



MID-ATLANTIC DISTRICT STATEMENT OF POLICY

2015 Revision
March 13, 2015

Approved by Society Governance and Bylaws Committee
June 28, 2015

Approved by HOD
October 25, 2015

Published by the Mid-Atlantic District, SPEBSQSA, Inc.

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Article I GOVERNANCE

The Mid-Atlantic District Association of Chapters (referenced in this document as the District)* was chartered in October 1945 by the Society for the Preservation and Encouragement of Barber Shop Quartet Singing in America, Inc. (referenced in this document as the Society)**. In October 1951, the District was incorporated in the District of Columbia as a not-for-profit educational and charitable organization.

A. MISSION STATEMENT

- To perpetuate the old American institution of the barbershop quartet
- To promote and encourage vocal harmony and good fellowship by forming local chapters in every city, town, and hamlet of the District
- To recruit chapter members who support and work toward fulfillment of District and Society goals and objectives
- To hold annual local and District contests for quartet and chorus singing
- To encourage and promote the education of District members and the public in music appreciation
- To initiate, promote, and participate in charitable projects
- To promote public appreciation of barbershop quartet and chorus singing by publication and dissemination thereof.

B. GOVERNING DOCUMENTS

District and chapter officers, committee chairmen, administrators, committee members, performers, contestants, and all supporting team members are subject to the provisions of the following governing documents:

- **Society Rules and Regulations Handbook** (includes Society Bylaws, General Statements of Policy, Code of Ethics, Membership Rules, Youth Policy, Standard District Bylaws, Standard Chapter Bylaws, and other sections pertinent to the operations of the Society, all districts, and all chapters)
- **District Bylaws** (modeled on the Standard District Bylaws)
- **District Statement of Policy (SOP)** (this document)
- **District Convention Regulations** (includes separate documents for Fall Convention, Spring Convention, and Preliminary (Division) Conventions).

*In later years, the Society removed the phrase “Association of Chapters” from district titles.

**The Society, abbreviated SPEBSQSA, also does business as the Barbershop Harmony Society (BHS).

Article II
GEOGRAPHIC BOUNDARIES OF THE DISTRICT AND DIVISIONS

A. DISTRICT

The District boundaries are established by the Society Board of Directors, as follows: in the State of New York the counties of Orange, Rockland and Westchester (except the City of Peekskill), Long Island and New York City; the States of Delaware, Maryland (except the Town of Oakland), New Jersey and Virginia; the District of Columbia; in the Commonwealth of Pennsylvania that part to the east of the eastern boundaries of the counties of Cambria, Cameron, Clearfield, Fayette and Potter; and in the State of West Virginia the counties of Berkeley, Grant, Greenbrier, Hampshire, Hardy, Jefferson, Mineral, Morgan and Pendleton.

In addition, contiguous areas (and chapters) in adjacent districts may, from time to time and upon mutual agreement and Society approval, be added to the District.

B. DIVISIONS

The District may be organized into any number of divisions as deemed appropriate by the District Board of Directors (BOD) and the District House of Delegates (HOD).

Article III
DISTRICT ORGANIZATION

A. POLICY

1. Under Article VIII, paragraph 8.01 of the Standard District By-laws, it is the responsibility of the District President (DP) to appoint all District Committee Chairmen, Members of Committees, and all Operations Team (OT) Functional Vice Presidents.
2. As the Chief Executive Officer of the District, it is the DP's responsibility to exercise general supervision over all activities of the District.

B. ORGANIZATION

1. The responsibility for all District programs shall be grouped under the BOD as follows:
 - a. District President - The DP is the chief executive officer of this district. He manages all district officers and district committee chairmen, who are charged to ensure that Society and District programs and policies are implemented at the chapter level. Further he:
 - (1) Maintains knowledge of all governing documents.
 - (2) Establishes annual priorities and goals for the District, sets the pace to promote their success, and is responsible for achieving them.
 - (3) Reports progress toward achieving goals to the Society Board through the Society Executive Vice-President.
 - (4) Chairs all meetings of the BOD and HOD.
 - (5) Appoints the Leadership Development Committee and the Hall of Honor Team.
 - (6) Appoints all Vice Presidents to the OT and is an ex-officio member of that team.
 - (7) Shall be the spokesman, direct all programs, appoint chairmen for activity functions, and appoint committees as needed to study new concepts, review policy, and deliberate on speculative initiatives.
 - (8) Will supervise and monitor all work activity and be fully knowledgeable of all

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functions and charges.

- (9) Shall communicate with 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 BOD meetings.
 - (10) Shall develop a district work plan, approve all financial matters, and report to the Society Board on such plans and budgets as required.
 - (11) Directly communicates with the BOD, OT, Committee Chairmen, and Society leadership and staff.
- b. Executive Vice President - Reporting directly to the DP, the duties of the District Executive Vice-President (EVP) are:
 - (1) Attend all HOD and BOD meetings.
 - (2) Act in the absence of the DP, when required
 - (3) Chair the OT.
 - c. Secretary (DS)
 - (1) Assistant Secretaries (appointed by Secretary, as needed)
 - (2) Governance, Bylaws, and Ethics Chairman
 - (3) Historian and Archivist
 - (4) District Directory Editor
 - (5) District Documents Chairman
 - (6) Master Calendar and Schedule of Cleared Events
 - d. Treasurer (DT)
 - (1) Finance Committee Chairman
 - e. Immediate Past President (IPP) - senior advisor and consultant
 - f. Four (4) Board Members At Large (MAL)
2. Job descriptions of the OT will be detailed in the District Operations Manual (OM).
 3. Each responsible BOD member shall supervise and be responsible for the expenditure of funds by the appointive District officials under him with one exception: Each OT Vice President shall supervise and be responsible for the expenditure of funds by appointed officials under him. The EVP, while being Chairman of the OT, does not supervise the expenditure of each Vice President's budget.
 4. Meetings
 - a. The BOD shall hold four (4) meetings each year at the call of the DP. Thirty (30) days in advance of each meeting the DS shall issue a call letter and provide an agenda (developed in coordination with the DP). The DP shall communicate with the DS regarding call letter recipients and guests to be invited.
 - b. At the call of the EVP, the OT shall hold meetings as necessary.
 - c. The BOD and OT shall permit and accept motions and votes by e-mail. These votes have the same significance as votes cast in person, and if any voting BOD or OT member requests further discussion after a motion is offered, then the vote will be postponed until the matter can be considered in person. The DS or his designee shall

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report the results of such votes as addenda to the minutes of the most recent in-person BOD or OT meeting.

ARTICLE IV REPORTS AND DOCUMENTS TO BE PROVIDED TO THE HOUSE OF DELEGATES

District officers and officials are responsible for providing semi-annual reports in advance of the Spring and Fall meetings of the HOD as detailed in this article.

A. SEMI-ANNUAL REPORTS

The following District officers and officials shall provide written reports to the DS no later than 40 calendar days prior to each scheduled HOD meeting:

1. DP - shall review all District accomplishments and challenges since the DP's most recent report;
2. EVP - at the EVP's discretion, he may either provide individual reports from OT members or a comprehensive summary of such reports;
3. DT - shall provide a current statement of income and expenses associated with District activities, and prior to the Spring HOD Meeting, a proposed budget for the current fiscal year;
4. District Leadership Development Committee Chairman - prior to the Fall HOD Meeting, shall provide a report including a recommended slate of nominees for the BOD for the following calendar year;
5. DS shall provide a listing of all motions considered by the BOD since the Secretary's most recent report.

B. DISTRICT SECRETARY'S REQUIREMENTS

1. The DS shall provide, no later than 30 days prior to each HOD meeting, all required documents by electronic means (by e-mail and/or posting to the District website).
2. Required documents are comprised of all reports shown in section A above, as well as the following:
 - a. Official Call Letter
 - b. Minutes of the previous HOD meeting
 - c. Agenda of the upcoming HOD meeting
 - d. Society President's Report (if available)
 - e. Society Executive Director's Report (if available)
 - f. Headquarters Hotel Fact Sheet (if available)
 - g. Additional materials that may be required to conduct HOD business.

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Article V
CONVENTIONS AND CONTESTS

A. DISTRICT & DIVISION CONTESTS

1. The District shall conduct District and International Preliminary Contests. District Preliminary Contests shall be held at a Division Contest in order to qualify choruses and quartets for the District Contests. Qualification details are found in the Preliminary (Division) Regulations.
2. The District shall conduct a chorus contest in order to determine the District Chorus Champion, which will represent the District at the subsequent Society International Chorus Contest.
3. The District shall conduct a quartet contest in order to determine the District Quartet Champion for the subsequent year.
4. The District shall conduct an International Preliminary Quartet Contest in order to qualify quartets to represent the District at the subsequent Society International Quartet Contest.
5. The District shall conduct a Senior Quartet Contest in order to determine the District Seniors
6. The District shall conduct an International Preliminary Seniors Quartet Contest in order to qualify quartets to represent the District at the subsequent Society International Seniors Quartet Contest.
7. The District shall conduct a Youth Quartet Adjudication. To determine a reasonable number of participants, the VP Youth In Harmony (VP YIH) may conduct preliminary Youth Quartet Adjudications.
8. The District shall conduct an International Preliminary Collegiate Quartet Contest at any official District Preliminary (Division) Contest and/or at the District's International Preliminary Quartet Contest to qualify quartets to represent the District at the subsequent Collegiate Barbershop Quartet Contest (CBQC) and to identify the District Collegiate Quartet Champion.
9. The District may conduct a mixed quartet contest (possibly in partnership with another district) in order to select the M-AD Mixed Quartet Champion for the following year and to identify potential representatives at the International Mixed Quartet Contest.
10. Approved policy pertaining to the conduct of these Conventions and Contests is contained in District and/or Division Convention Regulations.
11. The Society Contest Rules shall apply to these contests.
12. The District may recognize selected choruses beyond just the contest winners (Details are found in the Division Regulations).

Article VI
SHOW CLEARANCES

A. PURPOSES

1. Show clearances are required: (1) to meet the legal requirements of music publishers, copyright owners, and the recording industry, and (2) to minimize conflicts in performance dates between chapters, divisions, and districts, and to prevent conflicts with District and Society events.

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2. Chapters that stage or produce shows and public appearances for which they sell tickets must obtain show clearances. In addition, District officials must obtain show clearances for shows at District or division conventions at which tickets are sold to the general public.

B. PROTECTION OF DISTRICT AND SOCIETY CONVENTION DATES

1. The DS or his representative shall review all requests for clearances and ensure that the date and location of the event would not be in conflict with previously scheduled District or Society events. In the event of a conflict, the DS or his representative shall advise the chapter why the clearance cannot be granted.
2. Clearances will not be granted for any chapter shows on the dates of the convention and contest within the division in which such chapter is located.
3. In the event a chapter request for clearance is denied, the chapter president may appeal the decision to the EVP.

C. LIST OF APPROVED CLEARANCES

1. The DS or his representative shall maintain a five-year Master Planning Calendar listing all known Society, District, and Division events as well as national and various other holidays and events. This calendar shall be displayed on the District website and kept up-to-date by the DS and the District Chief Information Officer (CIO).
2. The DS or his representative shall maintain a Calendar of Cleared Events, consisting of all approved show dates that have been reported and cleared by the District. This calendar shall be displayed on the District website and kept up-to-date by the DS and the CIO.

Article VII FINANCES

A. FINANCIAL MANAGEMENT

1. Policy.
 - a. The BOD shall exercise authority on behalf of the HOD to control expenses and to keep within the District budget by careful management, which will result in economical operation.
 - b. To assist and advise the BOD and the DT, a District Finance Committee shall be appointed annually by the DP. The Chairman of this committee shall not be the DT. This committee shall be responsible for:
 - (1) Review of the annual preliminary budget proposal.
 - (2) Analysis of the District expenditures and income.
 - (3) Advice to the BOD on the financial health of the District.
 - (4) Arranging for, and reviewing the results of, the annual financial review of the DT's books.
 - c. In order to ensure a dependable source of funds for the operation of the District and to subsidize member services, each member of each chapter shall pay District dues in such amount as set by the HOD. Such dues shall be paid to the Society in response to per capita membership billings, and the Society shall then remit the District dues, less collection fee, to the DT.
 - d. Each item of income and expense shall be assigned to a member of the BOD or to an OT functional vice president for budget estimation and control of

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- expenditures consistent with organizational responsibilities outlined in the OM.
- e. When an individual is responsible for two or more functions, the budget and accounting of each function shall be maintained separately.
 - f. All proposals submitted to the BOD to institute, eliminate, or modify a function, service, or responsibility shall include an estimate of the effect of such proposal on the District budget.
 - g. The income of the District shall be available for all approved purposes; for example, the income from a Division Convention need not be solely used to offset the expense of that Division Convention.
 - h. Amounts budgeted for a function shall not be considered an absolute limitation. However, it is the responsibility of each district officer who is assigned responsibility for a budget line item to notify the DP and DT if expenses are expected to exceed the amount budgeted by more than five percent (5%) or income is expected to be less than 95% of the amount budgeted.
2. Budget Preparation and Adjustment
- a. The DT will consult with the BOD and/or OT functional vice presidents, and committee chairmen, as necessary, and prepare a preliminary budget proposal for the ensuing fiscal year (January 1 to December 31). Copies of the proposal, with appropriate explanatory notes, shall be furnished to the Finance Committee no later than December 1st.
 - b. The preliminary budget proposal shall be reviewed and approved at the Winter BOD meeting for submission to the HOD as part of the DT's report at the Spring meeting.
 - c. Proposals to change the current or proposed budget should be sent to the DP and DT prior to the next BOD meeting, and must include a complete explanation and justification.
3. Control of Expenditures
- a. All individuals entitled to expense reimbursement shall submit a signed District Expense Report with appropriate receipts attached. Reports shall be submitted no later than one month following the date of the expense.
 - b. Expense reports shall be reviewed based on the nature of the expense, as defined in the OM.
 - c. Any adjustments to the expense report amount shall be explained by the DT when payment is made.
 - d. The expense report form shall be available from the District website.
 - e. The DT has the authority to deny payment on expenses claimed as incurred if the expense report is submitted later than two (2) months following the event.

B. FINANCIAL STATEMENTS

1. DT Treasurer shall prepare a "Statement of Income and Expenses", showing both the budgeted and actual amounts, compared with the actual prior year, and a "Balance Sheet" as of the close of business of the following periods:
 - a. At the end of each month, to be sent to the BOD, OT, and Finance Committee no later than the tenth (10) calendar day of the ensuing month.
 - b. For the fiscal year, January 1st through December 31st, to be presented to the HOD at the Spring HOD meeting..
 - c. For the period January 1 through August 31 of the current fiscal year: to be presented to the HOD at the Fall HOD meeting.

C. EXPENSES OF DISTRICT OFFICIALS

1. Members of the BOD, OT functional vice presidents, chairmen of committees, and appointed staff, Chapter Advocates, and other officials who may be elected or appointed are entitled to reimbursement, provided that proper receipts for expenses are included as defined in the OM. For BOD and HOD meetings, expenses may be reimbursed to the above-listed personnel provided those persons appear on the official agenda.

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2. The standard reimbursement for each of the BOD, OT, and HOD meetings is one-half (50%) of the negotiated double occupancy room rate for one night's lodging, one day's meals plus transportation, tolls, and parking fees. Any exceptions to this standard reimbursement must be approved by the DP.

D. SPECIAL REIMBURSEMENT TO SOCIETY AFFAIRS

Any District official, required to attend a Society meeting, shall be reimbursed in like manner as specified in subparagraph C. to the extent not reimbursed by the Society. Reimbursement shall be claimed only for the days required to conduct official Society business.

E. DISTRICT BOARD MEETINGS

The District shall pay the basic cost of hotel rooms for officials or guests invited by the DP (other than those enumerated in C. above) to attend BOD meetings. This cost shall not be paid for others who may attend at their own volition.

F. EXPENSE OF JUDGING PANEL MEMBERS

1. Judges serving on the official panel for District or Society Preliminary Contests shall be reimbursed in accordance with the "Standard Procedure for Vouchering Expenses by Members of Judging Panels" as set forth in the Society Contest and Judging Handbook.
2. District officials authorized expense reimbursement under other sections of this Article and who are serving as judging panel members will be reimbursed only as members of the judging panel, as outlined in F.1. above.

G. FINANCIAL REVIEW

After the close of each calendar year the District financial records shall be reviewed by a financial review committee appointed by the Finance Committee. A copy of the report of that review shall be distributed to the BOD at the Summer meeting.

H. DISTRICT PROPERTY

District-owned property to be disposed of shall be done so by publication of notices to all District chapters, stating a minimum price and a specific date and time when such property will be sold by highest sealed bid. An exception may be authorized by the BOD.

I. FINANCIAL AID TO SOCIETY COMPETITORS

Each year choruses and quartets may be selected through Society International Preliminary Contests to represent the District in the Society International Chorus and Quartet Contests. The District budget shall provide for financial aid to the following choruses and quartets.

- a. Choruses, quartets, collegiate quartets, and Seniors quartets that qualify for and actually travel to the International Convention for the purpose of competing.
- b. Non-competing choruses and quartets who have been invited to perform on the International Convention stage for any other reason shall receive a stipend from the District as determine by the BOD.
- c. The DT shall disburse such aid not later than thirty (30) days subsequent to the appropriate International Convention.

Article VIII

RESPONSIBILITIES IN ORGANIZING A NEW CHAPTER

A. DISTRICT SUPPORT

1. The District will foster and encourage the development of new chapters. All District officers and operations team members shall support the chartering and licensing of new chapters within the District.

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2. The District Vice President Membership (VP M) shall coordinate and execute District activities and endeavors in connection with the development of new chapters not otherwise designated to be performed by other District officers as required by the Society Rules, Regulations, or Policies.
3. The VP M, in conjunction with a Division Vice President, shall identify and solicit an existing chapter from within the District to sponsor the extension site as it continues along the path to becoming a chapter.

B. SPONSORING CHAPTER

1. The responsibilities of a sponsoring chapter extend beyond the signing of the license or charter application. The sponsoring chapter must be strong and engaged and must provide the guidance and assistance necessary to ensure a successful start for the new chapter.
2. This responsibility does not end when the new group is licensed or chartered but extends throughout the life of the chapter. The sponsoring chapter must be willing to freely assist the new chapter at any time it is called upon to do so.

C. QUARTETS AND CHORUSES

The assistance provided to organize a new Society chapter is not limited to administrative assistance. Society quartets and choruses have an equal responsibility to provide their talent for extension of our Society. It shall be the policy of the District that quartets and choruses, which are invited to sing on organization/charter night shows, shall do so without charging a fee. Quartets and choruses not living within a reasonable distance should not charge more than the minimum required to cover travel expenses only.

D. ACTIVITIES OF AN ORGANIZING CHAPTER

Chapter charters do not define geographical boundaries. Therefore, such charter is not a franchise giving a specific chapter exclusive right to a specific geographical area. However, an organizing chapter should be extremely mindful to do nothing to cause harm or detriment to any existing chapter of the Society, such as actively recruiting members from that chapter. In the event a misunderstanding or disagreement should arise in this regard, it is the responsibility of the BOD to settle any dispute, with the assistance of the Division Vice President and/or the Chapter Advocate(s), as appropriate.

Article IX

CHAPTER DISSOLUTION, MERGER, AND NAME CHANGE

A. DISSOLUTION OF CHAPTERS

1. When a chapter in the District decides to dissolve, it shall notify the DP in writing of the chapter's plan to do so.
2. Upon receiving this notice or any other report that dissolution is in progress, the DP shall engage with the chapter leadership to determine if District or Society support and resources can be deployed to encourage the chapter to avoid dissolution.
3. The DP must advise the chapter, in writing, of its responsibilities, pursuant to Article XI of the Standard Chapter By-Laws, to transfer to the District all its funds and property; to surrender the chapter charter; and to terminate its incorporation if it so dissolves.

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4. To affect dissolution, the chapter charter shall be forwarded to the DS. If the chapter has no property or funds remaining, a letter to this effect shall be sent to the DP. Similarly, if the chapter charter cannot be located, the chapter will so certify to the DP. The DS shall verify that this requirement has been fulfilled, and upon verification, will forward the charter to Society.

B. MERGER OF CHAPTERS

1. If two or more chapters desire to merge their membership bodies (including the combination of assets, joint assumption of financial obligations, and operation as a single chapter under one charter), they may only do so in accordance with Society Rules, Regulations, and Policies.
2. The Presidents of each merging chapter shall advise the DP of the intention to merge chapters.
3. The DP shall encourage the chapters to consider whether such action is in the best interests of the chapters in the long term, and he shall enlist the counsel of the Division Vice President to support the chapters through the merger process.

C. NAME CHANGES

1. Any Chapter desiring to adopt a new name must submit the new name to the DS for prior approval by the BOD.
2. Upon receipt of such approval, the chapter shall advise the appropriate Society representative. At each level, approval must be given before the action becomes final. The official name of the chapter shall identify the chapter by reference to a specific, locally recognized geographic location situated within the area from which the chapter's membership is drawn. The name shall not be so similar to the name of a chapter already in existence so as to be confusing or misleading.
3. Incorporation documents shall be amended to reflect the new name by submission to the state or provincial authority.

Article X YOUTH IN HARMONY

A. SCOPE

The District shall provide programs that promote vocal music education and improved musical performance for youth quartets and choruses, and their music educators.

B. YOUTH ADJUDICATIONS

In an effort to promote vocal music in general and more specifically, barbershop harmony, the District shall sponsor Youth Quartet Adjudications.

C. BARBERSHOP HARMONY YOUTH QUARTET CAMP

In an effort to promote vocal music in general and more specifically, barbershop harmony, the District shall sponsor an annual Barbershop Harmony Youth Quartet/Ensemble Camp in

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conjunction with Harmony College East (HCE).

D. HARMONY COLLEGE/DIRECTORS COLLEGE SCHOLARSHIP

To promote vocal music education in general, and more specifically, barbershop harmony, the District shall provide a minimum of one scholarship to send a full-time vocal music educator to Harmony University each year. This scholarship will be awarded by the VP YIH upon consideration of all submitted nominations. Preference will be given to those music educators that are currently involved with the District YIH program and are not, and never have been, members of the Society.

E. COLLEGIATE BARBERSHOP QUARTET CONTEST

The District shall provide the CBQC representative a full scholarship to HCE providing for free attendance of all four members of the quartet and one chaperone/music educator if any of the quartet members are less than 18 years of age at the time of HCE.

F. YIH TEAM

The VP YIH may enlist the help of additional people to assist in running the program

G. FUNDING REQUESTS

While the District YIH program is eager to support YIH initiatives inside the District, as well as across the Society, there are limited funds to support annual and incidental YIH funding requests. In order to ensure a financially responsible, supportive and objective response to such requests for financial support, whether from groups (choruses, quartets, etc.), and organizations (educational, philanthropic, etc.), all requesting entities must submit a District YIH Funding Request Application for consideration. Funding requests received within the guidelines of the District YIH Funding Request process will be reviewed and evaluated by a YIH funding request committee comprised of the VP YIH VP, Treasurer, EVP, and President. The District Funding Request Application and related details including application and award notification dates can be found in the M-AD Operations Manual.

Article XI

DISTRICT SUPPORT OF SOCIETY-RELATED PHILANTHROPIC PROGRAMS

The DP shall appoint a Vice President Financial Development (VP FD). The VP FD shall manage the District-level fundraising efforts for the Society Harmony Foundation and the District Endowment Fund. The VP FD shall report to the DP via the EVP.

Article XII
CHAPTER SUPPORT AND LEADERSHIP TRAINING

The DP shall appoint a District Vice President Chapter Support and Leadership Training (VP CSLT). The VP CSLT is responsible for providing for leadership training for Chapter officers and support training for Chapter Advocates via the Division Vice Presidents. The VP CSLT shall report to the DP via the EVP.

Article XIII
AWARDS AND RECOGNITION PROGRAM

A. CHORUS AND QUARTET CONTEST AWARDS

Chorus and quartet contest awards shall be presented in accordance with the District Preliminary (Division), Spring, and Fall Convention Regulations.

B. CHORUS DIRECTOR'S AWARDS

1. The District shall present awards to chorus directors in recognition of their years of service to District chapters.
2. The chorus director's awards shall be presented in accordance with the OM.

C. SPECIAL RECOGNITION AWARDS

1. Special recognition awards may be recommended by the BOD or the DP in recognition of extraordinary service or performance by District barbershoppers, quartets, choruses, chapters, or other individuals.
2. Special recognition awards shall be presented in accordance with the OM.

Article XIV
SALE OF ITEMS AT DISTRICT AND CHAPTER EVENTS

A. GENERAL

To better the control of the activities of performers who wish to sell recordings or other merchandise at District or chapter events, the policy enunciated below shall be followed by all elements of the District.

B. POLICY

1. Notification of intent to sell any recorded material or other items at a District-coordinated event shall be made in advance of the event to the DVP, VP E, and the District Harmony Marketplace Chairman.
2. Any merchandise that is sold by the District Harmony Marketplace for the purpose of profit for any other person or organization shall be subject to a handling charge of twenty per cent (20%) of the sale price, which is to be collected by the District at the time of the sale of the items.
3. Any items that are sold at a District event must be sold by the District Harmony Marketplace

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personnel.

4. The District or its personnel will not be responsible for any items that any individual(s) or organization(s) leave in the custody of the District Harmony Marketplace.

C. EXCEPTION

1. Items made or sold under the direct supervision of the Society shall be exempt from the provisions of this Article.
2. Items sold by chapters, quartets, authorized vendors, etc. that have purchased exhibit space at District-sponsored events through the District Events Team (DET), shall be exempt from Sections B.2. and B.3. of this article.

Article XV DISTRICT MUSIC EDUCATION

A. SCOPE

The District shall provide programs and other activities that will improve and expand the musical excellence of the membership at the District, Division, and Chapter levels.

B. TRAINING AND COACHING PROGRAM

The District shall provide an ongoing program of training and coaching to chapters and quartets within the District. Emphasis shall be given to smaller chapters, new chapters, and quartets that have not qualified for District competition.

C. DISTRICT MUSIC SCHOOLS (HARMONY COLLEGE EAST (HCE))

The District shall conduct and administer an annual school open to quartets, choruses, chorus directors, and individual associates of the District, at which classes will be conducted on all facets of the barbershop craft. Except for music educators who pay at the same rate as members, non-members are welcome to attend HCE but must pay a higher tuition.

1. For years in which attendance must be regulated, preference for attendance at the District music schools shall be given to Society members or Associates, plus the following persons:
 - a. All vocal music educators who are actively involved in the District YIH program.
 - b. Any youths involved in the YIH program or the Society sponsored CBQC Program. Youths participating in any event sponsored by the Society (at any level), including but not limited to adjudications, contests, quartet camp, and Harmony University at all times.
 - c. Any non-Barbershop or non-Associate person actively coaching a Society-registered quartet or coaching a Society-recognized barbershop chorus.
2. There will be no sale of any items of merchandise or any type of raffle tickets at HCE with the following exceptions:
 - a. Items sold by the school staff for the direct benefit of the school itself
 - b. Items made or sold under the direct supervision of the Society or the District

D. TOP GUN QUARTET SCHOOL

The District shall conduct at least one (1) Top Gun Quartet school each year.

E. OTHER EDUCATIONAL PROGRAMS

The District will provide other education and training opportunities as appropriate.

**Article XVI
HALL OF HONOR**

A. PURPOSE

The purpose of the District Hall of Honor (HOH) is to give recognition to those men who have made exceptional, longstanding, unselfish, dedicated, and devoted contributions to the District. The effect of this service will also have been of benefit to the Society and to the craft in general. The HOH shall serve to extol the virtues of such participation, responsibility, excellence, and high ideals, and, to that end, maximum publicity, consistent with dignity, shall be made of the HOH activities and of its individual members. The HOH should become a focus of pride for the District.

B. QUALIFICATIONS

1. Induction into the HOH shall be limited to persons, living or dead, whose contributions to the District have spanned not less than ten (10) years. These contributions may have been musical, administrative, or both and may have occurred at the chapter, division, district, or Society levels.
2. Recognition need not be limited to current Society members, but the recognized service shall have been performed while the individual was a member of the Society and the District.

C. SELECTION COMMITTEE

The District Hall of Honor Selections Committee shall consist of five (5) members who are also members of the HOH, District chapters, and who reside in the District. The committee reports directly to the DP. The DP appoints a new member annually for a term of five (5) years.

D. NOMINATION, SELECTION, AND RECOGNITION

The Chairman will establish and publicize an annual period of time when District members may nominate new candidates for the HOH. Following selection by the committee, the Chairman will schedule a time for recognition and induction of the new members to ensure the maximum number of District members and their loved ones will be present.

Article XVII
DISTRICT ELECTRONIC COMMUNICATIONS

District policy shall be, whenever possible, to use electronic means for communications among the BOD, other District officials, District chapters, members of the HOD, and the general membership of the District.

A. SPECIFIC APPLICATIONS

The following forms, processes, documents, and other items shall be provided in electronic form as a standard practice:

1. Registration forms - including District conventions, division conventions, HCE, Leadership Academy (LA) sessions, and any other District-sponsored events.
2. All documents associated with the semi-annual HOD meetings and both scheduled and called meetings of the BOD—including call letters, agendas, prior meeting minutes, reports, and any other items that may be pertinent to said meetings.
3. District newsletters, notices, updates, and other materials—including *Hi-Notes*, *Mid'L Antics*, and other special-purpose or periodic reports to disseminate to the District membership.

B. OFFICIAL ARCHIVES

1. The District website shall be the depository and archival resource for all electronic documents pertaining to the business and operations of the District. The DS and the District Webmaster (DW) jointly share the responsibility for maintaining this resource.
2. The DS shall maintain, separately and in addition to the electronic archives, printed copies of the minutes of the HOD and the BOD meetings and the Year-End Financial Statement (latter provided by the DT).

C. SECURITY

1. The safety and security of archived electronic information shall be a top priority at all times. To insure the District against loss of critical information due to unforeseen catastrophic failure of electronic storage equipment (e.g., servers), District policy shall be to backup all electronic information on a periodic basis.
2. The DT or the CIO shall back up the District website and all electronic files stored on active computer servers or other devices on a periodic basis, as determined by the CIO. Backups shall be on non-erasable recordable media, such as DVD-R discs.
3. The CIO shall retain the backups in perpetuity. The CIO shall deliver annual archive copies to the DS each year.
4. The DS shall maintain the annual archive copies for five (5) years for reference purposes and then deliver them to the District Historian (DH) for archiving.

Appendix A: Glossary Of Acronyms And Definitions

BOD	Board of Directors
CBQC	Collegiate Barbershop Quartet Contest
CIO	District Chief Information Officer
District	Mid-Atlantic District
DET	District Events Team
DH	District Historian
DP	District President
DS	District Secretary
DT	District Treasurer
DW	District Webmaster
EVP	Executive Vice President
HCE	Harmony College East
HOD	District House of Delegates
HOH	Hall of Honor
IPP	District Immediate Past President
LA	Leadership Academy
MAL	Members at Large
OM	District Operations Manual
OT	District Operations Team
Society	SPEBSQSA, Inc/Barbershop Harmony Society
SOP	District Statement of Policy
YIH	Youth In Harmony
VP CSLT	District Vice President Chapter Support and Leadership Training
VP E	District Vice President Events
VP FD	District Vice President Financial Development
VP M	District Vice President Membership
VP YIH	District Vice President Youth In Harmony

Appendix B – Revision Notes

The 1/15/2000 revision was initially developed by a specially appointed District Document Transition Team (Merritt Auman, Chairman) via Team meetings beginning in 1998 and continuing through July 24, 1999. The changes were approved by the District BOD on August 7, 1999, and submitted to and approved by the District HOD (pending subsequent Society L&R review) at the October 8, 1999 HOD Meeting at Ocean City, Md. Society L&R subsequently reviewed the document and recommended a few minor wording changes which were incorporated into the revision. The resulting document was approved by the District BOD at their meeting on Saturday January 15, 2000.

9/5/2000 - Article X.A.1 and Article X.B.1 were changed to reflect lower membership requirements for licensing (reduced from 12 to 4) and chartering (reduced from 20 to 12).

5/3/2004 to 11/29/2004: A complete re-write of the SOP by a Document Team, (co-chaired by PIP Merritt Auman and PDP Fred Stabley) attempted to align the district policy with new Standard District Bylaws and the new district governance structure as recommended by Society and enhanced by the District BOD. Final revisions were made, and the revision was thus approved by the District BOD at its meeting in August 2004. The SOP was submitted to the District HOD for approval on October 1, 2004 and was approved. Merritt Auman submitted a copy of the approved version to Society L&R (Jim Warner), which was conditionally approved and returned to the District Board Document Team on 11/29/04. L&R included a list of clarifications and edits that they requested as the condition of their approval. These changes were performed on 11/29/04, and the finished copy sent on 11/30/2004 to both the Society and the DW for posting in the District website as the official copy.

7/14/2013 to **TBD**: A complete rewrite of the SOP by the District BOD and Document Team occurred to leave only policy material in the SOP, while moving all procedural/process material to a new Mid-Atlantic District Operations Manual.