent the District.
- c) The District Treasurer will issue a check to the Champion FWD Chorus in

the amount of 20% of the travel fund plus a pro rata share in direct relationship to the number of men on stage at the qualifying contest. Other invited choruses to receive pro rata shares of the balance of the chorus travel fund, in direct relationship to the number of men on stage at the qualifying contest. Checks to all qualifying choruses will specify the payee as the chapter(s) representing the District to the International Chorus Contest. In no case shall the authorized amount exceed the balance in the Chorus Fund at the time of disbursement. The check(s) will be forwarded to the District President for presentation.

#### 10.7.2.2 QUARTET FUND DISBURSEMENT

Procedures for disbursement of the Quartet Fund monies shall be as follows:

- Within thirty days after qualifying for International Competition, the qualified FWD quartets will notify the District President in writing, of their intent to compete (or not to compete) in the next International Quartet Contest.
- The District President will instruct the District Treasurer to disburse moneys from the Quartet Fund equally to all the FWD quartets.
- In the case where not all of the members of a quartet are members of FWD, the amount provided will be 25% of the amount provided in b. (above) per FWD member.
- In no case shall the total funds disbursed from the Quartet Fund exceed the fund balance.

#### 10.7.2.3 COLLEGIATE BARBERSHOP QUARTET

##### TRAVEL FUND

The FWD BOD may budget monies annually to the Collegiate Barbershop Quartet Travel Fund, depending upon the financial status of the District. These funds will be provided to the FWD Collegiate Barbershop Quartet representative(s) using similar procedures as identified in section 10.8.2.2, above. If more than one representative is to represent the district, equal shares of the Collegiate Barbershop Quartet Travel fund will be provided to each representative quartet.

#### 10.7.2.4 ADDITIONAL FUNDING.

In addition to disbursements from the Funds, the District may, at its own discretion, make monies available from the District treasury to the FWD representatives to defray other costs realized in

Society competition. This paragraph shall not be construed as a mandate to the FWD BOD.

## 10.8 CONTRIBUTIONS

The District may make annual contributions from its net convention income to Harmony Foundation, FWD Youth Activities, and others as seen fit by the FWD BOD.

## 10.9 CONTRACTS

All contracts for facilities used for district level functions must be reviewed and signed by either the Chairman of the Events Committee, the District President or the District Executive Vice-President. Said events to include but not be limited to Spring and Fall Conventions, Leadership Academy (formerly COTS) and Harmony College West.

## ARTICLE XI: DEADLINE DATES

### 11.1 FWD REQUIRED ADVANCE NOTICE, LEAD TIMES AND/OR DEADLINES

For the purpose of providing a ready reference of deadline dates affecting the administration of district and chapter affairs, the following list has been compiled showing dates and source.

### 11.2 DATES (DEADLINES)

The dates, lead times and deadlines shown in the following sections have been established by the FWD BOD and are identified in the referenced documentation.

#### 11.2.1 AGENDA ITEMS

Agenda items and subsequent reporting thereof will be provided as shown:

- a) Submit agenda items 45 days prior to meeting.
- b) Publish HOD, BOD agenda items 30 days prior to meeting.
- c) Publish proposed Bylaws and/or SOP amendments in the Delegates Brochure 30 days prior to meeting.

#### 11.2.2 CONVENTION AND CONTEST BIDS

Deadline dates of convention and contest bids are to be provided as shown:

- a) Divisional Contest: On or before the date of preceding contest.
- b) Fall Convention/Contest: Three years prior to the current Fall Convention/Contest.
- c) Spring Convention and Contest: On or before January 1st, three years prior.

### 11.2.3 CHAPTER DATES.

- a) Establish slate of potential officers: On or before September 1.
- b) Elections: On or before September 30.
- c) District and Society of election results: On or before 15 October.

### 11.2.4 CONTEST ENTRY

In order that the necessary documentation (including the contest program) may be prepared and printed in a timely manner, contest entries should be made in advance as shown:

- a) Division Chorus and Quartet Contest, including Performance Class: Received by the District Vice-President of Contest and Judging no later than 28 days before contest date. Late entries will be accepted, however, will not be shown on the program or entered in the "draw" for order of appearance. The order of appearance of late entries will be at the discretion of the Contest Administrator.
- b) District Chorus Contest: Submitted to District Representative of Contest and Judging (DRCJ) 28 days before contest.
- c) District Quartet Contest: Submit to District Representative for Contest and Judging (DRCJ) 28 days before contest.
- d) High School/Collegiate Barbershop Quartet Contest: Submitted to District -Chairman of YIH up to and including the date of the contest.
- e) Senior and Super Senior Quartet Contest: Submitted to the District Representative for Contest and Judging 28 days before the date of the contest.
- f) International Preliminary Quartet Contest: submitted to the District Representative for Contest and Judging (DRCJ) 28 days before the date of the contest.

### 11.2.5 DRAWING FOR POSITION AND NOTIFICATION

Deadlines for the drawing of the order-of-appearance of FWD contests are described below:

- a) Division Chorus and Quartet Contests: The drawing is made by the host 21 days prior to the event; contestants to be notified approximately 14 days prior to the event.
- b) Fall District Chorus and Quartet Contests: The drawing is made by the FWD BOD at the Summer BOD meeting. Contestants will be notified of their order of appearance and the riser set to be used as soon as possible following the Society Summer International Convention/Contest.

- c) International Preliminary Quartet Contest: Drawing is made by the host 21 days prior to the event; contestants to be notified 14 days prior to the event.

### 11.2.6 DISTRICT NOMINATIONS

The time-line and sequence of the necessary actions prior to the conduct of the district elections by the HOD are as follows:

- a) Appointment of Nominating Committee: Prior to January 1st.
- b) March 1. Regarding the Society Board Member at large, if to be elected, the district nominating committee shall submit candidate recommendations to the Chairman of the Society Nominating Committee by at least March 1 annually in accordance with Society Nominating Committee requirements.
- c) May 15: Slate identified by Nominating Committee: (president, executive vice president, secretary, treasurer, five district vice-presidents and immediate past president
- d) June/July: Nominating Committee report to FWD BOD Summer Board Meeting. The report: to be provided to the District Secretary, for inclusion in the Delegates Brochure, and to for publication in the issue prior to election.
- e) Floor Nomination: in accordance with Standard District Bylaws, Art. V (Section 5.05 c) which states:

*"...Nominations may be made from the floor by any delegate provided that he has obtained the consent of his proposed nominee and has notified all delegates in writing at least 10 days in advance of the meeting of his intention to make such nomination.*

### 11.2.7 SUBMISSION OF PRINTED MATERIAL FOR PUBLICATION

Deadline dates are established for submitting written material for publications as shown:

- District Directory material: Chapter officer election results shall be submitted by the chapter secretaries to the District Secretary by October 15
- Officer and committee reports for the HOD: 45 days before the meeting
- **WESTUNES** ads/materials: Before the 15th of the month prior to publication.

### 11.2.8 BULLETIN EDITOR OF THE YEAR CONTEST

The submission of chapter bulletin entries for the annual FWD Bulletin Editor of the Year contest shall be December 31, or as announced by the District Bulletin Editor Coordinator. Late entries may not be judged.

## **ARTICLE XII: CHAPTER OFFICER TRAINING SESSIONS**

### **12.1 LEADERSHIP ACADEMY**

Each year training seminars will be held after the election of Chapter Officers. All Chapter Officers-elect, s and District Officers may attend the seminar for the purpose of receiving training in their respective duties. These seminars will be known as Leadership Academy classes. District Officer tuition will be paid by the District.

Separate classes will be scheduled and conducted in the several divisions in accordance with the approved recommendation of the Chairman of the CSLT Committee and the District Leadership Academy Coordinator (DLAC). A chapter show may not be cleared on a Leadership Academy date scheduled in the same division.. (See Art XIX, Para 9.2) Further, a Leadership Academy (formerly COTS) will not be scheduled on previously cleared dates for chapter shows within the same division.

On a one-time basis, registration fees for elected officers attending Leadership Academy (formerly COTS) will be waived for newly chartered chapters.

### **12.2 SELECTION OF LEADERSHIP ACADEMY TRAINING VENUES**

The several District Vice Presidents–will investigate available sites and dates and then present their findings to the District Leadership Academy Coordinator (DLAC) and the District Chairman of the Chapter Support and Leadership Training Committee, who will review the recommendations and present them to the FWD BOD. The final decision as to the location of Leadership Academy (formerly COTS) sites will be ratified by the FWD BOD.

## **ARTICLE XIII: EDUCATIONAL PROGRAMS**

### **13.1 DISTRICT EDUCATION PROGRAM POLICY**

Because the educational needs of a District are constantly changing, there will be no firm policy regarding educational programs with the exception of

Leadership)as outlined in Article XII, above. It shall be the responsibility of each administration to promote and provide programs such as chorus development, quartet promotion, chorus directing promotion and similar education programs as deemed necessary and feasible.

### **13.2 DISTRICT YOUTH EDUCATION FUND**

The Far Western District Youth Education Fund is established for the purpose of supporting youth outreach and educational activities in the Far Western District.

The funds are derived solely from voluntary contributions by members, chapters and friends of the district. The fund is maintained as a separate account by the treasurer of the district.

Monies from the fund are to be spent on projects as recommended by the District Youth Outreach Team and approved by the district board. These projects may include, but are not limited to: youth camps, scholarships, seminars for music educators, audio-visual materials, manuals and educational materials, augmentation of district youth outreach budget items such as high school quartet scholarship awards and Collegiate Barbershop Quartet travel and other projects as may be appropriate. Where these projects are offered to non-member personnel, such as youths attending FWD youth camps, an appropriate release form will be provided to and executed by the parent or guardian providing for appropriate release for medical and/or accident circumstances and will also contain a “hold harmless” clause against the sponsors, FWD and SPEBSQSA. Inc.

Applications for project funding should be made through the District Chairman of the YIH Committee. It is the informal desire of the Board to spend no more than 50% of the funds available in this fund in any given year.

## **ARTICLE XIV: AWARDS**

### **14.1 QUARTET AND CHORUS AWARDS**

The Division Contest Awards Committee Chairman, in concert with the District Awards Chairman, will establish and make available to the Division Contest chairman, appropriate perpetual trophies to be presented to the choruses and quartets scoring the highest number of points in their respective divisional contests. (See FWD Convention Regulations J/TL D-5). Awards presented at divisional and district contests are shown below:

### **14.2 AWARDS FOR DIVISIONAL CONTESTS**

Each divisional contest will provide awards for contestants as follows:

#### 14.2.1 DIVISIONAL CHORUS AWARDS

Annual Divisional awards are made as follows:

- a) **Division Champion Chorus:** The highest scoring division chorus in the division contest.
- b) **Most Improved Chorus (MIC)** mark of distinction shall be awarded to the chorus making the greatest improvement in scoring in each division compared with their previous year's score. Only choruses participating the previous year will be considered for the award.
- c) **Plateau Champions.** The following score-based plateau titles will be awarded to choruses competing in the divisional contests. The average score of the two most recent appearances in any of the three past Fall District Chorus Contests will determine the plateau placement as follows:
- d) Plateau AAA: Average triple panel score of 1278 (71%) or higher, or any chorus returning to competition after winning the International Chorus Championship. Choruses with an average score less than 1278 may voluntarily place themselves into this plateau.
- e) Plateau AA: Average triple panel score from 1098 (61%) through 1277 (70.94%) . Choruses scoring less than 1098 may voluntarily place themselves into this plateau.
- f) Plateau A: Choruses that have not competed in any of the three most recent Fall District Chorus Contests or have an average triple panel score of less than 1098 (61%), with the exception of any chorus returning to competition after winning the International Chorus Championship.
- g) A chapter may petition the district C&J Committee for plateau reassignment due to significant changes in the chapter. Permission to move to a lower plateau is at the sole discretion of the district C&J Committee.
- h) Administration of the plateau assignments will be handled by a coordinator appointed by the District C&J Chairman.
- i) Other local awards as may be in being and/or appropriate.

#### 14.2.2 DIVISIONAL QUARTET AWARDS

The quartets qualifying for advancement to the District Fall contest (see Art. VIII, Sect. 8.3.1.1) will be announced at the completion of the divisional contest. Appropriate awards will be provided to the Division Champion Quartet and other division-unique winners. In addition, the award *Novice Quartet Champion* will be annually bestowed on the highest scoring novice quartet competing. A "Novice Quartet" is a quartet that no more than two members have competed at a Fall district competition;

### 14.3 AWARDS FOR DISTRICT CONTESTS

Awards are normally made at the Spring and Fall Convention for both choruses and quartets. (See FWD Convention Manual for details)

#### 14.3.1 SPRING DISTRICT CONTESTS

FWD quartets competing at the Spring FWD contest (International Preliminary Quartet Contest) who achieve the Society-established target score, qualify to represent FWD at the following International Quartet Contest (see Art. .VIII, Sect. 8.3.2.1). No specific awards are presented to the qualifying quartets.

#### 14.3.2 FALL DISTRICT CONTEST AWARDS.

The awards that are presented at the Fall Contest will be described below.

##### 14.3.2.1 FALL CHORUS AWARDS

The following chorus awards are presented at the Fall Convention/Contest:

- The District will present the FWD traveling trophy for Chorus Champions to the new champion chorus. The Championship Chorus members each shall receive a specially embossed lapel pin.
- An award will be made to the Most Improved Chorus, comparing their divisional score with the achieved district score.
- Plateau Champions. Plateau titles as defined in 14.2.1 c will be awarded to choruses competing at the district Fall Contest.

##### 14.3.2.2 FALL QUARTET AWARDS

The following quartet awards are made at the Fall District Convention:

- a) The highest scoring FWD quartet in the Fall Quartet Contest will be named *FWD Champion Quartet* in accordance with Art. VIII, Sect. 8.3.2.4.

- b) The Association of Far Western District Champions (AFWDC) representative will present the traveling quartet trophy to the new quartet champions. The retiring quartet champions will present individual trophies to the new champions.
- c) The District President will present lapel pins to the new FWD Champion Quartet and the AFWDC Quartets will present lapel pins to the second and third place quartets at the District Quartet Contest.
- d) High School Quartet Contest award shall be presented by the District Chairman of the YIH Committee to the winners of the High School Quartet Contest at the Spring Convention.
- e) Senior Quartet Champion award shall be presented by the District President to the winners of the Senior Quartet Contest held at the Fall Convention.
- f) Expense of the above awards will be borne by the District.

#### 14.4 BULLETIN EDITOR OF THE YEAR

Each year, the District President will appoint a Bulletin Editor's Chairman who will determine the top chapter bulletins within the District and make appropriate awards at the HOD meeting held in conjunction with the Spring Convention. FWD provides for recognition as *FWD Bulletin Editor Of The Year* in two categories: (1) Large Bulletins (6 pages or more) and (2) Small Bulletins (fewer than 6 pages). The contest covers the preceding calendar year.

The two top scoring (Large or Small) bulletins will be entered in the Society Bulletin Contest.

#### 14.5 DISTRICT PRESIDENT AWARD

At an appropriate time during the annual Spring Convention, the previous year's District President may, at his discretion, recognize an individual Barbershopper or group by presenting an appropriate plaque or certificate of accomplishment for outstanding work above and beyond the call of normal duties or expectations.

#### 14.6 FWD HALL OF FAME AWARD

##### GUIDELINES

The objective of the FWD Hall of Fame Award is to honor the all-time FWD "greats;" the individuals who have unselfishly, with dedication and devotion,

performed through the years in the highest degree of service to the Far Western District.

- a) The selection committee is comprised of the past winners of the Hall of Fame Award who are active members of the Society and the Far Western District. The Chairman is the most recent recipient.
- b) At the call of the Chairman, members of the Far Western District Hall of Fame will attend the annual meeting held in conjunction with the Fall District Contest and Convention.
- c) Each member attending the annual meeting may nominate one or more candidates for election into the Hall of Fame. Nominees must receive a minimum of two seconds to the nomination to become a viable candidate.
- d) . Once nominations have been accepted, the list will be submitted to the members present to vote for their choice by secret ballot. The two nominees receiving the most votes will be the FWD Hall Of Fame candidates.
- e) Prior to December 1, the Chairman will provide a written ballot by mail to all current members of the FWD Hall of Fame. Each member may vote for one person only. The ballot must be returned on or before January 1 of the following year. To be elected into the FWD Hall Of Fame, the candidate must receive 60% of the total number of votes received from eligible voters. It is **not** mandatory that a new member be elected each year. If neither candidate receives 60% of the votes of the committee, a second written ballot may be requested at which time additional written supporting information may be provided by the member nominating the candidate. After the second ballot has been tabulated and neither candidate has received the 60% mandated approval, no member will be inducted in to the HOF that year.
- f) A posthumous award, in addition to the regular award, may be made at the discretion of the committee. It shall be made in the same manner as described above.

- g) Candidates elected to the FWD Hall Of Fame, as indicated above, are voted upon by the committee prior to January 1. Thus, their identifying year of induction is the year of the actual vote.
- h) The new member(s) will be announced and presented on the evening show of the Spring Contest and Convention of the following year.

#### **14.7 SERVICE AWARD**

At the annual Spring HOD meeting, the Service Chairman will present an award to the chapter making the largest per capita service contribution during the preceding calendar year. December 31 membership figures will be used to determine the per capita contribution.

#### **14.8 JUDGE’S AWARD**

Past judges identified and awarded Emeritus status by the Society C&J Committee will be honored at the following HOD meeting.

#### **14.9 CONVENTION DEDICATION**

It is the practice of the Far Western District to dedicate conventions to outstanding persons of the district. These dedications are determined by the Awards Committee and approved by the district board in advance of the convention/contest. Posthumous dedications are sometimes scheduled. Where possible the person honored by FWD is provided registration and room accommodations at the headquarters hotel as a convention expense. A suitable plaque is presented at the Friday night quartet contest or at a mutually acceptable time during the convention weekend.

#### **14.10 CHAPTER OF THE YEAR**

The “Chapter of the Year” award is annually determined and presented by the District President at the Spring House of Delegates Meeting. This award is presented to the chapter that has displayed positive activity and results in membership growth and retention, community involvement, division and district involvement in schools and contests and a working program for Youth in Harmony. The perpetual award presented has been provided by the Owen Edwards Family in memory of Owen Edwards.

### **ARTICLE XV: AFFILIATE ORGANIZATIONS**

#### **15.1 AFFILIATE ORGANIZATION POLICY**

The Far Western District may establish affiliate status for organizations within the district that have demonstrated mutual objectives and similar purposes. A formal application process must be exercised and the FWD BOD must approve the resultant actions upon initiation and sanctioned annually at the first meeting of the BOD.

#### **15.2 AFFILIATE MEMBERS**

The following organizations are currently sanctioned as affiliate members:

- AFWDC: The Association Far Western District Quartet Champions.
- Chorus Directors Guild an official association of Far Western District Chorus Directors.

### **ARTICLE XVI: DISTRICT OWNED EQUIPMENT**

#### **16.1 ACQUISITION OF DISTRICT OWNED EQUIPMENT**

From time to time the FWD BOD may authorized the purchase of District Owned Equipment (DOE), that is needed for the proper conduct of the district activities. Prior approval of the BOD is required for such purchase(s) predicated upon the availability of adequate funds. Items whose acquisition cost is in excess of \$500 will be assigned a custodian and be carried on a District Equipment List maintained by the District Secretary

#### **16.2 CUSTODY OF DISTRICT OWNED EQUIPMENT**

At the time of acquisition of district owned equipment whose value is in excess of \$500, a custodian shall be appointed to maintain the equipment and provide for it proper storage and availability at district functions as deemed necessary by the BOD.

#### **16.3 DISTRICT OWNED EQUIPMENT LIST.**

At the time of acquisition of DOE, it shall be entered on the District Owned Equipment list by the Secretary with pertinent facts regarding the item provided such as; the FWD number, custodian, acquisition price, serial number, date of acquisition, etc. The list shall be maintained by the District Secretary.

## **16.4 REMOVAL OF DOE FROM THE LIST.**

At a time when the equipment on the DOE list shall have reached its amortized value or the item(s) are no longer deemed necessary or useful for the district use, they may be removed by approval of the BOD and discarded, sold or otherwise disposed of as directed by the BOD. The DOE list will show the removal status of the item in the permanent record.

## **ARTICLE XVII: AMENDMENTS**

### **17.1 BY DISTRICT BOARD**

The District Board may recommend changes or amendments to the FWD Standard Operating Procedure (SOP) at any of the regular or special meetings. These recommendations or amendments will be provided to the House of delegates (HOD) in writing in the Delegates Brochure (See Section 3.4) which is distributed 30 days in advance of the regular BOD and HOD Spring and Fall meetings.

### **17.2 BY CHAPTER**

Chapters may recommend modifications or changes to the SOP by submitting the recommended changes 45 days in advance and requesting that they be placed on the agenda for the next Board of Directors meeting (or special meeting, if called).

### **17.3 NOTICE AND VOTING.**

Proposed amendments shall be in writing and shall be mailed and/or electronically transmitted, together with notice of the meeting in the Delegate's Brochure to each Chapter Delegate 30 days prior to the meeting at which they are to be voted on. Amendments with proper notice may be considered at any regular or special meeting of the House of Delegates at which a quorum is present, and shall be adopted upon two-thirds vote of the members present.

Amendment or changes not fulfilling the above notice requirement may be placed on the HOD agenda and voted on only with the unanimous vote of all HOD members present and voting.

Any such amendments shall not become effective until approved by the House of Delegates and subsequently by the Society Governance and Bylaws Committee.

**END OF DOCUMENT**