

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

CARDINAL DISTRICT ASSOCIATION OF CHAPTERS

STATEMENT OF POLICY

APPROVED BY

CARDINAL DISTRICT

HOUSE OF DELEGATES

March 23, 2018

Revision History

Document Changes	Revision Date
<p>Fall 2014 HOD</p> <ul style="list-style-type: none"> • Provided a framework for a 1-convention per year model, when needed. • Changed all references from COTS to Leadership Academy • Changed Travel Assessment from \$5.00 per member to \$6.00 per member. • Changed references to IN-KY Notes from mandatory to optional 	<p>Fall 2014 HOD</p>
<p>Fall 2015 HOD Inserted Section K. Convention Registration</p>	<p>Fall 2015 HOD</p>
<p>Fall 2016 HOD</p> <ul style="list-style-type: none"> • Article VII.D.3 -- amended to target HF donations to Youth in Harmony • Article VIII.F. -- Allow District Treasurer to collect Chapter Assessments • Article IX.C.4.-- Added support for a Senior Chorus project. • Article IX.F.1. -- Added language to allow the District to collect the Chapter Assessments. • Article X. – Added a Senior Chorus • Article XVII.D. – Deleted DINKY Notes 	<p>Fall 2016 HOD (10/1/16)</p>
<p>Spring 2017 HOD</p> <ul style="list-style-type: none"> • Article III-District Governance Organization <ul style="list-style-type: none"> ○ Added VP of Events and Leadership Development to the District Board ○ Deleted Outreach ○ Changed Music & Performance to Music Education • Article IIIB – Added District President approval for all contract executions. • Article IIIB – Deleted Outreach, changed Music and Performance to Music Education • Article IV – Changed deadline for Slate of District Officers to August 15. • Article XII. A, B, iii, iv, v – Corrected from VP of Membership to Director of Membership • Article XIV.B -- Corrected from VP of Membership to Director of Membership • Article XIV E. – “Merger” corrected to read “E. Merger” 	<p>Spring HOD (3/24/17)</p>

<ul style="list-style-type: none"> • Article XV.C. – Changed from Chapter Support and Leadership Training to Vice President of Leadership Development • Article XV.D. – Added “LEADERSHIP”. 	
<p>Spring 2018 HOD</p> <ul style="list-style-type: none"> • Article X – Added verbiage to allow for a Mixed Quartet competition, and for qualification for the Mixed Harmony International Contest. • Article X.B.3 – Amended to allow change in contest rules for the purpose of including women competitors in Mixed Quartets. • Article X.K.1 – Amended to allow female competitors in Mixed Quarets to participate without BHS membership, but must have All Events Registration. • Article XI.A.8 – Added awards for the top three scoring Mixed Quartets. 	<p>Spring 2018 HOD</p>
<p>August 2022</p> <ul style="list-style-type: none"> • Article X – Removed verbiage referring to Mixed Quartet competition, and qualification for the Mixed Harmony International Contest. • Article X.B.3 – Removed verbiage allowing change in contest rules for the purpose of including women competitors in Mixed Quartets. • Article X.K.1 – Removed verbiage allowing female competitors in Mixed Quartets to participate without BHS membership. • Article XI.A.8 – Removed awards for the top three scoring Mixed Quartets. 	<p>BOD</p>

TABLE OF CONTENTS

I	Purpose
II	Geographical Boundaries
III	District Governance Organization
	A. Table of Organization Chart
	B. Board of Directors
	C. Functional Committees
IV	Election of District Officials
V	District House of Delegates
VI	Reports of District Officials
VII	District Officer Responsibilities
	A. President
	B. Executive Vice President
	C. Historian
	D. Harmony Foundation Chairman
	E. Chapter Counselors
VIII	Finances – General
IX	Financial Aid to Competitors
X	Conventions and Contests
XI	Awards
XII	New Chapter Organization
XIII	License and Charter
XIV	Chapter Dissolution and Merger
XV	Leadership Academy and FORUM
XVI	District Directory
XVII	District Bulletins
XVIII	Show Clearance
XIII	Quartet Champions Association (QCA)

Article I
ORIGIN AND PURPOSE

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.

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 Constitution and By-laws 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 OF THE DISTRICT, DIVISIONS AND CHAPTERS

A. District

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

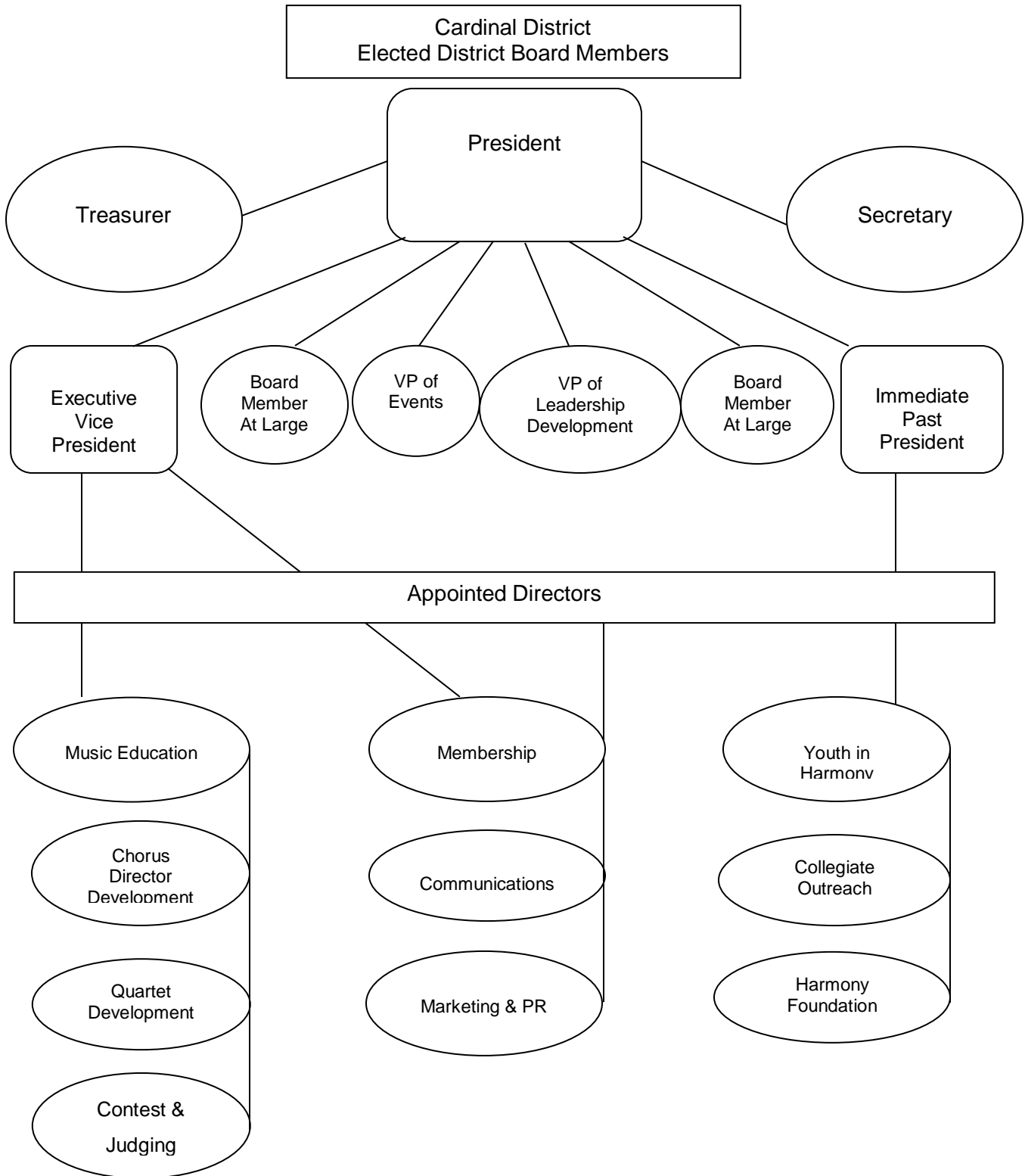
B. Divisions

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

C. 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 men, but should also not cause any undo competition between neighboring Chapters for members

Article III
DISTRICT GOVERNANCE ORGANIZATION



A. Officers (BOD)

The House of Delegates (HOD) of the Cardinal District shall elect the following Board of Directors each year at the Fall House of Delegates meeting, to take office effective January 1 of the following year.

1. District President
2. District Executive Vice President
3. Up to two Board Members At Large
4. Vice President of Events
5. Vice President of Leadership Development
6. District Secretary
7. District Treasurer

The Immediate Past District President shall be the ninth member of the Board of Directors.

1. Duties:

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.

B. Operations Team (OT)

1. Function and Authority

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 Operations Team and the District President. If such approval is sought or obtained electronically, the approval must be unanimous. If approval is sought or obtained at a meeting of the Operations Team, it may be valid upon the affirmative vote of two thirds of the Operations Team present at the meeting.

The District Operations Team shall meet at such times and in such locations as the District President shall determine but shall meet at least twice each calendar year.

Operations Team members will consist of the following "Directors of": Music Education, Chorus Director Development, Quartet Development, Contest & Judging, Member Services, Communications, Youth in Harmony,

Collegiate Outreach, Harmony Foundation, Marketing and Public Relations, and such other Directors as the President and Board of Directors deem necessary to conduct the business of the District in the most efficient and productive manner.

2. Operations team quorum:
 - a. Face to face meetings: Two thirds of the members of the Operations Team shall constitute a quorum for conducting business at any meeting called by the District President.
 - b. Electronic approvals: Actions of the Operations Team shall be valid exercise of authority if all members approve a motion to act and the approval is duly transmitted to the District Secretary, recorded by the Secretary, and noted in the minutes of Operations Team.

Article IV

ELECTION OF DISTRICT OFFICERS

The Nominating Committee, consisting of the last three Past Presidents, with the Immediate Past President as the chair, 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 the four officers noted in Article III, A. (The current EVP will stand for the office of President unless the nominating committee deems there is sufficient reason to prevent him from doing so.) The committee will determine the slate of officers, consisting of one nominee for each office. The slate shall be presented for approval to the Board of Directors no later than August 15 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 V, Section 5.05 of the Cardinal District By Laws. Nominating speeches will be limited to two minutes. There will be an allowance of three minutes for demonstrations for any nominee.

Article V

DISTRICT HOUSE OF DELEGATES

A. 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.

B. TIME.

In accordance with the Cardinal District bylaws, the District House of Delegates shall hold at least two meetings a year. One of these shall be held in the first five months of the year in conjunction with the Spring District Convention, Spring District Plateau Chorus Contest and the International Preliminary Quartet Contest. The other meeting shall be held in conjunction with the Fall District Convention, Fall District Quartet Contest and International Preliminary Chorus Contest.

C. 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

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.

The District Secretary shall send, electronically, to all Chapter delegates, thirty days prior to the House of Delegates meeting, 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 prior to the Fall House of Delegates Meeting.

The District Secretary shall collect the written reports as requested by the District President and transmit them en masse to the District Delegates thirty days prior to the House of Delegates meeting.

Article VII

DISTRICT OFFICER RESPONSIBILITIES

A. District President

Under Section 8.01 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 "Directors" to each branch of the Operations Team. As the chief executive officer of the District, it is the President's responsibility to exercise general supervision over all activities of the District.

B. Executive Vice President

1. The District Executive Vice President will be the chair of the District's Five-Year Planning committee. The office of Executive Vice President will be two years in length. The Executive Vice President will be the District nominee for the office of District President at the end of his term. Normal election process will be followed for that election.
2. The Executive Vice President shall:
 - a. Establish a Five Year Planning committee utilizing a cross-section of the district membership
 - b. Develop and update the Five-Year Plan in conjunction with the Five-Year Planning committee, the District functional Vice Presidents and their associated committees, and the Immediate Past President.

The Five-Year Plan shall include:

- i. Five year receipt forecast
- ii. Five year expenditure forecast
- iii. Five year staffing model
- iv. Five year activity plan
- c. Serve as the District President should the District President become unable to perform the duties of the District President.
- d. Audit the District Presidents class at the Society Leadership forum. The District will cover reasonable travel, lodging, and food expenses.

C. District Historian

1. Each year the District Presidents shall appoint for a term of one year a District Historian, who will be responsible for maintaining an up-to-date history of the District, its Chapters and members and for a complete file of documents of historical value. To provide necessary materials for the archives, the following will be forwarded to the District Historian.
 - a. 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.
 - b. Copies, as issued, of the minutes of House of Delegates meetings, District Board meetings, reports of District Officers, and Committeemen, issues of IN-KY NOTES, official score sheets from

contests, District reports to Society Headquarters and other official correspondence of historical significance.

2. In addition, the District Historian is authorized to collect information as required from Chapter Secretaries and Presidents, contact men 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.

D. Harmony Foundation Director

1. Purpose
The District President shall appoint a Harmony Foundation Chairman, to serve a period of one year. This Committee shall encourage and coordinate participation by individual members, Quartets, Chapters, Divisions and the District in the Society's unified service project, Harmony Foundation and any local service projects selected by individual chapters.
2. Committee Responsibilities
The Committee shall
 - a. Encourage voluntary contributions from District affiliated groups and members, payable to Harmony Foundation, through the Committee Chairman and foster endeavors on all levels, aiming at "every member" participation as the key to program success.
 - b. Provide information on the nature of this project and on the mechanics of making contributions.
 - c. Report regularly to the Board of Directors and the House of Delegates as to progress on this District project
 - d. Administer and/or coordinate any project, which may be set up to provide, in the name of the Chapters of the Cardinal, a contribution to Harmony Foundation.
3. Contributions
Contributions to Harmony Foundation General Fund will be targeted to Youth in Harmony programs to the extent needed to cover those programs annually. In the event the Youth programs are fully funded, those Foundation proceeds may be used for general needs as approved by the District Board of Directors. Contributions for specified purposes, to be placed in "suspense" with Harmony Foundation and released under conditions stipulated by the donors, shall also be accepted.

E. Chapter Support Representatives

1. The duties and responsibilities of the Chapter Support Representatives shall be to:
 - a. Interact with Chapters, their Boards of Directors and Members to aid them in the attainment of success in their membership, music, and administrative efforts.
 - b. Serve as a communications liaison between the Society, District, and Chapters to assure Chapter awareness of resources and events that might aid Chapter programs.
 - c. Promote and encourage inter-chapter activities.
 - d. Promote the formation of Novice Quartets.
 - e. Promote and assist in the implementation of policy and procedures established by the Society and the District.
 - f. Maintain liaison with the District Board of Directors for their assigned Chapters, noting Chapter visits, special concerns, soliciting District assistance or anything else the Chapter may ask in assistance.
 - g. Keep the District Board of Directors informed of Chapter suggestions and recommendations for improvement.
 - h. Be alert for violations of the Code of Ethics and report such to the District President and to the Chairman of the District Ethics Committee.
 - i. Perform other such functions as may be requested by the Society or the District President.

In short, these men are responsible for the well-being of the assigned Chapters in their area. To accomplish this mission, they will personally observe, encourage, counsel, and assist those Chapters to the best of their abilities.

Article VIII

FINANCES - GENERAL

A. Financial Management

1. Policy
 - i. Article VI, 6.02 of the Cardinal District By-Laws, 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.
 - ii. To assist and advise the Board of Directors and the District Treasurer, a District Finance Committee shall be appointed annually by the President. A member of the District Board of Directors shall be appointed by the District

President to serve as Chairman of the Finance Committee. The Committee shall have responsibility to assist in:

- a. Preparation of the annual budget.
 - b. Analysis of District expenditures and income.
 - c. Advise the District Board and the House of Delegates on fiscal policy and the financial health of the District.
 - d. Performance of periodic audit of the Treasurers books.
- iii. 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.
 - iv. Special assessments may be made on member Chapters, when and if necessary, only by a two-thirds vote of the House of Delegates.

2. Budget Preparation

- i. 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 Finance Committee no later than two weeks prior to the Summer Board Meeting, 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 as of June 30th. This preliminary budget proposal, with recommendation by the Finance Committee, shall be discussed at the Summer Board Meeting and a budget proposal for submission to the House of Delegates at the Fall District Convention shall be agreed upon at the Summer Meeting.
- ii. Each year at the Mid-year Board Meeting, the budget for that year shall be reviewed in detail in the light of firm District progress for that year. The board, with such recommendations as may be received through the House of Delegates, whether from individual members thereof or from the group as a whole, shall adjust the Budget as may be required.
- iii. 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.
- iv. Proposals for changes in the current budget shall show
 - a. approved budget
 - b. revised budget
 - c. differences with justification footnoted

- d. actual expenditures to date.
- v. 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.

3. Control of Expenditures

- i. District Officers, Board Members, and Committee Chairmen shall submit expense vouchers to the District President.
- ii. After approval, the President will forward all vouchers to the Treasurer.
- iii. 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 additional approval before payment.

4. 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:

- i. For the fiscal year, January 1 to December 31, annually to be presented to the House of Delegates at the Spring District Convention, Spring District Plateau Chorus Contest and the International Preliminary Quartet Contest and to the Society Board of Directors at its Mid-Winter Meeting.
- ii. For the period January 1 to date, to be presented to the House of Delegates at the Spring District Convention, Spring District Plateau Chorus Contest and the International Preliminary Quartet Contest.
- iii. For the period January 1 to date, to be presented to the House of Delegates at the Fall District Convention, Fall District Quartet Contest and the International Preliminary Chorus Contest..

C. Expenses of District Officials

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

- 1. Standard public transportation fares, including tax, or mileage not to exceed 75% of the Federal business rate for use of private automobile, regardless of the number of passengers and other reimbursable expenses such as tolls, parking charges, or other reasonable, allowable expenses.

(NOTE: C. 1. Rationale – Federal business rates are established primarily for those who use their cars in their vocation and is expected to cover gas, oil, tires, maintenance, insurance and cost of replacement of vehicle. Occasional use of personal vehicle by volunteers (Barbershoppers) are not included in this bracket and should expect the mileage rate to cover immediate cost of travel only.)

2. Basic cost of hotel or motel room (single rate), plus tax, necessary to be away from home overnight.
3. Postage, telephone and telegraph charges.
4. Stationery and supplies.
5. Reasonable charges for secretarial services to the extent that such services are not available to the incumbent at no cost.

D. Special Expenses to Society Affairs

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 business meetings at the International and Mid-Winter Conventions (typically 4 days each). 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.

E. 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 C above) to attend Board meetings. This cost shall not be paid for others who may attend of their own volition.

F. District Dues

The District Dues shall be \$35.00, which the Society will collect. New Society members have the option of initially paying only six months dues (Society, District and chapter) and the balance at their midyear anniversary. Individuals who have memberships in more than one chapter within Cardinal District shall pay District Dues only once per year.

In addition, a \$6.00 per member (on record at the end of the previous calendar year) fee will be assessed each chapter, to be designated for the Travel Fund for International Competition. The fee may be collected by the Society and returned to the District Treasurer or the District Treasurer may assess each Chapter and collect the fees directly.

Reduced dues for the Senior and Student members shall be recognized by the District as it is for the Society and chapters shall be encouraged to follow the same dues schedule.

Article IX

FINANCIAL AID TO INTERNATIONAL COMPETITORS

A. General

Each year, at least one chorus and at least one quartet is selected through International Preliminary Contests to represent the Cardinal District in the International Chorus and Quartet Contests. At least one Senior Quartet is also selected to represent the District at the Senior Quartet Contest at the Midwinter Convention. While representing the District in International competition is a distinct honor, it often carries with it a significant financial obligation. A Travel Fund has been established in order to lighten the financial burden on these District representatives.

- B. Extent of Aid Financial aid shall be provided from the Travel Fund to the competitors as per the recommendation of the District Finance Committee. This recommendation shall be made as a part of the preliminary budget proposal, and shall incorporate projected financial aid for the next five International Conventions.

C. Limitations in Aid

The following limitations shall apply in budgeting and dispensing aid to qualifying members:

1. The number of Quartets whose members shall be provided such aid shall be limited to the number eligible to compete from this District. Aid shall be provided only to members of those Quartets, which actually go to the International Contest or the Midwinter Contest for the purpose of competing.
2. Aid shall be provided only to the number of Chorus members who actually participated in the International Preliminary Chorus Contest.
3. A quartet earns its way to the International independently from the chorus, and therefore is entitled to receive both travel fund allocations if they are members of a competing chorus as well as a competing quartet.
4. A Senior Chorus who qualifies for the Mid-Winter Festival competition shall be dispensed aid as budgeted.

D. Budget

1. The Travel Fund shall be a separate account maintained within the District Treasury, earmarked specifically for use in this program. No moneys may be withdrawn from this Fund for any purpose other than financial assistance to contestants in international competition representing the Cardinal District, without the approval of the Board of Directors.
2. Two budget items shall be provided in the annual District operating budget for the Travel Fund. The first item is the income. The second is the estimated expense.

E. Administration of the Fund

The District Treasurer shall be responsible for administering the Fund and shall:

1. Include in the annual District operating budget a Travel Fund income item and a Travel Fund expense item.
2. Shall disburse such aid to the International competitors at the Spring Convention or no later than thirty (30) days prior to the International Convention or at the Fall Convention or no later than thirty (30) days prior to the Midwinter Convention for a Senior Quartet.
3. Maintain a separate Travel Fund account within the District Treasury. (However, it will not be necessary to maintain a separate bank account for this Fund.) He shall include in all regular reports on finances to the Board of Directors and the House of Delegates the status of the Travel Fund.
4. Perform annually, prior to the Winter Meeting of the Board of Directors, an analysis of the Fund, projected income and disbursements over at least a three-year future period and advise as to the continuing validity of the established level of income.

F. Income

1. The Society or the District shall collect an amount from each chapter as stated in Article VIII, Section F, paragraph 2 (Travel Fund Assessment). This money shall be returned to the District to administer.
2. The District shall add, from its convention proceeds, a total of **\$4000.00** per year to this fund (**\$2000** to the fund after both the Spring and Fall Conventions (or Festivals)).

G. Hospitality Room

In addition to travel assistance, the District may, at the discretion of the District President, share in the expenses, to the extent of \$300, for a hospitality room secured by the chorus representative at the International Convention. All Cardinal members will, therefore, have access to and use of this room.

Article X

CONVENTIONS AND CONTESTS

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 Plateau 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 Mid-Winter Senior Chorus Festival.

- A.** 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:
 - a. Quartets must qualify no later than the first weekend in May.
 - b. Choruses must qualify by the end of October the year prior to the International Convention.
- B.** 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.
 - 1. 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.
 - 2. No alcoholic beverages are to be brought to the Contest site.
 - 3. The Official Barbershop Harmony Society Chorus and Quartet Contest Rules shall apply to these Contests,

C. Awarding of District Convention Sites

- 1. 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 District Director of Events.
- 2. 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.
- 3. Any and all District Chapters or affiliated Associations may submit requests to serve as hosts for conventions, regardless of the site chosen. A fee of \$1500 will be paid for the host service. More than one Chapter, Association or combination of each may share the duty. The naming of the convention hosts will be done by the District Board upon recommendation of the District Director of Events.

D. International Preliminary Quartet Contest

1. 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.
2. The number of Finalist Quartets shall be consistent with Society Judging Policy.
3. 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.
4. 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.

F. International Preliminary Chorus Contest

1. The number of Choruses competing in this Contest shall not be limited.
2. 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 and the District Champion Chorus. The Chorus finishing in second place shall be considered as the Alternate.
3. Choruses competing in this Contest shall be awarded first, second and third places.
4. If using only the one convention model (and it is in the Spring), then Chorus qualification will be for the next years' International Chorus Contest.

G. Spring (or time chosen) District Plateau Chorus Contest

1. All District Choruses are eligible to compete in this Contest except the current or prior International Chorus Champion, if from Cardinal District. The "layoff" period must include two Spring Contests.
2. This District Plateau Chorus Contest shall provide the means for selecting the District Plateau Chorus Champions in each plateau.
3. 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. Choruses with no contest history will automatically be placed in Plateau A.

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.

Initial Plateau levels will be as follows:

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

4. The highest scoring chorus in each plateau will be designated as the Plateau Chorus Champion for that plateau for a period of one year.

H. District Quartet Contest

1. 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.
2. 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.
3. The number of Finalist Quartets shall be consistent with Society Judging Policy.

I. Eligibility of Chorus Competitors

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

J. Seniors Quartet Contest

1. 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.
2. The Senior Quartet Contest usually held in the fall is to qualify a quartet for the International Senior Quartet Contest to be held during the Society's next Mid-Winter Convention. The highest scoring Senior quartet in the fall contest will earn the right to represent the District in that contest.
 - a. To qualify as a Senior Quartet, the quartet must meet the criteria as set out in the Society Contest & Judging regulations.
 - b. The quartet must be registered with the Society.
 - c. If only one Senior Quartet Contest is held for the year and it is in the spring, then it will be for Qualification to the Society's next Mid-Winter Convention.
3. The quartet must declare its intention to compete in the Seniors Quartet Contest within the same time guideline as all other quartets, but may also compete as a District Quartet if they so desire.

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

K. Convention Registration

1. All contestants on stage will be society members in good standing and in possession of an All Events Registration.

2. 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.

3. Workers receiving Complimentary All Events Registrations may include but are not limited to:

- a. Society Board Representatives
- b. Events Director
- c. Contest and Judging Director
- d. District Backstage workers

4. Complimentary All Events Registrations will not be awarded to Host Chapter members who are competing unless they fall into one of the above categories or are specifically approved by the District President on a case by case basis.

5. Complimentary All Events Registrations will be awarded to VIP Chorus members if and when the District Board offers that program to a small chapter.

Article XI

DISTRICT AWARDS

The Awards Chairman 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

A. Spring Convention

1. Cardinal District Barbershopper of the Year, (BOTY). The BOTY shall 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.

2. Cardinal District Chapter of the Year. (COTY) The rules pertaining to selection of the BOTY shall also apply to the COTY.
3. Plateau A, AA, AAA, and AAAA Chorus Championship Awards and most improved chorus for each plateau as applicable.
4. Cardinal District Senior Quartet Champion
5. International Representative Quartet(s).
6. Cardinal District Collegiate Champion and representative Quartet
7. Novice Quartet Champion.

B. Fall Convention

1. Cardinal District Hall of Fame Inductee (s). The inductee into the Hall of Fame shall be determined by the Hall of Fame Committee, which is composed of the last three inductees, with the latest inductee acting as the chair.
2. Cardinal District Bulletin Editor of the Year for Small Chapter Bulletins.
3. Cardinal District Quartet of the Year. (QOTY) The rules pertaining to the selection of the BOTY shall also apply to the QOTY.
4. "Most Improved Chorus" Award.
5. Seniors Quartet International Representative
6. International Chorus Representative & District Chorus Champion
7. Top three scoring quartets and choruses
8. Novice Quartet Champion

Article XII

RESPONSIBILITIES IN ORGANIZING A NEW CHAPTER

A. Director of Member Services

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

B. Sponsoring Chapter

1. 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.
2. Organizational responsibilities of the sponsoring Chapter include:
 - i. Preliminary ... Arrange the initial meeting with the key man 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 keyman/group.
 - ii. 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.
 - iii. 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.
 - iv. 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.
 - v. It is the responsibility of the sponsoring chapter to keep the Director of Member Services aware of these activities.

C. Quartets and Choruses

1. 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.
2. 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

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

Article XIV

DISSOLUTION OR MERGER OF CHAPTERS

- A. 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 By-Laws.
- B. No Chapter charter shall be surrendered or revoked without the specific recommendation of the District Director of Member Services.
- C. 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.
- D. A Chapter charter or license may not be revoked or suspended without an affirmative vote of a majority of the District Board of Directors.
- E. MERGER.

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 SESSIONS

- A. Once each year, following election of new Chapter and District Officers, and prior to the beginning of their respective terms in office, all Chapter Officers-elect shall attend a Society / District sponsored seminar for the purpose of receiving training in their duties. These seminars will be known as Leadership Academy (formerly known as COTS (Chapter Operations Training Seminar)).
- B. The Leadership Academy session may be held in a central location in the District, or may be held in conjunction with another District, also centrally located to both Districts.
- C. The District Vice President of Leadership Development shall have overall responsibility for Leadership Academy training in the District.

He 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 Society Office on scheduling and administration of Leadership Academy.
- D. District Officers will attend the Society sponsored "LEADERSHIP FORUM" at a place to be specified by the Society. The district may share expenses with the Society for specified District officers to attend these seminars.

Article XVI

DISTRICT DIRECTORY

The District Directory of chapters and members is available on the Society Web Site (www.barbershoppers.org), Members Only section and will not be published as a separate document.

Article XVII

IN-KY NOTES - DISTRICT BULLETIN

A. Purpose

The District may publish a news and educational service bulletin to be known as IN-KY NOTES. IN-KY NOTES may be published up to four times per year and shall provide the following services:

1. Encourage the establishment of Chapter bulletins.
2. Publish technical information on the production of good bulletins.
3. Publish news stories, articles, features and general information.
4. Publish a calendar of coming events within the District and of the Society.
5. Provide accurate and timely news of Society, District and Chapter activity.
6. Publish public relations information and encourage public relations programs of Chapters.
7. 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.

B. The District President will appoint the Editor of IN-KY NOTES for a term of one year. 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 IN-KY Notes

C. IN-KY NOTES will be provided to each member of the Cardinal District and such other Society members as may, in the opinion of the editor, be appropriate. It will also be posted on the Cardinal District Web Site (www.Cardinaldistrict.org)

Article XVIII

SHOW CLEARANCES

A. Purpose

The purpose of obtaining show clearances is to prevent conflict 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.

B. Procedures

1. Only the District Secretary will do 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.

2. The Host Chapter shall obtain clearances for Contests or any other sponsored shows. The Chapter Secretary of the host chapter shall obtain clearances for Annual Chapter Shows or Parades. For Charter or License Night Shows, the Sponsoring Chapter shall obtain clearance.
3. No clearance is required for inter-chapter visits, package shows or community services (charity) appearances unless such event is being presented in the vicinity of another Chapter, which is presenting a show. It is strongly recommended that notification of all such appearances be sent to the neighboring Chapter.
4. The District Secretary will promptly notify the requesting group of the clearance granted. An information copy of this clearance will be transmitted to Society Headquarters and to the District web page administrator who will post it to the web site immediately upon receipt. Information to appear on the District web site will include: Chapter, chapter contact, date, time and location of show, and date District Secretary received and approved request for clearance.

Article XIX

Quartet Champions Association

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. 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.