

**NORTH BY NORTHWEST REGION #13**

**SWEET ADELINES INTERNATIONAL**

**STANDING RULES**

**Section I - Regional Management Team**

The Regional Management Team (RMT) 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.

1. **Term of office, election and appointment** (see Standard Form Regional Bylaws, Article IV, Sections 1 and 2).
2. **Associate Regional Management Team Member**
   1. The Associate RMT member is appointed by the Regional Management Team annually for a 1-year term.
   2. Eligibility and Application: All Region 13 members in good standing are eligible to serve. Applicants must complete the standard RMT application and submit letters of reference.
   3. Duties: The Associate is expected to attend all scheduled RMT meetings. The Associate may request to shadow a coordinator for the first 6 months. The Associate may request to work with a second coordinator for the second 6 months if desired. The associate will work closely with and assist the coordinators, and is expected to contribute to projects and complete all assignments. She is encouraged to join in discussions at meetings but will not be included in consensus decision-making.
   4. Funding: Funding and expense reimbursement is the same as that budgeted for RMT coordinators. The Associate member is not eligible for the Region #13 stipend to attend International Convention or Education Events.
3. **Place, Date, Number of Meetings** (see Standard Form Regional Bylaws, Article IV, Sections 3 and 4).
   1. All meeting dates will be approved by the Team Coordinator, and the Events Coordinator will approve all meeting sites.
   2. Action in lieu of Meeting (see Standard Form Regional Bylaws, Article IV, Section 5).
4. **Attendance Requirements of Management Team:**
   1. Each management team member is expected to be in attendance at each Regional Management Team meeting.
   2. Any management team member absent from two (2) consecutive meetings, will trigger a review process by the Team Coordinator and may lead to removal from the Regional Management Team.
   3. If a management team member has prior knowledge that she will be absent from the second meeting in sequence, she is expected to advise the Team Coordinator.
   4. Each potential nominee must agree to comply with this attendance requirement at the time her qualifications are submitted to the Regional Nominating Committee.
5. **Vacancies** (see Standard Form Regional Bylaws, Article IV, Section 6).
6. **Quorum** (see Standard Form Regional Bylaws, Article IV, Section 7): a majority of the members of the Regional Management Team shall constitute a quorum.
7. **Regional Members** may be invited by the Regional Management Team to attend meetings of the Regional Management Team.
8. Regional members may attend scheduled meetings of the Regional Management Team. As meetings are held virtually, members wishing to attend should notify the Communications Coordinator in advance of the meeting so she may send them the relevant invitation. The Communications Coordinator will notify RMT members of any members who will be attending. Items deemed “sensitive” by the RMT will be discussed by RMT members in a closed session.

Members wishing to attend in-person meetings of the RMT should indicate their interest to the Team Coordinator, who will review the request with the RMT. Consideration will be given relative to the venue, accommodations, catering, and other meeting aspects that may influence the number of people able to attend. In most cases, because of costs involved, non-RMT or non-Resource Team members will be responsible for their own expenses.

**Section II – Duties**

Duties of the Regional Management Team are included in the corporate Policy Book and the Regional Management Team Handbook. Any additional duties established by the Regional Management Team are included in the Regional Job Descriptions posted in the Members Only Documents section of [www.sairegion13.org](http://www.sairegion13.org).

**Section III - Committees**(See Standard Form Regional Bylaws, Article VII, Section 1, Regional Management Team Handbook and the individual Job Descriptions posted in the Members Only Documents section of [www.sairegion13.org](http://www.sairegion13.org/))

**A**    **Standing Committees/Appointments**

* + 1. Nominations Committee
    2. Finance Committee
    3. Bylaws and Rules Chair
    4. All other Standing Chairs and Committees as are, or may be, prescribed by the Regional Management Team.

**Section IV- Regional Meetings** (See Standard Form Regional Bylaws, Article III, Section 3, 4, 5, 7).

1. **Regional meetings** and other educational functions will be discussed, recommended and scheduled by the Regional Education Coordinator through the Five-Year Plan and approved by the Regional Management Team.
2. **Registration fees** may be charged for those attending regional meetings/educational functions unless otherwise specified by the Regional Management Team. Meeting registration fees are not refundable but are transferable.
3. **A financial statement** shall be prepared under the direction of the Regional Financial Coordinator and presented to the Regional Management Team giving an accounting of receipts and disbursements year-to-date.
4. **Permission** for any ways and means projects to be conducted at the regional meeting site must be obtained in advance from the appropriate Regional Management Team member or designee.
5. **Presidents' Forum** shall be comprised of the Chorus Presidents/Team Coordinators and Prospective Chorus Presidents/Team Coordinators. In the event a President/Team Coordinator is unable to attend, another member from the chorus executive committee may be delegated to attend in her place.
   1. Regularly scheduled meetings of the Chorus Presidents/Team Coordinators Forum will be held.
   2. All meetings of the Chorus Presidents/Team Coordinators Forum will be chaired by the Regional Membership Coordinator or her designee.
6. **Directors' Forum** shall be comprised of the Chorus Directors and Prospective Chorus Directors.
   1. A meeting of the Directors Forum will be held annually. Additional meetings may be held at the discretion of the Regional Directors’ Coordinator.
   2. All meetings of the Directors Forum will be chaired by the Regional Directors Coordinator or her designee.
   3. Meetings may be scheduled for "By Invitation Only" attendance.
   4. If a director is unable to attend any meeting, a designee, assistant or associate may be permitted to attend in her or his absence. This is at the discretion of the participants and/or subject matter of that meeting.

**Section V - Finances**

1. **Income**
   1. **Regional Assessment**
      1. **Annual Regional Assessment for Members in chartered choruses** shall be $36.00 per member beginning May 1 for the new fiscal year. Chorus membership shall be determined by the official membership figures at International Headquarters as of April 30 of the previous fiscal year. Chorus Treasurers shall remit the amount due to the Regional Finance Coordinator, not International, no later than August 1. Any payments received after Aug 1 will incur a $50 late fee per chorus. Choruses in default of payment shall be considered not in good standing.
      2. **Annual Regional Assessment for Chapter-at-Large** (CAL) Members shall be $48.00 per CAL member beginning May 1 for the new fiscal year. CAL membership shall be determined by the official membership figures at International Headquarters as of April 30 of the previous fiscal year. CAL members shall remit the amount due to the Regional Finance Coordinator, not International, no later than August 1. CAL members in default of payment shall be considered not in good standing and be assessed a $15 late fee. If a CAL member does not become a member in good standing by October 1, International will be notified and their membership will be canceled.
      3. **Youth members** (25 years or younger) in Region 13 shall be responsible for 50% percent of the Regional Assessment. The assessment is to be remitted to the Regional Finance Coordinator, not International.
      4. **Dual members:** dual members of choruses which are both chapters in Region 13 will be required to only pay one regional assessment. Non-Region 13 members who are dual members with a Region 13 chorus must pay the Region 13 assessment.
      5. **50-year members:** Region 13 members who have been recognized as 50-year members of Sweet Adelines, shall have their regional assessment waived for as long as they remain members of our region. This shall include members who have transferred into Region 13.
      6. **Past International Presidents:** Past International Presidents who are members of Region 13 shall have their Regional Assessment waived for as long as they are members of Region 13, including those who may transfer into the region.
   2. **Regional Convention**
      1. Convention All-Events fee shall be paid by all members registered for Regional Chorus and Quartet Competitions. The fee shall be set by the Regional Convention Team, with the approval of the Regional Management Team.
      2. Convention registration fees are not refundable but are transferable.
      3. Registration fees for all directors of competing choruses shall be at the same rate as for the contestants.
      4. Non-members may purchase convention registrations at a fee set by the Regional Convention Team.
      5. A financial statement shall be prepared under the direction of the Regional Finance Coordinator and presented to the Regional Management Team to give an accounting of receipts and disbursements year-to-date.
   3. **Harmony Emporium** shall be in operation at major Regional Functions (SET, Regional Convention). Proceeds from Harmony Emporium will be deposited to the regional treasury.
      1. Items carried by the Harmony Emporium will be selected by the Harmony Emporium Chair or designee.
      2. The Regional Champion Quartet and Chorus shall be allowed one sales table to assist in raising funds for participation at International Competition. There will be no fee charged, but no duplication of the inventory of Harmony Emporium will be permitted. This effort will be separate from Harmony Emporium or a table maintained by members of the Quartet(s) or Chorus. Harmony Emporium will have no responsibility for this sales effort other than approval of the table.
      3. Any midsize chorus (Division AA) or small chorus (Division A) that qualifies to compete in the Harmony Classic Competition will be allowed the same opportunity to assist in raising funds.
      4. Any quartet qualifying as a Top 15 International contestant or Wild Card will be allowed the same opportunity as outlined above.
      5. Any Wild Card Chorus will be allowed the same opportunity as outlined above.
      6. The Young Singers and Ovation will be allowed the same opportunity as outlined above.
      7. All eligible International-bound competitors are responsible for contacting the Harmony Emporium Chair to advise if they will or will not need a table at Regional events and to get approval of their project/item(s).
      8. Vendors other than the current Regional Championship Quartet(s) or Chorus(s) will be charged a fee for table space. A sales agreement with the Region will be required.
2. **Expenses**
   1. **Regional Management Team** - shall be reimbursed for required expenses as specified in the Region 13 Expense Reimbursement Matrix.
   2. **Regional Resource Staff** - shall be reimbursed for required expenses as specified in the Region 13 Expense Reimbursement Matrix.
   3. **Chapter Visits**
      1. Internationally Funded Visits to Chapter -- Funding from Sweet Adelines International for visits to choruses is for the purpose of in-Region personnel providing education in both the musical and administrative areas, membership development, assessment of the health, stability and/or needs of the chorus, building relationships and connection with regional choruses and their members, and for discovering and developing potential leaders. Additional expenses incurred by a Region 13 Faculty member that are not reimbursed by SAl will be reimbursed by the region as specified in the Region 13 Expense Reimbursement Matrix.
      2. Other Chapter Visits- Chapter visits by Region 13 Faculty that are not eligible for expense reimbursement through the Internationally Funded Visits to Chartered Chapters must be approved by the Education and Membership Coordinator.
      3. Reimbursement for internationally funded visits is managed by the Faculty Specialist - Facilitator annually. Coordinators should submit all required information to the specialist at the conclusion of each visit.
   4. **H.O.W. Fund (Help Our Winners Fund)**
      1. **The H.O.W. Fund** was created to assist Region 13 award-winning quartets and choruses who qualify and compete at the Sweet Adeline International competition. These are the only monetary gifts awarded by Region 13 and will be presented annually by September 1.
      2. **Regional Champion and Wild Card Choruses:** The Regional Champion and Wild Card Choruses will receive $30 per member based on their regional assessment of the fiscal year the chorus will be traveling to International Convention for support as they work toward International. This gift will be presented annually.
      3. **Regional Champion Quartet:** The regional champion quartet will receive $600.00 from the region to support their participation in International competition. This gift will be presented annually.
      4. **Top 15 And Wild Card Quartets:** Any Region 13 quartet returning to International competition because they finished in the Top 15 and any Wild Card Quartet will be awarded $600.00. These quartets must have advanced to International from a Region 13 competition. This gift will be presented annually.
      5. **Harmony Classic Participants:** Any Region 13 midsize chorus (Division AA) qualifying for Harmony Classic and any Region 13 small chorus (Division A) qualifying for Harmony Classic will receive $30.00 per member based on their regional assessment of the fiscal year the chorus will be traveling to International Convention for support as they work toward the Harmony Classic. These gifts will be awarded annually.
      6. **Quartets in Other Regions with Region 13 Members:** Any quartet from a region other than Region 13 with Region 13 member(s) competing in the International competition will receive a prorated gift from Region 13 depending on the number of Region 13 members in the quartet and the state of the Region 13 finances.
   5. **General Expenses**
      1. Postage, stationary and miscellaneous clerical expenses incurred in official region business are reimbursable by the Region as budgeted.
      2. Charges for the annual audit, if any, shall be paid by the Region. The cost of the annual Internal Revenue Service forms preparation, if any, shall be paid by the Region.
      3. If a Regional Management Team member or committee chair anticipates expenses in excess of the annual budgeted amount, said amount must be presented for approval by the Regional Management Team.
      4. Any additional expenditure, as authorized by the Regional Management Team prior to such expenditures, shall be reimbursed.
   6. **Annual Budget**- a budget shall be prepared annually by the Finance Coordinator in conjunction with all members of the RMT for Regional Management Team approval during the winter RMT meeting.

**Section VI - Annual Regional Competitions**

Annual 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.

1. **Regional Competition Team**The Events/CRC Coordinator on an annual basis shall appoint the Regional Competition Team members, and they shall be responsible for all aspects of conducting the Regional Convention.
2. **Convention All-Events Fee** (See Section V, A, 2 of these Standing Rules)
3. **Convention Photographer**- The Convention Team is responsible for selection of the Regional Convention Photographer. No photography except that approved by the Regional Management Team is allowed.

**Section VII - Regional Awards** (Refer to Region 13 Management Team Guidelines, for details.)

1. Heart of the Northwest Award
   1. The Heart of the Northwest is an award the Regional Management Team will give each year to a Region 13 member who displays enthusiasm and commitment and exemplifies all that is a Sweet Adeline.
   2. Chapters may nominate members for this award.
   3. The deadline for receiving nominations is January 15.
   4. Nomination forms are available on the website.
   5. The final decision will be made by the Membership Coordinator along with the last four winners of the award based on a review of the candidates submitted.
   6. This will be done prior to the contest and the award will be presented during the competition weekend.
   7. All candidates, along with the award recipient, will be posted on the regional website after the contest.
2. Starburst Award
3. Regional Awards Related to Competition
   1. Novice Quartet Award
   2. Novice Director Award
   3. Most Improved Quartet Award
   4. Audience Choice / Bravo Award

**Section VIII - Other**

1. **Distribution of Regional Minutes, Notices, Etc.** - All notices, bulletins, minutes, and publications will be made available on the Region 13 website.
2. **Dates for Regional Functions** It shall be the policy, when arranging dates for the Regional Meetings and other functions, to avoid, if at all possible, all observance days and holidays.
3. **Good Standing**
   1. **Compliance**- Chorus or Chapter-at-Large members assigned to Region 13 shall be considered in "Good Standing" in the Region provided they comply with the following:
      1. All requirements of the International Articles of Incorporation and International Corporate, Regional and Chapter Bylaws are fulfilled.
      2. All Regional monies and assessments are paid in full on or before the due date.
   2. **Notification**- Chorus or Chapter-at-Large members will be notified of the loss of their Good Standing by the appropriate Regional Management Team member.
   3. **Loss of Privileges** - Loss of Good Standing causes the Chorus or Chapter-at-large member to forego these membership privileges:
      1. Participation in any Regional Contest,
      2. Participation on stage in Regional competition,
      3. Receiving any regionally sponsored award at Regional Competition,
      4. Having a Chapter President / Team Coordinator or delegate at the Presidents Forum,
      5. Having Director/Co-Director participate in the Directors’ Forum and,
      6. Participation in regional elections.
   4. **Reinstatement**- Bringing all dues and assessments current restores Chorus or a Chapter ­at-Large member's Good Standing status.

**Section IX- Amendments** (See Standard Form Regional Bylaws, Article XI)

1. These standing rules may be amended or rescinded as follows:
   1. By consensus of the Regional Management Team members present at any meeting of the Management Team.
   2. By a two-thirds (2/3) affirmative vote by mail or email of the Regional Management Team, with ratification in the next Regional Management Team Meeting

Standing Rule revisions, adopted by Region #13 Regional Management Team, on the 4th day of August, 2019.

Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Team Coordinator

Review and approved by:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  
 Corporate Secretary, Sweet Adelines International

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, \_\_\_\_\_\_\_\_