

**SOCIETY FOR THE PRESERVATION AND ENCOURAGEMENT  
OF BARBER SHOP QUARTET SINGING IN AMERICA, INC.  
(DBA THE BARBERSHOP HARMONY SOCIETY)**



**CARDINAL DISTRICT ASSOCIATION OF CHAPTERS**



**STATEMENT OF POLICY**

**October 26, 2025**

## TABLE OF CONTENTS

Article I: ORIGIN AND PURPOSE.....	5
01.01 Origin.....	5
01.02 Purpose .....	5
Article II: GEOGRAPHICAL BOUNDARIES .....	5
02.01 District .....	5
02.02 Divisions .....	5
02.03 Chapters.....	5
Article III: DISTRICT GOVERNANCE ORGANIZATION.....	6
3.01 Officers (Board of Directors) .....	6
3.02 Operations Team.....	6
3.03 Roles and Responsibilities.....	7
3.04 Standing Committees .....	7
Article IV: ELECTION OF DISTRICT OFFICERS.....	7
4.01 Nominating Committee .....	7
4.02 Election.....	8
Article V: DISTRICT HOUSE OF DELEGATES.....	8
05.01 How Constituted .....	8
05.02 Time .....	8
05.03 Order of Business.....	8
Article VI: REPORTS OF DISTRICT OFFICIALS .....	8
06.01 Responsibility .....	8
06.02 Notice .....	9
06.03 Delivery .....	9
Article VII: DISTRICT OFFICER RESPONSIBILITIES .....	9
07.01 District President .....	9
07.02 Executive Vice President .....	9
07.03 Other District Officers, Operations Team Members and Appointed Positions.....	9
Article VIII FINANCES – GENERAL.....	10
08.01 Authority .....	10
08.02 Finance Committee.....	10
08.03 Budget Preparation and Modification .....	10
08.04 Budget-impacting Proposals .....	11

08.05 Control of Expenditures .....	11
08.06 Financial Statements .....	11
08.07 Expenses of District Officials .....	12
08.08 Special Expenses to Participate in Society Events.....	12
08.09 District Board Meetings.....	12
08.10 District Dues .....	13
08.11 Government Requirements.....	13
Article IX: FINANCIAL AID TO INTERNATIONAL COMPETITORS .....	13
09.01 Overview .....	13
Article X: CONVENTIONS AND CONTESTS .....	14
10.01 Overview – Convention Model .....	14
10.02 Rules and Regulations.....	14
10.03 Awarding of Convention Sites.....	14
10.04 International Preliminary Quartet Contest .....	15
10.05 International Preliminary Chorus Contest.....	15
10.06 District Chorus Contests .....	15
10.07 District Quartet Contest .....	16
10.07 Seniors Quartet Contest .....	17
10.08 Eligibility of Competitors .....	17
10.09 Out of District Competitors.....	17
10.11 Convention Comp Rooms.....	18
Article XI: DISTRICT AWARDS.....	19
11.01 Overview .....	19
11.02 Spring Convention .....	19
11.03 Fall Convention.....	20
11.04 Out of District Awards .....	20
Article XII: RESPONSIBILITIES IN ORGANIZING A NEW CHAPTER .....	20
12.01 Director of Member Services .....	20
12.02 Sponsoring Chapter.....	21
12.03 Quartets and Choruses.....	22
Article XIII: LICENSE AND CHARTER PROCEDURES .....	22
13.01 Compliance.....	22
Article XIV: DISSOLUTION OR MERGER OF CHAPTERS .....	22
14.01 Chapter Dissolution .....	22

14.02 Merger of Chapters.....	23
Article XV: CHAPTER OFFICER AND DISTRICT OFFICER TRAINING.....	23
15.01 Timing and Scope.....	23
15.02 Responsibility .....	23
15.03 Society-sponsored Training Opportunities .....	24
Article XVI: DISTRICT DIRECTORY .....	24
16.01 Source and Availability .....	24
Article XVII: DISTRICT COMMUNICATIONS.....	24
17.01 Purpose .....	24
17.02 Organization .....	24
17.03 Publication and Distribution .....	25
17.04 Other Communications .....	25
Article XVIII: SHOW CLEARANCES .....	25
18.01 Purpose .....	25
18.02 Procedures .....	25
Article XIX: QUARTET CHAMPIONS ASSOCIATION.....	26
19.01 Affiliation.....	26
19.01 Reporting.....	26
Article XX: DISTRICT HALL OF FAME .....	26
20.01 Purpose .....	26
20.02 Qualifications.....	27
20.03 Selection Committee.....	27
20.04 Nominations.....	28
20.05 Selection Process.....	28
20.06 Award and Recognition.....	29
20.07 Induction Ceremony.....	29
APPENDIX A: DISTRICT ROLES .....	31
A.01 Board Position Descriptions .....	31
A.02 Operations Team Position Descriptions.....	33
APPENDIX B: DISTRICT COMMITTEES.....	36
REVISION HISTORY .....	38

## **Article I: ORIGIN AND PURPOSE**

### **01.01 Origin**

The Cardinal District Association of Chapters was originally organized and chartered in South Bend, Indiana in 1944 as the Indiana District. After reorganization in 1949, it was renamed the Indiana-Kentucky District. Following a contest to rename the District in 1961, it was renamed again, to what it is presently known, the Cardinal District.

### **01.02 Purpose**

From time to time, the District House of Delegates and the District Board of Directors shall determine policy for the conduct of District affairs which is not appropriate for inclusion in the District Bylaws, but which should be readily available to all members serving in an administrative capacity. To fulfill this need, the House of Delegates and the Board of Directors have adopted this Statement of Policy. All policies adopted by either the House of Delegates or the Board of Directors in the future will be incorporated herein.

The District Secretary shall post an updated copy of the Statement of Policy to the Cardinal District web page whenever updates have been approved.

## **Article II: GEOGRAPHICAL BOUNDARIES**

### **02.01 District**

Cardinal District boundaries are established by the Society Board of Directors. The District consists of all of the states of Indiana and Kentucky.

### **02.02 Divisions**

There shall be no governing units (divisions or regions) within the District.

### **02.03 Chapters**

The District shall be subdivided into Chapters. The absolute number of Chapters within the District shall not be defined. However, the District Board of Directors, in fulfilling its function of approving the chartering of new Chapters, shall be guided by the principle that any Chapter should be able to sustain its operation with membership recruited from within its own sphere of influence, or area. Specific area size is indefinable since it is a function of population density. The end result of deliberations in this matter is that Chapters should be established to

maximize the availability of our hobby to all persons, but should also not cause any undue competition between neighboring Chapters for members.

### **Article III: DISTRICT GOVERNANCE ORGANIZATION**

#### **3.01 Officers (Board of Directors)**

The House of Delegates (HOD) of the Cardinal District shall elect the following Board of Directors every second year at the Fall House of Delegates meeting, to take office for two-year terms effective January 1 of the following year.

- District President (DP)
- District Executive Vice President (EVP)
- Board Member(s) At Large – up to two
- Vice President of Events
- Vice President of Leadership Development
- District Secretary
- District Treasurer

The Immediate Past District President shall also be a member of the Board of Directors. The primary objective of the officers of the District shall be the supervision and administration of District affairs in such a manner as to promote District objectives or as otherwise directed by the Society Board of Directors.

The 2-year election cycle will occur in the even-numbered years, starting in 2026. The single-year cycle will be maintained for the Fall 2025 elections.

#### **3.02 Operations Team**

The Operations Team may consist of the following:

- Director of Music Education
- Director of Chorus Director Development
- Director of Quartet Development
- Director of Membership Services
- Director of Communications
- Director of Youth Outreach
- Director of Marketing and Public Relations
- District Representative for Contest and Judging
- District Awards Chairperson
- District Registrar
- District Historian
- District Webmaster

and such other positions as the President and Board of Directors deem necessary to conduct the business of the District in the most efficient and productive manner.

All members of the Operations Team shall have both apparent authority and actual authority to engage in activities necessary to carry out their duties in their functional areas. This authority includes, but is not limited to, execution of contracts on behalf of the District and approval of expenditures up to amounts in the Board-approved budget. The foregoing notwithstanding, all exercise of such authority may be done only upon the prior approval by the District President.

Although many Operations Team members hold Director titles, they are not voting members of the District Board of Directors unless they also hold a Board of Directors position.

### **3.03 Roles and Responsibilities**

The roles and responsibilities of the above positions are outlined in the District Bylaws, with supplemental information in Article VII and Appendix A of this document.

### **3.04 Standing Committees**

The following Standing Committees will be in place to assist throughout the year in conducting the District's business. Other committees and task forces may be put in service as needed. Roles and Responsibilities of these Committees are outlined in Appendix B of this document.

- Executive Committee
- Nominating Committee
- Ethics Committee
- Five-year Planning Committee
- Finance Committee
- Hall of Fame Selection Committee

## **Article IV: ELECTION OF DISTRICT OFFICERS**

### **4.01 Nominating Committee**

The Nominating Committee (see Appendix B of this document) will be activated by the incoming President at the first Board of Directors meeting of the new year. The committee will search throughout the district for viable candidates for all the officers noted in Article III. (When filling the position of President, the current Executive Vice President (EVP) will stand for the office of President unless the Nominating Committee deems there is sufficient reason to prevent the EVP from doing so.) The committee will determine the slate of officers, consisting of one nominee for each office.

#### **4.02 Election**

The slate shall be presented for approval to the Board of Directors no later than August 31 of the current year, to then be submitted for a vote at the Fall House of Delegates meeting.

The slate of nominees will be presented to the Chapters at least 30 days prior to the House of Delegates Meeting. Additional nominations may be made from the floor provided the person making the nomination has complied with Article VI of the Cardinal District Bylaws.

### **Article V: DISTRICT HOUSE OF DELEGATES**

#### **05.01 How Constituted**

The District House of Delegates shall consist of those members designated in the Cardinal District bylaws. In addition, it shall be the policy of the Cardinal District that all past District Presidents who are still active members in the District shall be members of the House of Delegates.

#### **05.02 Time**

In accordance with the Cardinal District bylaws, the District House of Delegates shall hold at least two meetings each year. One of these shall be held near the time of the Spring District Convention. The other meeting shall be held near the time of the Fall District Convention. If one or more of the conventions are not held, the House of Delegates will still be required to meet at least twice each year. All HOD meetings require at least thirty days advance notice to the House of Delegates members. Meetings may be held electronically.

#### **05.03 Order of Business**

It shall be the policy of Cardinal District that, at both meetings of the Cardinal District House of Delegates, during the opening ceremonies, a short Memorial Service, including a necrology report, be conducted, honoring those members of Cardinal District who have passed away since the last prior Memorial Service.

### **Article VI: REPORTS OF DISTRICT OFFICIALS**

#### **06.01 Responsibility**

Members of the District Board of Directors and other officials as designated by the District President, shall submit written reports semiannually to the House of Delegates.



## **06.02 Notice**

The District Secretary shall send, electronically, to all HOD delegates, thirty days prior to the House of Delegates meeting, notice of the meeting time and place, a copy of the agenda, a copy of the minutes of the previous House of Delegates meeting and any other pertinent material that would require House action, including the report of the Nominating Committee and the next year's proposed budget prior to the Fall House of Delegates Meeting.

## **06.03 Delivery**

The District Secretary shall collect the written reports as requested by the District President and make them available electronically to the District Delegates thirty days prior to the House of Delegates meeting.

# **Article VII: DISTRICT OFFICER RESPONSIBILITIES**

## **07.01 District President**

Under Article VII of the District By-laws, it is the responsibility of the District President to appoint Chairmen and members of Committees. In addition, he will appoint Operations Team leaders. As the chief executive officer of the District, it is the President's responsibility to exercise general supervision over all activities of the District. The President's roles and responsibilities are outlined in greater detail in Appendix A of this document.

## **07.02 Executive Vice President**

The Executive Vice President has four primary roles (more detail of Roles and Responsibilities is included in Appendix A of this document):

- Supports the President and assumes leadership duties in their absence.
- Assists in the execution of district initiatives, ensuring continuity in leadership and operations.
- Chairs the District's Five-Year Planning committee.
- Becomes the District nominee for the office of District President at the end of the term. Normal election process will be followed for that election.

## **07.03 Other District Officers, Operations Team Members and Appointed Positions**

Titles, roles and responsibilities are outlined in Appendix A of this document.

## **Article VIII FINANCES – GENERAL**

### **08.01 Authority**

Article VIII of the Cardinal District Bylaws provides that the District Board of Directors exercises authority on behalf of the House of Delegates to control expenses and to keep within the District income by careful management, which will result in economical operation.

### **08.02 Finance Committee**

To assist and advise the Board of Directors and the District Treasurer, a District Finance Committee may be appointed annually by the District President. If a District Finance Committee is appointed, a member of the District Board of Directors (not the District Treasurer) shall be appointed by the District President to serve as Chair of the Finance Committee. The Committee shall have responsibility to assist in:

- Preparation of the annual budget.
- Analysis of District expenditures and income.
- Advise the District Board and the House of Delegates on fiscal policy and the financial health of the District.
- Performance of annual reviews of the Treasurer's books.
- Performance of periodic audits of the Treasurer's books.

### **08.03 Budget Preparation and Modification**

The District Finance Committee, in cooperation with the District Treasurer, shall consult with the Board as necessary and shall prepare a preliminary budget proposal for the ensuing fiscal year (January 1 to December 31) and shall furnish copies of this preliminary budget proposal to the District Board by no later than the end of July, with appropriate explanatory notes. The Treasurer shall also furnish at the same time a balance sheet and a report of actual expenses and income compared to budget for the current fiscal year. This preliminary budget proposal, with recommendation by the Finance Committee, shall be discussed by the Board and a budget proposal for submission to the House of Delegates at the Fall District Convention shall be agreed upon no later thirty days prior to the Fall House of Delegates meeting.

Proposals to adjust the current or proposed budget to be presented at any Board Meeting shall be sent to the President, the Treasurer and the Finance Committee no later than thirty days prior to the Board Meeting with a complete explanation and justification.

Proposals for changes in the current budget shall show

- approved budget
- revised budget
- differences with justification footnoted

- actual expenditures to date.

A member of the House of Delegates may propose changes to the budget from the floor of the House of Delegates meeting. Such proposed changes must receive a two-thirds affirmative vote of the delegates present to be accepted.

#### **08.04 Budget-impacting Proposals**

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

#### **08.05 Control of Expenditures**

District Officers, Board Members, and Committee Chairmen shall submit expense vouchers to the District President and the Treasurer.

If an expense voucher (upon Payment) will exceed the amount budgeted, or if any item in the voucher appears unreasonable, the Treasurer shall consult with the President for approval before payment.

#### **08.06 Financial Statements**

The District Treasurer shall prepare an Income and Expense Statement showing both budgeted and actual amounts and a Balance Sheet as of the close of the following periods:

- For the prior fiscal year, January 1 to December 31, to be presented at the Spring House of Delegates Meeting.
- For the period January 1 to date, to be presented at the Spring House of Delegates Meeting.
- For the period January 1 to date, to be presented at the Fall House of Delegates Meeting.

For each House of Delegates meeting, the District Treasurer will provide a summary report, by year and event, of the financials for each of our major events (Spring Convention, Fall Convention, Leadership Academy, Top Gun, etc.) This data will be presented by the year of the event, regardless of which fiscal year the revenue and expenses were actually realized.

For each Board meeting, the District Treasurer shall prepare a Financial Reports package as of the end of the prior month and store it in on the District's Google Drive for access by District Officials. The package shall contain, at minimum:

- Executive Overview

- Balance Sheets – month and year to date
- Income/Expense Report – month and year to date
- EOM Account Balances by Bank Account
- Youth Outreach Fund Activity Report
- Actual v. Budget Report

#### **08.07 Expenses of District Officials**

Members of the Board of Directors and other District officials, which may be elected or appointed, may be entitled to reimbursement for actual expenses incurred in the conduct of their responsibilities (including required in-person attendance at meetings of the District Board and the House of Delegates meetings) as follows:

- Standard public transportation fares, including tax, or mileage, regardless of the number of passengers and other reimbursable expenses such as tolls, parking charges, or other reasonable, allowable expenses.
- Basic cost of hotel or motel room (single rate), plus tax, necessary to be away from home overnight.
- Postage and telephone charges.
- Stationery, supplies and copying services.
- Reasonable charges for other services, upon prior approval by the District President.

The District's approved mileage reimbursement rate is 30 cents per mile. This rate may be changed through the approval process for amending this Statement of Policy document.

#### **08.08 Special Expenses to Participate in Society Events**

The District President and the District Executive Vice President shall be reimbursed for travel expenses, lodging, approved actual expenses and an allowance of \$50.00 per day for food, for days involved in in-person business meetings at the International and Midwinter Conventions. District Board Members or Board Members-elect, when specifically requested to attend a meeting by the Society President, shall be reimbursed in like manner to the extent not reimbursed by the Society.

#### **08.09 District Board Meetings**

The District will pay the cost of hotel or motel rooms for officials or guests invited by the District President (other than those enumerated in Paragraph 08.07 above) to attend in-person Board meetings. This cost shall not be paid for others who may attend of their own volition.

## **08.10 District Dues**

The annual District Dues shall be \$35.00, which the Society will collect either through monthly or annual payment and forward to the District after the end of each calendar quarter. Individuals who have memberships in more than one chapter within Cardinal District shall not pay annual District Dues more than once per year.

Reduced dues for Senior, Youth and 50-year-plus members shall be recognized by the District as they are for the Society, and chapters shall be encouraged to follow the same dues schedule.

The amount and structure of the District's annual dues may be changed through the approval process for amending this Statement of Policy document.

## **08.11 Government Requirements**

The District Treasurer will prepare and submit, on time, annual 1099-NEC forms to all contractors (not companies) whose receipts met the IRS thresholds for the prior year. The District Treasurer will prepare and submit, on time, the appropriate IRS 990 forms the District.

The District Treasurer will prepare and submit, on time, the appropriate revenue reports required by the states of Indiana and Kentucky.

The District Treasurer will obtain and distribute to vendors, as necessary, Sales Tax Exemption forms from the states of Indiana and Kentucky.

The District Treasurer will work with the District Secretary to keep the District's Secretary of State filings up to date for the states of Indiana and Kentucky

## **Article IX: FINANCIAL AID TO INTERNATIONAL COMPETITORS**

### **09.01 Overview**

The District no longer provides financial assistance to its District representative competitors at International competitions

## **Article X: CONVENTIONS AND CONTESTS**

### **10.01 Overview – Convention Model**

The District may hold a Quartet Contest and a Chorus Contest at both the Spring and Fall Conventions. In a two convention per year model, at the Spring Convention the Quartet Contest shall be designated the "International Preliminary Quartet Contest" and the Chorus Contest as the "District Chorus Contest". Contests at the Fall Convention shall be designated "District Quartet Contest" and "International Preliminary Chorus Contest". In addition, the District may sponsor and hold a Senior Chorus Competition as part of the Fall Convention; said competition will be for possible qualification to compete at the Midwinter Senior Chorus Contest.

The District may decide to have one convention a year (either in the spring or fall), or a mixture of a convention and an event (such as a festival or school) that also supports the preliminary contests. The following stipulations apply:

- Quartets must qualify no later than the first weekend in May.
- Choruses must qualify by the end of October the year prior to the International Convention.

The District may choose annually to change from Spring to Fall or Fall to Spring to accommodate contracts or to allow for experimentation. Decisions to switch must be made in writing to BHS by July 1 of each year.

### **10.02 Rules and Regulations**

Approved policy pertaining to the conduct of these Contests and Conventions is contained in the District Convention Regulations, which by reference are a part of this Statement of Policy.

No alcoholic beverages are to be brought to the Contest site.

The Official Barbershop Harmony Society Chorus and Quartet Contest Rules shall apply to these Contests,

### **10.03 Awarding of Convention Sites**

Bids for both Spring and Fall District Contests and Conventions shall be requested from convention bureaus in cities throughout the entire District, at least two years in advance. Award of these Conventions shall be made by the District Board upon recommendation of the Vice President of Events.

Convention bureaus desiring to submit bids shall secure a copy of the District Convention Regulations and the Official Bid Form for the Convention they wish to bid on from the Vice President of Events.

The Vice President of Events may work with nearby Districts to organize joint conventions with those Districts.

A convention chairperson will be appointed for each convention. Volunteers will be recruited to organize and run the convention. The District no longer provides a hosting payment other than comp rooms and registrations to the organizing committee as specifically outlined in sections 10.10 and 10.11 below.

#### **10.04 International Preliminary Quartet Contest**

The number of Quartets competing in this Contest shall not be limited. There shall be no previous qualifying or elimination Contests. The initial round of competition shall be for the purpose of selecting finalists.

The number of Finalist Quartets shall be determined by the District Representative for Contest and Judging (DRCJ) for that contest. In the Finals Session, Quartets shall compete for position as District representatives to the International Contest. The number of quartets earning the right to compete at the International contest will be determined by Society rules at the time of Competition.

If only 1 International Preliminary Quartet Contest is held per year and it is in the Fall, the Quartets will be qualifying by the end of October for the following year International Quartet competition.

#### **10.05 International Preliminary Chorus Contest**

The number of Choruses competing in this Contest shall not be limited.

This Chorus Contest shall provide the means for selecting the Chorus to represent the District at the following International Chorus Contest. The Chorus scoring the most points shall be the District Representative at the International Chorus Contest. The Chorus finishing in second place shall be considered as the Alternate.

Additional choruses may qualify for International from this contest, based upon their scores and by the Society rules at the time of competition.

If using only the one convention per year model (and it is in the Spring), then Chorus qualification will be for the next years' International Chorus Contest.

#### **10.06 District Chorus Contests**

All District Choruses (except the current or prior International Chorus Champion, if from the Cardinal District\*) are eligible to compete in the District Chorus Contest, which is normally held in the Spring. \*The "layoff" period must include two District Chorus contests.

Previously, the District also conducted a District Plateau Chorus Contest in the Spring. In recent years, this contest has no longer been held, due to the small number of choruses available and signing up to compete. The details of this contest are included below, should the Plateau contest be reinstated at some point in the future.

- This District Plateau Chorus Contest shall provide the means for selecting the District Plateau Chorus Champions in each plateau.
- Choruses will be grouped into plateau levels based on the average contest score of the last two contests in which a chorus has competed and will be recomputed as the choruses compete in future contests.
- Scores will be divided into four plateaus based on natural breaks, with an attempt to maintain close to an equal number of choruses in each plateau. The District Director of Contest & Judging will have the option of changing the scoring ranges to establish a more even distribution of choruses in each plateau.
- Plateau levels will be as follows, based on a double panel:

AAAA	1200 - 800
AAA	799 - 690
AA	689 - 600
A	599 - 0

- Initial participation by a chorus in a Plateau will be at level A. Subsequent level for a chorus will be determined by their prior score in their most recent Plateau contest.
- The highest scoring chorus in each plateau will be designated as the Plateau Chorus Champion for that plateau for a period of one year.
- Most Improved Chorus awards will be provided at each Plateau level, based on a comparison of each chorus's current scores to their most recent score in the Plateau contest. If no chorus qualifies for the award, due to that chorus's non-participation in the prior Plateau contest, or no improvement in score, the award will not be made.

### **10.07 District Quartet Contest**

All registered District Quartets are eligible to compete in this Contest except previous District or International Quartet Champions. This rule shall not be construed to prohibit the organization and entry of a new Quartet by not more than two members of a Championship Quartet, provided entry is made under a different name.

This District Quartet Contest shall provide the means for selecting the District Quartet Champion. The winning Quartet will be designated as District Champion for a period of one year.

The number of Finalist Quartets shall be determined by the District Representative for Contest and Judging (DRCJ) for that contest.



### **10.07 Seniors Quartet Contest**

To qualify as a Senior Quartet, the quartet must meet the criteria as set out in the Society Contest & Judging regulations and must be registered with the Society.

The Senior Quartet contest that is held in the Spring is for the District Championship, with the highest scoring Senior quartet being named the District Senior Quartet Champions.

The Senior Quartet Contest that is held in the fall is to qualify a quartet for the International Senior Quartet Contest to be held during the Society's next Midwinter Convention. The highest scoring Senior quartet in this contest will earn the right to represent the District in that contest.

If only one Senior Quartet Contest is held for the year and it is in the spring, then it will include Qualification to compete in the Society's next Midwinter Convention.

The quartet must declare its intention to compete in the Seniors Quartet Contests within the same time guideline as all other quartets, but may also compete as a District Quartet if they so desire.

The Seniors Quartet Contest will be judged on two songs sung during the Preliminary Round.

### **10.08 Eligibility of Competitors**

Article I of the Official Barbershop Harmony Society Contest Rules will define the eligibility of quartet and chorus competitors.

### **10.09 Out of District Competitors**

Choruses and quartets may, due to scheduling conflicts or other reasons, petition the Cardinal District and the receiving district to compete in another District's contest held in the same contest cycle. These competitors must notify and get approval in advance of the Cardinal District contest, so that award determinations and announcements are computed and announced appropriately at our conventions.

Other competitors may be approved to compete in our conventions, outside their own districts. These competitors will not be eligible for Cardinal District awards.

### **10.10 Convention Registrations**

All contestants on stage must be Society members in good standing and in possession of an All Events Registration.

Complimentary All Events Registrations may be awarded at the discretion of the District President, which shall be limited in number. Award of such by the District will constitute a paid registration and meet the requirements for competition.

Workers and others receiving Complimentary All Events Registrations may include but are not limited to:

- Cardinal District Past Presidents (up to 2 registrations each)
- Society Board Representatives
- Vice President of Events
- District Representative for Contest and Judging (DRCJ)
- District Backstage workers
- District Awards Chairperson
- VIP Chorus members if and when the District Board offers that program to a small chapter for a specific convention.

### 10.11 Convention Comp Rooms

At each Cardinal District convention, the District will pay for rooms for the following individuals in full, via billing to the master account:

- The official judging panel – normally 2 Singing judges, 2 Musicality judges, 2 Performance judges and 2 Contest Administrators. Candidate judges are not included.
- Cardinal District Vice President of Events
- Cardinal District Representative for Contests and Judging
- Cardinal District President
- Cardinal District Executive Vice President
- One Society Board representative, BHS Ambassador, or Harmony Hall staff member
- One Harmony Foundation representative

In addition, in the case of two individuals who would be covered for half the cost (see below), who will be sharing a room, one of those individuals may also be placed on the master list. These are the only sleeping rooms (other than Judges Hospitality, see below) that are approved for full payment via billing to the master account, for a maximum of 2 nights each. An additional night for early arrival of an individual due to travel plans or district work at the venue must be approved in advance by the District President. If an additional sleeping room is used as the Judges Hospitality room, the district will pay for it in full via billing to the master account.

The District will pay half the cost of rooms for the following individuals, on a reimbursement basis. Per Cardinal District Statement of Policy, the individuals must submit reimbursement requests to the District President, with receipts, after the event.

- Maximum four (4) backstage workers.
- Maximum two (2) audio/visual workers.

- Maximum six (6) board members.
- One (1) registrar.
- One (1) Harmony Explosion fundraiser/Silent Auction chairperson.

The above (maximum 14) are the only sleeping rooms that are approved for half payment via reimbursement, for a maximum of 2 nights each. An additional reimbursement night (at the same half-rate) for early arrival of an individual due to travel plans or district work at the venue must be approved by the District President. If 2 or more eligible individuals in the list above share a room, they may submit one reimbursement request for payment in full.

If an in-person Board meeting and/or an in-person House of Delegates meeting is held at the convention, Board members are to be reimbursed, in full, only for the hotel nights which would be required to attend the meeting(s). If no such on-site meetings are held, there will be no reimbursement.

The District President retains discretion to grant exceptions in special cases in the best interest of the district and the convention success, which must be approved in advance.

## **Article XI: DISTRICT AWARDS**

### **11.01 Overview**

The Awards Chairperson is responsible for preparing the following awards. The outline below is for a two convention per year model. If utilizing a single convention per year all awards may be awarded at that convention

### **11.02 Spring Convention**

- **Cardinal District Barbershopper of the Year (BOTY).** Candidates for the BOTY may be nominated by any member of the Cardinal District. The nomination shall include all pertinent information that is to be used to make the final determination. The District President shall announce the opening of the nominations to all members within the first two weeks of each calendar year. Nominations may be transmitted to the District President electronically or by mail. Nominations will close at the end of February. The District Board of Directors will make the final decision on the selection of the BOTY.

The primary criterion for selection of BOTY is: who has made the most impact to the success of Barbershopping within our District in the past year? The intention is that the award be limited to one (1) award per year, but exceptions may be made, if applicable, to award the honor to more than one person. It is not a requirement that the award be presented every year. An individual is not precluded from receiving BOTY, even though having received it in a prior year.

- **Cardinal District Chapter of the Year (COTY).** The procedure and guidelines for selection of the BOTY shall also apply to the COTY.
- **From the contests:**
  - **District Chorus Champion and 2nd and 3rd place choruses**
  - **Most Improved Chorus**
  - **District Plateau Chorus Champion and Most Improved Chorus in each plateau,** if the Plateau Contest is reinstated in the future
  - **District Senior Quartet Champion**
  - **International Representative Quartet(s).**
  - **Novice Quartet Champion**

### 11.03 Fall Convention

- **Cardinal District Hall of Fame.** See Article XX Hall of Fame in this document.
- **Cardinal District Quartet of the Year (QOTY).** The procedure and guidelines for the selection of the BOTY shall also apply to the QOTY. The nomination period will be from July 1 through August 31.
- **From the contests:**
  - **Seniors Quartet International (Midwinter) Representative**
  - **International Chorus Representative(s)**
  - **District Quartet Champion and 2nd and 3rd place quartets**
  - **Novice Quartet Champion**

### 11.04 Out of District Awards

Any Cardinal District quartet, senior quartet or chorus who has been approved for out-of-district competition and effectively earns a Cardinal District award while doing so will still be entitled to their awards and will receive those awards at a later date.

Out-of-District competitors in our contests, from other districts, will not be eligible for Cardinal District awards.

## Article XII: RESPONSIBILITIES IN ORGANIZING A NEW CHAPTER

### 12.01 Director of Member Services

Any possibility of establishing a new Chapter should be brought to the attention of the Director

of Member Services. If the first information comes from the District or Society Headquarters, the Director of Member Services shall designate a sponsoring Chapter.

The Director of Member Services shall direct the extension activities of the sponsoring Chapter. All correspondence to the District and/or Society Headquarters shall be by, or through, the Director of Member Services.

## **12.02 Sponsoring Chapter**

For establishing a new Chapter within the District, a sponsoring arrangement with one or more current District Chapters is encouraged but not required. The sponsoring of a new Chapter does not consist solely of signing a license or charter application. The sponsoring Chapter must be strong and active and it must provide the guidance and assistance necessary to insure a good start for the new Chapter. 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 willingly assist the new Chapter at any time it is called upon to do so. It is recommended that the Director of Member Services be kept aware of all assistance activities and that he take an active role in the coordination of those activities.

Organizational responsibilities of the sponsoring Chapter include:

- Preliminary ... Arrange the initial meeting with the key person or group in the community; establish the date for the first public meeting; assist in publicity efforts through newspapers, radio, television, Chamber of Commerce, service clubs, churches, etc.; provide advice and counsel to the key person/group.
- Organizational meeting ... Conduct the organization meeting; arrange for Quartets and Choruses for entertainment and demonstration; give brief outline of the scope of the Society and the District, including the services furnished; provide music and musical direction for group singing; advise the organizing group in the selection of a meeting place and Chorus Director.
- Initial Meetings ... Designate Chapter Quartets, Officers and members to attend every meeting of the new group; lend music for the group; keep the Director of Member Services informed; assist the new group in obtaining a license or charter (Article XIII); co-produce all public shows.
- License / Charter Night ... Provide advice, guidance and assistance in planning the license/charter night show, including selection of auditorium, preparing budget, promoting ticket sales, developing musical program and selection of talent; if requested, furnish Chapter Chorus and Quartets, either directly or with the assistance of the Director of Member Services; obtain other Quartets for the show. The purpose of a license or charter night show is to introduce the new group to their community and to obtain funds for the new Chapter treasury to purchase music, uniforms, etc. Therefore, show talent costs should be held to a minimum to assure a profit. The sponsoring Chapter may provide initial financial assistance required to promote the show.
- It is the responsibility of the sponsoring chapter to keep the Director of Member Services aware of these activities.

### **12.03 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 that are invited to sing on organization/charter night shows shall do so without charging a fee, provided they live within a reasonable distance of the show location and provided they do not have a prior commitment. Quartets and Choruses not living within a reasonable distance should not charge more than the minimum required to cover travel expense only.

## **Article XIII: LICENSE AND CHARTER PROCEDURES**

### **13.01 Compliance**

License and Charter procedures shall be conducted in accordance with current Society policy.

## **Article XIV: DISSOLUTION OR MERGER OF CHAPTERS**

### **14.01 Chapter Dissolution**

In the event a Chapter elects to surrender its charter, the Chapter President shall notify the District President in writing of its intent and proceed as provided in the Standard Chapter Bylaws.

No Chapter charter shall be surrendered or revoked without the specific recommendation of the District Director of Member Services.

No Chapter charter, or license, shall be revoked before and until an investigation has been completed by a special committee of the District Board of Directors appointed by the District President. Said special committee shall report its findings and recommendations to the District Board of Directors in a timely fashion.

A Chapter charter or license may not be revoked or suspended without an affirmative vote of a majority of the District Board of Directors.

## **14.02 Merger of Chapters**

When two or more Chapters wish to merge, each shall so notify the District Director of Member Services in writing. Said written notification shall contain, among other things, a Chapter Board of Directors' resolution so stating the intent; evidence that two-thirds of the Chapter membership have cast an affirmative vote for the proposed merger; and that all Chapter members in good standing received two-weeks prior notice outlining the proposal and the date of voting.

The District Director of Member Services shall submit the Chapter notification to the District Board of Directors through the District President.

In the event the District Board of Directors approves the merger, said merger shall not take effect unless and until the Society office has notified the District Board of Directors and the merging Chapters that the merger is of record.

All property and funds of each of the merging Chapters shall become the property of the emerging Chapter.

## **Article XV: CHAPTER OFFICER AND DISTRICT OFFICER TRAINING**

### **15.01 Timing and Scope**

Each year, following election of new Chapter and District Officers and near the beginning of their respective terms in office, all Chapter and District Officers-elect shall be encouraged to attend a Society / District sponsored seminar, if available, for the purpose of receiving training in their duties. These seminars may be known by various names, such as Leadership Academy or Harmony College.

These sessions may be held in a central location in the District or may be held in conjunction with another District.

### **15.02 Responsibility**

The District Vice President of Leadership Development shall have overall responsibility to develop, coordinate and encourage training opportunities for District Officers and to notify Chapter leaders of those opportunities as well.

If an in-District training event is planned, the District Vice President of Leadership Development shall be responsible for securing a Coordinator who will secure all faculty members and outline the subject matter for all sessions, maintaining continuity throughout the

District. He will work with the District VP of Events and the Society Office on scheduling and administration of the event.

### **15.03 Society-sponsored Training Opportunities**

District Officers will attend Society-sponsored Leadership training sessions, which may be offered from time to time, at a place to be specified by the Society. The district may share expenses with the Society for specified District officers to attend these sessions.

The Society also provides online officer training opportunities on its website and Chapter and District Officers shall be encouraged to take advantage of those opportunities..

## **Article XVI: DISTRICT DIRECTORY**

### **16.01 Source and Availability**

The District Directory of chapters, members and registered quartets is available on the Society Website ([www.barbershop.org](http://www.barbershop.org) ), Members Only section and will not be published as a separate document.

## **Article XVII: DISTRICT COMMUNICATIONS**

### **17.01 Purpose**

The District will publish a periodic e-bulletin to be known as *The Cardinal Connection*. This e-bulletin will be published no less than six (6) times per year and shall provide the following services:

- Publish news stories, articles, features and general information.
- Publish a calendar of upcoming events within the District and of the Society.
- Provide accurate and timely news of Society, District and Chapter activity.
- Contain advertisements for quartets and quartet booking and for Chapter shows, but only those for which proper show clearances have been issued by the District Secretary (see Article XVIII).

### **17.02 Organization**

The District Director of Communications will serve as, or recruit, the Editor of *The Cardinal Connection*. The Editor shall be assisted by the Cardinal District Board of Directors and Committee Chairmen who will supply the information that is to be published in the e-bulletin. Articles will be accepted from District chapters, quartets and members as well.



### **17.03 Publication and Distribution**

*The Cardinal Connection* will be provided electronically to each member of the Cardinal District and such other Society members as may, in the opinion of the editor, be appropriate. Each new issue will also be posted on the Cardinal District website ([www.Cardinaldistrict.org](http://www.Cardinaldistrict.org)) and announced from the District's social media accounts. District non-members may also subscribe via the District website.

Additional District-wide email announcements will also be distributed by the Director of Communications as appropriate for breaking news and other timely announcements.

### **17.04 Other Communications**

District Officers will use the email lists provided to them on [barbershop.org](http://barbershop.org) to communicate to Chapter officers within the District by function (e.g., all Chapter Presidents, all Chorus Directors). The District Secretary will assist District Officers, as needed, to obtain those lists.

## **Article XVIII: SHOW CLEARANCES**

### **18.01 Purpose**

The purpose of obtaining show clearances is to prevent conflicts in dates or activities between Chapters, Divisions (in other Districts) or neighboring Districts. Conflicts make it difficult to obtain quartets, prevent nearby Barbershoppers from attending both events, reduce public attendance, and often result in unpleasantness between Chapters.

### **18.02 Procedures**

Only the District Secretary will do the granting of clearances. Normally, a clearance will not be granted for two events in the same area on the same date. However, this may be waived if the distance between the events or other pertinent factors indicates no conflict will result.

Submission of BMI/SESAC form and payment to District Secretary will serve as vehicle to receive show clearance.

The District Secretary shall obtain clearances and make BMI/SESAC payment for Contests or any other District-sponsored shows. For all Chapter shows, the Chapter Secretary of the host chapter shall obtain clearances. For Charter or License Night Shows (see Article XII), the Sponsoring Chapter shall obtain clearance.

No clearance is required for inter-chapter visits, or contracted shows (gigs).

Show clearance is required to secure performance rights for ALL chapter-produced public performances. The BMI/SESAC License Application for Show Clearance (USA) includes this statement: "All U.S. Chapters are required to submit a BMI/SESAC form and payment if the chapter is performing copyrighted music in public, whether a ticketed or free/benefit show."

The District Secretary will promptly notify the requesting group of the clearance granted. A copy of this clearance will be transmitted to Society Headquarters along with the check received from the Chapter. The District website administrator will also receive a copy and will post the information to the website immediately upon receipt. Information to appear on the District web site will include: Chapter, chapter contact, date, time and location of show, and any other pertinent information about that show received from the Chapter. Likewise, the Editor of the Cardinal Connection will be sent the same information for inclusion in upcoming issues.

## **Article XIX: QUARTET CHAMPIONS ASSOCIATION**

### **19.01 Affiliation**

The Cardinal District adopts the Quartet Champions Association (QCA), comprised of members of all the past and current Cardinal District Champion Quartets, as selected annually at Cardinal District Fall Contest, as an affiliated association. Said Association is a self-governing independent body, with its own sources of fund raising, and whose funds shall be separate from those of the Cardinal District, and whose purposes and actions shall be consistent with those of the District and shall not affect the tax or other liabilities of the District.

### **19.01 Reporting**

Said affiliate Association shall make an annual report on its finances and the business conducted by said association to the Cardinal District Board, at the Board's first meeting of the calendar year.

## **Article XX: DISTRICT HALL OF FAME**

### **20.01 Purpose**

To give recognition from the Cardinal District to those persons who have made exceptional, long term, unselfish, dedicated and devoted contributions to this District, its Chapters, and/or the Society. This recognition shall serve to extol the virtues of such participation, responsibility, excellence, and high ideals that we, as a District, hold in special esteem and regard, and to focus our pride on those individuals or quartets who exemplify those ideals.

## **20.02 Qualifications**

Membership in the Hall of Fame is limited to those persons or quartets whose continuing contributions to the Cardinal District span not less than ten (10) years, except that, in the case of Cardinal District quartets that win a Barbershop Harmony Society International Contest in any division, the ten-year continuing contribution requirement is waived. In addition, for those quartets that win an International quartet contest, the winning members shall be automatically inducted into the Hall of Fame. Otherwise, Hall of Fame candidate contributions may have been in various levels of the organization, such as Administrative, Musical, or both. These levels include Chapter, District, or Society, and must be in the nature of service or activities that have added to the overall well-being of the Cardinal District, and the furtherance of the hobby.

Recognition need not be limited to current Society members or quartets, but the service or activities to be recognized shall have been performed while the individual or quartet was a member(s) of the Cardinal District. The nominee(s) need not be currently active members, permitting the induction of those who have served with distinction, but who may have retired from membership, or who have moved out of the District. Induction may be awarded posthumously.

Basic criteria may include, but are not limited to the following: Quarteting, Chorus Directing, Coaching, Contest judging, Composing, Arranging, Publishing, Administration, Promotion, Teaching, and similar contributions.

The fact that a nominee has, or has not, received a District Barbershopper of the Year Award shall have no bearing upon eligibility for nomination to the Hall of Fame.

## **20.03 Selection Committee**

The Cardinal District Hall of Fame Selection Committee shall consist of the three (3) most recent individual inductees who are available and willing to serve, and who have knowledge of past and present contributions to the Cardinal District. The most recent individual inductee into the Cardinal District Hall of Fame will serve as the Chair of the committee. It is the responsibility of the immediate past Chair to pass all functioning information to the new Chair.

The District President shall make additional voting-member appointments to fill any vacancies, selected from the list of past inductees, in order to maintain the Committee at its full strength. Such interim appointee shall serve for the balance of the predecessor's un-expired term.

The District President shall announce the members of the new Hall of Fame Selection Committee annually, immediately following commencement of the District President's term in January of each new calendar year.

To ensure continuity of the selection effort, the three (3) Hall of Fame Selection Committee members will each serve a three (3) year term. The longest serving Committee member shall serve until replaced by the next incoming inductee. If there is no inductee in any given year, the term of the longest serving Committee member shall be extended until the next incoming member is inducted and available to serve.

#### **20.04 Nominations**

Any person familiar with a candidate's contributions to the Cardinal District may make nominations of persons or quartets for induction into the Cardinal District Hall of Fame. The deadline for receipt of nominations shall be July 31, or at such other time as the current Hall of Fame Committee may designate.

The Hall of Fame Selection Committee shall meet at such time as deemed necessary by the Chair of said committee to complete the selection process prior to the Fall Convention.

A call for nominations shall be made in the Cardinal Connection, or other existing District publication, as well as by electronic media to the District's membership. The nomination form shall be available on the Cardinal District web site. The completed form shall include a description of the nominee's achievements, and shall be as complete and as precise as possible regarding dates, places, results, etc., to substantiate the nominee's qualifications for induction. Supportive materials or sources, such as statements from individuals or publications, may be included

If more than one person nominates a specific individual or quartet, the nominations shall be treated as a single nomination, and the combined facts and information will be considered. A quartet shall be considered as one nominee.

#### **20.05 Selection Process**

The Selection Committee may use electronic means to make sure all committee members receive all of the nomination information. The final selection, however, must be made by face-

to-face meeting or by teleconference. The method of choice will be established by mutual consent.

The Selection Committee shall recognize that the District does not wish merely to compile a long list of names, but rather to recognize a small group of exceptional, dedicated people. Therefore, if, in the opinion of the Committee, no nominee meets the criteria set out in Section 20.02 above, then no inductee shall be selected.

## **20.06 Award and Recognition**

Each inductee, legal heir, or designated representative, shall be presented at the Fall Convention with a suitable, tangible form of recognition, e.g., a silver tray, engraved with the following inscription, or other appropriate words:

### **CARDINAL DISTRICT HALL OF FAME**

**(NAME)**

**(YEAR OF INDUCTION)**

Additionally, each inductee shall receive a Hall of Fame pin-on medal, with the date of induction engraved on the back of the medal, and a Hall of Fame name badge.

The names of the members of the Hall of Fame and their year of induction shall be published each year in the Cardinal Connection and shall be added to the list of inductees on the district website.

## **20.07 Induction Ceremony**

Each new member of the Hall of Fame shall be inducted by the Hall of Fame Chair, in an appropriate, significant ceremony at the District Convention in the Fall of the year in which the inductee is selected. The inductee shall not be identified by name in advance of the ceremony. However, family members may be notified in advance in order to be present if they choose. The inductee will be invited to attend, but he will be requested not to reveal the election in advance. Inductees who cannot attend will have their awards delivered to an appropriate person, in a suitable manner.

During each induction ceremony, all prior Hall of Fame inductees in attendance shall be called to the stage and be recognized.



## APPENDIX A: DISTRICT ROLES

### A.01 Board Position Descriptions

#### District President

The District President serves as the chief executive officer of the district, providing leadership and oversight to ensure smooth operations and growth. The goal of this role is to foster a thriving barbershop community by implementing strategic initiatives and facilitating strong communication between district members, the board, and the Barbershop Harmony Society.

##### Duties and Responsibilities:

- Serve as the chairperson of the Board, leading discussions and decision-making.
- Preside over Board meetings and District House of Delegates meetings.
- Appoint Standing Committees (see Appendix B.)
- Appoint other Board Committees as needed.
- Make executive decisions within the bounds of established district policies.
- Oversee financial expenditures and ensure proper fund management.
- Represent the district at Society meetings and external events.
- Facilitate leadership development and succession planning.

#### Executive Vice President

The Executive Vice President supports the President and assumes leadership duties in their absence. The primary goal is to assist in the execution of district initiatives, ensuring continuity in leadership and operations.

##### Duties and Responsibilities:

- Support the President in achieving district objectives.
- Preside over Board meetings when the President is unavailable.
- Lead special projects and strategic initiatives as assigned.
- Act as a liaison between different district teams.
- Provide mentorship and guidance to future leaders.
- Establish and oversee a Five-Year Planning Committee utilizing a cross-section of the district membership

#### Immediate Past District President

This role provides continuity and historical insight to the Board. The goal is to ensure a smooth transition between leadership teams and to offer guidance based on past experience.

##### Duties and Responsibilities:

- Advise the incoming President and Board.
- Assist in implementing ongoing policies and objectives.
- Serve as a voting member of the Board.
- Support leadership development initiatives.

### **Secretary**

The Secretary manages district documentation and official correspondence. The goal is to ensure effective communication and record-keeping to maintain district integrity and compliance.

#### Duties and Responsibilities:

- Maintain accurate records of Board and House of Delegates meetings.
- Manage district correspondence and official paperwork.
- Ensure district records remain updated and organized.
- Maintain governance documents and archives.

### **Treasurer**

The Treasurer oversees district finances and budget planning. The goal is to ensure fiscal responsibility and financial transparency for all district activities.

#### Duties and Responsibilities:

- Develop and present an annual budget for Board approval.
- Maintain records of district assets and financial transactions.
- Ensure compliance with financial regulations and best practices.
- Manage district funds and oversee banking transactions.
- Provide financial reports to the Board and House of Delegates.

### **Vice President of Leadership Development**

This role cultivates leadership within the district, ensuring long-term sustainability. The goal is to develop future district leaders through training and mentorship.

#### Duties and Responsibilities:

- Organize leadership training programs and workshops.
- Provide guidance and resources for leadership development.
- Support succession planning within chapters and the district.

### **Vice President of Events**

The VP of Events ensures well-organized, successful district events. The goal is to provide meaningful experiences for members through well-planned conventions and activities.

#### Duties and Responsibilities:

- Lead planning and execution of district events.
- Manage logistics, venue coordination, and event timelines.
- Work with volunteers to ensure smooth event operations.
- Assess event success and suggest improvements.

### **Board Member(s) at Large**

Represents the interests of general members and contributes to district governance. The goal is to ensure that diverse perspectives are considered in decision-making.

#### Duties and Responsibilities:

- Participate in Board discussions and decision-making.
- Represent member interests in Board meetings.



- Attend regular meetings and House of Delegates sessions.
- Engage in outreach and communication with the membership.

## **A.02 Operations Team Position Descriptions**

### **Director of Music Education**

Provides musical education and training opportunities for district members. The goal is to enhance overall musical excellence in the district.

Duties and Responsibilities:

- Organize coaching sessions and educational workshops.
- Provide musical training resources for members.
- Work with chorus directors and quartets to improve skills.
- Provide instructional articles for the Cardinal Connection.

### **District Representative for Contest and Judging**

Manages district contests in coordination with Society rules. The goal is to ensure fair and successful competitions.

Duties and Responsibilities:

- Organize and oversee district contests.
- Assign judges and manage contest logistics.
- Ensure compliance with Society competition rules.

### **Director of Membership Services**

Supports chapter recruitment and retention efforts. The goal is to strengthen the district's membership base.

Duties and Responsibilities:

- Assist chapters with recruitment strategies.
- Provide retention support and membership resources.
- Work with Society initiatives for member engagement.

### **Director of Communications**

Manages internal communication channels. The goal is to ensure members are well-informed about district activities.

Duties and Responsibilities:

- Publish newsletters and email updates.
- Oversee messaging strategies and social media engagement.
- Work with the Director of Marketing and Public Relations on social media campaigns

### **District Registrar**

Manages event registrations. The goal is to facilitate a smooth and efficient registration process.

Duties and Responsibilities:

- Handle event registration logistics.
- Track and reconcile event revenues.
- Provide registration support to attendees.

**District Awards Chairperson**

Oversees district awards and recognition programs. The goal is to celebrate and recognize contributions within the district.

Duties and Responsibilities:

- Manage award nomination and selection processes.
- Have awards created / printed in preparation for presentations
- Organize award presentations.

**Director of Chorus Director Development**

Supports chorus directors with training and resources. The goal is to ensure strong musical leadership.

Duties and Responsibilities:

- Provide educational opportunities for directors.
- Organize mentorship and training workshops.

**Director of Quartet Development**

Supports and encourages quartets. The goal is to develop and sustain strong quartet participation in the district. Fosters the development of quartets, offering guidance and resources to enhance their performance and participation.

Duties and Responsibilities:

- Provide coaching and resources for quartets.
- Support contest participation and education.

**Director of Youth Outreach**

Promotes barbershop singing among youth. The goal is to engage and inspire the next generation of singers.

Duties and Responsibilities:

- Organize youth programs and workshops.
- Build relationships with schools and organizations.

**Director of Marketing and Public Relations**

Enhances the district's public presence. The goal is to raise awareness and participation in barbershop activities. Promotes the activities and achievements of our district, enhancing our public presence and community engagement.

Duties and Responsibilities:

- Manage marketing campaigns and public outreach efforts.
- Work with media outlets to promote events.
- Work with the Director of Communications in planning and executing social media campaigns

### **Webmaster**

Manages the district website. The goal is to ensure a user-friendly and up-to-date online presence.

Duties and Responsibilities:

- Maintain and update the website.
- Publish event information and resources.

### **District Historian**

Maintains an up-to-date history of the District, its Chapters and members and for a complete file of documents of historical value. The goal is to ensure a properly documented historical record of the Cardinal District.

Duties and Responsibilities:

To provide necessary materials for the archives, the following will be forwarded to the District Historian, who will organize and preserve them:

- All records in the possession of District Board members, Committee Chairmen and other District officials that are more than three years old at the end of the District administrative year.
- Copies, as issued, of the minutes of House of Delegates meetings, District Board meetings, reports of District Officers, and Committeemen
- Issues of the District's e-bulletin
- Official score sheets from contests
- District reports to Society Headquarters and
- Other official correspondence of historical significance.

In addition, the District Historian is authorized to collect information as required from Chapter Secretaries and Presidents, contact members of quartets and any member who possesses information or has documents of historical value. At the end of the administrative year, the Historian will prepare for the Archives, a history of the District for that year which would include, but is not restricted to, an account of the District and International Preliminary Contests with official contest results, a narrative summarizing the Society, District, Chapter and individual accomplishments and District progress in membership, finances, extension and other relevant fields.

## **APPENDIX B: DISTRICT COMMITTEES**

### **EXECUTIVE COMMITTEE**

Purpose – To manage the administrative affairs of the District between Board meetings

The District may choose to create an Executive Committee to manage the administrative affairs of the District between Board meetings. An Executive Committee must have, as a minimum, the President, Executive Vice President, and Secretary, as members of the committee. The Secretary shall keep minutes of all meetings of the Executive Committee, which shall be distributed to the entire Board of Directors as soon after the executive committee meeting as is practical. All actions of the Executive Committee must be confirmed by the full Board at the next regular or specially called meeting of the Board of Directors.

### **NOMINATING COMMITTEE**

Purpose – To assist in recruiting District leaders and presenting a slate for election of officers, as noted in the Cardinal District Statement of Policy, Article IV Election of District Officers.

The Nominating Committee will consist of the last three Past Presidents, with the Immediate Past President as the chair, and will be activated by the incoming President at the first Board of Directors meeting of the new year. The nominating and election procedure is outlined in Article IV of this document.

### **ETHICS COMMITTEE**

Purpose – To receive, investigate and act upon alleged violations of the Society Code of Ethics.

To receive, investigate and take any necessary action relating to alleged violations of the Society Code of Ethics by District members. To counsel the District Board on any and all matters involving the Society Code of Ethics. Members of this committee shall be the District President, District Executive Vice President, and the District Immediate Past President.

### **FIVE-YEAR PLANNING COMMITTEE**

Purpose – To assist the District Executive Vice President in development of the District's Five-Year Plan.

This committee's charge is to: Develop and update the Five-Year Plan, involving not only the committee but also the District functional Vice Presidents and their associated committees, and the Immediate Past President.

The Five-Year Plan shall include

- Five year receipt forecast
- Five year expense forecast
- Five year staffing model
- Five year activity plan

### **FINANCE COMMITTEE**

Purpose – To assist and advise the District Board and the District Treasurer in matters of finance and budget. See Article VIII Finances - General

**HALL OF FAME SELECTION COMMITTEE**

Purpose – To collect and evaluate nominations to the District Hall of Fame and make decisions regarding new inductions to the Hall of Fame. See Article XX Hall of Fame.

## REVISION HISTORY

### OCTOBER 2025

Purpose: Update the document to reflect current practices.

Formalized current practice of awarding District Chorus Championship at Spring Conventions

Changed Officer elections and terms to 2 years, starting with Fall 2026 elections.

Reviewed, revised, reformatted and reindexed all sections.

Made no changes to Article XIX Quartet Champions Association at this time.

Incorporated new Article XX Hall of Fame from approved offline documents.

Added Appendix A – District Roles

Added Appendix B – District Committees

Reset the Revision History and moved it to the end of the document

*Approved by CAR Board 2025-08-17*

*Adopted by CAR House of Delegates 2025-10-26*