

# Golden West Region 21

## Bylaws and Regional Standing Rules



**SWEET ADELINES INTERNATIONAL CORPORATION  
REGIONAL BYLAWS AND REGION 21 STANDING RULES**

**TABLE OF CONTENTS**

**STANDARD FORM REGIONAL BYLAWS (WRITTEN AND APPROVED BY SWEET ADELINES INTERNATIONAL):**

<b>ARTICLE I: NAME</b>	<b>4</b>
<b>ARTICLE II: PURPOSE</b>	<b>4</b>
<b>ARTICLE III: GEOGRAPHIC AREA, MEMBERSHIP, AND ORGANIZATION</b>	<b>4</b>
Section 1. - GOOD STANDING	5
Section 2. - FISCAL YEAR	5
Section 3. - REGIONAL ANNUAL MEMBERSHIP MEETING	5
Section 4. - NOTICE OF MEETING	5
Section 5. - VOTING, ANNUAL MEMBERSHIP MEETING	5
Section 6. - QUORUM	5
Section 7. - SPECIAL MEETINGS OF THE GENERAL MEMBERSHIP	5
<b>ARTICLE IV: REGIONAL MANAGEMENT TEAM</b>	<b>6</b>
Section 1. - NUMBER, TERM OF OFFICE	6
Section 2. - ELECTION/APPOINTMENT OF REGIONAL MANAGEMENT TEAM	7
Section 3. - REGULAR MEETINGS	7
Section 4. - SPECIAL MEETINGS	7
Section 5. - ACTION IN LIEU OF MEETING	8
Section 6. - VACANCIES	8
Section 7. - QUORUM	8
<b>ARTICLE V: DUTIES OF THE REGIONAL MANAGEMENT TEAM MEMBERS</b>	<b>8</b>
<b>ARTICLE VI: REMOVAL FROM OFFICE</b>	<b>8</b>
Section 1. - INTERNATIONALLY APPOINTED TEAM MEMBERS	8
Section 2. - REGIONALLY APPOINTED/ELECTED TEAM MEMBERS	9
<b>ARTICLE VII: COMMITTEES</b>	<b>9</b>
Section 1. - STANDING COMMITTEES	9
Section 2. - SPECIAL COMMITTEES	10
Section 3. - NOMINATING COMMITTEE	10
<b>ARTICLE VIII: REGIONAL FINANCES</b>	<b>11</b>
Section 1. - INCOME	11
Section 2. - DISBURSEMENTS	11
<b>ARTICLE IX: REGIONAL COMPETITIONS</b>	<b>11</b>
<b>ARTICLE X: STANDING RULES</b>	<b>11</b>
<b>ARTICLE XI: AMENDMENTS</b>	<b>12</b>
Section 1. - INTERNATIONAL BOARD OF DIRECTORS	12
<b>ARTICLE XII: PARLIAMENTARY AUTHORITY</b>	<b>12</b>

**SWEET ADELINES INTERNATIONAL CORPORATION  
REGIONAL BYLAWS AND REGION 21 STANDING RULES**

**REGIONAL STANDING RULES**

Section I – Regional Management Team (RMT)	<b>13</b>
Section II – Regional Management Team Meetings	<b>13</b>
Section III – Duties and Job Descriptions	<b>13</b>
Section IV – Committees	<b>14</b>
Section V – Finances	<b>14</b>
Section VI – Annual Regional Competition/Convention	<b>16</b>
Section VII – Other Regional Events	<b>19</b>
Section VIII – Chapter Functions	<b>19</b>
Section IX – Amendments	<b>19</b>
Section X – Incorporation	<b>19</b>
Section XI – Parliamentary Authority	<b>20</b>
Addendum # 1: Golden West Region 21 Regional Management Team Job Descriptions	<b>21</b>

**SWEET ADELINES INTERNATIONAL CORPORATION  
REGIONAL BYLAWS AND REGION 21 STANDING RULES**

**STANDARD FORM REGIONAL BYLAWS**

**ARTICLE I: NAME**

The name of this region, organized by the authority and under the provisions of the bylaws of Sweet Adelines International Corporation, shall be Golden West Region #21, of Sweet Adelines International.

**ARTICLE II: PURPOSE**

The purpose for which this region is formed is to perpetuate and enhance the barbershop music art form through education, thereby benefiting local communities by furthering their artistic enrichment. The region will accomplish this purpose by:

1. Providing education and training for its members in singing four-part harmony, barbershop style, without instrumental accompaniment, the parts being tenor, lead, baritone and bass; this to be accomplished by organizing and maintaining choruses and quartets; and
2. Giving public and private performances to promote an interest in the development and general appreciation of all things pertaining to the art form of barbershop harmony; and
3. Doing any and all things necessary to accomplish said purpose, including the owning and disposition of real and personal property.

In the event of dissolution, to distribute its assets to Sweet Adelines International Corporation, a corporation organized under the laws of the State of Oklahoma, if it is then in existence and exempt under Section 501 (c)(3) of the Internal Revenue Code of 1954. If Sweet Adelines International Corporation is not then in existence or exempt under Section 501 (c)(3) of the Internal Revenue Code of 1954, to another organization which has established its tax exempt status under Section 501 (c)(3) of the Internal Revenue Code of 1954, to be used in such manner as will best accomplish the general purposes for which this region is organized; and

4. Uniting the chapters in the region in promoting the purpose of Sweet Adelines International.

**ARTICLE III: GEOGRAPHIC AREA, MEMBERSHIP, AND ORGANIZATION**

The territory of Sweet Adelines International shall be divided into geographic areas known as regions. Every chapter located within the geographic area of the region, as defined by the International Board of Directors, shall be a member of the region, except as the International Board of Directors may otherwise provide. Each chapter shall be

# **SWEET ADELINES INTERNATIONAL CORPORATION REGIONAL BYLAWS AND REGION 21 STANDING RULES**

subject to the provisions of the Regional Bylaws.

## **Section 1. - GOOD STANDING**

A chapter shall be considered in good standing in the region provided it complies with all requirements of the International Certificate of Incorporation, the International Corporate Bylaws, these Regional Bylaws and any rules and policies as established from time to time by the International Board of Directors and the Regional Management Team.

## **Section 2. - FISCAL YEAR**

The fiscal year of the region shall begin the first day of May in each year.

## **Section 3. - REGIONAL ANNUAL MEMBERSHIP MEETING**

An annual meeting of the membership of the region may be scheduled at the discretion of the Regional Management Team.

If the region is incorporated, an annual meeting may be required under the state or jurisdiction of incorporation's laws. Each chapter in good standing shall be entitled to select a representative from its membership in good standing as its spokesperson.

## **Section 4. - NOTICE OF MEETING**

At least sixty (60) days prior to the date of a Regional Annual Membership Meeting, notice of said meeting shall be sent to each chapter.

## **Section 5. - VOTING, ANNUAL MEMBERSHIP MEETING**

If a vote is included on the agenda, voting privileges shall be exercised through chapters of the region and each chapter (including Chapter-at-Large) shall be allowed one vote, to be cast by its representative. Unless otherwise specified in these bylaws, all issues presented to the representatives shall require a majority vote of those present. No elective or appointive regional officer or Regional Management Team member, nor International appointee may serve as a chapter representative.

## **Section 6. - QUORUM**

A majority of the delegates registered shall constitute a quorum.

## **Section 7. - SPECIAL MEETINGS OF THE GENERAL MEMBERSHIP**

Special meetings, other than the Regional Annual Membership Meeting, may be held throughout the year for general membership participation.

**SWEET ADELINES INTERNATIONAL CORPORATION  
REGIONAL BYLAWS AND REGION 21 STANDING RULES**

- A. Special meetings may be called by the Regional Management Team, or upon written request to the Regional Management Team by a majority vote of the chapters voting, provided that written notice of the time, place and purpose thereof is issued to all chapters not less than fifteen (15) days prior to the date of the called special meeting.
- B. Action taken at any special meeting shall not be invalidated for want of such notice should such notice be waived.

**ARTICLE IV: REGIONAL MANAGEMENT TEAM**

The Regional Management Team shall be the policy-making body of the region and, as such, shall establish rules for carrying out regional business, provided that none of the acts of the Regional Management Team conflicts with policies established by the International Board of Directors.

**Section 1. - NUMBER, TERM OF OFFICE**

The number of management team members of the region shall be eight appointed/elected as hereinafter provided.

The term of office of each Regional Management Team member shall be for two years, or until her successor shall be appointed/elected. The terms of office and duties of the new Regional Management Team members shall begin on May 1 subsequent to their appointment or election.

No member may serve more than three consecutive two-year terms on the Regional Management Team.

When/if a new region is formed, and to establish rotation, four positions will serve one-year terms and four positions will serve two-year terms as follows:  
Appointed/elected for two-year terms are the Communications Coordinator, Education Coordinator, Marketing Coordinator, and Team Coordinator.  
Appointed/elected for one-year terms are the Directors' Coordinator, Events Coordinator, Finance Coordinator, and Membership Coordinator.

The initial one-year terms will not be included as part of the three consecutive two-year terms.

In Fiscal 2009-2010 only, to revise rotation, an exception is made to the above rotation procedure and extends to three years the terms of the Communications Coordinator, Events Coordinator, Marketing Coordinator and Team Coordinator. The one-year extension will not be included as part of the term limits as defined in this Section.

# **SWEET ADELINES INTERNATIONAL CORPORATION REGIONAL BYLAWS AND REGION 21 STANDING RULES**

## **Section 2. - ELECTION/APPOINTMENT OF REGIONAL MANAGEMENT TEAM**

The Education Coordinator is appointed by the Regional Leadership Committee, with approval of the Education Direction Committee. The Communications Coordinator, Marketing Coordinator, Finance Coordinator, Events Coordinator, and the Team Coordinator are appointed by the Regional Management Team.

The Directors' Coordinator is elected by the chapter directors. The Membership Coordinator is elected by the regional membership. The Nominating Committee shall submit a list of nominees consisting of more than the number to be elected, together with their qualifications, to each chapter. Ballots will be sent to regional chorus directors for the Directors' Coordinator position and to the chapters for the Membership Coordinator position. The vote for the Membership Coordinator will be tallied in the same manner as the International Board election, with each chapter in the region, including Chapter-at-Large, having one vote.

Only a member in good standing in her chapter who meets the qualifications established by the International Board of Directors and the Regional Management Team shall be eligible to be appointed or elected as a member of the Regional Management Team.

## **Section 3. - REGULAR MEETINGS**

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

- A. INITIAL MEETING - The Initial Meeting of the new management team shall be held as soon as possible after May 1 of each year. The time and place of such meeting shall be determined by the Regional Management Team.
- B. MIDYEAR MEETING - There shall be a Midyear Meeting, the time and place of which shall be determined by the Regional Management Team.
- C. ANNUAL MEETING - The regular Annual Meeting of the Regional Management Team (with the newly appointed/elected management team members observing) shall be held prior to the Regional Annual Membership Meeting.

## **Section 4. - SPECIAL MEETINGS**

Special Meetings of the Regional Management Team may be called by the Regional Management Team provided that written notice of the time, place, and purpose thereof is issued to each management team member at least ten (10) days prior to the date of the called special meeting. Action taken at any special meeting shall not be invalidated for want of such notice if such notice shall be

**SWEET ADELINES INTERNATIONAL CORPORATION  
REGIONAL BYLAWS AND REGION 21 STANDING RULES**

waived by all management team members.

**Section 5. - ACTION IN LIEU OF MEETING**

If and when a majority of the management team members shall severally or collectively consent in writing to any action to be taken by the Region, such action shall be as valid a regional action as though it had been authorized at a meeting of the Regional Management Team.

All actions by mail or e-mail shall be presented for ratification at the next meeting of the Regional Management Team.

**Section 6. - VACANCIES**

A vacancy in the position of Education Coordinator shall be filled by appointment by the Regional Leadership Committee with approval of the Education Direction Committee.

The Regional Management Team shall appoint a member within thirty (30) days to fill a vacancy on the Regional Management Team for a position appointed by the Regional Management Team or elected by the regional membership, or the regional chorus directors. Said action shall be presented for ratification at the next meeting of the Regional Management Team.

Time served completing an unexpired term will not be included as part of the term limits as defined in Article IV, Section 1.

**Section 7. - QUORUM**

A majority of the members of the Regional Management Team shall constitute a quorum.

**ARTICLE V: DUTIES OF THE REGIONAL MANAGEMENT TEAM MEMBERS**

Job descriptions for members of the Regional Management Team are included in the corporate *Policy Book*.

**ARTICLE VI: REMOVAL FROM OFFICE**

**Section 1. - INTERNATIONALLY APPOINTED TEAM MEMBERS**

In the event that the internationally appointed member of the Regional Management Team fails to perform the duties that are delegated to her by the International Board of Directors, or her conduct is deemed by it to be prejudicial to Sweet Adelines International Corporation, the International Board of Directors may remove such team member from office by a two-thirds (2/3) vote.



**SWEET ADELINES INTERNATIONAL CORPORATION  
REGIONAL BYLAWS AND REGION 21 STANDING RULES**

A team member so removed shall have been served with written notice of the charges against her, and shall have been given thirty (30) days from the date of such notice to produce evidence to refute such charges.

**Section 2. - REGIONALLY APPOINTED/ELECTED TEAM MEMBERS**

Any regionally appointed/elected member of the Regional Management Team who fails to perform the duties of her office, or whose conduct is deemed prejudicial to the Organization, may be removed from her position by consensus of the Regional Management Team. Prior to such removal, a team member shall have been given an opportunity to produce, before the team, evidence to refute such charges.

Any regionally appointed/elected team member thus removed shall have the right of appeal to the International Board of Directors.

**ARTICLE VII: COMMITTEES**

**Section 1. - STANDING COMMITTEES**

**A. STANDING COMMITTEES/APPOINTMENTS**

The standing committees of the region shall be the Nominating Committee, Finance Committee, a Bylaws and Rules Chair, and any others as are, or may be, prescribed by the Regional Management Team.

All committee members shall be members in good standing of a chapter which is in good standing with the region and the international organization.

**B. CHAIRS OF STANDING COMMITTEES**

Chairs of standing committees, except finance, shall be appointed by consensus of the Regional Management Team to serve on such committees during the term of office of the appointing body.

The chair of each standing committee, after consultation with Regional Management Team, shall appoint members of her committee.

**C. REPLACEMENTS**

If at any time a chair of a standing committee is not fulfilling her position for any reason, the chair will be replaced by consensus of the Regional Management Team.

# **SWEET ADELINES INTERNATIONAL CORPORATION REGIONAL BYLAWS AND REGION 21 STANDING RULES**

## **Section 2. - SPECIAL COMMITTEES**

Special committees may be appointed by consensus of the Regional Management Team and/or the membership at large, to perform functions not performed by standing committees, and shall serve until the special purpose for which they are appointed has been fulfilled, or until dissolved by the Regional Management Team.

The Regional Management Team shall be empowered to appoint such special committees as it at any time deems needful. All committee members shall be members in good standing of a chapter which is in good standing with the region and the international organization.

If at any time a chair of a special committee is not fulfilling her position for any reason, such chair shall be replaced by consensus of the Regional Management Team.

## **Section 3. - NOMINATING COMMITTEE**

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

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

**SWEET ADELINES INTERNATIONAL CORPORATION  
REGIONAL BYLAWS AND REGION 21 STANDING RULES**

**ARTICLE VIII: REGIONAL FINANCES**

**Section 1. - INCOME**

The region shall be financed by the chapters within the region. A portion of the per capita fee, remitted by each chapter within the region to International Headquarters, shall be rebated to the regional treasury, said rebate to continue for five years subsequent to the time the region is formed. The amount to be rebated shall be determined by the International Board of Directors.

**Section 2. - DISBURSEMENTS**

Regional funds shall be disbursed, as approved by the Regional Management Team, in payment of:

- A. Postage, stationery and miscellaneous clerical expenses incurred in official region business;
- B. Region bulletin expense, if any;
- C. Expense allowance to apply to required attendance of members of the Regional Management Team at the Annual International Convention and/or any internationally sponsored educational event.
- D. Bonding of the Region's Finance Coordinator and such other regional officers, if any, as the Regional Management Team may from time to time designate for the purpose of countersigning checks, drafts, and orders for payment in the name of the region;
- E. Any additional expenditure, as authorized by the Regional Management Team prior to such expenditures.

**ARTICLE IX: REGIONAL COMPETITIONS**

Annual, or biennial, Regional Chorus and Quartet Competitions shall be held under the supervision of the international organization, and shall be governed by its policies of competition and judging.

**ARTICLE X: STANDING RULES**

Specific regulations necessary to carry out the meaning of these bylaws shall be provided for in Region Standing Rules, which shall be adopted by the Regional Management Team.

- A. Standing Rules must be consistent with these bylaws, the Certificate of Incorporation, and the International Corporate Bylaws. Standing Rules shall be submitted to International Headquarters for examination and approval.

**SWEET ADELINES INTERNATIONAL CORPORATION  
REGIONAL BYLAWS AND REGION 21 STANDING RULES**

B. Approved Regional Standing Rules shall be furnished by the region to each chapter within the region, the International Bylaws and Rules Specialist and the Corporate Secretary at International Headquarters.

**ARTICLE XI: AMENDMENTS**

**Section 1. - INTERNATIONAL BOARD OF DIRECTORS**

A. These bylaws may be amended by a two-thirds (2/3) affirmative vote of the International Board of Directors. Any amendments thus adopted shall become amendments to the bylaws of all regions of Sweet Adelines International.

B. Any proposed amendments to be acted upon by the International Board of Directors shall have been considered by the Regional Management Teams with each team having one vote, and shall have received an affirmative two-thirds (2/3) of the number of votes cast.

1. Proposed amendments to these bylaws may be initiated by a Regional Management Team or the International Board of Directors.

2. Amendments to be proposed by a Regional Management Team shall receive a two-thirds (2/3) affirmative vote of that Regional Management Team at any regular business meeting of that Regional Management Team. A statement of the nature of the proposed amendments shall be sent to each team member at least thirty (30) days prior to the meeting at which the proposed amendments are to be considered.

**ARTICLE XII: PARLIAMENTARY AUTHORITY**

*Robert's Rules of Order, Newly Revised* shall be the parliamentary authority on all matters not covered by these bylaws.

The rules contained in *Robert's Rules of Order, Newly Revised* shall govern Sweet Adelines International in all cases to which they are applicable and in which they are not inconsistent with these bylaws and any policies or standing rules, or procedures that Sweet Adelines International may adopt.

**SWEET ADELINES INTERNATIONAL CORPORATION  
REGIONAL BYLAWS AND REGION 21 STANDING RULES**

**REGIONAL STANDING RULES**

**Section I – Regional Management Team (RMT)**

- A. Term of office, election and appointment (see [Standard Form Regional Bylaws, Article IV, Sections 1 and 2](#)).
- B. Time served completing an unexpired term will not be included as part of the three consecutive two-year terms as defined in the [Standard Form Regional Bylaws, Article IV Section 1](#).
- C. Removal from Office (see [Standard Form Regional Bylaws, Article VI](#)).

**Section II – Regional Management Team Meetings**

(see [Standard Form Regional Bylaws, Article III, Sections 3, 4, 5, 6, 7](#)).

- A. Regular meetings of the Regional Management Team (RMT) shall be held as closely as possible to the times stated in the [Standard Form Regional Bylaws, Article IV, Section 3](#), with assistance from the Events Coordinator for meeting sites. Regular meetings may be conducted using remote communications, at the discretion of the Regional Management Team.
- B. Special meetings of the RMT may be called as described in the [Standard Form Regional Bylaws Article IV, Section 4](#).
- C. Attendance Requirements of the Regional Management Team (RMT)
  - 1. Each RMT member is expected to be in attendance at each RMT meeting.
  - 2. Any RMT member absent from two (2) meetings in one fiscal year, regardless of cause, shall be expected to tender her resignation.
  - 3. If an RMT member has prior knowledge that she will be absent from the second (2<sup>nd</sup>) meeting, she is expected to advise the Team Coordinator in sufficient time so that a successor may be selected.
  - 4. Each potential nominee must agree to comply with this attendance requirement at the time her qualifications are submitted to the Regional Nominating Committee.
- D. Action In Lieu of Meeting (see [Standard Form Regional Bylaws, Article IV, Section 5](#)).
- E. Vacancies (see [Standard Form Regional Bylaws, Article IV, Section 6](#)).
- F. Quorum (see [Standard Form Regional Bylaws, Article IV, Section 7](#)).
- G. Standing committee chairs who are not serving on the RMT will be invited and funded to attend RMT meetings only if their presence is deemed necessary for the conducting of regional business pertaining to their committee.

**Section III – Duties and Job Descriptions**

(see [Standard Form Regional Bylaws, Article V](#); the *Sweet Adelines International Corporation Policy Book*, Section VII, Div. A, 1-8; the *Regional Management Team Handbook*, and Addendum #1: Golden West Region 21 Job Descriptions.)

# SWEET ADELINES INTERNATIONAL CORPORATION REGIONAL BYLAWS AND REGION 21 STANDING RULES

## Section IV – Committees

- A. Standing Committees/Appointments/Chairs/Replacements (see [Standard Form Regional Bylaws, Article VII, Section 1](#))
- B. Duties of Standing Committee Chairs (see [Addendum #1](#), Golden West Region 21 Job Descriptions).
- C. Special Committees (see [Standard Form Regional Bylaws, Article VII, Section 2](#)).
- D. Nominating Committee (see [Standard Form Regional Bylaws, Article VII, Section 3](#), and the Regional Management Team Handbook, Chapter 11).

## Section V – Finances

- A. Income
  - 1. Regional Assessment
    - a. The annual assessment shall be determined by the RMT prior to May 1 of each year to go into effect the following fiscal year.
    - b. Chapters
      - i. Each Chapter shall be assessed the total annual amount of the regional assessment for each member as billed by Sweet Adelines International (SAI) on the anniversary month of membership.
      - ii. The chapter treasurer will copy the invoice that is provided by SAI, with any notations or corrections, and forward the total annual amount of the regional assessment to the Regional Finance Coordinator by the due date as specified on the SAI invoice.
      - iii. Both SAI and Region 21 collect payment in advance of the membership year.
      - iv. Assessments are non-refundable, but may be applied toward the individual's Region 21 Chapter-at-Large (CAL) membership if transferring from a Region 21 chapter.
      - v. A penalty of twenty-five dollars (\$25) per month may be assessed to any chapter that fails to comply with appropriate payment procedures.
    - c. Chapter-at-Large (CAL)
      - i. Region 21 Chapter-at-Large (CAL) members will be assessed an annual amount that is \$10 more than chapter members.
      - ii. CAL members transferring from a Region 21 chorus will be invoiced the additional \$10 upon transfer.
      - iii. CAL members transferring from a chorus outside of Region 21 will be invoiced the total annual amount upon transfer.
      - iv. Notice of Regional Renewal Assessment will be sent to coincide with the member's SAI renewal date.
      - v. CAL members who do not remit payment within 30 days of their due date are subject to removal from Region 21 CAL membership.
      - vi. CAL members in good standing with the region will receive mailings from the region, may attend events at member rates, hold positions and offices at the regional level, and may vote in regional

## SWEET ADELINES INTERNATIONAL CORPORATION REGIONAL BYLAWS AND REGION 21 STANDING RULES

elections in addition to the right to vote in International elections and to compete with a registered quartet.

2. Regional Convention Registrations – All Events Tickets (AET) and Single Event Tickets (SET) – prices are set by the Regional Management Team and are reviewed annually at the regional budget and planning meeting.
3. Regional Education Events – prices are set by the Regional Management Team and are reviewed annually at the regional budget and planning meeting.
4. Other sources as approved by the Regional Management Team (RMT).

### B. Disbursements

1. Itemized statements for reimbursement of budgeted items along with receipts should be submitted to the Regional Finance Coordinator for approval and reimbursement within 30 days of the date the expense was incurred. Requests for reimbursement of non-budgeted items must be presented to the RMT.
2. Purchases: commitment of regional funds for purchase of inventory items designed as fund-raising projects requiring the support of all chapters shall require a consensus of the RMT.
3. Regional Management Team: for required attendance at RMT meetings and regional meetings:
  - a. Actual transportation costs with the following assumptions
    - i. Coach fares on public transportation, including taxi/rideshare services to/from airports
    - ii. For travel by car, either gasoline or mileage at the current IRS allowable rate
  - b. Actual housing up to a maximum of one-half (1/2) double occupancy rate.
  - c. Meal allowance as determined by the RMT at the regional budget and planning meeting.
  - d. Necessary incidental expenses such as parking fees, cab fares, etc. documented with receipts.
4. Standing and Special Committee Chairs shall be reimbursed for expenses for required attendance at RMT meetings and regional meetings as stated above for RMT members except that the specified number of days and/or nights shall be determined by the appropriate RMT Coordinator.
5. Persons traveling on official business of the region at the direction of the RMT shall be reimbursed as follows:
  - a. Transportation: as stated above for RMT members.
  - b. Actual housing, if required, supported by receipts.
  - c. Meal allowance as stated above for RMT members.
  - d. Necessary incidental expenses such as parking fees, cab fares, etc. documented with receipts.
6. Reimbursement to personnel serving as Regional Faculty at Education Events shall be paid an honorarium as stated in the *Golden West Region 21 Guidelines and Procedures*.
7. Chapter Visits
  - a. Internationally Funded Visits to Chapter

**SWEET ADELINES INTERNATIONAL CORPORATION  
REGIONAL BYLAWS AND REGION 21 STANDING RULES**

- i. Reimbursement requests for expenses associated with the Internationally Funded Visits to Chartered Chapters shall be submitted to Sweet Adelines International (SAI).
    - ii. Additional expenses incurred by an RMT member that are not reimbursed by SAI will be reimbursed by the region as stated above for RMT members.
    - iii. Additional expenses for someone other than an RMT member are the responsibility of the Chapter requesting the visit.
  - b. Other Chapter Visits
    - i. Chapter visits that are not eligible for expense reimbursement through the Internationally Funded Visits to Chartered Chapters must be approved by the Education and/or Membership Coordinator
    - ii. Reimbursement for other chapter visits made by an RMT member shall be as stated above for RMT members.
    - iii. Reimbursement for other chapter visits made by someone other than an RMT member is the responsibility of the chapter requesting the visit.
- 8. Love Gifts may be awarded to qualifying choruses and quartets as stated in the *Golden West Region 21 Guidelines and Procedures*.
- 9. Coaching Financing
  - a. A portion of the Education Coordinator's budget shall be allotted annually for the use of the following in financing coaching assistance in preparation for International Competition.
    - i. Regional Champion Chorus
    - ii. Regional Wild Card Chorus
    - iii. Any Division A and/or Division AA choruses eligible to compete in their respective division SAI competition.
  - b. The amount to be awarded will be reviewed at the annual Region 21 budget and planning meeting.
- 10. Insurance Premiums shall be paid annually as required by SAI.
- 11. General Expenses (see [Standard Form Regional Bylaws, Article VIII](#))
- C. Annual Budget
  - 1. The annual budget shall be prepared by the Regional Finance Coordinator in conjunction with all members of the RMT.
  - 2. The budget will be approved by the outgoing and incoming RMT at the annual budget/planning meeting.
- D. Audit – The books shall be audited annually in accordance with the instructions provided by Sweet Adelines International.

**Section VI – Annual Regional Competition/Convention**

- A. Convention Assistance Chapter (CAC)
  - 1. The RMT Event Coordinator immediately shall invite the Regional Champion Chorus to act as Convention Assistance Chapter (CAC) for the next Regional Convention.



## **SWEET ADELINES INTERNATIONAL CORPORATION REGIONAL BYLAWS AND REGION 21 STANDING RULES**

- a. The Champion Chorus must notify the Regional Event Coordinator within thirty (30) days following Regional Convention of its decision to act as CAC for the following Regional Convention.
- b. If the Champion Chorus declines to act as CAC for the following Regional Convention, the RMT shall offer the opportunity to act as CAC to other choruses as recommended by the Regional Convention Steering Committee (RCSC) and approved by the RMT.
2. If the CAC is competing, it may choose to perform first, last, or as drawn in the order of appearance. The chapter shall indicate this on the contest entry blank submitted to international headquarters.
3. The region shall pay the CAC an amount determined at the annual Region 21 budget and planning meeting.
4. The CAC is responsible for assisting the appropriate Regional Committee Chairs as needed.

### **B. Convention Sites**

1. Convention sites will be secured by the Regional Events Coordinator five years in advance, whenever possible.
2. Convention sites will meet all requirements established by the *Guide for Regional Conventions* (GRC) published by Sweet Adelines International (SAI).
3. New sites will be added to the rotation as they become available.
4. The Regional Events Coordinator will inspect the sites in advance and present her recommendation to the RMT.
5. The Finance Coordinator will sign all contracts.

### **C. Convention Registration**

1. Members of all Region 21 competing choruses, quartets, the Assistance Chorus (CAC) and non-member Region 21 competing directors shall purchase an AET.
2. The price of AET's shall be reviewed during the regional budget and planning meeting.
3. The AET shall include admission to the Quartet Contest, the Chorus Contest, and other events as designated by the RCSC and approved by the RMT.
4. Single Event Tickets may be sold at a price to be determined at the regional budget and planning meeting provided the capacity of the facility is adequate.

### **D. Awards**

1. Hall of Fame Award
  - a. This award shall be presented on behalf of Region 21 to a past or present member of Sweet Adelines who has "given selflessly of her time, talents, and expertise for the love and joy of singing and who has had a profound impact on the entire membership of Region 21."
  - b. Nominations for this award shall be solicited from all choruses in Region 21.
  - c. The RMT shall determine the eligibility of those nominated in accordance with the criteria in 1.-a. above.
  - d. An individual may receive this award only once.

**SWEET ADELINES INTERNATIONAL CORPORATION  
REGIONAL BYLAWS AND REGION 21 STANDING RULES**

- e. This award shall be presented at the Spring Regional Convention by the Team Coordinator.
2. Audience Choice Awards
  - a. Choruses and quartets that are eligible for and participating in the next International competitions will not be eligible for any award at regional competitions, including the Audience Choice Award.
  - b. Ballots will be distributed for the regional Audience Choice Awards for each contest to a maximum of 50 people in the audience. The voting forms will include instructions that those voting must be present for all competitors. The RCSC will administer the award selection process as stated in the *Golden West Region 21 Guidelines and Procedures*.
  - c. A recognition for the regional Audience Choice Awards as determined by the RCSC and approved by the RMT will be awarded to each quartet and chorus member during the Spring Regional Convention weekend when the other Regional awards are announced and distributed.
3. Novice Quartet Award
  - a. A novice quartet shall be that quartet in which no more than one member has competed in a Regional Quartet Competition in this or any other Region.
  - b. The Novice Quartet Award shall be presented to the novice quartet achieving the highest total score of 400 points or above in the Regional Quartet Contest.
  - c. The Novice Quartet Award winners will receive a recognition (trophies, plaques, certificates, and/or medals) as determined by the RCSC and approved by the RMT.
  - d. The award will be announced at Spring Regional Convention at the same time as other Regional awards.
4. Most Improved Quartet Award
  - a. The Most Improved Quartet Award shall be presented at the Spring Regional Quartet Competition to the quartet that shows the greatest increase in total points over the preceding year's competition.
  - b. The quartet must have competed in Region 21's Spring Regional Quartet Competition the preceding year.
  - c. Quartet personnel must remain the same from the preceding year.
  - d. Changes in voice parts are acceptable so long as the personnel remain the same.
  - e. The award will be announced at Spring Regional Convention at the same time as other Regional awards.
  - f. There is no limit on the number of consecutive years the award may be presented to the same quartet.
  - g. Quartets performing for "evaluation only" are not eligible for the Most Improved Quartet award.
  - h. The Most Improved Quartet Award winners will receive a recognition (trophies, plaques, certificates, and/or medals) as determined by the RCSC and approved by the RMT.
5. Platinum Award

## **SWEET ADELINES INTERNATIONAL CORPORATION REGIONAL BYLAWS AND REGION 21 STANDING RULES**

- a. A platinum quartet shall be that quartet in which all members of the quartet are age 55 or over.
  - b. The Platinum Award shall be presented to the eligible platinum quartet achieving the highest total score of 400 points or above in the Regional Quartet Contest.
  - c. The award will be announced at Spring Regional Convention at the same time as other Regional awards.
  - d. There is no limit on the number of consecutive years the award may be presented to the same quartet.
  - e. Quartets performing for “evaluation only” are not eligible for the Platinum Award.
  - f. The Platinum Quartet Award winners will receive a recognition (trophies, plaques, certificates, and/or medals) as determined by the RCSC and approved by the RMT.
- E. Convention Photographer/Videographer
1. Candidates for convention photographer will be presented to the RMT for approval.
  2. All contracts for convention photography, video, etc. will be signed by the Finance Coordinator.

### **Section VII – Other Regional Events**

- A. Other Regional events will be scheduled on an annual basis at the Regional budget and planning meeting.
- B. Guidelines and procedures govern these events (see *Golden West Region 21 Guidelines and Procedures*).

### **Section VIII – Chapter Functions**

- A. Chapters shall not schedule shows or functions on the same date as any regional function unless approved by the Regional Team Coordinator.
- B. Chapter dates must be cleared with the Regional Team Coordinator in advance.

### **Section IX – Amendments**

(see [Standard Form Regional Bylaws Article XI](#))

These standing rules may be amended or rescinded as follows:

1. By consensus of the RMT members present at any meeting of the RMT
2. By consensus by mail or email of the RMT, with ratification at the next RMT meeting

### **Section X – Incorporation**

**SWEET ADELINES INTERNATIONAL CORPORATION  
REGIONAL BYLAWS AND REGION 21 STANDING RULES**

This region was incorporated on November 14, 2000, in the State of Arizona as “Golden West Region 21 Sweet Adelines, Inc.”

**Section XI – Parliamentary Authority**

*Robert’s Rules of Order, Newly Revised* shall be the parliamentary authority on all matters not covered by the Regional Bylaws and these Standing Rules.

Revised/adopted by Golden West Region 21 on the 31 day of January, 2020

Signed:



\_\_\_\_\_  
Team Coordinator

# SWEET ADELINES INTERNATIONAL CORPORATION REGIONAL BYLAWS AND REGION 21 STANDING RULES

## Addendum # 1: Golden West Region 21 Regional Management Team Job Descriptions

*Refer to the Regional Management Team Handbook for duties and responsibilities of coordinator positions with the following additions and/or changes.*

### **COMMUNICATIONS COORDINATOR – REGIONAL APPOINTMENT**

The Communication Coordinator serves as the information link among the Chapters, Region, and International. She coordinates various areas of communications and technologies to guide and support Region 21 in meeting the needs of its members. Shared responsibility for membership growth and retention. She oversees the following programs/personnel:

**Golden West Magazine**  
**Regional Website**  
**Regional Newsgroup (RING)**  
**Regional Roster**  
**Regional Database**  
**Regional History**  
**Hall of Fame Nominations**

#### **Golden West Magazine Editor**

- Responsible for all aspects of the production and distribution of the regional magazine.
- Submits publication for proofreading to RMT prior to publication.

#### **Regional Website Manager**

- Coordinates with Communications Coordinator to update regional website as required.

#### **Regional Newsgroup (RING)/Moderator**

- Monitors, receives, and reviews regional newsgroup for content, incoming information from membership requesting information to be forwarded to region, making sure that appropriate content relates specifically to regional events, membership, and SAI.

#### **Regional Roster Chair**

- Gathers contact information for choruses and chorus teams to be compiled and published in the roster.
- Maintains updates throughout the year as needed.

#### **Regional Database**

- Gathers and maintains a database of names of regional members with possible regional skills and leadership qualities.
- May work with Nominating Committee to identify individuals.

#### **Regional Historian**

- Gathers and maintains an archival history of Golden West Region 21

#### **Hall of Fame Nominations**

- Responsible for administration of the Hall of Fame award nomination process as described in the *Golden West Region 21 Guidelines and Procedures*.

### **DIRECTORS' COORDINATOR – ELECTED BY THE CHAPTER DIRECTORS**

## **SWEET ADELINES INTERNATIONAL CORPORATION REGIONAL BYLAWS AND REGION 21 STANDING RULES**

The Director's Coordinator represents the interests of the regional directors, assessing their needs and providing for their educational needs in coordination with Education Coordinator. She is also responsible for planning the biennial Directors' Workshop in conjunction with the Education Coordinator. Shared responsibility for membership growth and retention.

### **Director Certification Program.**

#### **Directors Certification Program Coordinator (DCPC)**

- **Training:** Under the supervision of the Director's Coordinator position on the RMT the DCPC will offer classes in conjunction with regional events, workshops or seminars.
- **Evaluations:**
  - Individual examinations are scheduled to coincide with other regional events.
  - Examinations are closed-book & monitored
  - Sample tests will be provided to DCP participants as a tool for self-evaluation. Sample tests are found in the DCP resource manual.
- **Review Of Evaluations:**
  - The reviewer should have the Certification level in DCP
  - Have a thorough understanding of DCP subject matter
  - Good communication skills
  - Ability to maintain confidentiality
  - Credibility in the region
  - Skill level evaluations should be reviewed in a timely manner.
  - Progress should be provided to the participant and to international headquarters soon after evaluations are completed.
- **Maintaining Records:** A file will be maintained for each participant that will include all copies of examinations taken, progress reports and correspondence. Confidentiality will be maintained with all records.
- **Recognition Of Advancement:**
  - Public recognition of advancement to Approved Director, and awarding of certificates and pins to Certified Directors is the responsibility of the Director Coordinator.
  - Certificates and pins should be presented at regional functions whenever possible. Pins are available for purchase through the sales department at international headquarters.

#### **EDUCATION COORDINATOR – INTERNATIONAL APPOINTMENT**

Appointed by Sweet Adelines International, the Education Coordinator develops, coordinates and monitors educational programs for the region to meet the training needs of both choruses and individual singers. Not responsible for Director Certification Program as stated in the RMT Handbook. Shared responsibility for membership growth and retention. She oversees the following programs:

**Arranger Development Program**  
**Regional Education Direction Committee**  
**Quartet Development Program**  
**Regional Faculty Program**  
**Young Women in Harmony Program**

#### **Arranger Development Program Manager**

- Coordinates the Regional Arranger Development Program (ADP) under the guidelines of the International Arranger Certification Program (ACP).

## **SWEET ADELINES INTERNATIONAL CORPORATION REGIONAL BYLAWS AND REGION 21 STANDING RULES**

- Provides instruction in arranging barbershop music to applicants in the ADP, as well as to other interested Region 21 members.
- Provides and facilitates arranger training at regional meetings, seminars and workshops.
- Develops and implements area workshops for arranger training.
- Identifies and secures qualified faculty for ADP workshops and meetings.
- Serves as liaison for the ACP, publicizing and promoting ACP events.
- Provides regular reports to the Regional Education Coordinator.
- Keeps accurate, up-to-date records to be transferred to successor at end of term.

### **Regional Education Direction Committee**

- Functions as an advisory committee appointed by the Education Coordinator. The committee reviews the region's educational plan and is made up of musical leaders throughout the region as well as the Directors' Coordinator.

### **Quartet Development Program Manager**

- Coordinates quartet education and coaching within Region 21 and promotes the development of new registered quartets.
- In cooperation with the Education Coordinator, assesses the educational needs for quartets within the Region.
- Plans quartet education to be provided at Quartet Workshops in cooperation with the Club 21 Faculty Liaison to the EDC and the Region 21 Education Coordinator.
- Provides quartet registration information and other materials to regional chapters and their quartet development liaisons to promote the formation of quartets.
- When warranted, plans classes and events, and obtains coaches and faculty for a Quartet Workshop, to be offered periodically.
- Reports all regional quartet education activities to Education Coordinator.
- Coordinates budget needs with the Education Coordinator prior to the end of the fiscal year.
- Serves as regional contact person for International regarding quartet promotion.
- Keeps accurate, up-to-date records to be transferred to her successor at end of term.
- Submits updates to Regional Website Quartet page on a timely basis to the Website Manager and Communications Coordinator

### **Regional Faculty Program Manager**

- Develops and maintains all aspects of the Regional Faculty Program while also serving as a liaison for all Guest Faculty at regional events.
- In cooperation with the Education Coordinator, develops an application process including all forms and guidelines to create a Regional Faculty program to serve all members of Region 21.
- Compiles a searchable database of active regional faculty to provide to the Education Coordinator and other members of the region.
- Maintains the Regional Faculty database by keeping all information up to date and accurate.
- Serves as liaison between members of Region 21 and active regional faculty, providing any assistance necessary to ensure a successful experience by both the regional faculty and members utilizing the faculty.
- Maintains accurate and organized files of all paperwork associated with the Regional Faculty program.
- In cooperation with the Educational Coordinator, conducts ongoing continuing education and training workshops for active regional faculty.
- Serves as liaison for any visiting faculty at regional events, before, during and after the events ensuring that all of their needs and special requests are cheerfully met.
- Maintains open communication with the Educational Coordinator at all times and provides any information requested to the Regional Management Team in a timely manner.

# **SWEET ADELINES INTERNATIONAL CORPORATION REGIONAL BYLAWS AND REGION 21 STANDING RULES**

## **Young Women in Harmony Program Manager**

- Coordinates the YWIH Program within Region 21 and maintains contact with the YWIH Committee and appropriate staff at International.
- In cooperation with the Education Coordinator, plans and conducts education and training for existing and future YWIH groups.
- Compiles a list of chapter YWIH liaisons to provide to the Education Coordinator and other data sources.
- Provides YWIH information and other materials to regional chapters and their YWIH liaisons/representatives.
- Contacts area music educators to promote the YWIH program, providing music and other materials to help promote barbershop music to young women in middle school and high school music programs.
- Reports all regional and chapter YWIH activities to the Education Coordinator.
- Whenever feasible, provides an information exhibit/booth for YWIH at local meetings of the Music Educators National Conference, and similar conferences.
- Coordinates budget needs with the Education Coordinator prior to the end of the fiscal year.
- Serves as regional contact person for International regarding YWIH programs.
- Keeps accurate, up-to-date records to be transferred to her successor at end of term.

## **EVENTS COORDINATOR – REGIONAL APPOINTMENT**

The Events Coordinator is responsible for all physical aspects of regional meetings and events including Regional Convention & Competition. She is responsible for the inspection of suitable sites, negotiating contracts and coordinating registration for all regional events. Shared responsibility for membership growth and retention. She oversees the following programs/personnel:

**Regional Registrar**  
**Regional Event Programs**  
**Awards Chair**  
**Regional Equipment Chair**

***(Please refer to the Guidelines for Regional Conventions, Section B Convention Personnel, Events Coordinator, Page B-4)***

Events Coordinator responsibilities for all other Region 21 events are described in the Guidelines & Procedures document.

### **Regional Registrar**

- Handles registration for all regional events.
- Creates and disseminates online forms and instructions pertaining to event registration.
- Coordinates with Communications Coordinator and/or Website Manager to post registration information and forms on the regional website.
- Produces badges and maintains an inventory of registration supplies
- Manages on-site registration
- Keeps accurate, up-to-date records to be transferred to her successor at end of term.

### **Regional Event Programs**

- The Event Coordinator works with the Education Coordinator and the Marketing Coordinator to produce and distribute programs for regional events.



# **SWEET ADELINES INTERNATIONAL CORPORATION REGIONAL BYLAWS AND REGION 21 STANDING RULES**

## **FINANCE COORDINATOR – REGIONAL APPOINTMENT**

The Finance Coordinator manages the financial affairs of the region, including budgeting, managing all bank accounts and investments, receiving all funds paid to the region and issuing all payments. She has the sole authority to sign contracts on behalf of the region. She is responsible for invoicing and collecting the regional assessment from all CAL members in Region 21. Shared responsibility for membership growth and retention. She oversees the following programs:

### **Finance Committee Ways and Means Committee**

#### **Finance Committee**

- Consists of all members of the RMT
- Is responsible for the financial long-range plan
- Responsible for the region's Investment Policy found in the *Golden West Region 21 Guidelines and Procedures*

#### **Ways and Means Committee Manager**

- Coordinates projects to raise non-dues income
- Seeks available grants and awards
- Participates in the budget preparation process

## **MARKETING COORDINATOR – REGIONAL APPOINTMENT**

The Marketing Coordinator provides marketing assistance and training to choruses and members of the region. She serves as the primary media and public relations contact for the Region. She works with the Membership Coordinator on member retention and growth. She works with the Events and Education Coordinators and other regional leaders to market regional events and programs. She works with the Communication Coordinator to develop, implement and maintain the Regional Website and other communications channels. Shared responsibility for membership growth and retention. She oversees the following programs:

### ***The Gold Standard* Editor Social Media Administrator**

#### ***The Gold Standard* Editor**

- Appointed by the Marketing Coordinator. Works with the Marketing Coordinator to produce and distribute the Region 21 eNewsletter *The Gold Standard* to members of Region 21 including the maintenance of the distribution database.

#### **Social Media Administrator**

- Appointed by the Marketing Coordinator. Serves as administrator of the Region 21 Social Media sites including, Facebook, Linked-In, and Twitter. Duties include confirming the accuracy of the information placed on the sites, moderating members, maintaining the timeliness and relevance of the materials, and working with the Marketing Coordinator to help promote upcoming Region 21 events and share photos and news of past Region 21 events.

## **MEMBERSHIP COORDINATOR – ELECTED BY REGIONAL MEMBERSHIP**

The Membership Coordinator plans and implements programs in the areas of membership growth and retention for regional choruses including prospective chapters. She maintains contact with

# **SWEET ADELINES INTERNATIONAL CORPORATION REGIONAL BYLAWS AND REGION 21 STANDING RULES**

Chapter-at-Large members. The Membership Coordinator is responsible for the Chapter Growth, Participation, and Nancy Bergman Harmonize the World Awards as specified in the Guidelines & Procedures document. Shared responsibility for membership growth and retention. She oversees the following programs:

## **Chapter-At-Large Coordinator**

- Establishes and maintains contact with Chapter-at-Large members to ensure their inclusion in regional events and programs through regular mail or email.
- Organizes a time and place for CAL members to get together and facilitates that meeting.
- Sends a welcome letter to all new CAL members, either moving from another region into Region 21 or choosing CAL membership within the region, explaining our communication and billing system.
- Provides information about CAL membership to interested parties.
- In coordination with the Regional Membership Coordinator and Finance Coordinator, maintains an accurate listing of all current CAL members within our region on a monthly basis.
- Distributes and/or mails all Region 21 publications and bulletins to all CAL members in a timely manner.

Note: The Regional Finance Coordinator is responsible for invoicing and collecting the regional assessment from all CAL members in Region 21.

## **TEAM COORDINATOR - REGIONAL APPOINTMENT**

The Team Coordinator coordinates the agenda and facilitates meetings of the Regional Management Team, facilitates the development and implementation of the Region's Strategic Plan, oversees the review and approval of the Regional Standing Rules and Chapter Standing Rules, clears chapter show dates and maintains the regional calendar. As Chapter Coordinator, she maintains communication with chapter leaders and facilitates a forum for presidents/team coordinators at regional events. She is also responsible for all Love Gifts as well as presentation of the RMT, RCSC, and Hall of Fame recipients at the Regional Convention & Competition as described in the *Golden West Region 21 Guidelines and Procedures*.

Shares responsibility with the Regional Communications Coordinator for the timely distribution of communications from international headquarters and in-region communications. Shared responsibility for membership growth and retention. She oversees the following programs:

## **By-laws and Rules Chair Regional Guidelines and Procedures Chapter Coordinator**

### **By-laws and Rules Chair**

- Reviews Chapter Standing Rules on a biennial basis. All chapter Standing Rules should follow the Standard Form Chapter By-Laws format. Reports to the RMT any chorus that is out of compliance.

### **Regional Guidelines and Procedures**

- Reviews and maintains this document that describes the guidelines and procedures of the RMT not included in the Regional Standing Rules.

### **Chapter Coordinator**

- Maintains regular contact with chapter presidents/team coordinators to provide information about regional activities and assess chapter needs.

**SWEET ADELINES INTERNATIONAL CORPORATION  
REGIONAL BYLAWS AND REGION 21 STANDING RULES**

- Communicates president's and chapter needs and issues to the Regional Management Team.
- Provides and facilitates a forum for presidents and team coordinators at regional events for the purpose of exchanging ideas and providing current information about regional activities.