



Evergreen District Operations & Policy Manual

**2023 Version Adopted by Evergreen District
House of Delegates June 17, 2023**

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PREFACE

0.1 Welcome

This document is meant to help in the administration of the Evergreen District and its chapters. It is hoped that all district personnel and chapter officers will read this document and use it to help in the governance of the district.

0.2 Acronyms

The following is a partial list of acronyms used in this manual.

ASCAP	- The American Society of Composers, Authors, and Publishers
BMAL	- Board Member-at-Large
BHS	- Barbershop Harmony Society
BLMF	- Bud Leabo Memorial Fund
BMI	- Broadcast Music, Inc.
BOTY	- Barbershopper of the Year
C&J	- Contest and Judging
DBOD	- District Board of Directors
DET	- District Events Team
DP	- District President
EVP	- District Executive Vice President
HCNW	- Harmony College Northwest
HOD	- House of Delegates
HOF	- Hall of Fame
LA	- Leadership Academy
MS	- member Services
RLA	- Regional leadership Academy
QCED	- Quartet Champions of the Evergreen District
SBOD	- Society Board of Directors
SC	- Singing Communities
SCDDC	- Society Chorus Director Development Committee
SOCAN	- Society of Composers, Authors, and Music Publishers of Canada
Society	- Barbershop Harmony Society
SPEBSQSA	- Society for the Preservation & Encouragement of Barbershop Quartet Singing in America, Inc.
TTA	- Tall timbre Award
YIH	- Youth in Harmony

ARTICLE 1 - PURPOSE

1.1 The Need for an Operations and Policy Manual

From time to time, the Evergreen District House of Delegates (HOD) and the Evergreen District Board of Directors (DBOD) shall determine policy for the conduct of district affairs. These actions shall be readily available to all members serving in a district administrative capacity. To fill this need, the DBOD has adopted this document as a source for directing day-to-day operations and for outlining specific district policies. Readers should also consult the Evergreen District website to find District policies on specific narrow topics.

1.2 Other Governance Documents

Other documents relating to the conduct of district affairs, such as the *Society Standard District Bylaws, Amended and Restated BHS Standard District Bylaws, Evergreen District Policies, Evergreen District Events Manual, Society Operations Manual, and the Evergreen District Contest and Judging Rules* are included by reference as a part of this *Operations and Policies Manual* (hereinafter referred to as "Manual").

These documents, or links to these documents, can be found on the Evergreen District Website. Readers are encouraged to consult the source document, especially when charting a course of action.

Governance documents of affiliate organizations (i.e., Bud Leabo Memorial Fund (BLMF) and the Quartet Champions of the Evergreen District (QCED)) shall also be used for reference in conducting the business of the District.

These documents, or links to these documents, can be found on the Evergreen District Website (<https://evgdistrict.com/>). Readers are encouraged to consult the source document, especially when charting a course of action.

1.3 Hierarchy of Documents

To the extent that any provision of this Manual conflicts with the aforementioned district-generated documents, the priority of the documents from highest to lowest shall be: *Amended and Restated BHS Standard District Bylaws, Evergreen District Policy and Operations Manual, Evergreen District Events Manual, Evergreen District Contest and Judging Rules*.

1.4 Amendment Process

Amendments/revisions shall be made by additions to, or reprinting of, the affected page(s), and the reprinting of this document showing the following: date of the amendment and page(s) amended, excluding corrections of spelling, punctuation, or formatting.

A history of added, deleted, and modified sections of this document, along with notations of the date and authority for such change(s), shall be maintained by the District Secretary and made available to any member on request.

Society **Governance and Bylaws** Committee approval shall be obtained for any amendment / revision to this document.

1.5 Review of Governance Documents

All district governing documents shall be reviewed and updated at least every three years by the DBOD, or as needed.

ARTICLE 2 - ARTICLE II - GEOGRAPHICAL BOUNDARIES OF THE DISTRICT AND DIVISIONS

2.1 District

The Evergreen District boundaries are established by the Society Board of Directors (SBOD) and currently include chapters in the States of Alaska, Washington, Oregon, parts of Idaho and Montana and the two Canadian Provinces of British Columbia and Alberta.

2.2 Division

The District consists of the five geographical Divisions as outlined below:

Division I: All Chapters in British Columbia (except the Nelson Chapter) and the Bellingham, San Juan Island, and Anacortes Chapters in Washington.

Division II: All Chapters in Western Washington (except the Bellingham, San Juan Island, and Anacortes Chapters) and in Alaska.

Division III: All Chapters in Alberta.

Division IV: All Chapters in Oregon (except Oregon Chapters east of and including LaGrande)

Division V: All Chapters in Eastern Washington, Idaho, Oregon Chapters east of and including LaGrande, the Nelson Chapter in BC, and the Bozeman, Kalispell, Helena, and Missoula Chapters in Montana.

2.3 Establishment of New Chapters

The District Director of Education and the DBOD shall work with extension and licensed groups in conformance with BHS Rules and Regulations regarding the establishment of new chapters.

2.4 Newly Chartered Chapters

Newly chartered chapters shall be exempt from paying registration fees for five of their elected officers to attend the District Regional Leadership Academy (RLA) within the first year of being chartered.

The Evergreen District will review the musical capabilities of new chapters and provide registration scholarships as needed to all newly chartered chapters to attend Harmony College Northwest (HCNW) within the first year of being chartered. These scholarships will be intended for use by the new chapter's music leadership team, and the HCNW registration fee will be paid by the District to HCNW.

2.5 Dissolution of Chapters

The dissolving – or dissolution – of a chapter is a serious business, and a technical process. When a chapter is considering such a step, they must contact the District President. The District will provide guidance and direction to the chapter, so that all legal requirements are met, and that the dissolution is effectively and completely accomplished.

In addition to a chapter voluntarily choosing to dissolve itself, the Society, according to the most current Society Rules and Regulations Handbook, shall have the power to dissolve chapters, in accordance with the Society Standard Chapter Bylaws, Article XI.

ARTICLE 3 - HOUSE OF DELEGATES (HOD)

3.1 House of Delegates (HOD)

The HOD membership, quorum, rules of order, and order of business are defined in the *Amended and Restated BHS Standard District Bylaws*, Article IV. The frequency of meetings and methods for voting for the HOD are defined therein.

3.2 House of Delegates (HOD) Mandatory Actions

It is mandatory that the HOD act on the following matters:

- Election of District Officers
- Revision of District dues
- Amendments to Evergreen District Bylaws
- Agenda items submitted by chapter delegates or DBOD.
- Any other matters acted upon by the DBOD when deemed proper, or necessary, by the DP and included as agenda items to the HOD meeting.

3.3 Receipt of Agenda Items

The HOD delegates shall receive the agenda and other reports from the District Secretary at least 15 days prior to the HOD meeting, unless such item is an appeal or call for ratification of and Evergreen DBOD action by the HOD as outlined in Article 3, Section 3.5 below.

3.4 Publication of Minutes

Official actions and meeting highlights of the HOD and Evergreen DBOD meetings shall be published in District publications, the Evergreen District Website, and/or reported via electronic means to each delegate of the HOD. This dissemination shall be completed within 30 days of the meeting. The DBOD, or a subset of the DBOD, shall review the minute before they are disseminated to wider audiences. All minutes shall include a clear statement that they are not official until they have been approved at the next meeting of the body. Meeting minutes will be made available to Evergreen members via the evergreen website (<https://evgdistrict.com/>). A summary of the meeting highlights will be included in the Evergreen *Timbre*.

3.5 House of Delegates (HOD) Appeal/Ratification of District Board of Directors (DBOB) Actions

All business conducted by the DBOD, in the absence of a call for appeal or ratification by the HOD, shall be considered final. Such an appeal may be presented to the HOD by any delegate as a motion and shall be resolved following the standard rules of order for the HOD.

ARTICLE 4 - DISTRICT GOVERNANCE

4.1 Elected Officers

The officers for the District, qualifications for District officers, and methods of election or appointment are defined in the *Amended and restated District Bylaws*, Article V. The composition of the District Board of Directors (DBOD), duties, meetings, quorum, rules of order, and methods of participation and voting are defined in the *Amended and restated District Bylaws*, Article VI.

The appointed Society Board Member for the Evergreen District is a non-voting member of the DBOD. He or she is selected by the SBOD.

4.1.1 Election of District Officers

By January 1 of each year, the DP for that year shall appoint and announce three or more members to act as the District Nominating Committee, as required *Amended and restated District Bylaws*, Article VII. They shall be active members of a Chapter in the Evergreen District who are familiar with the management structure and bylaws of both the District and Society.

A slate of officers shall be prepared by June 1st of the year and submitted to the District Board for review.

The District Nominating Committee must file a formal report to the DBOD prior to the spring / summer meeting of the HOD, listing the names of the committee's recommendations. A request for additional nominations shall be presented at the HOD meeting, to be received by the District Nominating Committee by August 1.

The nomination process shall not be limited to those recommended by the District Nominating Committee. Nominations may be made by delegates to the HOD. Nominations from the HOD must be processed through the District Nominating Committee and added to the ballot prior to distribution to the members of the HOD.

On or before August 15th, the Chair of the District Nominating Committee or District Secretary will email the District Nominating Committee's recommendations to each member of the HOD and ask for any additional nominees from any member of the HOD. Those additional names will be processed by the District Nominating Committee. On or before September 1st, the slate of nominees and ballots will be distributed electronically to the HOD for elections. When a contested election occurs, a letter from the committee nominee and the floor nominee will be included with the ballot. Active and progressive politicking is encouraged, as long as it is without slander.

The HOD delegate will mark his ballot and return it electronically at least one week prior to the Fall District Convention.

The District Secretary will consolidate the ballots and submit the result to the DP who will announce the names of the newly elected offices to the HOD and to the audience at an appropriate time during the Fall Evergreen District Convention. If any newly elected officers are absent from the District Convention, the DP will inform the DBOD and the newly elected officers in written form within 14 days of the Fall Evergreen District Convention.

The Society Board Representative will announce the election results to the HOD at the District Convention and District Secretary will record the results in the minutes of the HOD meeting. The District

Secretary will ensure the results are published in all District publications, and ensure the results are published on the District website.

The elected officers will be inducted at an appropriate place and time, preferably at the same fall HOD meeting while a Society Board representative is in attendance. The elected officers will take office on January 1st of the following year regardless of when the induction ceremony takes place.

4.1.2 Elected Officer Tenure

The term of office for all District officers is defined in *Amended and restated District Bylaws*, Article V, Section 5.03.

4.1.3 Duties of the DBOD Members

The duties and responsibilities for the DBOD members shall be defined by the DP, approved by the DBOD, and recorded in the document *District Leadership Duties and Responsibilities*, which shall be available on the District website.

4.2 Memorandum of Understanding

4.2.1 Overview

The Memorandum of Understanding (MOU) is a business operations plan that outlines the goals, activities, timelines, and associated expenses for the Evergreen District for the upcoming year. This document is required by the Barbershop Harmony Society (BHS) standard district bylaws. The District President is accountable for the development of the MOU, and the board-member directors are responsible for its development. It is reviewed by the House of Delegates (HOD) during the mid-year meeting and finally approved at the fall convention meeting. This operation manual entry provides guidance on managing the MOU process annually.

4.2.2 Step 1: Developing the MOU

The board-member directors will collaboratively develop the draft MOU, with oversight and guidance from the District President. This process will start at least six months before the mid-year HOD meeting. The directors will review the previous year's MOU and evaluate its success and failures. Based on the evaluation, they will set realistic goals, define activities, timelines, and associated expenses for the upcoming year. Note that annual budget development and approval is integrated into this MOU process since the MOU describes all elements of the operating plan.

4.2.3 Step 2: Reviewing the Draft MOU

The draft MOU will be sent to the HOD 30 days prior to the mid-year meeting, usually held at Harmony College Northwest. The HOD will be given adequate time to review the document and provide feedback. The board-member directors will be available at the HOD meeting to answer any questions and address any concerns raised by the HOD.

4.2.4 Step 3: Finalizing the MOU

After incorporating the feedback received from the HOD, the board-member directors will finalize the MOU. The finalized MOU will be sent to the HOD 30 days prior to the fall convention meeting for approval. The HOD will be given adequate time to review the final document and vote on its approval. The MOU will be approved by a majority vote of the HOD.

4.2.5 Step 4: Notice Requirement

The District Secretary will provide a 30-day notice of the MOU before each HOD meeting, notifying the members of the upcoming meeting and agenda items, including the MOU review and approval process.

4.2.6 Step 5: Execution of the MOU

Once the MOU is approved by the HOD, the board-member directors will start executing the activities as per the defined timelines and expenses beginning in January of the following year. They will keep the HOD updated on the progress of the activities at regular intervals. If any changes are required in the MOU during the execution process, the board-member directors will notify the HOD and seek their approval.

4.2.7 MOU Process Calendar

Step 1: Developing the MOU

- January-February: Review previous year's MOU and set goals for the upcoming year.
- March - May: Define activities, timelines, and associated expenses.

Step 2: Reviewing the Draft MOU

- May: Send draft MOU to HOD for review, 30 days prior to mid-year meeting.

Step 3: Finalizing the MOU

- June-October: Incorporate feedback from HOD and finalize MOU.
- October: Send final MOU to HOD for approval, 30 days prior to fall convention meeting.

Step 4: Notice Requirement

- 30 days prior to each HOD meeting: Provide notice to members of the upcoming meeting and agenda items, including the MOU review and approval process.

Step 5: Execution of the MOU

- January - December: Execute activities as per the defined timelines and expenses, keeping HOD updated on progress at regular intervals.

4.2.8 Conclusion

The MOU process is critical for the successful operation of the Evergreen District, and it is required by the BHS standard district bylaws. The District President is accountable for the development of the MOU, and the board-member directors are responsible for its development. By following the steps outlined in this operation manual entry, the board-member directors and the HOD will work together to ensure that the MOU is developed, reviewed, and approved in a timely and efficient manner, with a 30-day notice requirement for both the draft MOU and the final version for approval prior to the HOD meetings. The execution of the MOU will help achieve the set goals and objectives for the Evergreen District.

4.3 Committees

4.3.1 Committee Chairs Appointments

The DP, in accordance with the *Amended and restated District Bylaws*, will appoint Committee Chairs for all standing, special, and/or ad-hoc committees for a one-year term commencing January 1st and ending December 31st of the administrative year.

4.3.2 Standing Committees

The DP will annually establish standing committees and appoint respective chairs. Committees identified below are only typical and are not mandatory. Others may be created as deemed necessary.

The following committees are suggested for annual appointment:

- Recognition Awards (which include Barbershopper of the Year, Hall of Fame, and Tall TimbreAwards)
- Performance Awards
- Ethics

- Laws and Regulations
- District Nominating Committee
- Long Range Planning
- Budget
- Historian/Archives

4.4 Business of the District Board of Directors (DBOD)

4.3.2 Meetings

The DBOD shall conduct business at such times and places as are prudent, convenient, and feasible to ensure the efficient and effective governance and operation of the District. These meetings may be held virtually or in person in conjunction with District events (e.g., Prelims, HCNW). When a meeting is held in conjunction with an event, the ticket or registration fee for that event will be paid for by the member, and then the cost of ticket or registration fee will be reimbursed by the District.

4.3.3 Voting Procedures

Most business will be conducted during meetings; however business may also be conducted by email. For such business, a motion shall be accepted by the President and Secretary and presented to the DBOD electronically, who will have up to ten (10) days to respond. To pass, the motion must receive a simple majority of affirmative votes of the DBOD within the allotted time. Any votes of members not responding within the allotted time shall be considered ABSTAIN votes. Any motion failing electronic voting may be brought forward at a regular meeting of the DBOD.

ARTICLE 5 - REPORTS OF DISTRICT OFFICIALS

5.1 Reports

The District Secretary, District Treasurer, Committee Chairs, and other officials designated by the DP shall submit written reports to the DP, based on the District Report Schedule created and managed by the DP. These reports shall be collected, compiled, and distributed by the District Secretary to the DBOD and HO as needed. These reports shall briefly state a review of progress during that reporting period or portfolio are goals and actions to be taken in the next reporting period. The District Secretary will report and additions or recommendations to changes in the District Policy. The District Treasurer will provide a summary financial report, showing any severe variations to the District budget.

The District Goals shall be reported to the Society as required through the MOU process outlined in Article 4.2 above.

5.2 House of Delegates (HOD) Reports/Agenda

The District Secretary shall deliver the HOD Agenda to the delegates prior to the date of the meeting by posting the agenda on the Evergreen District website and sending it to each Chapter Contact by direct email to each delegate.

The District Secretary shall also deliver by email a copy of the HOD Agenda, reports by the Committee Chairs (including the District Nominating Committee report), a schedule of convention events and meetings (provided by the DP) and any other material pertinent to the HOD meeting, to the chapter delegates and members of the HOD, prior to the HOD meetings.

The District Secretary, or DP, shall forward a copy of the slate of candidates, as released by the District Nominating Committee Chair, to the district bulletin editor for publication in the edition of the bulletin closest to deadlines as outlined in section 4.1.1. This information shall also be posted on the Evergreen District web site and sent to each Chapter Delegate via email and/or by direct mailing.

ARTICLE 6 - DISTRICT PRINT AND ONLINE BULLETIN

6.1 Description

6.1.1. Timbre

The District Bulletin will be called *Timbre* and will be the official publication of the Evergreen District. The bulletin will be published on a regular basis to inform, entertain, educate, and encourage a spirit of “togetherness” of the members of the district. Inclusion deadline is 5 days before publication.

6.1.2 Greensheet

The additional District Bulletin will be called *Greensheet* provided monthly. The *Greensheet* will feature events, activities, and other items of general interest. Inclusion deadline is 5 days before publication.

6.1.3 Chapter Leader News (CLN)

Published on the 15th of the month to provide reminders to Chapter boards of responsibilities, upcoming events, and district activities. Sent via email to Chapter board members. Inclusion deadline is 5 days before publication.

6.2 Frequency of Publication

District Bulletins will be published on prescheduled dates, as established by the editor. Article and information inclusion deadlines will be 5 days before the set day of publication. No items will be accepted after the deadline.

6.3 Contents

Each issue of the *Timbre* should contain:

- A message from the DP who shall make observations and comments on happenings of interest in the District and at the Society level.
- Articles from the DBOD members, who are expected to contribute to each issue.
- A digest of district happenings.
- A Master Calendar of Events.
- Advance advertising of District contests and regional events.
- Links to website support documents per subject as needed.
- Profiles of District members as available.

Offensive or off-color material will not be used.

Each issue of the *Greensheet* should contain:

- Articles by any member of the DBOD.
- Timely items.
- Short current news articles and Chapter articles as available.
- Current portions of the Master Calendar of Events, as space permits.
- Information directing the reader to the website.

6.4 Advance Advertising of District Contests and Regional Events.

6.4.1 Chapter Leader News

The CLN Editor shall prepare the newsletter to be distributed to Chapter Board Members on the 15th of each month. To encourage and assist chapters leaders in fulfilling their monthly duties, timely reminders, upcoming events and workshops, opportunities, and educational events. Published under the auspices of

the District Secretary. Article and information deadline the 10th of each month.

6.5 General Editorial Policies

The following policies have been established for the District Bulletin publications:

- Prudent use of advertising will be permitted in the *Timbre*.
- The host chapter of the Fall District Convention shall be permitted prudent and free advertising for the convention in the issue(s) during the year prior to the actual convention.
- Commercial (non-EVG entity) advertising requests approved by the Communications Team will be negotiated by the Communications Director with advisement from the EVG Board as required.

ARTICLE 7 - CONVENTIONS MANAGEMENT

7.1 Evergreen District Conventions

In 2019, the DBOD and HOD approved the formation of a District Events Team (DET) to oversee the Evergreen District Convention. Coming out of the pandemic, Division chapters were hesitant to take the financial risk of hosting Division conventions. Therefore, in 2022 and 2023, the DET's role expanded to include the District Spring Quartet Prelims.

Historically, quartets and choruses qualified for the District convention via the Division contest. In 2022 and 2023, all quartets and choruses in EVG were given an open invitation to compete at District, therefore bypassing the traditional qualification process.

In 2024, Chapters may again choose to host Division conventions, but will no longer host the District convention. However, local chapters can support the convention by providing registration and transportation assistance and local knowledge of restaurants, hotels, and theatres, for example. They can be compensated by an honorarium paid to the chapter(s) for their local support.

The District through the DET now funds the conventions, oversees all contracts, sets up registration and manages the convention budget.

Policy pertaining to the management of conventions will be updated in the Evergreen District Events Manual by the DET. The rules pertaining to the contest portions of the conventions are in the Evergreen Contest and Judging Manual.

Evergreen District Conventions (including Division conventions) shall include quartet and chorus contests. DBOD and HOD meetings held at these locations are determined by the DBOD.

7.2 Convention Management

The District Director of Events shall approve venues, have jurisdiction over and supervise all conventions. The designated Convention Chair shall be the on-site manager.

The contest portion of the convention shall be managed and overseen by the District Director of C&J, but the actual contest will be controlled by the Contest Administrator assigned through the Society C&J Chair and his committee.

Dates, locations, and hosting chapters for all District Conventions must be set as far in advance as possible and placed on the Master Calendar of Events. These conventions must be approved by the DBOD and the Society. All attempts will be made to minimize conflict with holidays, SAI events, and Far West District conventions.

The DET shall approve the site and the supporting chapter(s) for the Spring District Convention. The DET will make recommendations to the DBOD for the approval of the convention sites and supporting chapters for the Fall District Convention.

7.3 Convention Categories

Throughout the year Evergreen District will conduct District and Division (when reinstated) Conventions.

The District Conventions shall include the Spring International Quartet Prelims and the Fall District Convention.

Division Conventions will be held in each geographical division March - May.

7.3.1 District Spring Convention

The District Spring Convention will be held in conjunction with a specific Division Convention (when reinstated), as determined by the DET.

The District Spring Convention will be the venue for the District's International Preliminary Quartet Contest, which will be the contest where the District's quartet representatives will be chosen to compete in the International Quartet Contest that summer.

If applicable, the District representative to the International Collegiate Quartet Contest shall be the highest scoring collegiate quartet from the five division quartet contests.

Without a corresponding Division contest, all expenses incurred while hosting a District Spring International Preliminary Quartet Contest shall be the responsibility of the District.

Chapters wishing to support a District Spring Prelims Convention must contact the DET.

7.3.2 District Fall Convention

The Fall Convention will be the venue for the District's Chorus and Quartet Contest.

The Fall Chorus Contest will be an International Preliminary Chorus Contest, and the winner of that contest will be the District Representative to the next International Chorus Contest held the following summer.

The Fall Contest shall also include the District's Senior Quartet Contest and the District International Preliminary Seniors Quartet Contest. The highest scoring Seniors Quartet in the International Preliminary Contest will be the District Representative to the International Seniors Quartet Contest held at the next Society's Mid-Winter Convention.

All expenses for hosting the Fall Convention/Contest will be the responsibility of the District. Local chapter(s) who support the convention will be paid an honorarium.

7.3.3 Division Conventions (suspended 2022, 2023)

When applicable, Division Conventions shall be held annually in the five geographical divisions of the Evergreen District and should be completed by May 31st each year, or as approved by the DBOD.

Division Convention locations and dates are approved by the DET and shall not be held on the same dates as the Spring Prelims except for the Division hosting Prelims.

If Division conventions are reinstated across the District discussion will be held between the DET and potential hosting chapters to determine financial viability of the convention, and the responsibilities of the DET and local chapter.

All contests shall be conducted in accordance with Society and District C&J rules.

7.3.4 Extra Panels of Judges at Division Conventions

In the past, when financial viability was in question, the Evergreen District would pay to a Division Convention host chapter \$2,000 toward the judges' expenses for a Division contest/convention that required more than one panel of judges. Should Division Contests be reinstated, this provision will include conventions with the prelims contest. Payment will occur after the submittal of the convention financial report.

7.4 Other Conventions

Conventions may include Seniors Quartet Contests, Very Large Quartet Contests, High School and College Contests, and Novice Quartet Contests, as long as they do not interfere with the above-mentioned conventions and contests.

7.5 Convention Review – Including Financial Reporting

Within 60 days of the conclusion of each Division and District Convention, the convention shall be reviewed by the DET. The resulting report should include evaluation of the venue, HQ Hotel, Afterglow, Registration, Judges hosting, Contest, travel issues, budget issues, financial reporting, and other lessons to be learned and improved for the next convention.

ARTICLE 8 - SHOW CLEARANCES

8.1 Purpose

Chapters wishing to put on a show must obtain a show clearance from the District (which effectively approves the date and the event), and pay appropriate fees and licenses, when applicable. While these two items can end up being two steps in a longer process, they should be thought of as two distinct requirements.

The purpose of obtaining show clearances is to ensure that all performance application licenses are obtained and collected, and to prevent conflicts between neighboring or adjacent chapters wanting to hold events on the same day, or conflicts with significant District or Division activities. Conflicts make it difficult to obtain quartets, may prevent nearby barbershoppers from attending both events, may reduce public attendance, and/or may result in unpleasantness between chapters.

If there is any doubt about whether a chapter feels they need to pay fees, it is best to err on the side of paying, so as to avoid any legal / copyright battles with BMI, ASCAP or SOCAN. Finally, the onus is on the chapter to ensure compliance with requirements for show clearance, show license and copyright fees.

8.2 Procedure

Only the District Secretary shall grant show clearances, and the following rules will apply:

- Show clearances and dates will be secured on a first-come, first-served basis. Postage dates or email received dates will determine priority.
- Coinciding show clearances may not be issued to chapters within 50 miles (80 kms) of an adjacent chapter unless both chapters agree in writing.
- No show clearances shall be granted on dates when the District Convention, CLT, HCNW, QCED Seaside Show, nor when a CDWI is being held within that Division. When prior, written approval has been given and the applicable forms are submitted prior to the above event, clearance may be granted. The District Board may grant specific exemptions to this restriction regarding events on the same date.
- No show clearances will be granted for the same date as a chapter's own Division Convention, unless written approval and forms are submitted by a chapter prior to when the Division Convention is scheduled.
- No show clearances will be granted more than two years prior to the event.

The process for requesting a show date is as follows:

- Go to the District website <https://evgdistrict.com/>; click on Events/Submit Your Event, fill out the form and click Submit. A copy will then be emailed to the District Secretary and the District Director of Communications. The District Secretary will acknowledge and approve the date by email. This approval means that there are no conflicts on that date, and it will give the chapter's show first priority on that date.
- Continuing the process: The District Secretary will then ask the chapter to submit (via snail mail) Society Form 3016 along with a check for the appropriate amount (for US chapters). Canadian chapters may email, or snail mail Society Form 3018 to the District Secretary.
- The District Secretary will sign the form and will return a copy of the signed form by email. This step ensures that proper fees have been paid, and licenses have been secured,

8.3 Master Calendar Considerations

District events have priority over all other events. Dates for these events are scheduled by the Director of Events and are confirmed by the DBOD. DBOD confirmation is clearance for the District Secretary to list these events on the calendar.

Chapter events are cleared in one of two ways.

1. By verbal or written communication with the District Secretary to determine whether a given date(s) is free of conflict. If the date is clear, and so requested, the date will be tentatively approved. Verbal requests will only be placed on the calendar after submission of BHS Form 3016 or BHS 3018 and receipt of a check for the appropriate amount.
2. By submission to the District Secretary of Society form 3016 "Application for Show Clearance and ASCAP and BMI License" or form 3018 "Application for Show Clearance and SOCAN License." The execution of the appropriate form by the District Secretary automatically clears the date and places it on the calendar.

There are no time restrictions on when clearance requests for chapter events may be submitted to the District Secretary, however, clearance will not be granted for any event that is **more** than 24 months in the future.

If two or more clearance requests for the same event date are received from neighboring chapters where there might be conflicting interests, the District Secretary shall be responsible for negotiating with the chapters for an equitable decision. Dates for events less than 12 months in the future will be on a first-come, first-served basis, as received by the District Secretary.

The District Secretary shall reply to all clearance requests no later than fourteen (14) days after they are received, except when he is on vacation or otherwise not available. In such cases, the post-marked regular postal mail date or the transmitted E-mail date will determine the date of receipt of the request.

Significant events from Sweet Adeline International Regions as applicable will be listed on the calendar.

Clearance of dates is a prerequisite for applying for a BMI/SESAC or SOCAN performance license. Chapters are responsible to complete the ASCAP (3016) or SOCAN (3018) form. Copies of these forms are available on the BHS website and are found in the Society's Chapter Secretary Manual Exhibits. These forms can be downloaded.

8.4 When Clearance is Not Required

No clearance is required for inter-chapter visits, benefit shows or community service (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 chapters.

Although formal clearance is not required for shows sponsored by others, conflicts with cleared events may occur, and it is strongly suggested that said shows be informally cleared through the District Secretary before concluding arrangements.

Performance license fees (Broadcast Music, Inc. (BMI), The American Society of Composers, Authors, and Publishers (ASCAP) and/or the Society of Composers, Authors, and Music Publishers of Canada (SOCAN)) may be required even though a clearance date is not required for chapter sponsored shows.

It is the responsibility of the performing chapter or affiliated organization to ensure that performance license fees are paid when required...

8.5 Additional Information on Show Licensing and Clearances

Some of the language in the following material might be misconstrued to imply that BHS pays those licensing fees without any reimbursement. With respect to the process for all of the licensing organizations, the reader is directed to the Chapter Secretary Manual for information (and specific requirements) re licensing and fees.

The following is excerpted from the Secretary Manual (2012 edition) to further explain the process.

PERFORMANCE LICENSES AND SHOW CLEARANCE

BMI/SESAC Licensing

The Society has blanket agreements with BMI (Broadcast Music Inc) and SESAC (a third licensing group representing gospel and other contemporary songwriters and publishers) whenever any part of their repertoire is performed during a chapter function for which there is an admission charge. Failure to obtain a license may constitute an infringement of copyright law and the payment of damages. By agreement with BMI and SESAC, the Society is authorized to issue licenses on their behalf, and a procedure has been established, through the districts.

ASCAP

A blanket agreement between ASCAP and the Society is in force. All Society chapters are covered by this agreement. ASCAP is the American Society of Composers, Arrangers and Publishers. By agreement the annual fee is paid by the BHS on behalf of all performing chapters in the Society.

Chapters that do NOT perform in ANY show during a given year do not have to pay any ASCAP fees for that year. However, these chapters should notify BHS that they are not paying any ASCAP fees for the year by email at Library@barbershop.org.

SOCAN

Canadian chapters will no longer send any of their performance clearance/SOCAN Licensing Application and fees to the Society headquarters and should deal directly with SOCAN.

Note: The SOCAN form must be signed and approved by the district secretary BEFORE clearance for a show date will be granted. The signed form will be returned to the chapter secretary for further processing after the show is completed.

Chapter Responsibility: It is the responsibility of all chapters and affiliated organizations to follow all procedures completely. Failure to pay proper license fees could result in copyright infringements and possible repercussions to the chapter, district, and the Barbershop Harmony Society.

BMI/SESAC and ASCAP for co-hosted shows

When a show is co-hosted by two or more chapters, be they BHS or SAI chapters, or combinations of both, ALL such chapters are required to file their own reporting forms and pay their individual fees, including both BMI/SESAC and ASCAP.

When a chapter is hired to perform on another chapter's show, they are NOT required to pay BMI/SESAC or ASCAP fees. This is also true if they perform on a gratis basis. The only chapter required to pay these fees is the host chapter.

Generally speaking, performance fees are not required if:

- No payments are made to any performers, promoters, or organizers.
- There is no direct or indirect admission charge.

If an admission is charged, the performance may still be exempt (so long as no payments are made to performers, promoters, or organizers) if the proceeds (after deducting the reasonable costs for producing the performance) are used exclusively for educational, religious, or charitable purposes.

The following events would not require a license:

- Division, district and international quartet and chorus contests where convention registrations are sold.
- Any function or event where attendance is strictly limited to Society members and their immediate families.
- A function from which the chapter donates the entire net proceeds to a charitable or educational organization, and no performance fees or payments of any kind are made to any performers, promoters, or organizers.

Note: ALL OTHER PERFORMANCES MUST BE LICENSED

If a chapter is in doubt, it is better to secure the license and pay the fees.

ARTICLE 9 - FINANCES

9.1 District Financial Policy

The financial policy for the Evergreen District is contained in this section.

9.1.1 District Membership Dues

Each member of the District shall pay annual District dues of an amount approved by the HOD. The DBOD will review this amount annually and adjustments will be recommended as necessary. Approval of any increase or decrease shall be made by a vote of the HOD.

The dues shall be due and payable upon receipt of a billing statement from the Society Headquarters Office, which will arrive to each member approximately eight weeks prior to their renewal date.

Current variations to dues payment are listed below:

- District lifetime members achieving their 50th anniversary with the Society shall not be charged District dues for the balance of the time they remain members of the Society.
- District senior members (as defined by the Society by-Laws) achieving their 50th anniversary with the Society shall not be charged District dues for the balance of the time they remain members of the Society.
- New members under 26 years of age shall not be charged district dues for the first year of their membership; and
- Existing members under 26 years shall be charged half the District dues until their first anniversary after reaching their 26th birthday.

9.1.2 Financial Obligations

When an individual is responsible for two or more District committees or functions, separate accounts will be maintained and reimbursed according to Evergreen District Policy.

9.1.3 Evergreen District Proposals to Contain Financial Impact Information

All proposals submitted by the DBOD to institute, eliminate, or modify a function, service, or responsibility, shall include an estimate of the effect of such proposal on the Evergreen District Budget.

9.1.4 District Income

District income includes district dues, revenue from conventions, special events and sales, and interest income from investments. District events that charge tuition or admission shall require prior DBOD approval of the tuition/cost schedule.

9.1.5 District Budget Limits

Amounts budgeted for a function shall be considered goals and not necessarily a limitation. Budgeted expenses are generally a function of budgeted income; hence, when actual results for income vary from the budgeted amount, one may assume that budgeted expenses must also vary. It is expected that the responsible officer shall not permit expenses to exceed the amount budgeted by more than five percent without approval of the DBOD, with subsequent budget adjustments at the next regular DBOD meeting.

9.1.6 District Non-Budgeted Expenses

Expenditures of money not identified in the budget must have prior approval of the DBOD.

9.2 Budget

The Evergreen District operates on an annual budget that is designed for the optimum use of resources.

9.2.1 Budget Preparation

The District budget will be prepared as identified in the MOU process in Article 4.2 above. To facilitate the process, the District Treasurer will make available a balance sheet and a report of actual expenses. The final District Budget will be presented by the District Treasurer at the Fall HOD meeting.

9.2.2 Annual Budget Review

At all DBOD meetings, the budget for that year will be reviewed and/or adjusted for the past and upcoming portions of the year, in light of District financial status and current non-budgeted proposals.

9.2.3 Non-Budgeted Costs Proposal

Proposals to add non-budgeted items to the current or proposed budget, to be presented at any DBOD meeting, will be sent to the DP and District Treasurer in advance of the meeting with a complete explanation and justification.

9.3 Authorized Signatures on District Checks

The signatures of the DP, District Secretary, and District Treasurer may be considered valid on a District check. When any officer of the DBOD is authorized to sign checks, and he is a Canadian citizen, it might not be feasible or effective for him or her to be a signing officer. In this case, he or she will assign the check-signing duties to another officer. This assignment of duties will be reflected in the DBOD minutes.

9.4 Expenses of District Officers

Members of the DBOD, Committee Chairs, and other officials who may be elected or appointed are entitled to reimbursement for actual expenses incurred in the conduct of their responsibilities (including requested attendance at meetings of the DBOD) within the limits of their budget as follows:

- Standard public transportation fares, including tax, or a per-mile rate approved by the DBOD for use of an automobile (Note: The per-mile reimbursement does **not** include tolls, parking charges, etc., and these expenses are to be reported separately on the expense vouchers). Reimbursement for auto travel shall not exceed the lowest round-trip airfare when available.
- Basic cost of hotel room (single- or one-half twin) plus tax, when necessary to be away from home overnight.
- Meals, when required, at a per diem amount approved by the DBOD.
- Postage, mailing, telephone, photocopy, and facsimile charges.

In the event that a member of the DBOD participates in any convention, meeting, contest, or other event for which all or any portion of his expenses are subject to reimbursement from more than one source (including, but not limited to the Evergreen District, the Society, the member's chapter or any other outside source), the District Officer may accept reimbursement of all or portions of such expenses from any or all of such sources, provided that there shall be no duplication of reimbursement for any individual item or portion of any item, and provided further that the District Officer shall fully disclose to each of such sources the availability of reimbursement from all such sources (including any conditions to reimbursement imposed by any such sources), and shall fully account to all such sources for the total of the reimbursements received..

9.5 Control of District Expenses

Evergreen District Financial Policy, as applied to District expenditures, is contained in the following sections.

9.5.1 Evergreen District Board of Directors (DBOD) and Committee Chairs Expenditures

DBOD and Committee Chairs shall submit expense vouchers to the District Treasurer for reimbursement. If an expense voucher will exceed the amount budgeted, or if any item on the voucher appears unreasonable, the District Treasurer shall consult with the Director of Events and/or the DP prior to payment.

9.5.2 Expenses Submitted After 90 Days

Reimbursement for expenses incurred more than 90 days prior to voucher submittal shall not be honored without special endorsement by the District Treasurer, the Director of Events and/or the DP.

9.5.3 Calendar Year Expenses

Reimbursement for expenses incurred during a calendar year shall be submitted by the end of that calendar year.

9.6 Special Expenses to Society Events

The DP, EVP, District Bulletin Editor(s), DOT members, and previously approved members of the District may attend approved Society meetings with reimbursement, in accordance with Article X, Sec. 10.4, as follows:

- Travel, over 250 miles: round-trip-air coach.
- Travel under 250 miles, auto mileage reimbursement at an amount approved by the DBOD, or (where available) round-trip, air coach fare, whichever is lower.
- Per Diem at a rate established by the DBOD.
- Lodging - one-half of the double/single room rate.

9.7 Contributions

The District may direct any portion of their budget to the Society's Harmony Foundation, BLMF, Sing Canada Harmony or philanthropic organizations, as seen fit by the DBOD.

ARTICLE 10 - DEADLINE DATES

10.1 Evergreen District Required Advance Notice, Lead Times and/or Deadlines

For the purpose of providing a ready reference of deadline dates affecting the administration of District and Chapter affairs, **the items in 10.2.1 through 10.2.8 have been compiled.**

10.2 Dates (Deadlines)

The dates, lead times and deadlines shown in the following sections have been established by the DBOD and are identified in the referenced documentation.

10.2.1 Agenda Items

Agenda items and subsequent reporting thereof will be provided as shown:

- Submit agenda items to the DP 14 days prior to any meeting of the DBOD-and/or HOD.
- Publish DBOD, HOD agenda items prior to the meeting.
- Publish proposed Bylaws amendments on the District website 30 days prior to the HOD meeting and provided to the HOD 30 days prior to the meeting.
- The District Secretary will be distributed to the DBOD the reviewed minutes of all meetings of the DBOD or House of Delegates within 16 days of the meeting. Copies of the reviewed minutes
- The District Secretary will distribute to the Board the reviewed minutes of all meetings of the reviewed minutes, with a clear statement of their unadopted status, will be posted on the District website by the same deadline. (See also the deadline and requirements on this subject in item 3.4.)

10.2.2 Chapter Dates

- Establish a slate of Chapter officers: On or before September 15th.
- Chapter elections: On or before October 15th.
- Advise Society of election results: On or before November 1st. Action

For additional dates, see Chapter Manuals, as published by the Society.

10.3 Contest Entry

See Evergreen District C&J Rules

10.4 District Officer Nomination(s)

See ARTICLE 4 - DISTRICT GOVERNANCE

ARTICLE 11 – REGIONAL LEADERSHIP ACADEMY (formerly called CHAPTER OFFICER TRAINING SESSIONS {COTS})

11.1 Regional Leadership Academy (RLA) and other Training Opportunities

Each year, training seminars will be held after the election of Chapter Officers. Seminars are open to all members. All Chapter Officers-elect and District Officers are encouraged to attend the seminar for the purpose of receiving training in their respective duties. District Officer tuition will be paid by the District unless other provisions are made.

11.2 Selection of Chapter Leadership Training Venues

The District Director of Events and the Division Events Manager, with the assistance of the District Director of Education, will investigate available sites. The District Director of Education will review the recommendations and present them to the DBOD for their information.

11.3 RLA Tuition Waived For New Chapters

On a one-time basis, registration fees for up to five (5) elected officers attending RLA will be waived for newly chartered chapters, in accordance with Article 2 Sec 2.4.

11.4 RLA Faculty Selection and Coordination of Event

The District Director of Education will make the selection of faculty members for the District sponsored classes, subject to the approval of the DP. The District Director of Education will be responsible for all organization and will ensure a smoothly run event that delivers valuable education to Chapter officers.

11.5 Other Training Opportunities

From time to time, other leadership and management programs may be offered by the Society and/or District for the education of chapter and/or district officers and other interested individuals. All sessions will be available to any district member in good standing.

ARTICLE 12 - EDUCATIONAL PROGRAMS

12.1 District Education Policy

Because the educational needs of the District are constantly changing, there will be no firm policy regarding educational programs. It shall be the responsibility of each administration to promote and provide programs (such as chorus development, quartet promotion, chorus directing promotion, and similar educational programs) as deemed necessary and feasible.

12.2 Financial Support

Financial support for Music Education programs may be sought from the BLMF, if the program meets the BLMF criteria.

ARTICLE 13 - AWARDS

13.1 Contest, Singing, and Performance Awards

Awards will be presented to those quartets and choruses who place in the top three positions in their respective contests and/or have shown the greatest improvement in their scores from the previous contest. Details regarding these awards are found in the *Evergreen District Events Manual*.

13.2 District Recognition Awards

13.2.1 District Awards and Recognition Programs

Outlined below are the merit and recognition awards that the District presents at various conventions and contests throughout the year.

The chairs of the various award committees shall be appointed by the District President.

13.3 District Barbershopper of the Year (BOTY) Award

13.3.1 Qualification and Award Purpose

Any member in good standing of the Evergreen District who has made a significant contribution to the Society, predominately at the district level, with work at other levels (Chapter and Society) taken into account, may be considered for the District BOTY award.

13.3.2 Nomination

The Chair of the BOTY Committee shall administer the nomination and selection process. He and all members of the Selection Committee shall hold all nominations and other details of the selection in strict confidence. The honoree's name shall be confidential until the award is announced and presented at the close of the Division Chorus Contest, or alternately, at an approved and appropriate time during the District Spring Convention.

The BOTY Committee shall solicit nominations in mid-January so the review and selection process can be completed by the Selection Committee on or about March 1st. Nominations will be solicited from each member of the DBOD and DOT who was incumbent during the year for the award. Each nomination shall be accompanied by a written resume detailing the nominee's contributions and accomplishments. The BOTY Chair may request additional information if requested by the Selection Committee.

13.3.3 Selection

The Selection Committee shall consist of the Chair of the BOTY Committee and the three (3) most recent active BOTY recipients. All nominations shall be reviewed by the Committee with each of the three BOTY members submitting a ballot, with both his first and second place votes, to the BOTY Committee Chair. The nominee who has the plurality of the three voting committee members shall be declared the BOTY for the previous year. In the event of a tie, the BOTY Chair shall cast a ballot to determine the recipient.

The BOTY award may be presented to an individual only once.

13.3.4 Award and Recognition

This award is presented at the District's Spring Convention in recognition of a member's outstanding achievement and activity the previous calendar year. It is not a mandatory award.

The award shall consist of a personal plaque provided by the District and presented to the honoree by the DP or other Society dignitary. The plaque shall be solid walnut (7 x 9 inches) with a special design green brass engraving plate (5 x 7 inches) bearing the Society logo, over a gold border plate (5-1/2 x 7-1/2

inches). The costs of the plaque, as well as the cost of the items listed below, are included in the District Operating Budget.

In addition, the honoree shall also receive the following:

- The Society BOTY pin with the appropriate year similar to Stock #5260.
- A special BOTY plastic name badge (3-1/2 x 2 inches) to include the District's emblem in place of the Society emblem. The badge shall be white with greenlettering and similar to Stock # 5151.
- The permanent (traveling) BOTY plaque which shall remain in his custody until the next presentation the following year. Engraving the inscription plate to record the honoree's name is the responsibility of the district.

13.4 Hall Of Fame (HOF)

13.4.1 Qualification and Award Purpose

The purpose of the HOF Award is to give recognition and honor to those who have made exceptional, long-standing contributions to barbershopping in Evergreen District.

Membership in the HOF shall be limited to persons whose contributions to Evergreen District span not less than 10 years. Their contributions shall have been on various levels of the organization. These levels include Chapter, Division, District and Society levels. Their contributions may be in musical activities and/or administrative activities.

13.4.2 Nomination

Nominations shall be made by any District Officer. Any member of Evergreen District may prepare a nomination for submittal through a District Officer who is required to submit said nomination. All nominations shall be in writing and include detailed qualifications. Nominations shall be submitted to the District Recognitions Award Committee Chair.

13.4.3 Selection

The District Recognitions Award Committee for the HOF Award shall be the last three surviving recipients of the award and the Chair of the Committee. The District Recognitions Award Committee Chair shall be appointed yearly by the DP.

Nominations shall be pre-screened by the District Recognitions Award Committee Chair, and the nominees shall be reduced to not more than two, or, if necessary, reduced by secret ballot. If not selected, nominees may be considered for two successive years, after which they are removed from consideration unless re-nominated.

The District Recognitions Award Committee will meet with the DBOD at the time of the DBOD meeting held at HCNW and will present two nominees, after which the DBOD will go into "Executive Session" and select the HOF recipient for the designated year.

13.4.4 Award and Recognition

The HOF honoree(s) shall be announced and their award(s) presented as the judges tally the scores for the District Chorus Contest held at the District Fall Convention. The District Recognitions Award Committee Chair makes the announcement, with appropriate remarks. The DP presents the award(s), consisting of an individual award plaque(s) and a recognition HOF name badge. The honoree's name(s) is (are) also recorded on the permanent HOF banner.

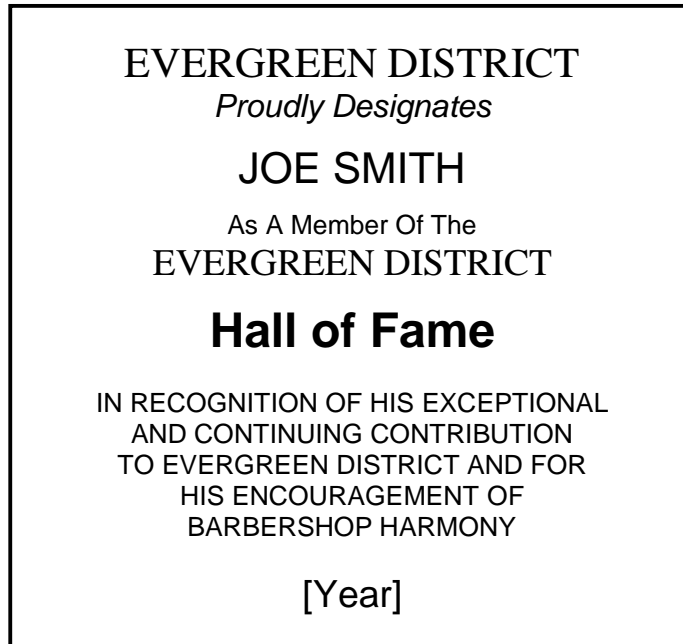
The recipient shall also be awarded the Evergreen Hall Of Fame Green Blazer. The blazers shall be

ordered by the Committee Chair and are at the expense of the District.

The general appearance and design of the plaque shall not change over the years thus preserving the special honorary significance and tradition associated with the award.

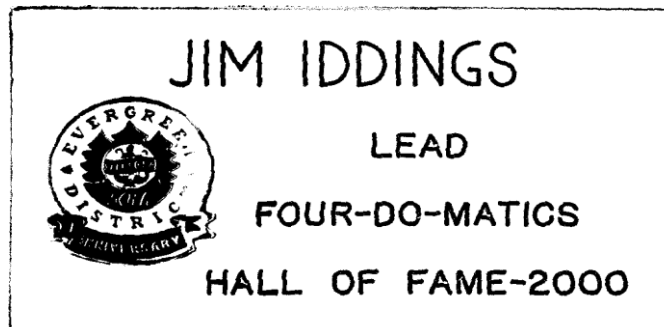
The District Recognitions Award Committee Chair shall be responsible for updating the banner and for procuring the award plaques and special name badges. The plaques are to be suitably engraved when presented to the honorees. All associated expenses are to be submitted to the District Director of Finance for payment from the District operating budget.

Plaques are solid walnut with a special grooved border and having an adhesive mounted, partial plaque, brushed brass inscription plate, generally as shown below.



The above depiction of the inscription plate is for general format only and is not intended to show the necessary details, such as font size or type, etc. The actual size for a plate inscribed for a single person, JOE SMITH in this case, is 5-1/2 x 8-1/2 inches. It is mounted on a 9 x 12 inch plaque. Larger plates and plaques are necessary when more engraving is required, as is the case when a quartet is honored.

Each honoree shall also receive a special HOF plastic name badge (3-1/2 x 2 inch), to be ordered from the Society's Harmony Marketplace and to include the District's logo in place of the Society logo. The badge shall be white with green lettering and similar to Stock # 5151.



13.5 The Tall Timbre Awards Program

13.5.1 Qualification and Award Purpose

The award is meant to honor those individuals who serve the District, do work, and undertake duties generally of a short-term nature. Examples of individuals who would qualify for this award would include, but are not limited to: District Convention Chair, Division Convention Chair, Green Line / Timbre Editor, committee chair, District Historian, District Directory person, retiring members of the DBOD. Up to 10 Tall Timbre Awards (TTAs) may be presented in any year.

13.5.1.1 Nomination

Any Evergreen District member can present a nomination for a TTA. All nominations shall include a detailed description of the service made to the District. Nominations may be received by members of the DBOD or by the Chair of the Tall Timbre Awards Committee.

13.5.1.2 Selection

Recipients for this award are selected by the DBOD. The names of the recipients are then passed along to the Awards Committee for preparation of the award presentation.

Preparation for this award will be handled by the Awards Committee and assistance from a DBOD member who either knows the recipient or is from the same Division as the recipient.

13.5.1.3 Award and Recognition

The tangible award is a framed certificate. On the certificate will be the BHS logo, the Evergreen District logo, a TTA logo, the name Tall Timbre Award, the name of the recipient and his chapter, a short description of the deed or task being recognized, the date of the presentation, the event at which the award is presented and a place for signatures of the District President and the Awards Committee Chair.

TTAs will generally be presented at Division Conventions but may also be presented at the District Convention. Presentations will generally be made by the District President or by his designate.