



STANDING RULES

**Atlantic Bay-Mountain Region #19
Sweet Adelines International, Inc.**

| updated ~~June 2016~~ May 2017

These Standing Rules supplement and are to be used in conjunction with the Standard Form Regional Bylaws

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SECTION I: REGIONAL MANAGEMENT TEAM

- A. The eight-member 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 RMT conflicts with policies established by the International Board of Directors (see Standard Form Regional Bylaws, Article IV, Sections 1 and 2).
- B. The term of office of each RMT member will be two years, or until her successor shall be appointed. The terms of office and duties of the new RMT members shall begin on May 1 subsequent to their appointment or election (see Standard Form Regional Bylaws, Article IV, Section 1).
- C. No member may serve more than three consecutive two-year terms on the RMT (see Standard Form Regional Bylaws, Article IV, Section 1). After one year off the RMT, a member will be eligible to serve on the RMT again.
- D. Election and appointment of RMT members is accomplished in accordance with the Standard Form Regional Bylaws, Article IV, Section 2.
- E. A vacancy in an RMT position shall be filled in accordance with the Standard Form Regional Bylaws, Article IV, Section 6
- F. Removal from office of an RMT member for cause is accomplished in accordance with the Standard Form Regional Bylaws, Article VI.

SECTION II: REGIONAL MANAGEMENT TEAM MEETINGS

- A. There will be four scheduled meetings of the RMT during each fiscal year. At least ten days prior to each meeting, team members will receive notice of the meeting.
 - 1. Planning Meeting - An annual planning meeting will be held in the spring of each year for the purpose of formulating plans to achieve the many goals and objectives of the region.
 - 2. Summer Meeting
 - 3. Fall Meeting
 - 4. Winter Meeting - Newly selected RMT members will be invited to observe at this meeting.
- B. All regular RMT meetings will be open to the general membership.
- C. Attendance requirements for the Management Team.
 - 1. Each team member is required to attend all RMT meetings. Any team member absent from two consecutive meetings, regardless of cause, is expected to tender her resignation from the RMT. If she has prior knowledge of her pending absence from the second meeting in sequence, she must advise the Team Coordinator as soon as possible. Potential nominees must agree to comply with these attendance requirements at the time of application.
 - 2. Committee members who are not RMT members are encouraged to attend the RMT meetings; however, there will be no reimbursements for their expenses unless their presence is specifically requested by an RMT member.
- D. Quorum: A majority of the members of the RMT will constitute a quorum. (see Standard Form Regional Bylaws, Article IV, Section 7)
- E. Action in Lieu of a Meeting: If and when a majority of the RMT members shall severally or collectively consent in writing to any action to be taken by the Region, such action shall be as valid a region action as through it had been authorized at a meeting of the RMT. All actions by e-mail or mail shall be presented for ratification at the next meeting of the RMT. (see Standard Form Regional Bylaws, Article IV, Section 5)

SECTION III: DUTIES

The duties of the members of the RMT are included in Addendum A to these standing rules; and are also published in the Sweet Adelines International Corporation Policy Book, Section 7, Div. A, 1 through 8.

SECTION IV: TEAMS AND COMMITTEES

- A. All regional teams are made up of a Coordinator, committee chairs, and committee members.
- B. Each Coordinator appoints the committee chairs on her team with ratification by the RMT in conformance with the Region #19 Management Team structure chart published regularly in the Directory of Choruses and Regional Staff.
- C. The standing committees of the region are in accordance with the Standard Form Regional Bylaws, Article VII. The names of committees/team, their chairs and members are published regularly by the region in the Directory of Choruses and Regional Staff.
- D. The Nominating Committee functions in accordance with the Standard Form Regional Bylaws, Article VII, Section 3.

SECTION V: REGIONAL MEETINGS

Regional meetings are held in accordance with Standard Form Regional Bylaws, Article III, Sections 3,4,5,7.

A. Regional F.L.A.S.H.:

1. Regional meetings with a host chorus will be referred to as a F.L.A.S.H. (Friendship, Laughter, and Singing Harmony).
 - a. Dates will be recommended by the Education Coordinator and approved by the RMT.
 - b. The goal is to begin planning these dates three years prior to each event.
 - c. The F.L.A.S.H. Committee will coordinate the Regional F.L.A.S.H..
2. Site Selection
 - a. The Events Coordinator investigates possible sites for a Regional F.L.A.S.H., and makes recommendations to the RMT, which approves these sites
 - b. The goal is to select sites two years in advance of the event.
3. Bids
 - a. All choruses in good standing in the Region are eligible to bid to host these meetings.
 - b. A chorus wishing to host a Regional F.L.A.S.H. will submit its bid form to the F.L.A.S.H. Events Coordinator by the advertised deadline.
 - c. The Region will not accept a bid from a chorus for a F.L.A.S.H. more than once in three years, unless no other chorus is willing to host that event.
 - d. The Events Coordinator will present all bids to the RMT with her recommendation for one of the bids.
 - e. If no acceptable bids are received, the RMT may invite a Chorus to host.
4. Flyers about a Regional F.L.A.S.H., including information as to time, place, tentative schedule of events and itemized expenses of the Regional F.L.A.S.H. weekend (registration fee, show fee, hotel registration information, etc.) will be sent through the Regional Mailing and Website to choruses, prospective choruses and Chapter at Large (CAL) members per the Guide to Regional F.L.A.S.H..
5. The F.L.A.S.H. Chair and the Events Coordinator will
 - a. Prepare a budget for Regional F.L.A.S.H. and schools with input from the Host Chorus and regional personnel, and
 - b. Present this budget to the RMT at the next possible RMT meeting preceding that Regional F.L.A.S.H. at least four (4) months prior to the event.
6. Host Chapter Disbursements
 - a. The Host Chapter must submit its final financial report to the Events Coordinator following the Regional F.L.A.S.H. it hosted within 30 days.
 - b. No funds will be disbursed to the Host Chapter until that final report is approved by the Events Coordinator.
 - c. The F.L.A.S.H. Committee Chair will advise the Host Chapter of these requirements.

7. Regional F.L.A.S.H. registration and show charges
 - a. Registration fees and show ticket prices will be set through the budget process. Show ticket prices will be set according to the following guidelines:
 - 1) The lowest price for tickets purchased with F.L.A.S.H. registration
 - 2) A higher price for tickets purchased in advance for the show only
 - b. Members must pay full registration regardless of the number of activities in which they participate.
 - c. Registrants before the published deadline will pay an early bird fee of \$10.00 less than the regular registration fee.
 - d. Beginning with FallTIME 2005, now known as F.L.A.S.H., \$10 will be added to the registration fee for Members at Large (MALs) and guests.
 - e. Competing double-quartet members must pay the registration fee.
 - f. The current Regional Champion Quartet is exempt from paying the registration fee.
 - g. Those invited to perform on the show at a Regional F.L.A.S.H. are exempt from paying admission to the show. However, if they participate in any other part of the meeting, they must pay the full registration fee.
 - h. Host Chapter members are exempt from paying registration or show fees for the Regional F.L.A.S.H. they host; however, they are required to pay the fee for the lunch.
 - i. In the event that there is an International Champion Chorus/Quartet from Region 19, ~~the chorus~~, during its championship year ~~will~~:
 - 1) ~~The chorus will be~~ invited to perform on any regional show where it can, at the same stipend as other choruses invited to sing.
 - 2) ~~The chorus will receive~~ (20-chorus) free registrations (excluding meal function costs) for a F.L.A.S.H..
 - 3) ~~The Quartet~~ will be reimbursed for meals/housing per reimbursement chart.
8. Reserved seating
 - a. The Host Chorus may arrange with the F.L.A.S.H. Coordinator to have reserved seating for ticket holders from the general public.
 - b. Reserved seating will be available for the Region #19 RMT, committee chairs, committee members, regional faculty, and visiting dignitaries.
 - c. No other seats may be reserved.
9. Items for Sale
 - a. Champion choruses and quartets and International-bound choruses and quartets, representing Region 19, including Harmony Classic, may sell one item with a free table at any event from the time the award is made until the International contest in which they are competing.
 - b. They must receive approval for that sales item for each event from the Events Coordinator after she consults with the Host Chapter's Chair.
10. Invitations to perform

- a. In addition to the Host Chorus, the Events Coordinator will invite the following to perform on the Regional Show during the Regional F.L.A.S.H.:
 - 1) The International bound Chorus(es) prior to their departure to International competition. Any chorus so invited will receive \$250 to appear.
 - 2) All International bound Quartets, representing Region 19, prior to their departure to International competition.

B. Singers' School:

1. Regional meetings with a concentration on quartet singing will be referred to as Singers' School.

~~e-a.~~ Dates will be recommended by the Education Coordinator and approved by the RMT.

~~d-b.~~ The goal is to begin planning these dates three years prior to each event.

~~e-c.~~ The Education and Events Coordinator will coordinate Singers' School.

2. Site Selection

- a. The Events Coordinator investigates possible sites for a Singers' School and makes recommendations to the RMT, which approves these sites.

- b. The goal is to select sites two years in advance of the event.

3. Flyers about a Singers' School, including information as to time, place, tentative schedule of events and itemized expenses of the Singers' School weekend (registration fee, show fee, hotel registration information, etc.) will be sent through the Regional Mailing and Website to choruses, prospective choruses and Chapter at Large (CAL) members per the Guide to Singers' School.

4. The Events Coordinator will:

- a. Prepare a budget for Singers' School with input from regional personnel, and

- b. Present this budget to the RMT at the next possible RMT meeting preceding that Singers' School at least four (4) months prior to the event.

5. Singers' School registration and show charges

- a. Registration fees and show ticket prices will be set through the budget process. Show ticket prices will be set according to the following guidelines:

- 1) The lowest price for tickets purchased with Singers' School registration

- 2) A higher price for tickets purchased in advance for the show only

- b. Members must pay full registration regardless of the number of activities in which they participate.

- c. Registrants before the published deadline will pay an early bird fee of \$10.00 less than the regular registration fee.

- d. \$10.00 will be added to the registration fee for Members at Large (MALs) and guests.

- e. The current Regional Champion Quartet is exempt from paying the registration fee.

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- f. Those invited to perform on the show at a Singers' School are exempt from paying admission to the show. However, if they participate in any other part of the meeting, they must pay the full registration fee.
- g. In the event that there is an International Champion Chorus/Quartet from Region 19, ~~the chorus~~, during its championship year ~~will~~:
 - 1) ~~The chorus will be~~ invited to perform on any regional show where it can, at the same stipend as other choruses invited to sing.
 - 2) ~~The chorus will r~~Receive (20-chorus) free registrations (excluding meal function costs) for Singer's School.
 - 3) ~~The q~~Quartet will be reimbursed for meals/housing per reimbursement chart.
- 6. Reserved seating
 - a. Reserved seating will be available for the Region #19 RMT, committee chairs, committee members, regional faculty, and visiting dignitaries.
 - b. No other seats may be reserved.
- 7. Invitations to perform
 - a. The Events Coordinator will invite the following to perform on the Regional Show during the Singers' School:
 - 4) Based on the current placement from the Regional Competition: 2nd place Chorus, 2nd Place Division A & AA chorus, 2nd Place Quartet, and a "Spotlight" Chorus, to be selected at random from among all 3rd place and below finishers. Each chorus will receive \$100 for its appearance. The Quartet will receive \$50 for its appearance. Alternates for 2nd place finishers will be the third-place finishers, who will receive the same amount of money to appear as the second place finishers they replace.

SECTION VI: FINANCES

- A. Receipts
1. Regional Assessment
 - a. Each chapter must pay to the Region an assessment per member on a fiscal year basis as follows:
 - 1) For members over the age of 25, beginning May 1, 2002, \$17.00; beginning May 1, 2007, \$22.00; beginning May 1, 2015, \$25.00.
 - 2) For members 25 years of age or younger (youth members), beginning May 1, 2002, \$8.50; beginning May 1, 2007, \$11.00; beginning May 1, 2015, \$12.50.
 - b. Assessments are due by May 31 for all members who are chartered/rechartered as of April 30, regardless of their membership date. Late assessments are subject to a 10% surcharge.
 - c. For chapters chartering during the fiscal year, regional assessments must be paid at the time of charter and then at the beginning of each fiscal year.
 - d. CAL members assigned to the Region must pay to the Region beginning May 1, 2006, an assessment of \$21, beginning May 1, 2007, an assessment of \$25, and beginning May 1, 2015, an assessment of \$25.00, which includes electronic copies of the monthly Regional mailings, Hi-Lo's and Regional Convention Handbook, but not printed copies of the monthly Regional mailings, which are available for an additional charge of \$25.00 per year
 2. Regional Convention (see Regional Convention, Section VII)
 3. Special fundraisers as approved by the RMT.
 4. Regional F.L.A.S.H.. The Region receives all profits from a Regional F.L.A.S.H..(See Host Chapter income section for disbursement of some of these funds, Section V, F., 1,2 and 3.)
 5. Singers'/Directors' School. The Region receives all profits from Regional Singers School and Directors' School.
 6. Portfolio income from regional investments
- B. Expenses
1. Authority for Disbursement of Funds:
 - a. The Regional Accounts Manager will have the authority to disburse regional funds.
 - b. Regional funds will be disbursed as needed for the purposes outlined in the Standard Form Regional Bylaws and these Standing Rules upon presentation to the Accounts Manager of an authorized Request for Reimbursement (voucher) accompanied by receipts and bills.
 - c. No bills or expenses will be paid without the approval of the appropriate RMT Coordinator.
 - d. Vouchers for all expenses over \$25 must be submitted within sixty (60) days of the expense or receipt of a bill for same.

- e. Vouchers received by the Accounts Manager after May 15 may be recorded in the books of the following fiscal year, at the discretion of the Accounts Manager.
 - f. All approved Requests for Reimbursement will be paid by the Accounts Manager as soon as possible, but always within thirty (30) days of receipt.
 - g. The budget is the limit for disbursements. Budget figures are determined by means of research and input of the Regional teams and committees with approval of the RMT. The RMT may approve an increased budget amount only following submission of a Financial Impact Statement.
 - h. In case of absence or disability of the Accounts Manager, in an emergency, the Finance Coordinator may sign checks.
2. Disbursements
- a. After obtaining Requests for Reimbursement and after approval by the appropriate RMT Coordinator, the Accounts Manager will disburse funds per the Region #19 Reimbursement Chart and/or budget.
 - b. Assistance to the following choruses and quartets is contingent on the financial health of the Regional treasury at the time of eligibility.
 - c. Aid to Quartets
 - 1) During its champion year, the Regional Champion Quartet will have the cost of registration, show, one night at the quad rate per member or its equivalent, a meal allowance of up to \$60.00 for the quartet, gas, tolls and parking reimbursed by the Region when it attends a F.L.A.S.H..
 - 2) The Region will provide financial assistance to regional quartets competing in the International Competition as follows:
 - a) Registration of each quartet member competing at the International Competition.
 - b) The current first place Champion Quartet will receive aid at the rate of 50% of the cost of airfare expense or the cost of gas, if driving, which is not to exceed the reimbursable airfare expense.
 - c) Any other eligible International competing quartet, representing Region 19, (including Wild Card and returning top 15) will receive aid at the rate of 25% of the cost of airfare expense or the cost of gas, if driving, which is not to exceed the reimbursable airfare expense.
 - d) The Region will provide support in the amount of \$300.00 to any quartet in Region #19 that participates in the Rising Star contest at IES, or future International venues.
 - d. Aid to Choruses. The Region will give financial assistance to the:
 - 1) Regional Champion Chorus for competing in International Competition, as follows:
 - a) A total of \$3,000 to be used for competition expenses

- b) The Champion Chorus receives this aid only during the fiscal year it enters International Competition.
 - 2) International Champion Chorus
 - a) The Region will pay \$2,000 toward the chorus's expenses to attend International the following year.
 - 3) Wild Card Chorus
 - a) The Region will pay \$1,500 toward a chorus's expenses to compete at International in the fiscal year of the competition.
 - 4) Harmony Classic
 - a) The Region will pay \$1,500 toward a chorus' expenses to compete in the Harmony Classic competition at International venues.
 - 5) The Region will pay \$150 to any newly chartered chorus at the time of their charter.
 - e. The Region will pay the Host Chapter the following for hosting an event, after the RMT approval of the final financial report for that Regional event:
 - 1) One-day event: \$100
 - 2) Two-day event: \$500
 - f. The Host Chapter is allowed to operate a boutique for the sale of items such as, but not limited to, jewelry, crafts, snacks etc. All proceeds from the boutique go to the Host Chapter.
 3. Unbudgeted or over-budget expenses incurred by the Host Chapter for any Regional event are to be the responsibility of the Host Chapter.

C. Operating and Reserve Fund Investment

 1. The region will strive to maintain an amount equal to at least two years' operating expense budget in reserve funds.
 2. The purpose of the reserve funds is to preserve funds for operating expenses, unforeseen future contingencies, and capital expenditures.
 3. Funds in reserve may be invested.
 4. The Finance Coordinator (FC), in consultation with investment advisors, including the Region 19 Financial Planner, will transact all investment business of the Region upon presentation of investment plans to, and approval of those plans by, the RMT.
 5. Investment objectives are to maximize interest and dividend returns on accumulated cash reserve while, at the same time, attain a proper and responsible balance among the factors of safety, liquidity, and yield.
 6. Investments may not be made in non-dollar-denominated securities, or private placements, or private mortgages.

D. Any use of the regional logo must be approved by the RMT.

SECTION VII: REGIONAL CONVENTION

- A. Convention Sites: The Site Selection Committee, (SSC), working with the Chair of the Regional Convention, (CRC), the Competition Coordinator, (CC), and the Events Coordinator will inspect, investigate, negotiate and make recommendations for Convention sites. The Events Coordinator will present recommendations to the RMT for approval. Every effort will be made to secure sites three years in advance.
- B. Regional Convention Steering Committee:
 - 1. The Regional Convention is run by the Regional Convention Steering Committee (RCSC), the members and functions of which are listed in the Directory of Choruses and Regional Staff, which is published regularly by the Region.
 - 2. RCSC Financial responsibilities
 - a. The RCSC will submit a proposed budget for the Regional Convention to the RMT at the Fall RMT meeting prior to the Convention date, to include a proposed registration fee.
 - b. Expenses incurred by and paid for the RCSC are part of the Convention budget.
 - c. The RCSC will submit a detailed financial statement showing all receipts, disbursements and profits to the RMT within four months of the convention.
 - 3. CRC oversees all events and arrangements.
 - a. The Saturday night show is produced by the CC and the Events Coordinator.
 - b. All contestants must follow the backstage pattern as set by the CC and enforced by the RCSC.
 - c. Emcees for Regional Conventions will be selected by the Events Coordinator from within the Region whenever possible. Expenses by emcees who are members, or chorus directors of Region #19 chapters, will not be reimbursed.
 - d. The photographer will be hired by the RCSC. The photographer's contract must stipulate that the Region will be furnished with a complimentary set of 8 x 10 color photographs of quartets and choruses, a CD of all competitors, formal portraits, RMT members and Shadows, and one of the candid pictures also. The photographer will also supply International with pictures of Chorus and Quartet Champions.
- C. Host Chapter
 - 1. Bidding to Host
 - a. Bids for hosting the Regional Convention will be open to all Region #19 chapters in good standing with International and the Region. Every effort will be made to offer bidding 18 months in advance of the actual Convention.
 - b. Chorus bids for hosting the Regional Convention will be sent to the Events Coordinator. The RCSC will make a recommendation to the RMT at the Fall RMT meeting. The RMT will select the Host Chorus based on the bids submitted.

- c. The Region will not accept a bid from a chorus for a Regional Convention more than once in three years, unless no other chorus is willing to host that event.
 2. The Host Chorus will have the responsibility for staffing all components of the Convention except those portions to be staffed by the Layout Chorus (Outgoing Regional Champion Chorus). The Host Chorus will follow the instructions set forth by the RCSC and the Guide for Hosting Regional Convention.
 3. The Layout Chorus will have the responsibility for staffing all backstage pattern positions (i.e., warm-up rooms, hotel monitors, quartet and chorus hosts, and ushers) working with the RCSC in this regard.
- D. Convention Finances
 1. Registrations

Every Region #19 member in attendance must pay full registration, except "c" below. Out-of-Region Sweet Adelines may purchase a member registration.

 - a. Registration fees may be transferred but not refunded.
 - b. If registration is received before the established deadline, the registrant will pay an early bird fee of \$10 less than the regular registration fee.
 - c. Members of the current Champion International Chorus representing Region #19 are exempt from paying registration.
 - d. Trial judges from outside the Region will receive complimentary Regional Convention registrations from the RCSC.
 2. Miscellaneous Income
 - a. Any monies rebated to the Region by the photographer will go into the Convention account.
 - b. The profits from the sale of the Regional Convention Charm will go into the Convention account.
 - c. International stipend towards cost of audio/video recording.
 - d. All monies charged for video advertising.
 3. Expenses
 - a. The Host Chorus will receive \$2,000.
 - b. The Layout Chorus will receive \$1,000. The Layout Chorus will be allowed to sell one (1) item in the Boutique
 - c. Costs of engraving award trophies and/or plaques will be borne by the Region.
- E. Awards
 1. Traveling Awards
 - a. Chorus Awards
 - 1) Janet Ashford Most Improved Chorus - plaque is presented to the chorus with the most improved score from the previous year.
 - 2) Dolly Householder -- Award-trophy is presented to the highest scoring Division A chorus. Out of a desire to remember and honor an outstanding Sweet Adeline, this award has been donated by Dundalk Chorus in recognition of the special contributions of smaller choruses.

- 3) Regional Champion Chorus Trophy -- donated by Pride of Baltimore chapter.
- 4) Regional Champion Chorus -- plaque-supplied by International Headquarters.
- b. Quartet Awards
 - 1) Regional Champion Quartet -- trophy donated by Fred King in memory of Patricia King.
 - 2) Novice Quartet Trophy -- provided by the Region.
2. Permanent Awards
 - a. Chorus Awards
 - 1) Most Improved Plaque -- provided by International to the chorus with the most improved score from the previous year.
 - 2) Regional Champion Chorus-Trophy -- presented by the Region.
 - 3) Director of the Regional Champion Chorus -- trophy will be presented by the Region.
 - b. Quartet Awards
 - 1) Novice Quartet
 - a) Individual medals will be presented by the Region
 - b) Medals are provided by the Region to the highest scoring novice quartet receiving a score of 400 or more points in the Regional Quartet Competition. A novice quartet will have no more than two members who have competed in any Sweet Adelines Regional or International Quartet Competition, ~~including IES~~, either together or separately.
 - 2) Most Improved Quartet medals provided by the Region will be presented to the quartet with the most improved score from the previous year. The Quartet must have three of the same members from the previous year.
 - 3) Regional Champion Quartet - Four small individual trophies will be presented to the Regional winners.
- F. Convention Events
 1. Quartet Dinner - The outgoing Regional Champion Quartet is invited to coordinate and/or host the quartet dinner at Convention. Expenses for the dinner are borne by all participating quartets.
- G. Reserved seating
 1. Reserved seating will be available for past Region #19 International Champion Quartets, current Region #19 Regional Quartet Champions, current and past International Presidents, previous International Chorus Champion directors, Region #19 RMT, RCSC committee members, and visiting dignitaries. No other seats may be reserved.

SECTION VIII: GOOD STANDING

- A. To remain in good standing in Region #19, each chapter and each member of Chapter-at-Large must:
1. Pay all Regional assessments and other Regional monies when due.
 2. Comply with the provisions of these Standing Rules and the Corporate, Regional and Chapter Bylaws.
 3. Chapters must file Form 990 and 990T with the Internal Revenue Service as required by International policy. (See Policy Book, Section ~~VIII~~, Div. ~~BE~~) Failure to do so automatically results in suspension of chapter privileges.
- B. Chapters must be in good standing to:
1. Bid upon and host Regional F.L.A.S.H. and the Regional Convention.
 2. Compete in Regional events, such as the History Book and Double Quartet contests. Only International decides who may compete in Regional Competitions. (See Policy Book, Sec. ~~25-VIII~~, Div. ~~H~~)
 3. Submit nominees for the RMT.
 4. Voting for RMT members. The Nominating Committee will withhold the ballot for election of RMT positions from any chapter not in good standing and will mail the ballot only upon notification by the Membership Coordinator that good standing has been restored. Tellers Committee will discard ballots received from chapters not in good standing.
- C. All chapter members, including CAL's, must be in good standing in order to be eligible for election or appointment to the RMT or to be considered for Regional committee work.
- D. Loss of good standing:
1. Chapters will be advised by the Membership Coordinator of their loss of good standing and how it can be restored. Loss of good standing is immediate; however, the RMT may, at its discretion, allow up to 30 days before suspending Regional privileges.
 2. CALs will be advised by the Membership Coordinator of their loss of good standing and how it can be restored. Loss of good standing is immediate; however, the RMT may, at its discretion, allow up to 30 days before suspending Regional privileges.
 3. The Membership Coordinator will notify International headquarters and the RMT of chapters and CAL members not in good standing. She will also notify other appropriate chairs; e.g., Nominating, F.L.A.S.H. Coordinator, CRC.

SECTION IX: OTHER AWARDS PRESENTED BY THE REGION

A. Chapter Awards

1. History Book Contest - purpose is to encourage chapters to keep a record of their activities in an orderly and attractive manner. The contest will be conducted at F.L.A.S.H.. Two certificates will be awarded to each winner--one for chapter display and one for the Historian. The number of awards presented will depend on the number of contest entries and will be determined by the Membership Coordinator.
2. Membership Growth Certificate - presented annually at F.L.A.S.H. to the chapter, that has had the greatest increase in membership from the previous year's recharter date to the current recharter date. The award will be calculated by the Regional Membership Team using International's recharter figures.
3. Regional F.L.A.S.H. Achievement Awards-certificates will be presented at each Regional F.L.A.S.H. to the chapter (host excluded) having the highest percentage of its membership present. Host Chapter figures and the most recent membership tabulation from International will be used by the Regional Membership Team to compute the awards.

B. Awards to Individuals

1. Novice Arranger contests: Open to arrangers not involved in the International Music Arranger Program. Certificate is awarded to winner at a F.L.A.S.H..
2. Special RMT Award: A recipient is chosen by the RMT, but not necessarily every year. Presentation will be made at an appropriate time.
3. RMT Service Award: A certificate is presented to retiring members of the Regional RMT at an appropriate time.
4. Informal Contests: A Comedy Double Quartet Contest and/or a Novice Quartet Contest may take place at a F.L.A.S.H. or at Singers' School. A Certificate is awarded to the winning quartet. Audience is restricted to those registered for F.L.A.S.H.the event.
5. Membership Team Awards: Awarded as deemed appropriate by the Membership Coordinator pursuant to the goals of membership retention.
6. Norma Moore Award of Distinction: Awarded to the nominated individual to acknowledge significant accomplishments and/or outstanding service by members of the region.

C. Other Acknowledgements

1. In the event that there is an International Champion Chorus from Region 19, the Region will host a celebration within a reasonable period of time, the details of which will be determined by the RMT. The event will be announced to the Region by the Communications Coordinator.

SECTION X: QUARTET AUDITIONS

Quartets consisting entirely of members of CAL and quartets from chapters not approved to perform publicly are to be auditioned by the Education Coordinator to determine readiness for public performance.

A change in personnel will require a new audition. Refer to Basic Criteria for Public Performance, (See Chapter Guide, Section VII and RMT Handbook (revised ~~2007~~2016), Chapter IV, page 4-18.)

SECTION XI: THE CHAPTER PRESIDENTS/TEAM LEADERS FORUM

- A. Purpose
1. To maintain open communications among the RMT and the chapters through their Chapter Team Coordinator or President, who acts as liaison.
 2. To provide a place where chapters can share ideas and problems.
 3. To provide chapters a way to present proposed programs to the RMT.
 4. To provide communications among the chapters and the RMT regarding on-going programs and long- and short-term goals.
 5. To provide educational and leadership development opportunities to the members of The Chapter Presidents/Team Leaders Forum.
- B. Structure
1. The Chapter Presidents/Team Leaders Forum will be composed of the elected Team Coordinator or President of each Chapter within the Region, except as otherwise provided for in C. 2., below.
 2. The Chapter Presidents/Team Leaders Forum meetings will be chaired by the Membership Coordinator.
- C. Meetings
1. The Chapter Presidents/Team Leaders Forum will meet at least at all Regional F.L.A.S.H.s but may meet at any regional meeting.
 2. Each Chapter will be represented at the meetings by its Team Coordinator/President or by another member of the chapter governing body or other responsible chorus member designated by the Chapter Team Coordinator or President.
- D. Finances
1. The Region will pay all expenses it incurs for running the Chapter Presidents/Team Leaders Forum such as postage, educational material, notices, etc.
 2. Chapters will be responsible for the cost of all actions initiated by them, such as mailings.
 3. Travel, lodging and meal expenses of the members of The Chapter Presidents/Team Leaders Forum will be the responsibility of the President and/or of the chapter she represents.

SECTION XII: AMENDMENTS

These Standing Rules may be amended or rescinded as follows:

- A. If previous notice has been given or if a special RMT meeting has been called for that purpose, a majority vote of the members of the RMT present may amend or rescind Standing Rules.
- B. With no previous notice, a two-thirds (2/3) affirmative vote of the members of the RMT present may amend or rescind Standing Rules.
- C. By mail or e-mail, a two-thirds (2/3) affirmative vote of the RMT may amend or rescind Standing Rules. That mail or e-mail vote is then ratified at the next meeting of the RMT.