

# SUNSHINE DISTRICT



A District of the Barbershop Harmony Society

# SUNSHINE DISTRICT GOVERNANCE MANUAL

## October 2011



# SUNSHINE DISTRICT



A District of the Barbershop Harmony Society

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# SUNSHINE DISTRICT



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## I. DISTRICT GOVERNANCE STRUCTURE

The District Board is mandated by the Society (February 2011, Society Operations Manual, Paragraph 2.4.1) to consist of the following members:

- President
- Executive Vice President
- Immediate past president (serves until new president is elected)
- VP for chorus director development
- VP for chapter support and leadership training
- VP for contest and judging
- VP for events
- VP for marketing and public relations
- VP for membership development
- VP for music and performance
- VP for Youth in Harmony
- Treasurer
- Secretary, and
- Any number of Board Members at Large needed to conduct the business of the district.

Our previous structure was adopted by our District leaders about 6 years ago when the Society Board made the change to the Carver model for governance. That model consisted of an eight person voting Board of Directors (BOD) who adopted district policies and an eight person Operations Team (OT) who were appointed by the President, and who actually ran the day to day operations of the district with the Executive Vice President overseeing their duties and being their voice on the BOD.

This structure has worked well in many ways, however there were some issues. One thing our leadership has tried to do to help make it work is to invite the OT to all BOD face to face meetings. This has been somewhat successful but also has added some confusion to the BOD meetings as to who was eligible to vote. In addition, the position titles were not commensurate with officers of an organization. Therefore to address these points and to align the governance structure of the district with Society guidelines, the following changes were made at the January 7, 2011 BOD meeting.

### **Elected Officer and Board Members:**

- President
- Immediate Past President
- Executive VP/Chief Operations Officer
- Senior VP – Board Member at Large
- Senior VP - Board Member at Large
- VP- Harmony Foundation
- Secretary
- Treasurer
- VP - Membership Development
- VP - Events
- VP - Music and Performance
- VP - Music Director Development



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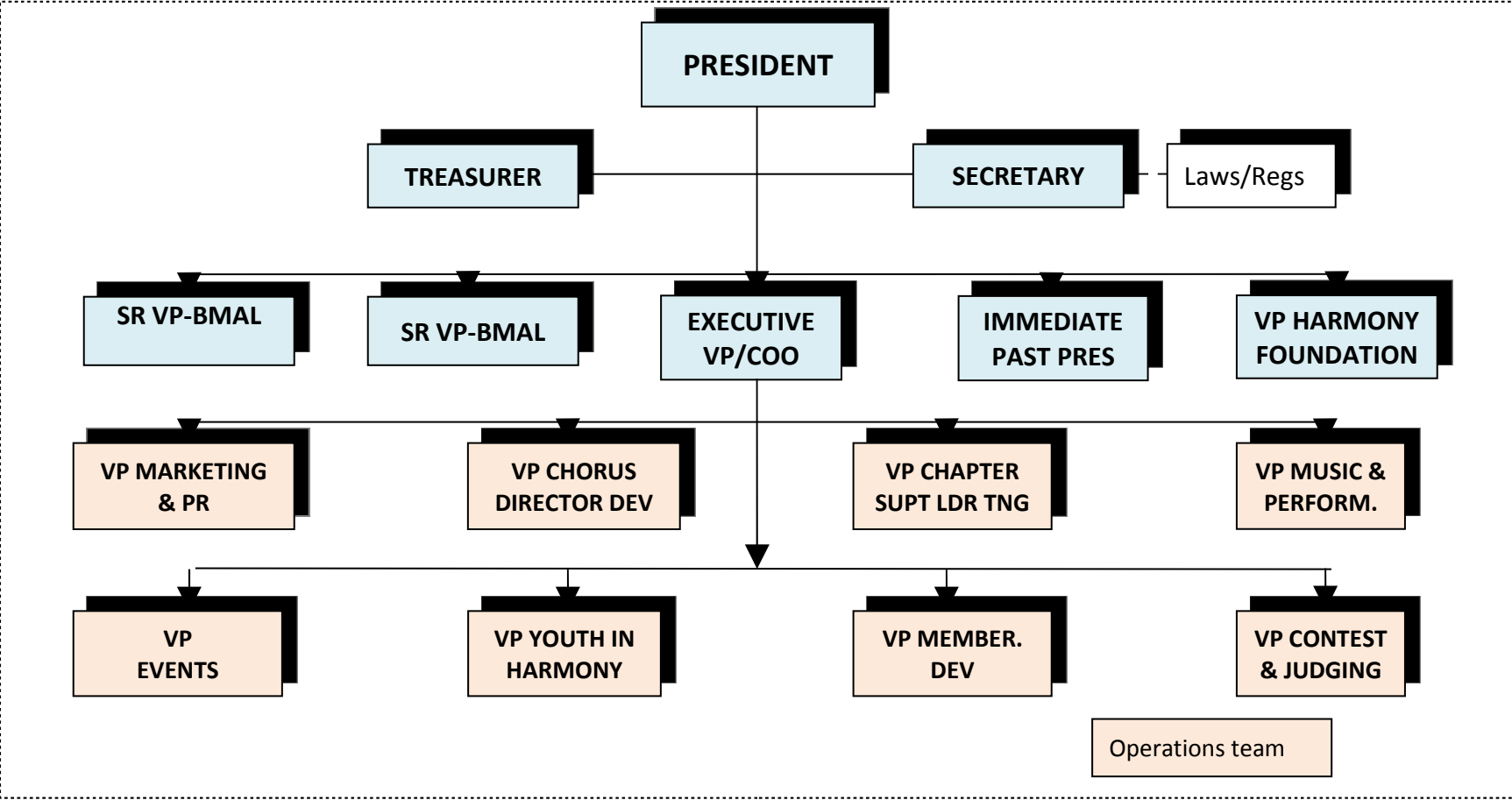
- VP - Youth In Harmony
- VP - Contest and Judging
- VP - Marketing and Public Relations
- VP - CSLT



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The above officers will report to their superiors on a quarterly basis using the form that is currently in our Governance Manual and submitted to the full board and House of Delegates at each meeting.

Another issue that is somewhat related to this change is that when the Society changed their model of governance, they quit sending goals to the individual districts and stopped requiring quarterly reports from the district leadership. Since this time, we have not had a district policy for setting goals. We feel that the board should be tasked with setting a goal (or goals) each year and that the reports (mentioned above) should help in tracking the progress of reaching those goals.

## II. DISTRICT BOARD OF DIRECTORS

(See District Web Site: [Sunshinedistrict.org/district](http://Sunshinedistrict.org/district) for current directors)

President  
Immediate Past President  
Executive VP/Chief Operating Officer  
Senior VP – Board Member at Large  
Senior VP - Board Member at Large  
VP Harmony Foundation  
Secretary  
Treasurer

The following members of the Sunshine Board of Directors also constitute the Sunshine District Operations Team (DOT)

VP - Membership Development  
VP - Events  
VP - Music and Performance  
VP – Chorus Director Development  
VP – Youth in Harmony  
VP - Contest and Judging  
VP - Marketing and Public Relations  
VP - CSLT

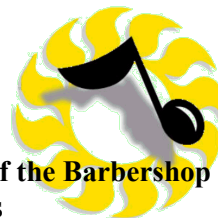
## III. DISTRICT STANDING COMMITTEES

(See District Web Site: [Sunshinedistrict.org/district](http://Sunshinedistrict.org/district) for current chairperson of the Standing Committee)

<u>Committee</u>	<u>Chair</u>	<u>Responsible to:</u>
Audit Coordination	District Treasurer	District Treasurer
Finance Committee	District Treasurer	District Treasurer
Financial Development	VP Harmony Foundation	VP Fin. Development
Awards	VP CSLT	VP CSLT
BOTY	2 <sup>nd</sup> past BOTY	District President
Bulletin Contest (BETY)	Sunburst Edition	VP Marketing
College Quartets	Appointed	VP YMIH



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Convention Director	Appointed	VP Events
Convention Housing	Appointed	VP Events
Convention Registration	Appointed	VP Events
Leadership Academy Coordinator	Appointed	VP Events
Directory	Appointed	VP Marketing
Ethics	Immediate Past President	District President
Harmony Explosion Coordinator	Appointed	VP YMIH
Historian	Appointed	District President
Labor Day Jamboree	Appointed	VP Events
Laws & Regulations	Appointed	District President
Nominating Committee	Immediate Past President	District President
Novice Quartets	Appointed	VP M&P
Governance Manual	Immediate Past President	District President
Sam Breedon Scholarship Fund	Appointed	District Treasurer
Senior Quartets	VP C&J	VP C&J
Sizzle Dean	Appointed	VP M&P
Sunburst	Sunburst Editor	VP Marketing
Ways and Means	District Treasurer	District Treasurer
Web Site Manager	Appointed	VP Marketing
President's Council Chairman	VP Harmony Foundation	VP Harmony Foundation

## IV. DISTRICT AFFILIATES

	<b>Chair</b>	<b>Reports to:</b>
<b>Association of District Champions</b>	President of SDAC	District President
<b>District Hall of Fame Awards</b>	President HOF	District President

## V. THE DISTRICT BOARD, DISTRICT OPERATIONS TEAM AND HOUSE OF DELEGATES.

### MEETINGS

#### Sunshine Board of Directors (BOD)

The Sunshine District Board of Directors (BOD) will meet formally at least four times a year or as otherwise directed. The District President will preside over these meetings. The targeted time frames are: Leadership Academy (January), Sunshine District Spring Convention (March-April), Labor Day Jamboree (September) and Sunshine District Fall Convention (September-October). Other meetings may be scheduled and may be conducted via telephone conferencing as deemed necessary. The Labor Day Jamboree meeting will discuss District objectives and topics for long range planning (where does the district need to grow and improve, how do we do that). The LEADAC meeting will target the next year's budget and firmly review the district goals for the current and following years.

#### District Operations Team (DOT)



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The District Operations Team (DOT) represent the functional areas of the Sunshine District Board of Directors. They will conduct business in a primarily virtual environment. The Executive Vice President leads the DOT and he is answerable to the BOD for day-to-day operations of the District. DOT Vice Presidents are also voting members of the BOD and are expected to attend the BOD and HOD meetings. Travel which may be required will be reimbursed in accordance with current District Policy. Other Ad Hoc meetings or teleconferences may be required from time to time to accomplish specific tasks.

## **House of Delegates (HOD)**

The House of Delegates (HOD) consists of the chapter president and one appointed delegate from each chartered chapter in the District, each member of the District Board of Directors. In addition, all past District presidents who are members of an active chapter in the District shall be delegates. The HOD will meet twice a year at the Spring and Fall Conventions. The meeting will be presided by the District President.

## **RESPONSIBILITIES**

### **Board of Directors:**

The BOD will present mandatory reports to both meetings of the HOD. The fall HOD report will also contain the report of the Nominating Committee for review and election and the review of the proposed Operating Budget for the following year. Other reports and actions requiring the approval of the HOD will be presented at either HOD meeting. The BOD is also responsible for long range planning and to amend any policy or regulations as required and to approve the committee reports and the next year's Operating Budget. Each board member shall also prepare and submit an article to the Sunburst.

### **District Operations Team:**

The DOT will prepare their individual reports for inclusion in the consent agenda for each meeting addressing the metrics agreed upon for accomplishing goals and objectives. Other reports may be required to be submitted to the EVP and District President to meet Society reporting requirements. Each DOT member shall also prepare and submit an article to the Sunburst.

### **House of Delegates**

The HOD will review and approve all DOT and BOD minutes and reports and will be prepared to discuss issues of common interest pertaining to the deliverance of services and resources to the chapters.

### **Board of Directors and District Operations Team**

The BOD will be required to attend the HOD meetings held at each convention. The BOD, Chapter Presidents and their approved delegates, as the supreme legislative and governing body of the District, will have voting privileges and will vote on any items presented and requiring governance decisions. All reports from the BOD and the DOT will be submitted to the District Secretary three weeks prior to a HOD meeting. The District Secretary will prepare and electronically distribute reports and agenda two-weeks in advance of all BOD and HOD meetings.

### **Elections for Board of Directors**

The Board of Directors shall be elected by the District House of Delegates at the fall meeting of each year. Each delegate to the HOD shall be entitled to one vote for one of the nominees for each office. Nominees shall be proposed by a nominating committee consisting of the immediate Past District President who shall chair the committee and at least three members the majority of whom shall be past District officers. This committee shall select one nominee for each elective District office and shall submit its report in writing or email to the District



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Board of Directors at least 45 days prior to the Fall HOD meeting. This shall constitute the placing of the names in nomination. At least 30 days prior to the Fall HOD meeting, the District Secretary shall notify all district chapters of the names of the nominees and will ask if there will be any opposing nominations submitted. Opposing nominations may be submitted by any member provided consent of any nominee must first be obtained and provided further, that notice of such nomination shall be given by mail or email to the District Secretary a minimum of two weeks prior to the Fall HOD meeting. This shall constitute placing the names in nomination.

## **DISTRICT WORK PLANS**

The creation of the district work plan details how the District will accomplish the goals it has selected for the next year and is the responsibility of the BOD with inputs from the DOT. The work plan has as its basis the goals presented by the Society. If required, the District President will submit the District Work Plan Report to the Society in accordance with Society guidelines.

### **Supporting Society Objectives**

It is suggested the District work plan address each functional area represented by the Operations Team. In addition, the objectives of the President, Executive Vice-President, Secretary, and Treasurer, shall be part of the District Plan. The reports from these functional areas as well as the others will be used to comprise the reports for the BOD and HOD meetings.

## **DISTRICT BOARD AND OPERATIONS TEAM REPORTS**

### **District Board Reports**

The Treasurer prepares the District budget and subsequent updates for District Board of Directors meetings and, if required, for the District Operations Team meetings. The EVP shall supervise the reporting and communication process for the DOT. The IPP shall prepare reports, as required, on specific projects as may be determined by the District President and the Board.

### **District Operations Team Reports**

At the beginning of each year, the Vice Presidents of EACH functional area, in conjunction with the EVP, will establish goals for the upcoming year. These goals will be stated as goals for the coming year.

## **THE SUNBURST**

All members of the BOD and DOT will submit articles to the Sunburst for each publication.

## **VI. BOARD OF DIRECTORS PRIMARY RESPONSIBILITIES**

### **DISTRICT PRESIDENT**

#### **Responsibilities**

- Be intimately familiar with responsibilities as outlined in the Society Operations Manual
- Serves as Chief Executive Officer of the District, supervising and monitoring all administrative functions and activities of the district.



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- Manages Officers, operations team members and committee chairmen who are charged to ensure Society/District programs and policies are implemented at the District and Chapter level.
- Establishes annual priorities and goals for the district sets the pace to promote their success and is responsible for achieving them.
- With leadership team develop and monitor district work plan.
- Presides over and serves as chairman of the District Board of Directors, District Board of Directors Meetings, and District House of Delegates Meetings
- Represents the District at ALL Society sponsored meetings.
- Maintain knowledge of all District policies and governance documents

## POLICIES-DISTRICT PRESIDENT

### Title: Adoption of District Mission Statement 2003

**Policy:** Sunshine District Mission was adopted to read: “The Sunshine District is an association of Florida chapters of the Society for the Preservation and Encouragement of Barbershop Quartet Singing in America, Inc. (SPEBSQSA) and is committed to the promotion of Barbershop music to the public and to the musical and administrative training and education of its membership. Member chapter choruses and quartets are encouraged to perform throughout their communities in support of worthwhile civic, cultural, educational, and charitable endeavors.”

**Approval Date:** BOD meeting 01/03

**Implementation Date:** BOD meeting 01/03

**Rescission/modification Date:**

### Title: Process for Voting By E-Mail: 2005

#### Policy

- All motions deserve lively and free discussion. This does not and cannot happen quickly by general email. The best way to discuss business is in person and the next best way is by teleconference. Email discussions should be used for preliminary feedback only unless absolutely necessary.
- A board meeting can be “official” whether conducted in person or by teleconference as long as proper notice is given and minutes are recorded.
- Most business of the District is of a routine nature and can be planned in advance to be accomplished in “official” board meetings.
- In the event a decision requiring board approval cannot wait for a regularly scheduled meeting, a special teleconference should be scheduled.
- In the event a decision requiring board approval cannot wait for either a regularly scheduled or special called “official” meeting, the District President may poll the voting board members and, assuming a significant concurrence, authorize action pending the next official meeting. Such meeting should be held as soon as possible to ratify the actions of the President.

**Approval Date:** BOD 04/17/05

**Implementation Date:** BOD 04/17/05

**Rescission/modification Date;**

### Title: Assigning Chapter President’s Name to Required Position 2005

**Policy:** Should a chapter not fulfill Society Requirements by assigning a person to any required position; the Chapter President’s name will be automatically inserted into that spot.



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**Approval Date:** BOD 04/17/05

**Implementation Date:** BOD 04/17/05

**Rescission/modification Date:**

## **Title: Assistance for Chapter Dissolution 2006**

**Policy:** It is Sunshine District Policy to assign a person to assist with the procedure to minimize the problems associated in the case that a chapter must enter the dissolution process. 2006 May HOD

**Approval Date:** 2006 May HOD

**Implementation Date:** 2006 May HOD

**Rescission/modification Date:**

## **RESCINDED POLICIES-DISTRICT PRESIDENT**

### **Title: Meetings Schedule for 2008**

- Bill Billings reported that the BOD/DOT would meet at the following times for the 2008 year.
  - May 2008 – 1 hour prior to spring House of Delegates
  - Saturday of Labor Day Jamboree
  - October 2008 – 1 hour prior to fall House of Delegates
  - Teleconferences / E-mail conferences as needed

**Approval Date:** BOD 01/06/08

**Implementation Date:** BOD 01/06/08

**Rescission/modification Date;**



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## EXECUTIVE VICE PRESIDENT

### Responsibilities

- Be intimately familiar with responsibilities as outlined in the Society Operations Manual
- The Executive Vice President is recommended by the nominating Committee and approved/elected by the HOD on the same schedule as the District President.
- Performs such duties as may be assigned him by the District President or by the District Board of Directors.
- Presides over and serves as Chairman and manager of the District Operations Team.
- Establish and implement the virtual communication network for the DOT
- Work with the District Webmaster to establish and operate a communication system for internal team reporting
- Assist Program Vice Presidents in completing an annual work plan for their areas of responsibility
- Monitor and track DOT activities to ensure all critical deadlines are met
- Work with the District Treasurer to establish and manage invoice and contract management system
- Communicate regularly with District Board Members, Operations Team Members, Chapter Officers and Members of the Sunshine District
  - Publish an informative article in the Sunburst every other month
  - Manage appropriate content on the District website (ie: DOT.COMM)
  - Be available for direct communications with and from Program Vice Presidents
- Approves documents, invoices and purchases for DOT Directors and submits to District President and Treasurer for final approval and/or payment.
- Calls DOT meetings and presents reports to the BOD.
- Does everything in his power to assist the District President and District Board of Directors in carrying out the policies and objectives of the District Board of Directors.
- Serve as a voting member of the District Board and act temporarily in lieu of the District President should circumstances ever warrant, at District Board, Standing or special Committee meetings and Society functions.
- Attend meetings at Leadership Forum, Midwinter and International Conventions as may be prescribed
- Maintain knowledge of all District policies and governance documents
- Reports to: District President

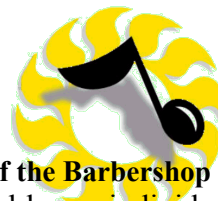
## **POLICIES-EXECUTIVE VICE PRESIDENT**

### **Title: Responsibility for Equipment and Inventory Control 2010**

**Policy:** Mark Schlinkert reported that our contract for the Jacksonville storage facility expires this year. Mark suggested that the Sunshine District look for a new storage facility closer to Central Florida. Keith Hopkins suggests that the risers be stored in a non climate controlled environment, and electronics be managed by individual who can keep them climate controlled. Mark Schlinkert informed that a check in/out process was being developed for all Sunshine District owned



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equipment. Dan Brinkmann suggests that a District Officer should be an individual responsible for such check out process. Keith Hopkins delegated the EVP to formulate a plan of action to accomplish this task.

**Approval Date:** BOD/DOT LEADAC 2010

**Implementation Date:** BOD/DOT LEADAC 2010

**Rescission/modification Date:**

**RESCINDED POLICIES-EXECUTIVE VICE PRESIDENT**



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## IMMEDIATE PAST DISTRICT PRESIDENT

### **Responsibilities**

- Serves as an advisor to the District President and the District Board of Directors.
- Serves as the chairman of the nominating committee. (See Policy)
- Serves as the chairman of the Past Presidents Council. (See Policy)
- Serve as District Host for Society Board dignitaries at District Conventions. (See Policy)
- Serve as Chair for the Sunshine District Ethics Committee (See Policy)
- Serve as Hall of Fame representative to the Sunshine District Board of Directors.

## **POLICIES-IMMEDIATE PAST PRESIDENT**

### **Title: Hall of Fame Representative to the Board of Directors 2004**

**Policy:** It is the policy of the Sunshine District that the Immediate Past President of the District assumes the additional duty as the representative of the Hall of Fame to the Board of Directors. His duties shall include budget preparation and submission.

**Approval Date: 2004**

**Implementation Date:**

**Rescission/modification Date:**

### **Title Chairman for the Past Presidents Council 2006**

**Policy:** The Sunshine District will establish a body of past district presidents to provide guidance and direction as requested to the current District President, act as a resource for gathering information for the current Board of Directors, and resolve questions relating to Rules and Regulations

- The council will consist of the last 3 immediate past presidents with the current Immediate Past President as the Chairperson.

The council will generally respond to the District President within a given time frame to a specific issue. Therefore, since the council serves at the pleasure of the District President it will not have regularly scheduled meetings.

The chairman will provide a budget line item to the Treasurer for each year.

Meetings to address specific issues will generally be conducted via virtual communications.

Responses to requests from the District President shall be prepared in writing and transmitted either via email or regular mail.

**Approval Date:** BOD 09/01/06

**Implementation Date:** 2006 May HOD

**Rescission/modification Date:**

### **Title: Chair the District Ethics Committee 2006**

**Policy:** It is the policy of Sunshine District that the Immediate Past President of the District will serve as the chair of District Ethics committee. The Sunshine District shall empanel an ethics committee to investigate allegations of chapter and individual impropriety and infractions to our code of conduct. This committee is responsible for the handling of all complaints concerning unethical behavior of **any member** of our Society which took place within the District or which has been referred to the committee by the Society Ethics Committee. It works under the direct supervision of the Society's Ethics committee and is responsible to that committee as well as the District.



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**Approval Date:** BOD 09/01/2006

**Implementation Date:** BOD 09/01/2006

**Rescission/modification Date:**

## **Title: District Host to Society Representative Committee 2006**

**Policy:** It is the policy of Sunshine District that the Immediate Past President of the District will serve as the District Host to Society Representatives at District Conventions and other functions. A Society Representative is appointed by the Society President to visit our District at the Spring Preliminary and Fall Convention. He provides communication and governance links between the Society Office and the individual Districts.

The Society Representative typically:

- Attends and speaks at the District Board of Directors and House of Delegates (if held at that convention)
- Is available to answer questions from members within the District
- May offer his assistance in various capacities such as: handing out awards, emceeing, or other responsibilities suggested by the District, and
- Observes the convention and provide feedback to the leadership for its improvement for the attendees
- Many times the Society Representative will attend with his spouse. If the Society Representative is a Society Officer or Board Member at Large, he handles his own travel arrangements, with the fees for the travel borne by the Society. If he is the Board member from our district, or our paired district, our district arranges for, and covers the cost of his transportation. Our District needs to provide the Society Representative, in advance, a schedule of events, information regarding the event, any written information provided to the District Board and HOD, and a list of desired responsibilities well ahead of his travel date, so appropriate travel arrangements may be made.

The District Responsibilities/Procedures are generally:

- Responsible for all arrangements, including room and board. The Society Representative is a dignitary and should be treated as such.
  - Provide the Society Representative, in advance, a schedule of events, information regarding the event, any written information provided to the District Board and HOD, and a list of desired responsibilities well ahead of his travel date, so appropriate travel arrangements may be made.
  - Act as the host for the weekend. Be outgoing, knowledgeable about the area, accommodating, and most importantly, friendly. Be available for transportation, most meal functions, and special needs
  - All transportation (to/from airport, convention hotel to the contest/show venue, and special events) should be made available if needed
  - Tickets should be provided for Society Representative and his spouse at **all** events
  - Invitations to organized District dinners where the District dignitaries will be in attendance, and arrangements made for other meals
  - A complimentary room arranged by the convention committee staff at the headquarters hotel/motel
  - Recognition in the Contest/Show program
  - Special recognition, in the form of an introduction, at the show



# SUNSHINE DISTRICT



A District of the Barbershop Harmony Society

- Provide him an opportunity to speak to the District Board of Directors and House of Delegates, if the meetings are held at the convention
- Special badge/ribbon to be worn if available

**Approval Date:** BOD Sept LDJ 2006

**Implementation Date:** BOD Sept LDJ 2006

**Rescission/modification Date:**

## RESCINDED POLICIES-IMMEDIATE PAST PRESIDENT

### **Title: Maintain and Update Governance Manual 2006**

Policy: It is the policy of the Sunshine District that the Immediate Past President is responsible for maintaining the completeness and accuracy of the governance/policy manual and to ensure updates are included.

**Approval Date:** BOD Sept LDJ 2006

**Implementation Date:** BOD Sept LDJ 2006

**Rescission/modification Date:** BOD 8 April 2011: Made the responsibility of the District Secretary



# SUNSHINE DISTRICT



A District of the Barbershop Harmony Society

## DISTRICT SECRETARY

### **Responsibilities:**

#### **Society Manual**

- Be intimately familiar with responsibilities as outlined in the Society Operations Manual
- Serves as custodian of the District calendar and District documents including District Bylaws, Operations and Policy Manual, District Calendar, Articles of Incorporation, governance manual, and other documents important to the operation of the District.
- Issues chapter show clearances and maintains a Master Calendar of events, which is to be posted regularly to the District web site.
- Drafts BOD and HOD agendas
- Prepares and distributes BOD and HOD packets for applicable meetings
- Records, transcribes, and distributes the minutes of all District meetings
- Downloads Society databases on a monthly basis for use in performing District duties
- Reviews District Chapters' required legal incorporation documents and financial reports
- Attends all District and House of Delegates meetings
- Responsible for update and upkeep of the Governance Manual

#### **District**

- Prepares and submits Florida Not-For-Profit Corporation Annual Report (Annual, Jan)
- Writes District Sympathy Letters to surviving spouses of deceased District members
- Orders District supplies from Harmony Market Place (Occasionally)
- Submits an article for the District Sunburst
- Provides consulting support to chapter secretaries in the performance of their duties
- Attends Sunshine District LEADAC chapter secretary track (Annual)
- Communicates with chapter presidents as directed
- Provides assistance to District officers and committee chairs in their duties (Occasionally)
- Maintains District officer information in Society database
- At least 30 days prior to the Fall HOD meeting, the District Secretary shall notify all district chapters of the names of the nominees and will ask if there will be any opposing nominations submitted. Opposing nominations may be submitted by any member provided consent of any nominee must first be obtained and provided further that notice of such nomination shall be given by mail or email to the District Secretary a minimum of two weeks prior to the Fall HOD meeting.
- At least 30 days prior to any scheduled BOD meeting, the District Secretary shall request the EVP and all board members submit items for the board meeting agenda.
- All reports from the BOD and the DOT will be submitted to the District Secretary three weeks prior to a HOD meeting. The District Secretary will prepare and electronically distribute reports and agenda two-weeks in advance of all BOD and HOD meetings



# SUNSHINE DISTRICT



A District of the Barbershop Harmony Society

## POLICIES-DISTRICT SECRETARY

### RESCINDED POLICIES-DISTRICT SECRETARY

#### **Title: Policy for the Distribution of Membership Information on The Web 2002**

**Policy:** It is Sunshine District Policy that the district Secretary shall maintain a system for the distribution of membership information on the District Web Site. Information on the Members Only Web sites will be maintained in a copy protect mode. This site will include the District Directory and related rosters and lists. The Sunshine District Members Only Web site data will be accessible to all current District members. Specific requests for access to the District Directory information by other Society members will be approved by the Sunshine District Secretary. Anyone obtaining information from the Sunshine District Only Web site will use such information solely for purposes germane to the business of the Society and the Sunshine District. This policy will be applicable to both the Sunshine District Members Only Web site and the distribution of any media containing the same information.

**Approval Date:** BOD meeting 08/2002

**Implementation Date:** BOD Meeting 08/2002

**Rescission/modification Date:** September 3, 2011

#### **Title: Updating the Historical Part of the Directory 2006**

**Policy:** It is Sunshine District Policy that the district Secretary shall continue updating the historic part of the directory for the distribution of membership information.

**Approval Date:** BOD meeting Jan 2006

**Implementation Date:** BOD meeting Jan 2006

**Rescission/modification Date:** September 3, 2011



# SUNSHINE DISTRICT



A District of the Barbershop Harmony Society

## DISTRICT TREASURER

### **Responsibilities:**

- Be intimately familiar with responsibilities as outlined in the Society Operations Manual
- Manages the finances of the district, monitors the budget, and manages all expense disbursements
- Serves as liaison between the Chapter Treasurers and the District Board of Directors, and the Society headquarters, including the presentation of the district budget to the District House of Delegates.
- Maintains financial records, analyzes expenditures and is always cognizant of state/federal policies regarding non-profit organizations.
- Maintains checking and business interest savings accounts with Bank of America for all deposits and disbursements. (The Treasurer, President and Executive Vice-President are authorized to sign checks)
- Maintains and monitors a credit card processing account with First Union National Bank of Charlotte. Only Visa and Master card are authorized and credit cards are used only for Convention pre-registration payments.
- Monitors and supervises “assistant Treasurers” who have the authority to accept funds and make deposits.
- Process all credit card transactions and maintain a batch control record that will balance with the assistant treasurer’s log.
- Submits appropriate financial reports to the Sunshine District BOD and Society Board of Directors and files financial reports as required by National, State, and Society rules and regulations or as appropriate, on the financial status of the district.
- Calls annually for budget input from the District Board, Operations Team and committees subject to Sunshine District Board of Directors discussion and approval.
- Manages the finances of the operations team, monitors its budget, and submits appropriate financial reports to the Sunshine District BOD.
- Assigns all receipts and disbursements to one of the following restricted cash funds: The Sam Breedon Foundation, The Youth Festival Fund, The Quartet Champs Fund, The Contingency Fund, or from the Operating Fund.
- Ensures cash from restricted funds may only be used for the purposes for which they were intended. All other District obligations must be made from the Operating Fund.
- Ensures contracts and purchasing are performed in accordance with District Policy and local and state laws.
- Encourages and monitors competitive bid process for significant, repetitive purchases of supplies and services. The treasurer will be notified of the successful bidder and will add the vendor name to the list of approved vendors.
- Ensures Requests for bids are requested from all approved vendors at three year intervals to ensure the district is continuing to receive best prices available.
- Encourages purchases are conducted on a credit basis with the vendor submitting an invoice for payment to the District.
- Without further approvals, pays invoices for repetitive purchases from a known vendor or purchased made under a previously approved contract. All other invoices must first be approved by the appropriate officer and forwarded to the Treasurer for payment.
- Invoices each chapter for its annual assessment and keeps records of arrears and payments. Has authority to waive or reduce assessment based on extenuating circumstances.
- Ascertains and distributes fixed amount of travel dollars to Chapter chorus and quartets participating in the International Competitions.



# SUNSHINE DISTRICT



A District of the Barbershop Harmony Society

## POLICIES-DISTRICT TREASURER

### **Title: District Assessment 1992**

**Policy:** Assessment **Note: Motion rejected at 5/92 HOD** .As of 1 January 1992, the Sunshine District's 5% show assessment will be abolished. And instead, a \$10 assessment will be levied on each chapter-membership as of the December 31st membership listing from the International print-out for each Sunshine District Chapter. This will be the 'bench-mark' for each succeeding year thereafter. For 1992, this will be paid in three or less payments beginning May 15 (50%), August 15 (25%) and Nov. 15 (25%). Any previous 1992 show payments will be credited and any surplus above the \$10 chapter membership 1992 assessment will be paid in four or less payments due each quarter of the year. There will be no increase in District dues. This is an assessment on each chapter and Not on the individual member.

**Approval Date:**

**Implementation Date:**

**Rescission/modification Date:**

### **Title: District Donations to Senior Quartet Representative to International 1997**

**Policy:** It is the policy of the Sunshine District to include the Sunshine District Senior Quartet representatives to international competition when figuring the amount of district donations to competitors.

**Approval Date:** BOD 01/1997

**Implementation Date:** BOD 01/1997

**Rescission/modification Date:**

### **Title: Use of Sizzle Show Profits 1998**

**Policy:** It is the policy of the Sunshine District that Sizzle Show profits must first be used to reduce the School deficit to \$1,000 (or another amount set by the Board) before they may be distributed. Revenues and expenses between the school and the show will be kept separate, and a net profit of each will be determined by the District Treasurer. He will then distribute the appropriate amount based on allocation guidelines approved by the Board.

**Approval Date:** BOD 04/1998

**Implementation Date:** BOD 04/1998

**Rescission/modification Date:**

### **Title: Waiver of First Annual District Assessment for Newly Chartered Chapters 2002**

**Policy:** It is the policy of the Sunshine District that the first annual District assessment for newly chartered chapters will be waived.

**Approval Date:** BOD 04/2002

**Implementation Date:** BOD 04/2002

**Rescission/modification Date:**

### **Title: Rate of Assessment for Dual Members 2002**



# SUNSHINE DISTRICT



A District of the Barbershop Harmony Society

**Policy:** It is the policy of the Sunshine District that the rate of assessment for a dual member in several district chapters will be determined by the number of Sunshine District chapters in which he is a paid member. The assessment will be equally prorated among all such chapters

**Approval Date:** BOD 08/2002

**Implementation Date:** BOD 08/2002

**Rescission/modification Date:**

## **Title: Contracts and Purchasing 2004**

**Policy:** It is the policy of the Sunshine District that only District Officers have the authority to sign contracts on behalf of the District.

- **All Major Contracts** (Hotels, Convention Centers, and Auditoriums) are negotiated by the **VP-Events** in conjunction with the appropriate Event Vice President. Proposed contracts are presented to the Board of Directors for approval and signed by the VP-Events and the President.
- **Other Routine Contracts** may be negotiated and signed by the responsible Vice President..
- **Payments on all District Contracts** should only be made by the District Treasurer according to the payment schedule and other factors specified in the terms of agreement.
- **Competitive Bids** must be solicited for significant, repetitive purchases of supplies and services. The Treasurer will be notified of the successful bidder and will add the vendor name to the list of Approved Vendors. Requests for Bids will be requested from all approved vendors, and their competitors, at three year intervals to ensure that the District is continuing to receive the best prices available.
- **Routine Purchases** of goods and services by local Committee personnel can be handled in one of two ways:
  - The member pays the vendor and submits an Expense Statement for reimbursement. This method is only authorized for routine local purchases such as copies, supplies, and other low cost items, or when the vendor refuses, or it is impractical, to send an invoice to the District for payment.
  - The vendor accepts the purchase on credit and sends an Invoice to the District for payment. This is the preferred method for handling repetitive purchases.
  - Invoices for repetitive purchases from a known vendor, and purchases made under a previously approved contract, will be paid by the Treasurer without further approvals. All other invoices must be approved by the appropriate Vice President and forwarded to the Treasurer for payment.
  - Vendors should be informed that the District is exempt from the payment of state sales tax. The Treasurer will provide a copy of the Sales Tax Certification to new vendors upon request.

**Approval Date:** BOD 01/2004

**Implementation Date:** BOD 01/2004

**Rescission/modification Date:**

## **Title: Using Donor's Choice Funds for Youth Outreach Program 2006**

**Policy:** It is the policy of the Sunshine District that monies received from Harmony Foundation Donor's Choice Program which was not anticipated be used for the youth outreach program. Jack Brueckman addressed the Board regarding the Donor Choice program and suggested the District take the money received from Harmony Foundation, which was not anticipated and restrict it for youth outreach program 2006 May HOD



# SUNSHINE DISTRICT



A District of the Barbershop Harmony Society

**Approval Date:** HOD May 2006

**Implementation Date:** HOD May 2006

**Rescission/modification Date:**

## **Title: Capital Expenditure Limits and Approval-2011**

**Policy:** It is the policy of the Sunshine District that any capital equipment expenditure of item(s) totaling \$1,000 or less needs the approval of the Executive Vice President and two other board members.

Any total expenditure for item(s) over the amount of \$1,000 requires board approval.

**Approval Date:** 01/07/11

**Implementation Date:** 01/07/11

**Rescission/Modification Date:**



# SUNSHINE DISTRICT



A District of the Barbershop Harmony Society

## TRAVEL AND MILEAGE POLICIES

### Title: Sunshine District Travel Expense 2011

#### Travel Expense Policy

This policy applies to all authorized Sunshine District members who incur travel related expenses while conducting official business for the Sunshine District, or any of its Committees or Events.

**Automobile Travel** – Automobile mileage and tolls are covered. Lodging and meals enroute are covered when necessitated by distance and time of day. The current mileage rate is **.30 cents / mile**.

**Airline Travel** – Airline travel must be **pre-approved** by the District President. Once approval is obtained, travel arrangements should be made through Sharon at Valhalla Travel at **800-265-0459**. The cost is billed directly to the District. You may make them yourself and seek reimbursement through standard channels.

#### Meetings and Events

**Board and House of Delegates Meetings** – Round trip travel and \$40 per diem. If event requires overnight stay, half of one night's lodging.

**Committee Meetings and other one-day Events** – Round trip travel and \$40 per diem.

**Conventions & other multiple day Events** – Round trip travel. The Director of Events will identify those committee members who will receive lodging, parking and meals, subject to pre-approval by the District President.

**Lodging and Meals** – Lodging is reimbursed at the standard room rate at a moderately priced facility. Meals are reimbursed at \$40 per day.

**Receipts** are required for lodging, airfare and other incidental expenses.

**Entertaining** – Members entertaining guests or clients on District business should list, on the District Expense Report, the name(s) of the person(s) participating and the purpose of the meeting. A **Vice-President and the President** must sign these expense reports.

**Reimbursement Process** [*Reimbursement must be requested within 30 days of the expense or may be denied.*]

**The District Expense Report Form** is used to submit travel expenses and any other authorized expenses incurred while conducting District business. The completed original form is printed and mailed with receipts to the Treasurer and the member emails the electronic copy for approval as follows:

<u>Member</u>	<u>Approval</u>	<u>Approval</u>	<u>Approval</u>	<u>Send To</u>
Committee Member	Committee Chair	VP	EVP	Treasurer
Committee Chairman	VP		EVP	Treasurer
Board Members	EVP			Treasurer
President				Treasurer



# SUNSHINE DISTRICT



A District of the Barbershop Harmony Society

EXPENSE REPORT

\_\_\_\_\_

Name:

\_\_\_\_\_

Budget Category:

For Period Ending:

<u>Date</u>	<u>Item</u>	<u>Purpose</u>	<u>Transportati on/</u>	<u>Tolls/Rent a</u>	<u>Meals</u>	<u>Other</u>	<u>Total</u>
						Total due	

\_\_\_\_\_

Signed By:

\_\_\_\_\_

Date

Address:

\_\_\_\_\_

Approved by:

\_\_\_\_\_

Committee Chairman

Approved by:

\_\_\_\_\_

Director / VP / EVP

Approved by:

\_\_\_\_\_

President



# SUNSHINE DISTRICT



A District of the Barbershop Harmony Society

City, State Zip

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**Note: Attach all receipts, cash advances, and travel ticket charges to the back of this report.**



# SUNSHINE DISTRICT



A District of the Barbershop Harmony Society

**Approval Date:** 09/23/2011

**Implementation Date:** 09/25/2011

**Rescission/Modification Date:**

## **Title: Reimbursable Mileage Rate 2008**

**Policy:** It is the policy of the Sunshine District that mileage and per diem rates be aligned with Society Rates, effective March 16, 2008. At the time of this motion, the rates were .30 per mile and \$40.00 per day for official functions and meetings.

**Approval Date:** BOD March 16, 2008

**Implementation Date:** BOD March 16, 2008

**Rescission/modification Date:**

## **Title: Use of District Provided Travel Support Funds- 2009**

**Policy:** It is the policy of the Sunshine District to not restrict funds donated to international competitors to fund only travel expenses. Don Long presented that the Heralds of Harmony chose not to use the District Competitor Travel funds assigned to assisting District Representatives to go to International competition. Rather, it was used to pay for other competition related services. Discussion was lead to determine if this offering should be designated for a specific task. Upon motion by Keith Hopkins, seconded by Shannon Elswick to change the name of the account of "Competitor Travel" to "International Competitor Support."

**Approval Date:** 2 HOD 2009

**Implementation Date:** 2 HOD 2009

**Rescission/modification Date:**

## **Title: Time Limit to Submit Expense/Reimbursement Reports 2010**

**Policy:** It is the policy of the Sunshine District that a 30 day time limit be established in which to submit authorized Sunshine District Expense Reports to the Executive Vice President for reimbursement processing. Keith Hopkins informed all future submissions of expense reports be submitted via electronic format to EVP and Treasurer for approval.

**Approval Date:** BOD/DOT LEADAC 2010

**Implementation Date:** BOD/DOT LEADAC 2010

**Rescission/modification Date:**

## **DUES POLICIES**

### **Title: Increase of Sunshine District Dues 2003**

**Policy:** It is the policy of the Sunshine District that dues are increased to \$20 beginning July 1, 2003.

**Approval Date:** HOD 05/2003

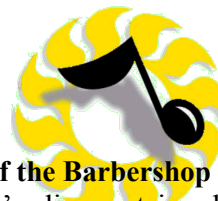
**Implementation Date:** 07/01/03

**Rescission/modification Date:**

### **Title: Senior's Dues Discount 2004**



# SUNSHINE DISTRICT



A District of the Barbershop Harmony Society

**Policy:** It is the policy of the Sunshine District that the Senior due's discount is adjusted to 25% of current District dues effective second quarter 2004

**Approval Date:** BOD 01/2004

**Implementation Date:** 04/01/2004

**Rescission/modification Date:**

## **Title: Dues Increase of \$5.00-2007**

**Policy:** It is the policy of the Sunshine District that the Sunshine District Dues be increased by \$5.00/year effective the second quarter of 2007. Shannon Elswick explained to the BOD that the district has scrubbed their expenses and is at a point to look into a proposal to raise dues. With HOD approval a dues increase would take place midyear if ratified by the HOD in May. Upon motion by Don Long, seconded Keith Hopkins, recommend an increase in district dues by \$5.00 upon approval of the House of Delegates; to take place in the following quarter.

**Approval Date:** HOD Jan 2007

**Implementation Date:** April 2007

**Rescission/modification Date:**

## **Title: Student and Senior Dues Schedule-2008**

**Policy:** In January 2, 2004 the Sunshine District House of Delegates minutes reflected a unanimous motion to increase dues. It was also agreed that seniors' dues would be **discounted** from regular dues at a rate of 25%. Due to a problem with Society's computer system recognizing a percentage, a hard figure was input into the system.

However, in 2007 the House of Delegate's again had a unanimous approval for increasing dues by \$5. This would cause the seniors' dues to increase also to \$18.75. Lewis Law was requested to notify Society of the oversight as soon as possible. **Dues for the Sunshine District are reflected as being \$25.00 for regular members (100%), \$18.75 for seniors (75%), and \$12.50 for students (50%).**

**Approval Date:** BOD/HOD Jan 2008

**Implementation Date:** BOD/HOD Jan 2008

**Rescission/modification Date:**

## **Title: Society Dues Rate Change for Youth Members-2008**

**Policy:** It is the policy of the Sunshine District to adopt the Society Dues schedule for youth members. Bill Billings informed the BOD/DOT that the Society Board has changed the dues schedule for students up to age 25, to a 50% discount of regular membership. Other districts have adopted the same dues schedule. It will be up to the Sunshine District chapters to set their own dues for students. Upon motion by Keith Hopkins, seconded by Bill Phipps, the BOD voted to track Society Dues policy for students.

**Approval Date:** 2 HOD Jan 2008

**Implementation Date:** 2 HOD Jan 2008

**Rescission/modification Date:**

## **RESCINDED POLICIES-DISTRICT TREASURER**

### **Title: Reimbursable Mileage Rate 2004**

**Policy:** It is the policy of the Sunshine District that District reimbursable mileage expense rate is reduced to \$0.15, effective January 2, 2004.



# SUNSHINE DISTRICT



A District of the Barbershop Harmony Society

**Approval Date:** BOD 01/2004

**Implementation Date:** 01/02/2004

**Rescission/modification Date:** Modified BOD/DOT March 2 2007

## **Title: Reimbursable Mileage Rate 2007**

**Policy:** It is the policy of the Sunshine District that District reimbursable mileage expense rate is increased from \$.20 to \$.25 effective September 2, 2007.

Don Long informed the board that historically mileage has cost the district \$9000 a year and the increase would only be \$2000. Upon motion by Bill Billings, seconded by Keith Hopkins the Sunshine district will increase mileage reimbursement from  $\phi$ .20 to  $\phi$ .25, effective September 2, 2007. BOD/DOT September 2007

**Approval Date:** BOD/DOT Sept 2007

**Implementation Date:** BOD/DOT Sept 2007

**Rescission/modification Date:** Modified BOD/DOT March 2 2008

## **Title: Sunshine District Travel Expense 2005**

### **SUNSHINE DISTRICT - TRAVEL EXPENSE POLICY(Revised 09/03/05)**

This policy applies to all Sunshine District members who incur travel related expenses while conducting official business for the Sunshine District, or any of its Committees or Events.

- **Automobile Travel** - Automobile mileage and tolls are covered. Lodging and meals en route are covered when necessitated by distance and time of day. The current mileage rate is 0.20 $\phi$ /mile.
- **Airline Travel** - Airline travel must be pre-approved by the District President. Once approval is obtained, travel arrangements should be made through Sharon at Vallahalla Travel at 800-265-0459. The cost is billed directly to the District.
- **Meetings and Events -**
  - Board and House of Delegate Meetings - Round trip travel, one night lodging and 2 meals.
  - Committee Meetings and other one day Events - Round trip travel and 2 meals
  - Conventions & other multiple day Events - Round trip travel. The Event Vice President will identify those committee members who will receive lodging, parking and meals, subject to pre-approval by the District President.
  - **Lodging and Meals** - Lodging is reimbursed at the standard room rate at a moderately priced facility. Meals are expected to be in the range of - Breakfast \$10 - Lunch \$8 - Dinner \$20, excluding tip. Individual District members dining together should request separate checks.
  - **Receipts** are required for lodging, meals, and other incidental expenses.
  - **Entertaining** - Members entertaining guests or clients on District business should list, on the District Expense Report, the name(s) of the person(s) participating and the purpose of the meeting. These expense reports must be signed by a Vice President and the President.
  - **Reimbursement -**
    - The District Expense Report Form is used to submit travel expenses and any other authorized expenses incurred while conducting District business. The form is signed by the member and forwarded for approval as follows:

MEMBER  
Committee Member

APPROVAL  
Committee Chair

APPROVAL  
Vice President

SEND TO  
Treasurer



# SUNSHINE DISTRICT



A District of the Barbershop Harmony Society

Committee Chairman  
Vice Presidents  
President

Vice President  
President

Treasurer  
Treasurer  
Treasurer

Source: BOD 01/2005.

## **INSTRUCTIONS FOR COMPLETING A DISTRICT EXPENSE REPORT FORM**

- **General Information**
- The Expense Form is available on the District Web Site under Members/Documents. You can print a copy of the Form, complete it manually, and send it by mail or you can complete and send it electronically. The procedures for reimbursement depend on the method you use (see "Routing the Form" below).
- **Preparing the Report Form (Manual or Electronic)**
- Name - Enter your name as it should appear on the reimbursement check
- Budget Category - Enter the name of the Event or Budget Line to which this applies
- Period Ending - Enter the most recent date for which the expenses apply
- **Line Items**
  - Indicate the item(s) purchased and the purpose for which it was purchased. Low cost items of a similar nature can be grouped together. For Automobile travel, enter the mileage in the transportation column and the current rate. Extend totals to the Total Column.
- **Signature and Address**
  - Sign the form in the lower left corner. Enter the address to which the check should be sent
- **Routing the Form for Approval and Payment**
- **For Manually Prepared Forms** - Attach your receipts to the Form, sign it and mail it to the person(s) who need to approve it. The approval signatures are added to the form and it is mailed to the Treasurer by the last person who approves it.
  - **For Electronically Prepared Forms** - Complete the Form On-Line, attach it to an Email and send it electronically for approval. Print a hard copy of the completed Form which you must sign and forward by mail to the District Treasurer with your receipts attached. The last person who approves the Form will notify the Treasurer by Email that the electronic form has been approved. The Treasurer will then mail the reimbursement check.
- **Approvals Required**
- Committee Members - Approved by the Committee Chairman and Operations Team Director
- Committee Chairmen - Approved by the Operations Team Director
- Operations Team Directors - Approved by the Executive Vice President
- Executive VP, Attorney & Board Officers - Approved by the President

**Approval Date: BOD 01/2004**

**Implementation Date:**

**Rescission/modification Date: BOD Sept 3, 2011**



# SUNSHINE DISTRICT



A District of the Barbershop Harmony Society

## VP FINANCIAL DEVELOPMENT

### **Responsibilities:**

- Be intimately familiar with responsibilities as outlined in the Society Operations Manual
- Manage and direct the District Financial Development Committee
- Persons in these positions are listed in the Sunshine District Web page.
- Consists of **DVP for Financial Development**
  - Four Committee chairs
    - President's Council Chairman
    - Founder's Club Chairman
    - Grant Education Chairman
    - Grant Writing Chairman
    - Ambassadors of Song
- Committee Overview:
  - Serves the fund raising needs of both the Sunshine District and the Harmony Foundation.
  - Receives Technical Support from the Harmony Foundation headquarters staff
  - To serve as an extension of the Harmony Foundation staff in planning, implementing and evaluating the Foundation's fund-raising program for the benefit of the chapters, districts, and the Harmony Foundation.
  - Mission is to deliver the financial development results adopted by the Board of Trustees of the Harmony Foundation at the beginning of the year
  - To be a committed, trained, organized and well-managed group of volunteers
  - Represent the thoughts and interests of their constituency (district members)
  - Have regular access to their constituency
  - Can promote fund-raising programs at public gatherings
  - Can recruit additional volunteers to expand the impact of fund-raising at the chapter level
  - Can solicit funds from individuals
  - Need for a strong, clear relationship between members of the District Financial Development Team and the Foundation staff
  - Expenses associated with President's Council and Founder's club are borne by the Harmony Foundation.
  - Expenses relating to grant education and grant development are the responsibility of the District.

### **Job Description**

- **Specific Duties:**
  - Participate in the annual fund-raising program planning process
  - Ensure that the best available volunteers accept the functional chairmen positions
  - Plan for the training of the volunteers in all four Foundation volunteer areas
  - Lead the annual district goal setting process to determine challenging yet appropriate goals
  - Implement the district goal achievement program and provide the necessary information to the district recognition program



# SUNSHINE DISTRICT



A District of the Barbershop Harmony Society

- Include potential volunteers in ways that help identify their skills and test the fit for future needs
- Provide district key item information monthly to the Foundation and the District Board
- Participate monthly with the Executive Director of the Foundation to formally review the key item report generated from data supplied by both parties at the end of each month
- Report to the district president. Sits on the district board as a full player on the work planning and budgeting team
- Attend all district board and house of delegate meetings
- Communicates with:
  - District president
  - District board
  - Harmony Foundation Executive Director
- **Four Functional Chairmen:**
  - **President's Council Chairman**
    - Trained to be a specialist in implementing a Major Donor Annual Giving Program
    - Develops an organization of member volunteers throughout the district
    - Manages that organization to enroll people in this new program
    - Recruit and manage President's Council district membership volunteers to help implement the program
    - Train chapters in how to implement the Annual Giving "Major Donor" program (The President's Council) at the chapter level
    - Invite individuals to join the President's Council
    - Identify and rate prospects for the President's Council
    - Prepare appropriate reports and attend appropriate meetings
  - **Founder's Club Chairman**
    - Trained to be a specialist in implementing the Planned Giving (Founder's Club) Program.
    - Will somewhat resemble the former Endowment Reps with the updated features of the Founder's Club Program
    - Very specialized
    - Has the most interface and handoff with the Foundation staff
    - Recruit and manage Founder's Club district membership committee to help implement the program
    - Sponsor gift planning seminars within the district/chapters
    - Identify and rate prospects for planned gift programs
    - Introduce planned gift prospects to Foundation professional staff
    - Prepare appropriate reports and attend appropriate meetings
  - **Grant Education Chairman**
    - Responsible for training of both district and chapter members about
      - Availability of funds at both levels
      - Where to look
      - How to package their programs
      - How to write a grant/proposal for local grants



# SUNSHINE DISTRICT



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- Recruit a grant writer for each chapter
- Hold grant education seminars to help chapters win local grants
- Assist chapters in writing grant applications for local and state agencies
- Manage the success and communication of the Grand Education and Promotion program
- **Grant writing Chairman**
  - Viewed as a state grant writing specialist
  - Operates at the district level
  - Write grants for the district rather than the chapters
  - Seize opportunities for multi-chapter grants if the opportunity presented itself
  - Prepare appropriate reports and attend appropriate meetings

## POLICIES-VP FINANCIAL DEVELOPMENT

### **Title: Incentive Of Free Conventions For One Year When Enrolling In Ambassadors Of Song Program**

**Policy:** The Sunshine District will continue for one additional year the incentive to provide two free registrations at one of our district conventions to persons who newly enroll in the Ambassadors of Song Program

**Approval Date:** BOD 01/07/11

**Implementation Date:** BOD 01/07/11

**Rescission/modification Date:** 1/3/2011 (See below)

#### **BOD Meeting Jan 3, 2011**

Dick Shaw Moved and Mark Schlinkert second the motion to continue for one additional year the incentive to provide two free registrations at one of our district conventions to persons who newly enroll in the Ambassadors of Song program.

#### **BOD Meeting Jan 3, 2011**

The policy to provide free convention registration to all new Ambassadors of Song be amended to remove the caveat that the funds returned as a result of “donor’s choice” must be ear-marked for the District. The donor may designate the recipient and still receive the free convention registration.

#### **BOD Meeting Sep 23, 2011 (BOD Fall Convention)**

The Sunshine District will award two free registrations to the 2012 Sunshine District Spring Convention to every Sunshine District member who enrolls for the first time in the Ambassadors of Song Program at the \$20.00 per month level and who designates 30% of his donation to be returned to the Sunshine District through the Donor’s Choice program.

## RESCINDED POLICIES-VP FINANCIAL DEVELOPMENT



# SUNSHINE DISTRICT



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## VP CHAPTER SUPPORT AND LEADERSHIP TRAINING (CSLT)

### **Responsibilities:**

- Be intimately familiar with responsibilities as outlined in the Society Operations Manual
- To implement and provide training programs and activities utilizing innovative training resources and methods which effectively prepare chapter and district leaders and potential leaders for their respective roles as Chapter and District Officers in the Sunshine District.
- Develops, administers, and maintains an effective Chapter Counselor program in the district, including the recruitment, management and training of Chapter Counselors trainers and Chapter Counselors.
- Monitor the activities of and provide direction to the Chapter Counselor support representatives.
- Coordinate, assist and support the Sunshine District Board of Directors and LEADAC Coordinator in managing and providing for effective Seminars as directed.
- Analyze Chapter and District training and development needs and make appropriate recommendations for training programs, activities and implementation that best meet those needs.
- Participate in training, teleconferencing, and meetings offered and presented by the Society Chapter Support and Leadership Training Committee as required.

## **POLICIES-VP CHAPTER SUPPORT AND LEADERSHIP TRAINING**

### **Title: Recognition of the Performance of Outstanding District Chapters**

**Policy:** A Gold, Silver and Bronze Chapter Award be given to the three Chapters in the Sunshine District who show the most improvement percentage wise in membership; membership participation in Chapter activities, membership participation in District activities; and overall Chapter recognition and performance as determined by approved criteria.

The Sunshine District Board authorizes the VP-CSLT to determine the three Chapters to receive Chapter Awards and purchase plaques from International for this purpose to be awarded at the Spring or Fall Convention by the Board approved criteria.

**Approval Date:** BOD 08/2002

**Implementation Date:** BOD 08/2002

**Rescission/modification Date;**

### **Title: Certification of LEADAC Instructors 2008**

**Policy:** It is the policy of the Sunshine District to adopt the Society recommendation for all faculty to be certified. For Society certification an instructor must supply a one hour video recording of them teaching the class and a new certification will require a four hour video recording.

**Approval Date:** BOD 08/2008 LDJ

**Implementation Date:** BOD 08/2008 LDJ

**Rescission/modification Date:**

### **Title: Reduction of LEADAC Costs for New Chapters 2008**

**Policy:** It is the policy of the Sunshine District to discount the attendance costs to Leadership Academy at a 50% rate for officers of newly chartered chapters receiving their charter prior to the next years Leadership Academy. Upon motion by Lewis Law, seconded Don Long, Sunshine District would discount the attendance costs to Leadership Academy at a 50% rate for officers of newly chartered chapters receiving their charter prior to the next years Leadership Academy. 2 HOD 2008



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**Approval Date:** 2 HOD 2008

**Implementation Date:** 2 HOD 2008

**Rescission/modification Date:**

## **Title: Additional Funding for LEADAC Faculty 2010**

**Policy** It is the policy of the Sunshine District to augment budget line items when necessary and justified. John Pennington requested financial support for LEADAC instructor travel expenses. Upon motion by Keith Hopkins, seconded by Shannon Elswick to offer LEADAC an additional \$1000.00 for instructor travel expenses in 2010. 2 HOD 2009

**Approval Date:** 2 HOD 2009

**Implementation Date:** 2 HOD 2009

**Rescission/modification Date:**

**RESCINDED POLICIES-VP CHAPTER SUPPORT AND LEADERSHIP TRAINING**



# SUNSHINE DISTRICT



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## VP EVENTS

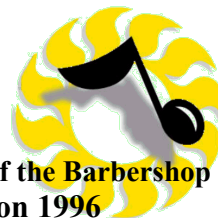
### Responsibilities:

- Be intimately familiar with responsibilities as outlined in the Society Operations Manual
- Conduct profitable and successful District conventions
  - Manage contracts for housing, performance, and auxiliary locations and needs to conduct the conventions
  - Publish an article, appropriate forms, and other information related to the conventions in the Sunburst
  - Manage appropriate convention content on the District website
  - Monitor, manage, and assist the convention committee as necessary
  - Maintain host site and contracts for at least three years in advance
- Coordinate and manage all other District events
  - Sunshine SIZZLE
    - Coordinate activities with SIZZLE Dean (ie. planning and budget presentation, contract review and approval, advertising)
    - Assist the operations of the event by working in whatever capacity the SIZZLE Dean needs (SIZZLE staff member)
  - Labor Day Jamboree
    - Coordinate activities with Labor Day Jamboree chairman (ie. planning and budget presentation, contract review and approval, advertising)
    - Assist the operations of the event by working in whatever capacity the Labor Day Jamboree chairman needs (auditorium ticket sales, hospitality coordinator, etc...)
  - LEADAC
    - Coordinate activities with LEADAC Coordinator (ie. planning and budget presentation, contract review and approval, advertising)
    - Assist the operations of the event by working in whatever capacity the LEADAC coordinator needs (LEADAC staff member)
- Develop, or assist in the development of, new events
  - Conceptualize possible event, present ideas to EVP
  - Evaluate possible host cities
  - Develop plans to bring concept to fruition
- Effectively plans, budgets, selects sites, manages, and operates all events held within the district, including conventions, alternatives to competition, and other activities designated by the District Board of Directors.
  - Assures that the *Sunshine District Convention Manual* is up to date annually and is used by chapters hosting District Conventions, and that Society contest sound and lighting system guidelines are followed.
  - Maintains a comprehensive convention history file on past and potential convention sites.

## POLICIES-VP EVENTS POLICIES



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## **Title: Dedication of a Sunshine Convention 1996**

**Policy** Whenever a member of the Sunshine Hall of Fame passes away, the next convention will be dedicated to him. If he has a widow, she will be a guest of the convention.

**Approval Date:** BOD 04/1996

**Implementation Date:** BOD 04/1996

**Rescission/modification Date:**

## **Title: Budget for BOTY Reception 2001**

**Policy** An amount of \$500 will be placed in the budget for the BOTY candidate reception.

**Approval Date:** BOD 03/2001

**Implementation Date:** BOD 03/2001

**Rescission/modification Date;**

## **Title: Day of Meeting of HOD 2001**

**Policy:** HOD meetings will be held on the Friday of the Convention week-end.

**Approval Date:** BOD 05/2001

**Implementation Date:** BOD 05/2001

**Rescission/modification Date;**

## **Title: Compensation to Host City Chapters for Registrations for Saturday Night Performance 2003**

**Policy:** The convention host city chapters will be compensated \$5.00 for each discounted registration they sell for the Saturday night performance

**Approval Date:** BOD 03/2003

**Implementation Date:** BOD 03/2003

**Rescission/modification Date;**

## **Title: Cancellation of Tickets 2004**

**Policy:** Effective with the fall 2004 convention, the District will allow members to cancel convention registrations as long as the cancellation is received by the District Registration and Ticket Chair, prior to the convention. The Treasurer will issue a refund or make a credit card adjustment to those members reported by the District Registration and Ticket Chair.

**Approval Date:** BOD 10/2004

**Implementation Date:** BOD 10/2004

**Rescission/modification Date:**

## **Title: Room Reservations for Convention Attendees 2006**

**Policy:** It is the policy of the Sunshine District that all room reservations at District Conventions will be made directly by attendees so the District will not be involved in that aspect of the issue. 2006 May HOD

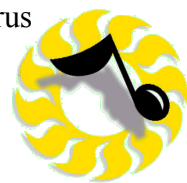
**Approval Date:** HOD May 2006

**Implementation Date:** HOD May 2006

**Rescission/modification Date:**

## **Title: Chorus Request for Deviation from Appearance Cycle 2006**

**Policy:** It is the policy of the Sunshine District that after the draw has been made for District Chorus



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Competition, choruses which want to be in the audience instead of being in the cycle may do so if requests and arrangements were made in advance with the contestant coordinator. It was also noted that a chapter can also request to sing first so they can see all the other contestants. This does not imply that all requests will be granted. If multiple choruses requested to go first, a lottery would determine the order of the early competitors.

**Approval Date:** HOD May 2006

**Implementation Date:** HOD May 2006

**Rescission/modification Date:**

## **Title: Convention Host Chapter Compensation 2006**

**Policy:** It is the policy of the Sunshine District to compensate Convention Host Chapters for services they provide during a convention. Compensation allows host chapter \$1500.00 for services rendered, \$100.00 for personnel assigned to unloading and loading of equipment, and \$75.00 per hour for the videographer.

**Approval Date:** BOD January 2006

**Implementation Date:** BOD January 2006

**Rescission/modification Date:**

## **Title: Complimentary Convention Registrations 2006**

**Policy:** It is the policy of the Sunshine District to provide complimentary registrations to the convention committee, judges and spouses, 50 year members, performers and special guests.

**Approval Date:** BOD January 2006

**Implementation Date:** BOD January 2006

**Rescission/modification Date:**

## **Title: Complimentary Convention Lodging 2006**

**Policy:** It is the policy of the Sunshine District to provide complimentary rooms to director of district events, director of conventions, housing chairman, registration chairman...providing room night credits are available. This list of recipients may be expanded as more credits become available.

**Approval Date:** BOD January 2006

**Implementation Date:** BOD January 2006

**Rescission/modification Date:**

## **Title: Preferred Seating Qualifications 2007/2011 mod**

**Policy:** It is the policy of the Sunshine District that the following persons are to be afforded admittance to the preferred seating area:

- Presidents Council members,
- First timers to a convention,
- Society Representatives,
- Judges and family members
- Current District President and Spouse.
- District Hall Of Fame Members
- Current Sunburst Editor and Spouse
- Current BOTY and Spouse

**Approval Date:** BOD January 2006

**Implementation Date:** BOD January 2006

**Rescission/modification Date:** See Below



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BOD Labor Day 2011, September 3, 2011 added: Current year BOTY, the Sunburst editor and their spouses be granted priority seating during their tenure. At each event, the VP Events is charged to provide a short list to Host Chapters of those authorized priority seating.

## **Title: Proper Attire for Appearance on Convention Stage 2006**

**Policy:** It is the policy of the Sunshine District that all persons appearing at the microphone at District Conventions, either presenting or making an announcement shall wear a shirt and tie or a coat with collared shirt for the evening performances at Convention. Dan Brinkmann stated that anyone presenting on stage should be in collared shirt and tie.

**Approval Date:** HOD May 2006

**Implementation Date:** HOD May 2006

**Rescission/modification Date:**

## **Title: Operation of District Harmony Marketplace 2006**

**Policy:** It is the policy of the Sunshine District that the assignation and operations of the Harmony Marketplace at the Sunshine District conventions will be a function handled by the convention committee as opposed to being incorporated into the host chapter responsibilities.

**Approval Date:** BOD Sept 2006 LDJ

**Implementation Date:** BOD Sept 2006 LDJ

**Rescission/modification Date:**

## **Title: Sunshine District Convention Manual 2007**

**Policy:** It is the policy of the Sunshine District that a Convention Manual be developed to highlight and outline the responsibilities and duties of the convention committees.

**Approval Date:** BOD/DOT Oct 2007

**Implementation Date:** BOD/DOT Oct 2007

**Rescission/modification Date:**

## **Title: Control of Sunshine District Equipment 2007**

**Policy:** It is the policy of the Sunshine District that strict control be placed on district owned property and equipment. Inventory procedures need to be developed and is currently the responsibility of the convention committee. David Hanser reported the convention committee is currently inventorying Sunshine district property. Rick Pugh storage facility operator, requests someone from the district to be present during this inventory process. Upon motion by Keith Hopkins, seconded by Dan Brinkmann, the BOD voted to appoint David Hanser as property manager over the Sunshine district property.

**Approval Date:** 2 HOD 2007

**Implementation Date:** 2 HOD 2007

**Rescission/modification Date:**

## **Title: Labor Day Jamboree Saturday Night Show 2007**

**Policy** LDJ Bill Billings presented a proposal to change Saturday night to the Barbershop Entertainment Contest. This is proposed to be a show that is judged by audience members, with a \$1000 cash prize. A limit of ten entrants will be charged \$50 and a request of \$500 from the Sunshine district will make up the \$1000 cash prize. This is similar to the Buckeye invitational. Upon motion by Jack Brueckman, seconded by Dan Brinkmann to adjust the Labor Day Jamboree budget to \$500.00.



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**Approval Date:** BOD/DOT May 2007

**Implementation Date:** BOD/DOT May 2007

**Rescission/modification Date:**

## **Title: Increase Convention Registration 2008**

**Policy:** It is the policy of the Sunshine District to raise convention registration only when revenues require adjustment. Bill Billings asked the BOD to consider an increase of \$5 to the convention registration from \$35 to \$40 and late registration to \$45, this request made on behalf of the convention team. Upon motion by Keith Hopkins, seconded by Bill Phipps, the BOD voted to increase convention registration by \$5. Early bird registration will increase to \$40 and regular registration increases to \$45. BOD/DOT Jan 2008

**Approval Date:** BOD/DOT Jan 2008

**Implementation Date:** BOD/DOT Jan 2008

**Rescission/modification Date:**

## **Title: Extension of Early Bird Registration 2008**

**Policy:** The convention team requested an extension of early bird registration all the way to 7 days before convention.

**Approval Date:** BOD/DOT Jan 2008

**Implementation Date:** BOD/DOT Jan 2008

**Rescission/modification Date:**

## **Title: Standard Riser Configuration at Convention Chorus Competitions 2008**

**Policy:** It is the policy of the Sunshine District to limit riser configurations at District Conventions to 5, 7, or 9 Risers.

**Approval Date:** BOD/DOT Aug 2008

**Implementation Date:** BOD/DOT Aug 2008

**Rescission/modification Date:**

## **Title: Convention Committee to Perform All Recording 2009**

**Policy:** Keith Hopkins reported that after witnessing the setup of recording operations for last convention, he is arranging with the convention committee to perform all recording from center auditorium at the Fall Convention. Efforts are being made at recording digitally with the ability of e-mail for all competition recordings

**Approval Date:** 2 HOD 2009

**Implementation Date:** 2 HOD 2009

**Rescission/modification Date:**

## **Title: Event Registration Refund-2010**

**Policy:** It is the policy of the Sunshine District that Sunshine District event registration be non refundable but fully transferable mirroring Barbershop Harmony Society Policy. Also, it will be required that a convention registration have a specific name attached.

**Approval Date:** BOD 10/01/10

**Implementation Date:** 10/01/10

**Rescission/modification Date:**



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## **Title: Price for Single Event Tickets-2011**

**Policy:** It is the policy of the Sunshine District to assign a price of \$25.00 for all single event tickets at district Conventions. Student rates will remain at \$10.00.

**Approval Date: BOD Jan 2011**

**Implementation Date: Jan 2011**

**Rescission/modification Date:**

## **Title: SDAQC Sponsorship of Friday Night Convention Show-2011**

**Policy:** The SDAQC is permitted to run a 1 hour show on Friday night following the Quartet prelims and bump the registration cost of the fall convention by \$5.00 across the board with the money going to a SDAQC account for their operating cost.

**Approval Date: BOD Jan 2011**

**Implementation Date: Jan 2011**

**Rescission/modification Date:**

## **Title: Definition of “Youth” for District Events-2011**

**Policy:** It is the policy of the Sunshine District to incorporate the Society interpretation of “youth” to be “all genders 25 and under” when establishing rate structures for District Activities including but not limited to conventions and dues

**Implementation Date: Sept 3, 2011 (LDJ BOD 2011)**

**Rescission/modification Date:**

## **RESCINDED POLICIES-VP EVENTS**

### **Title: Preferred Seating Qualifications 2006**

**Policy:** It is the policy of the Sunshine District that the following persons are to be afforded admittance to the preferred seating area:

- Convention first time attendees,
- Current years Hall of Fame (HOF) and spouse,
- Current years Barbershopper of the Year (BOTY) and spouse,
- Judges and their wives if attending,
- Current District President and spouse,
- Current International board member and spouse,
- Current International quartet champions and spouse,
- Current District quartet champions and spouse,
- Contributor to the Harmony Foundation who has surpassed \$1000.00 level

**Approval Date: BOD January 2006**

**Implementation Date: BOD January 2006**

**Rescission/modification Date: 2 HOD 2006**

### **Title: Preferred Seating Qualifications 2006 mod**

**Policy:** It is the policy of the Sunshine District that the following persons are to be afforded admittance to the preferred seating area:

- Presidents Council members,
- First timers to a convention,
- Society Representatives,



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- Judges and family members and current
- District President and Spouse.

**Approval Date:** BOD January 2006

**Implementation Date:** BOD January 2006

**Rescission/modification Date:** BOD January 2006

## **Title: Pre-Registration Refund 2006**

**Policy:** It is the policy of the Sunshine District that a person who has paid for a pre-registration and then is unable to attend will write a letter to the event chairman requesting a refund. The approval to refund will be sent to the District Treasurer for reimbursement.

**Approval Date:** HOD May 2006

**Implementation Date:** HOD May 2006

**Rescission/modification Date:** 10/01/10 See new policy regarding



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## VP MUSIC & PERFORMANCE

### **Responsibilities:**

- Be intimately familiar with responsibilities as outlined in the Society Operations Manual
- Coordinates all District music activities, including schools, clinics and seminars and regional festivals within the district that will improve and expand the musical knowledge and performance abilities of the membership.
- Procures ribbons and trophies for all contests held at the Spring and Fall conventions.
- Provides guidance to chapter vice presidents of music and performance.
- Coordinate the District Standing Ovation Program

### **POLICIES-VP MUSIC & PERFORMANCE**

#### **Title: Free Sizzle Registration for Grapefruit Quartet Winners 1995**

**Policy:** Free Sizzle Registration will be provided for the quartet winning the Grapefruit (Novice) Quartet contest.

**Approval Date:** BOD 07/1995

**Implementation Date:** BOD 07/1995

**Rescission/modification Date:**

#### **Title: Reassigning Awards Duties 1996**

**Policy:** The awards duties formerly performed by the VP Service be assigned as follows:

- Musical Performance to VP Music & Performance

Awards of non-musical achievement to VP Chapter Leadership training

**Approval Date:** BOD meeting 11/96

**Implementation Date:** BOD meeting 11/96

**Rescission/modification Date:**

#### **Title: Presentation of Chorus Plateau Ribbons 1996**

**Policy:** Chorus plateau ribbons will be presented at the Fall Contest as well as the Spring contest.

**Approval Date:** : BOD 07/1996

**Implementation Date:** : BOD 07/1996

**Rescission/modification Date:**

#### **Title: Conducting Top Gun School 1998**

**Policy:** A Top Gun School to be held annually at the discretion of and administered by the Vice Pres. of Music and Performance or his designee subject to budget approval. A policy for selection of quartets will be published.

**Approval Date:** BOD 01/1998

**Implementation Date:** BOD 01/1998

**Rescission/modification Date:**

#### **Title: Distribution of Proceeds From Top Gun Show Sales 1998**

**Policy:** The Top Gun host chapter will receives 10% of net ticket profits with minimum of \$500 and not to exceed \$1,000

**Approval Date:** BOD 09/1998



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**Implementation Date:** BOD 09/1998

**Rescission/modification Date:**

## **Title: Responsibility for LDJ Saturday Night Show 2003**

**Policy:** The Saturday night show at LDJ will be produced and run by the SADQC (Sunshine Association of District Quartet Champions). The SADQC will take care of ticket sales and talent. Any proceeds, after show expenses, to go to the 2004 International Quartet Travel fund.

**Approval Date:** BOD 01/2003

**Implementation Date:** BOD 01/2003

**Rescission/modification Date:**

## **Title: Invitations to Attend Sizzle 2003**

**Policy:** The Sunshine District International qualifying quartets will always be invited to attend Sizzle for coaching and performances. The Sunshine District International qualifying quartets will always be invited to attend Sizzle for coaching and performances.

**Approval Date:** BOD 03/2003

**Implementation Date:** BOD 03/2003

**Rescission/modification Date:**

## **Title: Logos on District Awards and Ribbons 2005**

**Policy:** Traveling trophies will have both the Society and the District logos but individual trophies will have only the district logo. Ribbons will have only the district logo.

**Approval Date:** BOD 04/17/05

**Implementation Date:** BOD 04/17/05

**Rescission/modification Date:**

## **Title: Purchase of Lapel Pins for District Quartet Champions 2009**

**Policy:** It is Sunshine District Policy to award lapel pins to quartets who have won the title of District Champions at the District Conventions. Mark Schlinkert reported that Andrew Borts has been tasked with the responsibility of obtaining Quartet Champion Pins. The Association of District Champions members will be directed to Mr. Borts if they are in need of a badge and quartets are encouraged to perform throughout their communities in support of worthwhile civic, cultural, educational, and charitable endeavors.

**Approval Date:** 2 HOD 2009

**Implementation Date:** 2 HOD 2009

**Rescission/modification Date:**

## **RESCINDED POLICIES-VP MUSIC & PERFORMANCE**

### **VP CONTEST & JUDGING**

**Responsibilities:** See Society Operations Manual

- Be intimately familiar with responsibilities as outlined in the Society Operations Manual
- Communicates and coordinates Society/District Contest and Judging policies and rules within the district and attends appropriate Society C&J meetings



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## POLICIES-VP CONTEST & JUDGING

### **Title: Use of On-Line Entry Forms 2001**

**Policy:** All contestants are to use entry forms available on the Sunshine District Web page beginning with the 2001 Spring Convention

**Approval Date:** BOD 01/2001

**Implementation Date:** BOD 01/2001

**Rescission/modification Date:**

### **Title: Using District Approved Travel Agent 2003**

**Policy:** Sunshine District reconfirm our commitment to use the services of the District Approved Travel Agent for all external travel including C&J matters, judges, coaches, talent, etc

**Approval Date:** BOD 01/2003

**Implementation Date:** BOD 01/2003

**Rescission/modification Date:**

### **Title: Determining Number of Quartets in Finals 2004**

**Policy:** The number of quartets in the quartet contest finals will consist of eight quartets plus any quartet that would be able to make the minimum qualifying score.

**Approval Date:** BOD 10/2004

**Implementation Date:** BOD 10/2004

**Rescission/modification Date:**

### **Title: District Payment of Tuition to Judge Candidate School 2005**

**Policy:** The Sunshine District will pay the full tuition one time only for a judge candidate attending judge candidate school. These apply to tuition only and not travel costs or other expenses.

**Approval Date:** BOD 04/17/05

**Implementation Date:** BOD 04/17/05

**Rescission/modification Date:**

### **Title: Deadline For Entry To District Contests For Quartets And Choruses-2011**

**Policy:** The dead line for entry to district contests (quartet or chorus) is 28 days prior to the start of the quartet contest of any district convention. Any exceptions to this rule may be granted only by the VP of Contest and Judging of the Sunshine District.

**Approval Date:** September 3, 2011 (LDJ BOD 2011)

**Implementation Date:** Spring 2012 Contest

**Rescission/modification Date:**

### **Title: New System for Ranking Choruses-2011**

**Policy:** It is the Sunshine District Policy to change the current Plateau System of ranking competing choruses to one that encourages, recognizes and awards improvement. The new system will:

Eliminate the current plateaus for ranking choruses

Award an Overall Champion, Places 2-5, Most Improved\*

Recognize each chorus that moves up a letter grade from their last evaluation

Use the following system for determining chorus ratings:



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C- = 41.0 - 49.9  
C = 50.0 - 54.9  
C+ = 55.0 - 60.9  
B- = 61.0 - 66.9  
B = 67.0 - 74.9  
B+ = 75.0 - 80.9  
A- = 81.0 - 85.9  
A = 86.0 - 91.9  
A+ = 92.0 and up

\* The Most Improved Chorus Award will be awarded to the chorus with the greatest increase in total points compared to the most recent contest score of at least one year prior. For example, during the spring contest, the comparison would be

- a) to the previous Spring convention contest score or
- b) if the chorus did not compete the previous Spring, to the most recent Fall or Spring contest score prior to the previous Spring.

## **Reasoning:**

With our district contests averaging fewer than ten choruses per convention, there are often plateaus with fewer than two choruses competing, which often cause plateau champions to be awarded by default rather than by achievement.

The current system promotes winning and as a result discouragement at our conventions for all those that don't win. However, changing the focus to singing improvement means all those choruses that achieve significant improvement in their scores can be winners and acknowledged as such during the trophy presentations. We believe that this change will encourage choruses to increase their efforts to move up from one level to another, and not worry about the plateau system. We further believe that this new system will recognize improvement instead of rewarding a chorus who happens to be the only one in their plateau.

From a District perspective, we also hope that more choruses will attend our conventions to retain and hopefully improve their scoring level thus increasing the number of choruses at our conventions. Secondly, the members of our District will understand that choruses are coming to District Conventions to achieve an increase in their rating. Recognizing singing improvement throughout our District should be something we can all get behind.

**Approval Date: September 3 and September 23, 2011**

**Implementation Date: Spring 2012**

**Rescission/modification Date:**

## **RESCINDED POLICIES-VP CONTEST & JUDGING**

### **Title: Deadline For Entry To District Contests For Quartets And Choruses**

**Policy:** The dead line for entry to district contests (quartet or chorus) is 14 days prior to the start of quartet contest of any district convention. Any exceptions to this rule may be granted only by the VP of Contest and Judging of the Sunshine District.

**Approval Date:** BOD 01/07/11

**Implementation Date:** BOD 01/07/11

**Rescission/modification Date: October 11, 2011**



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## Title: Plateau Designations 1996

**Policy:** Recommendations made on page two of the DACJC's report are accepted. These read as follows:

- A chorus will not be eligible for a plateau award until the next contest cycle after they have competed in one contest under the new judging system adopted with the fall contest cycle in 1993.
- A chorus with only one competition since the Fall contest in 1993 will be placed in a plateau based on the single score achieved
- All other chorus plateau designations will be based on the average of the last two-contest appearance

**Approval Date:** BOD 08/1996

**Implementation Date:** BOD 08/1996

**Rescission/modification Date:** September 23, 2011

## Title: Inclusion in Plateau 1999

**Policy:** Chapters will be included in the plateau listing after competing for the first time.

**Approval Date:** BOD 01/1999

**Implementation Date:** BOD 01/1999

**Rescission/modification Date:** September 23, 2011



# SUNSHINE DISTRICT



A District of the Barbershop Harmony Society

## VP MARKETING & PUBLIC RELATIONS

### **Responsibilities:**

- Be intimately familiar with responsibilities as outlined in the Society Operations Manual
- Ensures that the district, its chapters, and quartets have the marketing, image and awareness-building tools to take advantage of their unique assets, and are using them to increase market penetration by matching their unique assets to community needs.
- Selects, designs, and marks up items for sale on the Sunshine District MegaStore.
- Encourages Chapters and quartets to permit the non-exclusive use of their logos on merchandise in the Sunshine District MegaStore for the benefit of the District.
- Provides programs and materials to enhance public awareness of barbershopping and the value of music education for personal enrichment.
- Provides support and leadership to the administrator and designer of the District web site, the Sunshinenet email list, and the District On-Line Services (DOLS) Committee.
- Provides leadership and support to the Editor of the Sunburst—the District news publication
- Effectively communicates and promotes District activities through regularly distributed district bulletins and encouraging development of informative Chapter bulletins.
- Reviews all printed materials that reflect the name of the district on them, to include, but not limited to, the District Bulletin, stationery, and business cards.

### **POLICIES-VP MARKETING & PUBLIC RELATIONS**

#### **Title: Competitors Prohibition from Selling Products at Conventions 2005**

**Policy:** All competitors are prohibited from selling their recorded media and materials in the auditorium of any District Convention.

**Approval Date:** BOD 04/1988 and BOD 01/2005

**Implementation Date:** BOD 04/1988 and BOD 01/2005

**Rescission/modification Date:**

#### **Title: Responsibility For Home Page Content on Internet 1997**

**Policy:** Any official information about the Sunshine District that is disseminated over the District Home page of the Internet is to be the responsibility of the VP Mktg. and PR

**Approval Date:** BOD 04/1997

**Implementation Date:** BOD 04/1997

**Rescission/modification Date:**

#### **Title: Purpose and Intent of District Web Site 1998**

**Policy:** The district web site will be operated by and for the benefit of the Sunshine District, its chapters, registered quartets and activities authorized by the Sunshine District Board of Directors. Only official SPEBSQSA Inc. and Sunshine District sponsored activities and organizations in good standing may maintain links to their home pages on and be served by the district web site

**Approval Date:** BOD 11/1998

**Implementation Date:** BOD 11/1998

**Rescission/modification Date:**

#### **Title: Discontinue Paperback Copy of Sunshine Directory 2002**



# SUNSHINE DISTRICT



A District of the **Barbershop Harmony Society**

**Policy:** It is the policy of the Sunshine District to discontinue publishing an annual paperback copy of the Sunshine Directory and to replace it with a similar document in PDF format on the Sunshine District secure Web site, with a midyear update of the members' roster portion.

**Approval Date: BOD meeting 04/2002**

**Implementation Date: BOD Meeting 04/02**

**Rescission/modification Date:**

## **Title: Subscription Plan for Sunburst 2004**

**Policy:** The District will offer a subscription plan for persons wanting a hard copy of the Sunburst. The plan is to offer a hard copy for \$20.00 per year provided we get a minimum of 135 subscribers for bulk mailings, 100 for first class. Copy will be black and white.

**Approval Date:** BOD 10/2004

**Implementation Date:** BOD 10/2004

**Rescission/modification Date:**

## **Title: Bulletin Editor of the Year (BETY) Award Procedure 2004**

**Policy:** It is the policy of the Sunshine District to promote and encourage the generation of quality chapter bulletins and newsletters throughout the Sunshine District and to enter same each year for district and international BETY judging in an effort to improve the overall quality of same.

The Editor of the Sunburst shall:

- a. Notify all Sunshine District Chapter Bulletin Editors when the time comes for bulletin judging.
- b. Collect & process all entered bulletins for district judging.
- c. Notify the two finalists of their scores, return their respective score sheets & judged bulletins to them & maintain a history record of same.

For Monthly Bulletins:

- Editors must have produced at least eight (8) issues during the calendar year
- Send six (6) copies each of three (3) successive issues.
- One copy of each issue must be an off-the-press copy for the Layout and Reproduction Judge.

Weekly Bulletins:

- Editors must have produced at least 39 issues during the calendar year.
- Send six (6) copies of each of nine (9) successive issues.
- One copy of each issue must be an off-the-press copy for the Layout and Reproduction Judge.

Judging

- All Bulletins will be judged and returned to their respective editors with friendly, constructive recommendations by each judge. The bulletins are judged in three disciplines:
  - Content
  - Grammar and Style
  - Layout and Reproduction

There are 2,000 possible points in the contest.

- Content counts for a maximum of 800 points.
- Grammar and Style counts for a maximum of 600 points.
- Layout and Reproduction counts for a maximum of 600 points.

The two top-scoring bulletins will represent the *Sunshine District* in the *International Bulletin Contest* to be held in the spring. Those two editors will be recognized at the *District Spring Convention*.



# SUNSHINE DISTRICT



A District of the Barbershop Harmony Society

**Approval Date:** BOD 10/2004  
**Implementation Date:** BOD 10/2004  
**Rescission/modification Date:**

## **Title: Funding for New Sunshine Web Conversion 2007**

**Policy:** It is the policy of the Sunshine District to maintain and update a web site to provide information about and to our members. Shannon Elswick opened the floor for a motion to ratify the proposed funding for the new Sunshine district web conversion which was discussed through e-mail prior to the Fall BOD/DOT meeting.

Upon motion by Bill Boll, seconded by Dan Brinkmann, the BOD voted to approve the funding for the new Sunshine district web conversion.

**Approval Date:** 2 BOD 10/2007  
**Implementation Date:** 2 BOD 10/2007  
**Rescission/modification Date:**

## **Title: Suggestions for Proposed Changes to the District Website 2008**

**Policy:** It is the policy of the Sunshine District to maintain and update a web site to provide information about and to our members. Concern has been forwarded that the District website is not being updated efficiently. Keith Hopkins suggests that any proposed changes to the District website should be sent to Christopher Baker and co-copied to Andrew Borts and Keith Hopkins. Discussion was also made about the District establishment of PayPal. PayPal will be an option of payment for Spring convention 2008. BOD/DOT March 2 2008

**Approval Date:** BOD/DOT Marc 2, 2008  
**Implementation Date:** BOD/DOT Marc 2, 2008  
**Rescission/modification Date:**

## **RESCINDED POLICIES-VP MARKETING & PUBLIC RELATIONS**



# SUNSHINE DISTRICT



A District of the Barbershop Harmony Society

## VP CHORUS DIRECTOR DEVELOPMENT

### Responsibilities:

- Be intimately familiar with responsibilities as outlined in the Society Operations Manual
- Ensure appropriate communications with Directors/Assistant Directors
  - Communicate with the Directors/Assistant Directors regularly via email
  - Publish an article tailored to CDD activities and opportunities in the Sunburst every other month
  - Manage appropriate content on the District website (ie: chorus director resource sector)
  - Be available for direct communications with and from Directors and Assistant Directors
- Coordinate and manage the process for recommending Directors College scholarships to ensure the District always utilizes our maximum number of awards.
  - Solicit potential first-time Directors and manage a waiting list for upcoming awards
    - Solicit first-time Assistant Directors and/or Directors interest in returning for repeat attendance and manage a waiting list for upcoming awards
    - Communicate with Directors and Assistant Directors on the waiting list to ensure their continued interest and/or availability for upcoming slots
- Director Certification
  - Solicit Directors and Assistant Directors to enlist in the program
  - Encourage enrolled members to work toward certification
- CDWI
  - Promotes, administers and recruits participants for the Chorus Directors' Workshop Intensive (CDWI), Chorus Director Workshop Intensive II (CDWI II), Next Level and Director of the Future (DoF) programs in the district
  - Communicates, promotes, and coordinates all functions of chorus director recruitment and development in the district, including promotion of the program and its materials to non-Society musicians in the district.
    - Determine the targeted number of workshops per year
    - Locate a venue/host chapter and primary organizer for each workshop
    - Personally recruit Directors to participate
- CDWI II
  - Determine the targeted number of workshops per year
  - Locate a venue/host chapter and primary organizer for each workshop
  - Personally recruit Directors to participate (note: CDWI is a requirement for eligibility for CDWI II)
- Director of the Future (DOF)
  - Determine the targeted number of workshops per year
  - Locate a venue/host chapter and primary organizer for each workshop
  - Recruit members to participate
- Required Skills/Preferred Experience
  - Experience and Training as Chorus Director



# SUNSHINE DISTRICT



A District of the Barbershop Harmony Society

- Excellent Interpersonal Skills
- Availability for board meetings and ability travel
- Basic Computer Skills
- Reports to: Executive Vice President

## **POLICIES-VP CHORUS DIRECTOR DEVELOPMENT**

### **Title: Fee for Attendees at CDWI Events 2008**

**Policy:** It is the policy of the Sunshine District to charge a fee for attendees at CDWI Workshops. Ron Bower requested guidance in the funding of the Chorus Director Workshop Intensive (CDWI) events. Shannon Elswick reported that Chorus Director Development (CDD) had never broken even. The board has always looked at the \$500 budget for CDWI or CDD as being a deficit. Ron proposed a \$100 fee for directors signing up for future CDWI's. The BOD found \$100 a fair cost.

**Approval Date:** BOD/DOT Marc 2, 2008

**Implementation Date:** BOD/DOT Marc 2, 2008

**Rescission/modification Date:**

## **RESCINDED POLICIES-VP CHORUS VP DEVELOPMENT**



# SUNSHINE DISTRICT



A District of the Barbershop Harmony Society

## VP YOUTH IN HARMONY

### **Responsibilities:**

- Be intimately familiar with responsibilities as outlined in the Society Operations Manual
- Communicates with local music educators and developing student participation in college and high school quartet contests.
- Provides guidance for district and chapter supported youth activities within the district that will improve and expand the musical knowledge and performance abilities of the high school and college youth.

## **POLICIES-VP YOUTH IN HARMONY**

### **Title: VP YMIH Approval of Participating YMIH Quartets 2001**

**Policy:** It is the policy of the Sunshine District that all YMIH quartets that participate at our conventions are approved and invited by the VP YMIH or his official designee

**Approval Date:** BOD 03/2001

**Implementation Date:** BOD 03/2001

**Rescission/modification Date:**

### **Title: Harmony Explosion-Restoring Youth Festival Fund 2006**

**Policy:** It is the policy of the Sunshine District that youth festivals could not continue to be funded up front by the district so the Youth Festival Fund account will need to be restored.

**Approval Date:** BOD January 2006

**Implementation Date:** BOD January 2006

**Rescission/modification Date:**

### **Title: Separate Accounting for Harmony Explosion 2006**

**Policy:** It is the policy of the Sunshine District that Harmony Explosion and Sizzle be accounted for separately. Don Long reviewed expense summaries for conventions, Labor Day Jamboree, and Sizzle and noted that all lost money in 2005. After significant discussion and a review of a detailed report from Bill Bernard, it was decided to separately account for Harmony Explosion and Sizzle.

**Approval Date:** HOD May 2006

**Implementation Date:** HOD May 2006

**Rescission/modification Date:**

## **RESCINDED POLICIES-VP YOUTH IN HARMONY**



# SUNSHINE DISTRICT



A District of the Barbershop Harmony Society

## VP MEMBERSHIP DEVELOPMENT

### **Responsibilities:**

- Be intimately familiar with responsibilities as outlined in the Society Operations Manual
- Encourages chapters to contact the VP of YIH to learn more about sponsoring a Festival in their area.
- Surveys locales for possible extension sites.
- Provides information and assistance to persons interested in starting a chapter.
- Monitors and maintains the District's 50 year member program. Presentations at the fall convention.
- At least 2 months prior to Fall convention:
  - Update existing list of 50 year members from Society Headquarters records
  - Add new members to existing list
  - Prepare certificates for presentation at the Fall Convention
  - Inform Convention Committee Ticket chairman of the entire list of 50 year members.
  - Contact VP of Conventions and inform him of the need to have time during the convention events to present the certificates.
  - Assist District President in presenting the framed certificates

## **POLICIES-VP MEMBERSHIP DEVELOPMENT**

### **Title: District Recognition of 50 Year Members 1999**

**Policy:** It is Sunshine District policy to honor men who have been officially recognized by the Society as having been in the Society for 50 or more years. Frank Thorne members are eligible for District recognition and honor. Recognition will consist of the following:

- Special framed certificate signed by the District President
- Waiver of annual district dues
- Complimentary registration fees for district sponsored events

**Approval Date:** HOD 05/1999

**Implementation Date:** HOD 05/1999

**Rescission/modification Date:**

### **Title: Startup Money for New Licensed Chapters 2002**

**Policy:** It is Sunshine District policy to provide \$100.00 startup money to all new licensed chapters

**Approval Date:** BOD 08/2002

**Implementation Date:** BOD 08/2002

**Rescission/modification Date:**

## **RESCINDED POLICIES-VP MEMBERSHIP DEVELOPMENT**



# SUNSHINE DISTRICT



A District of the Barbershop Harmony Society

## **DISTRICT BOARD MEMBERS-AT-LARGE (BMAL)**

### **Responsibilities:**

- There are two District Board Members at large elected by the HOD. The term of office is one year renewable each year by selection and election. The selection of the at large position will be based on the needs of the District and the talents available to fill the need.
- Participate in the governance of the Sunshine District as a voting member of the Board of Directors, through the effective analysis and review of District operations, budgets, programs, and organizational needs, act in the best interest of the individual member, Chapter and District consistent with the short and long term goals and of the International Barbershop Harmony Society.
- Participate in District Board Meetings as scheduled by the District President
- Provide analysis and recommendations to the Board based on a review of matters presented to the Board by the DOT and/or functional areas which affect the current and future status of The Sunshine District.
- Be responsive to the needs of District Chapters and Chapter members by reviewing and acting on issues raised by the Chapter members, Chapter Officers, House of Delegate Members and functional areas of the Operations Team that impact the District as a whole.
- Responsible for the management and conclusion of special projects assigned by the Board of Directors and the District President.
- Acts as a representative of the District Board to the chapters to encourage effective leadership succession and to create enthusiasm for the District's future direction.
- Represents the concerns and perspectives of the chapters and divisions to the District Board.
- Board Members-at-Large are always expected to act with the welfare of the entire District in mind.

## **POLICIES- DISTRICT BOARD MEMBERS-AT-LARGE (BMAL)**

### **Title: Sunshine District Board Member Orientation**

**Policy:** It is the Sunshine District Policy that a Sunshine District Board Member Orientation procedure be developed and maintained current by one of the Board Members at Large at the discretion of the District President. Once completed, the procedure will become policy and inserted into the Governance Manual. (See VIII: APPENDIX B)

**Approval Date:** September 3, 2011

**Implementation Date:** September 3, 2011

**Rescission/modification Date:**

### **Board Officer Orientation**

## **SUNSHINE DISTRICT OFFICER ORIENTATION-1/20/11**

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1. **Sunshine District Management Team for 2011** - See Attachment #1
2. **Sunshine District Operations Team for 2011** – See Attachment #
3. **Sunshine District Governance Manual** – See Attachment #3
4. **Sunshine District Meetings – 2011** – See Attachment #5
5. **BHS Address/Phone Number:**

Barbershop Harmony Society



# SUNSHINE DISTRICT



A District of the Barbershop Harmony Society

110 – 7th Avenue North  
Nashville, TN 37203-3704  
Phone: 800-876-7464 (SING) or 615-823-3993  
Fax: 615-313-7615

6. **BHS Staff** - See Attachment #4

7. **Meeting Dress Code:** all meetings business casual unless otherwise specified.

8. **General rules about communications**

- a. Assume good intentions on the part of someone with whom you are communicating.
- b. Assume they are trying to be helpful.
- c. Email is not a substitution for face-to-face communication or calling someone on the phone. In general, touchy issues or complaints should be handled by telephone or in person, not in an email.
- d. Sending an email does not mean you have communicated with someone. Good communication occurs only when the intended message was received and understood by the party for whom it was meant. Email is a blunt instrument. If you want to make sure something is very clear, make a phone call.

9. **Email etiquette**

- a. Email lacks nuance and body language and inflection. Before you send an email, and especially if you are upset, re-read what you have written to ensure that it says what you want to say in a diplomatic and respectful tone. Better yet, have someone else read it and get their reaction to your tone. Sometimes it's advisable to wait a day to send it, and review it again before sending. You can make more pointed comments by telephone, if necessary, but do not include them in your email.
- b. Be very careful about your audience: write your email with your audience in mind, and do not send your email to folks who do not need to see it. Many times you can respond to the author and not include those who had been copied on the original. Do not send "me, too" posts that merely echo what someone else has said.
- c. "Reply all" is often not appropriate. Make judicious decisions. Be aware of who is going to get the post if you reply to all, and make sure your wording is respectful to all recipients.
- d. Try to cut down on multiple emails to the same individual: if you use "reply all" and notice that someone is listed twice in the "copy" listing, remove the extra email address.
- e. From time to time you will get a post indicating that a particular staff member or committee chairman or other Barbershopper is deserving of our praise; do not send a copy of your congratulatory post to every recipient of the email.
- f. Consider if email is the right choice. Maybe a telephone call is better.
- g. You should not forward another person's email to a third party without his permission unless it is obviously innocuous. Most of us pay attention to the audience for our emails, and we express ourselves with that audience in mind. You can create a lot of heartburn if you send along an email to a different party that was not included in the audience that the original author had in mind.
- h. Be especially careful when sending a post to a staff member or one about a staff member to another party. Be sure that your post is respectful and polite, and that it does not denigrate the staff member. Remember: if you have serious complaints to impart, pick up the telephone rather than put it in an email.



# SUNSHINE DISTRICT



A District of the Barbershop Harmony Society

Attachment #1  
SUNSHINE DISTRICT BOD  
1/20/11

<b>Keith Hopkins</b> 2550 Highlands Vue Pkwy. Lakeland, FL 33812 <a href="mailto:Keith.hopkins@fourpart.org">Keith.hopkins@fourpart.org</a>	<b>(Pat Nugent)</b>	<b>District President</b>  863-644-3172 (H); 863-258-0184 (C)
<b>Nick Schwob</b> 4713 Goldfinch Zephyrhills, FL 33541 <a href="mailto:nickschwob@tampabay.rr.com">nickschwob@tampabay.rr.com</a>	<b>(Barbara)</b>	<b>District Executive Vice President</b>  813-862-3565 (H); 813-997-3588 (C)
<b>Bill Billings</b> 6411 W. Riverbend Road Dunnellon, FL 34433 <a href="mailto:Wbillin1@tampabay.rr.com">Wbillin1@tampabay.rr.com</a>	<b>(Cathie)</b>	<b>District Immediate Past President</b>  352-795-9019 (H); 727-418-9300 (C)
<b>Dan Brinkmann</b> 4399 Wood Haven Drive Melbourne, FL 32935 <a href="mailto:brinktenor@aol.com">brinktenor@aol.com</a>	<b>(Barbara)</b>	<b>District Secretary</b>  321-259-7953 (H); 321-544-1195 (C)
<b>Dave Kannberg</b> 13948 Sheffield Court Wellington, FL 32935 <a href="mailto:daveatcs@att.net">daveatcs@att.net</a>	<b>(Louisa)</b>	<b>District Treasurer</b>  561-753-0760 (H); 561-301-6901 (C)
<b>Dick Shaw</b> 35 Vagabond Lane Winter Haven, FL 33881 <a href="mailto:Rshaw2@tampabay.rr.com">Rshaw2@tampabay.rr.com</a>	<b>(Nancy)</b>	<b>Vice-President – Financial Development</b>  863-875-4077 (H); 863-258-9233 (C)
<b>Bob Brutsman</b> 14116 Hickory Marsh Lane Fort Myers, FL 33912 robertbrutsman@comcast.net	<b>(Ellen)</b>	<b>Board Member at Large</b>  239-561-5881 (H); 612-865-7371 (C)
<b>John Spang</b> 537 SE 19 <sup>th</sup> Street Ocala, FL 34471 <a href="mailto:barbershoppebass@yahoo.com">barbershoppebass@yahoo.com</a>	<b>(Ann)</b>	<b>Board Member at Large</b>  352-402-9451 (F)

Attachment #2  
SUNSHINE DISTRICT OPERATIONS TEAM  
1/20/11

<b>Dave Roberts</b> 34933 Snow Egret Avenue Zephyrhills, FL 33541 <a href="mailto:Daver1103@aol.com">Daver1103@aol.com</a>	<b>(Dianne)</b>	<b>VP- CSLT</b>  813-546-8953 (H)
<b>Dave Jacobs</b>	<b>(Cassie)</b>	<b>VP- Chorus Director Development</b>



# SUNSHINE DISTRICT



A District of the Barbershop Harmony Society

2432 NW 49<sup>th</sup> Avenue  
Gainesville, FL 32605  
[g8r10r@gmail.com](mailto:g8r10r@gmail.com)

352-373-8133 (H); 352-318-7608 (C)

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**Harold Lathom** (Donna)  
1404 Georgiana Terrace  
The Villages, FL 32162  
[hlathom@yahoo.com](mailto:hlathom@yahoo.com)

**VP- Contest and Judging**

352-350-2215 (H); 904-537-3963 (C)

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**Chad Bennett** (Kristi)  
2001 Rafton Road  
Apopka, FL 32703  
[zdapperdan@yahoo.com](mailto:zdapperdan@yahoo.com)

**VP Events**

407-886-2221 (H); 407-758-5366 (C)

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**Eric Christensen**  
412 Mead Dr  
Oviedo, FL 32765-6826  
[Highgear3@aol.com](mailto:Highgear3@aol.com)

**VP- Marketing and Public Relations**

407-365-6262 (H); 407-797-5560 (C)

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**Bart Van de Mark** (Gail Williamson)  
2288 SE Shelter Drive  
Port Saint Lucie, FL 34952  
[roadwarriorbvd@gmail.com](mailto:roadwarriorbvd@gmail.com)

**VP- Membership Development**

772-349-0149 (H)

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**Harold Nantz** (Judy)  
1421 Hendren Dr  
Melbourne, FL 32935-5379  
[bowbarbershopper@hotmail.com](mailto:bowbarbershopper@hotmail.com)

**VP- Music and Performance**

321-253-5635 (H); 321-446-6886 (C)

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**Arne Helbig** (Denise)  
4610 Grainary Avenue  
Tampa, FL 33624  
[chbgh@allstate.com](mailto:chbgh@allstate.com)

**VP- Youth in Harmony**

813-961-8002 (H); 813-310-6914 (C)

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**Pat Haley** (Jan)  
1653 Rosebury Loop  
The Villages, FL 32162  
[phaleybbs@comcast.net](mailto:phaleybbs@comcast.net)

**LEADAC Coordinator**

352-753-3351 (H)

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## Attachment #3

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**A copy of the Sunshine District Governance Manual  
Attachment #4**

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### Barbershop Harmony Society Staff

Executive Director  
Executive Assistant  
Director of Education  
Music Staff  
Music Staff

Ed Watson  
Patty Leveille (x2630)  
Paul Wietlisbach (x4130)  
Mike O'Neill (x4126)  
James Estes (x4124)

[ewatson@barbershop.org](mailto:ewatson@barbershop.org)  
[pleveille@barbershop.org](mailto:pleveille@barbershop.org)  
[education@barbershop.org](mailto:education@barbershop.org)  
[moneill@barbershop.org](mailto:moneill@barbershop.org)  
[jestes@barbershop.org](mailto:jestes@barbershop.org)



# SUNSHINE DISTRICT



A District of the Barbershop Harmony Society

Music Staff	Adam Scott (x4125)	<a href="mailto:ascot@barbershop.org">ascot@barbershop.org</a>
Director of finance	Heather Verble (x4133)	<a href="mailto:hverble@barbershop.org">hverble@barbershop.org</a>
Mgr. Member Services	Becca Box (x4120)	<a href="mailto:bbox@barbershop.org">bbox@barbershop.org</a>
Membership	Jacqueline Robinson (x4113)	<a href="mailto:jrobinson@barbershop.org">jrobinson@barbershop.org</a>
Membership	Kat Bowser (x4129)	<a href="mailto:kbowser@barbershop.org">kbowser@barbershop.org</a>
Mgr. Meetings/Conventions	Dusty Schleier (x4116)	<a href="mailto:dschleier@barbershop.org">dschleier@barbershop.org</a>

## Attachment #5

### SUNSHINE DISTRICT BOD/HOD MEETINGS - 2011

1/20/11

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LEADAC – January 7

Spring Convention – Friday, April 8, Orlando Airport Marriott, time TBD

Fall Conventions – Friday, September 23, Orlando Airport Marriott, time TBD

### **RESCINDED POLICIES-DISTRICT BOARD MEMBERS-AT-LARGE (BMAL)**



# SUNSHINE DISTRICT



A District of the Barbershop Harmony Society

## VII. AFFILIATES AND COMMITTEES: RESPONSIBILITIES AND POLICIES

### SUNSHINE DISTRICT ASSOCIATION OF QUARTET CHAMPIONS (SDAQC)

**Chair:**

**Charter: September 3, 2011 (LDJ BOD)**

The Sunshine District adopts the Sunshine District Association of Quartet Champions, (S.D.A.Q.C.), (which membership comprises the members of all the past and current Sunshine District Champion Quartets, as selected annually at Sunshine District Contests) 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 Sunshine District, and whose purposes and actions it is agreed between the Sunshine District and the S.D.A.Q.C. shall be consistent with those of the District, and shall not impact on 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 Sunshine District Board, at the Board's first meeting of the calendar year.

### **POLICIES-SUNSHINE DISTRICT ASSOCIATION OF QUARTET CHAMPIONS**

**Policy:**

**Approval Date:**

**Implementation Date:**

### **RESCINDED POLICIES- SUNSHINE DISTRICT ASSOCIATION OF QUARTET CHAMPIONS**

**Policy:**

**Rescission/modification Date:**



# SUNSHINE DISTRICT



A District of the Barbershop Harmony Society

## RULES AND REGULATIONS COMMITTEE

**Chair:**

**Charter:**

**Responsibilities:**

- Be intimately familiar with responsibilities as outlined in the Society Operations Manual
- This committee acts as the consultant to the District on matters related to the District and Society rules and regulations.

## **POLICIES-RULES AND REGULATIONS COMMITTEE**

**Title:**

**Policy:**

**Approval Date:**

**Implementation Date:**

**Rescission/modification Date:**

## **RESCINDED POLICIES-RULES AND REGULATIONS COMMITTEE**



# SUNSHINE DISTRICT



A District of the Barbershop Harmony Society

## ETHICS COMMITTEE

### **Responsibilities:**

This committee is responsible for the handling of all complaints concerning unethical behavior of any member of our Society which took place within the District or which have been referred to the committee by the Society Ethics Committee. It works under the direct supervision of the Society's Ethics committee and is responsible to that committee as well as the District. Its duties include:

- Investigating and evaluating all reports received on possible violations of the Society's Code of Ethics.
  - Recommending any action indicated to the District Board and/or the Society.
- The Ethics Committee shall be a standing committee consisting of the past three surviving district presidents. The immediate past president shall chair the committee. In the event any member of the Ethics committee is a current member of the Society Board of Directors, that member shall recuse himself from serving on the committee and the sitting District President shall appoint another person to serve in his stead. If this person is the Ethics committee chair, the next junior surviving past president shall assume the chair.
- Filing a report at the Fall House of Delegates meeting.

However should an ethics complaint be filed for **Chapters** in violation of Society bylaws, statements of policy, or governing documents any member of the Society, believing any chapter to be violating any provision of Society bylaws, statements of policy, or other governing documents may make a written complaint thereof, setting forth the alleged violation or violations in reasonable detail, such complaint to be forwarded by the complainant:

  - By regular mail to the Society president at the Society office;
  - By certified mail, return receipt requested to the president of the chapter involved; and
  - By regular mail to the appropriate district president and Society Board member.”
- In the above instance, the Committee shall consist of three members, two of whom shall be appointed by the Society president and one of whom shall be appointed by the president of the district involved. All appointments shall be made, and committee members notified of their appointments, within 15 days after the determination to refer the matter to the Hearing Committee; provided, however, that, if the district president fails to make his appointment within such time, the Society president shall also appoint the third member of the Hearing Committee, but such member shall be a member of a chapter in the district involved

## **POLICIES-ETHICS COMMITTEE**

**Approval Date:**

**Implementation Date:**

**Rescission/modification Date:**

## **RESCINDED POLCIES-ETHICS COMMITTEE**



# SUNSHINE DISTRICT



A District of the Barbershop Harmony Society

## HALL OF FAME COMMITTEE

### Responsibilities:

### POLICIES-HALL OF FAME COMMITTEE

#### Title: Responsibilities and Roles of Hall of Fame Committee 2004

#### Policy: Paragraph 1 - Membership Eligibility

1.1 Must be a 25 year member of the Sunshine District who has made significant contributions to the District. Must be a current member of the District, reasonably known by members of the District for his contributions. Must be of good character respected by his peers.

1.2 Posthumous awards may be made even though the recipient was not a member of the District for 25 years, but might have had he lived.

#### Paragraph 11 - Executive Committee

2.1 The Executive Committee shall consist of the Administrator, Recorder, Screening Committee, and Selection Committee.

a. Administrator - elected for a two (2) year term and may be re-elected for an additional two (2) year term.

b. Recorder - elected for a one (1) year term and may be elected for an additional one (1) year term.

c. Screening Committee - a four member rotating sub-committee with the longest tenured member serving as chairman for one (1) year. At the end of one year, the next longest tenured member will then become the chairman. The next longest tenured member of the Hall of Fame will move up to the vacated position on the committee. If illness or logistics prevents anyone from serving, the next in line will move forward.

d. Selection Committee - A standing committee of three (3) Hall of Fame members that are appointed by the Hall of Fame. NOTE: It has been suggested that this be a rotating committee similar to the Screening Committee.

#### Paragraph III - Selection Process for Hall of Fame Recipients

3.1 All members of the Hall of Fame are responsible for nominating candidates for membership. They are to prepare complete, informational and meaningful resumes for each candidate and be presented to the Screening Committee. All nominations should be submitted to the Screening Committee by May 1 or at the Spring Convention of each year. These may be shared with all Hall of Fame members for their review and suggestions.

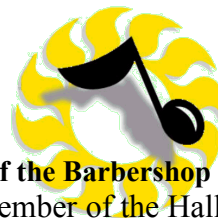
3.2 The Screening Committee selects three (3) nominees from the candidates and submits them to the Selection Committee by September 1 of each year. The selection should be made by mid September to enable all plans be in place to present the new Hall of Fame member or members to the District at the chorus competition in October. A majority vote by the Selection Committee determines the Hall of Fame recipient. The Selection Committee may also vote, by majority, not to receive a new member to the Hall of Fame for a particular year. Posthumous awards may be presented at the same time.

#### Paragraph IV - Meetings of the Hall of Fame

4.1. Meetings of the Hall of Fame will be called by the Administrator and will, at a minimum, be held at each convention. The Administrator will work with the Recorder well in advance of each



# SUNSHINE DISTRICT



A District of the Barbershop Harmony Society

meeting in order for an agenda to be prepared and given to each member of the Hall of Fame prior to the meeting.

**Rationale:** Hall of Fame Manual Draft Oct 22, 2004

**Approval Date:**

**Implementation Date:**

**Rescission/modification Date:**

## RESCINDED POLICIES-HALL OF FAME COMMITTEE



# SUNSHINE DISTRICT



A District of the Barbershop Harmony Society

## BARBERSHOPPER OF THE YEAR (BOTY) COMMITTEE

### Responsibilities:

### POLICIES-BARBERSHOPPER OF THE YEAR (BOTY) COMMITTEE

#### Title: Barbershopper of the Year

#### Responsibilities/Procedure:

- **Source: BOD meeting 01/96.** The “Current” BOTY will be the chairman for the subsequent BOTY committee. The committee shall consist of the current BOTY and the last TWO (2) District BOTY recipients.
- Each District Chapter President and each previous winner of the District BOTY award is eligible to nominate a Sunshine District Barbershopper for the BOTY award.
- The current BOTY will have these additional responsibilities:
  - In cooperation with the first past BOTY arrange for the BOTY reception on Friday night of the convention week end.
  - Creating and sending invitations to the BOTY reception to all nominees and previous District BOTY winners.
  - The first past BOTY will acquire the refreshments and assist the BOTY with arranging the reception room.
  - Beginning in January, send Candidate Forms to all District Chapter Presidents and previous BOTY winners, requesting nominations for the BOTY award. The Forms will consist of (See VIII-Procedures Appendix A):
    - Cover letter
    - Barbershopper of the Year Scoring Criteria
    - Candidate Information and Objective Score Sheet
    - Subjective Evaluation Scoring Sheet
    - Receiving the candidate forms and sharing information with the rest of the committee. The committee shall meet via telecom or in person to review the subjective evaluation and award points for this area. The selection and winner of the BOTY award will be held in confidence until it is announced at the Saturday Night Convention.
    - Preparing the BOTY awards including the certificate, and the name plate for the award plaque.
    - Procure a Society BOTY lapel pin for presentation. The lapel pin should be without jewels.
- The selection of the BOTY will be at the Spring District Convention and will represent the qualifications of the nominee for the preceding year.
- All records of the selection process from all the preceding years will be passed on to the new BOTY for use in selecting the next BOTY.

3

**Approval Date:** BOD meeting 01/96

**Implementation Date:** BOD meeting 01/96

**Recession/modification Date;** BOD 8 April 2011

#### Title: Change in Chairmanship of BOTY



# SUNSHINE DISTRICT



A District of the Barbershop Harmony Society

**Policy:** It is the policy of the Sunshine District to change the chairmanship of the BOTY committee from the current BOTY to the first past BOTY. The purpose of this change is to allow the newly selected BOTY a year of tenure without the worry and duties of managing the program. In addition, the policy was also changed to remove the restriction that the reception be held on Friday evening.. The revised program will be amended to read:

## **Responsibilities/Procedure:**

- The “first past” BOTY will be the chairman for the subsequent BOTY committee. The committee shall consist of the “first past” BOTY and his two precedent District BOTY recipients.
- Each District Chapter President and each previous winner of the District BOTY award is eligible to nominate a Sunshine District Barbershopper for the BOTY award.
- The “first past” BOTY will have these additional responsibilities:
  - Arrange for the BOTY reception during the convention week end.
  - Creating and sending invitations to the BOTY reception to all nominees and previous District BOTY winners.
  - The first past BOTY will acquire the refreshments and arrange the reception room.
  - Beginning in January, send Candidate Forms to all District Chapter Presidents and previous BOTY winners, requesting nominations for the BOTY award. The Forms will consist of (See Below):
    - Cover letter
    - Barbershopper of the Year Scoring Criteria
    - Candidate Information and Objective Score Sheet
    - Subjective Evaluation Scoring Sheet
  - Receiving the candidate forms and sharing information with the rest of the committee. The committee shall meet via telecom or in person to review the subjective evaluation and award points for this area. The selection and winner of the BOTY award will be held in confidence until it is announced at the convention.
  - Preparing the BOTY awards including the certificate, and the name plate for the award plaque.
  - Procure a Society BOTY lapel pin for presentation. The lapel pin should be without jewels.
- The selection of the BOTY will be at the Spring District Convention and will represent the qualifications of the nominee for the preceding year.
- All records of the selection process from all the preceding years will be passed on to the new “first past” BOTY for use in selecting the next BOTY.
- **Approval Date: BOD 8 April 2011**
- **Implementation Date: 8 April 2011**
- **Rescission/modification Date:**

## **Title: District Purchase of BOTY Pins 2007**

**Policy:** It is the policy of the Sunshine District to purchase Barbershopper of the Years lapel pins for all past and future BOTY recipients. Dan Brinkmann reported on Barbershopper of the Year (BOTY)



# SUNSHINE DISTRICT



A District of the **Barbershop Harmony Society**

Pins. His initial recommendation was to purchase BOTY lapel pins for past BOTY recipients. Upon further discussion, it was decided to let past BOTY's purchase their own pins

**Approval Date:**

**Implementation Date:**

**Rescission/modification Date:**

## RESCINDED POLICIES-BARBERSHOPPER OF THE YEAR (BOTY) COMMITTEE



# SUNSHINE DISTRICT



A District of the Barbershop Harmony Society

## NOMINATING COMMITTEE

**Chair: Immediate Past President**

**Charter:**

**Responsibilities**

## **POLICIES-NOMINATING COMMITTEE**

**Title: Nominating Committee Responsibilities**

**Policy:**

- The nominating committee shall consist of the immediate Past District President who shall chair the committee and at least three other members the majority of whom shall be past District officers appointed by the current District president. This committee shall select one nominee for each elective District office and shall submit its report in writing or email to the District Board of Directors at least 45 days prior to the Fall HOD meeting. This shall constitute the placing of the names in nomination.
- Prospective nominee shall be requested to provide a written resume of his qualifications to assume the position for which he is being nominated. The nominating committee will evaluate each resume and select the best qualified for nomination.
- As noted above the deadline for placing names in nomination is 45 days prior to the Fall HOD meeting; therefore, the nominating committee should have a preliminary list of prospective nominees available at the Board Meeting held at Labor Day Jamboree.

**Approval Date:**

**Implementation Date:**

**Rescission/modification Date:**

## **RESCINDED POLICIES-NOMINATING COMMITTEE**



# SUNSHINE DISTRICT



A District of the Barbershop Harmony Society

## PAST PRESIDENT'S ADVISORY COMMITTEE

**Chair:**

**Charter:**

**Responsibilities**

The council will generally respond to the District President within a given time frame to a specific issue. Therefore, since the council serves at the pleasure of the District President it will not have regularly scheduled meetings.

The chairman will provide a budget line item to the Treasurer for each year.

Meetings to address specific issues will generally be conducted via virtual telecons.

Responses to requests from the District President shall be prepared in writing and transmitted either via email or regular mail.

## **POLICIES-PAST PRESIDENT'S ADVISORY COMMITTEE**

**Title: Past Presidents Advisory Committee**

**Policy:**

**Responsibilities/Procedures:**

Members:

The past 3 immediate past presidents

The immediate Past President will reside as Chairman

**Procedures:**

The council will generally respond to the District President within a given time frame to a specific issue. Therefore, since the council serves at the pleasure of the District President it will not have regularly scheduled meetings.

The chairman will provide a budget line item to the Treasurer for each year.

Meetings to address specific issues will generally be conducted via virtual telecons.

Responses to requests from the District President shall be prepared in writing and transmitted either via email or regular mail.

**Purpose:**

Provide guidance and direction as requested to the current District President.

Act as a resource for gathering information for the current Board of Directors

Resolve questions relating to Rules and Regulations

**Approval Date:**

**Implementation Date:**

**Rescission/modification Date:**

## **RESCINDED POLICIES-PAST PRESIDENT'S ADVISORY COMMITTEE**



# SUNSHINE DISTRICT



A District of the Barbershop Harmony Society

## CHAPTER MENTOR PROGRAM

**Chair:** Executive Vice President

**Charter:**

**Responsibilities:**

### POLICIES-CHAPTER MENTOR PROGRAM

**Title:**

**Policy**

**Approval Date:**

**Implementation Date:**

**Rescission/modification Date:**

### RESCINDED POLICIES-CHAPTER MENTOR PROGRAM



# SUNSHINE DISTRICT



A District of the Barbershop Harmony Society

## SPEAKER'S BUREAU

**Chair:** VP Marketing and PR

**Charter:**

**Responsibilities**

## POLICIES-SPEAKER'S BUREAU

**Title:**

**Policy**

**Approval Date:**

**Implementation Date:**

**Rescission/modification Date:**

## RESCINDED POLICIES-SPEAKER'S BUREAU



# SUNSHINE DISTRICT



A District of the Barbershop Harmony Society

## LABOR DAY JAMBOREE

**Chair:**  
**Charter:**  
**Responsibilities**

## **POLICIES-LABOR DAY JAMBOREE**

**Title:**

**Policy**  
**Approval Date:**  
**Implementation Date:**  
**Rescission/modification Date:**

## **RESCINDED POLICIES-LABOR DAY JAMBOREE**



# SUNSHINE DISTRICT



A District of the Barbershop Harmony Society

## DISTRICT GENERAL POLICIES

### POLICIES- DISTRICT GENERAL

#### **Title: District International President Member of HOD 1985**

**Policy:** Any Sunshine District member who becomes International President will be a permanent member of the Sunshine House of Delegates for so long as he is an active member of the Sunshine District.

**Approval Date:** BOD meeting 09/85

**Implementation Date:** BOD meeting 09/85

**Rescission/modification Date:**

#### **Title: Implementation of Governance Structure**

**Policy:** It is the policy of the Sunshine District to accept and implement the structure presented at the LEADAC 2011 BOD meeting by the committee and contained in the committee report. The structure is represented in the body of the Governance Manual

**Approval Date:** BOD meeting 01/03/2011

**Implementation Date:** BOD 01/03/2011

**Rescission/modification Date:**

#### **Title: House of Delegates Membership**

**Policy:** It is the policy of the Sunshine District to determine the House of Delegates (HOD) shall consist of the chapter president and one appointed delegate from each chartered chapter in the District. If the chapter president is unable to attend, then he may appoint another chapter officer as a substitute for the designated HOD meeting. Each member of the current District Board of Directors and all past District presidents who are members of an active chapter (excluding Frank Thorne) in the District also shall be delegates. The HOD will meet twice a year at the Spring and Fall Conventions. The meeting will be presided by the District President.

**Approval Date:** HOD Meeting September 23, 2011

**Implementation Date:** HOD Meeting Spring, 2012

**Rescission/modification Date:**

#### **Title: Ocala Extravaganza Fund Raiser-2012**

**Policy:** It is the policy of the Sunshine District to purchase of up to 100 tickets (max \$1,000) for the Ocala Extravaganza to ensure the promoters meet minimum sales requirement. The purpose of the extravaganza is to help support District Representatives to the 2012 International Convention in Portland.

**Approval Date:** BOD September 3, 2012

**Implementation Date:** BOD September 3, 2012

**Rescission/modification Date:** July 1, 2013



# SUNSHINE DISTRICT



A District of the Barbershop Harmony Society

## **Title: Central Florida Extravaganza Fund Raiser-2012**

**Policy:** It is the policy of the Sunshine District that, if money is available at the time of the 2012 event, the District will provide \$1,500 as seed money to the Central Florida Chapter to hold the Barbershop extravaganza to help raise travel funds for district competitors to the 2012 International Convention in Portland.

**Approval Date:** BOD September 23, 2012

**Implementation Date:** BOD September 3, 2012

**Rescission/modification Date:** July 1, 2013

## **RESCINDED POLICIES-DISTRICT GENERAL**

### **Title: Extravaganza Fund Raiser-2011**

**Policy:** It is the policy of the Sunshine District to purchase 100 tickets for the 2011 Barbershop Extravaganza to assist the Central Florida Chapter raise funds to help support District Representatives to the 2011 International Convention in Kansas City.

**Approval Date:** BOD April 8, 2011

**Implementation Date:** BOD April 8, 2011

**Rescission/modification Date:** July 1, 2011



# SUNSHINE DISTRICT



A District of the Barbershop Harmony Society

## VIII: PROCEDURES

### APPENDIX A: BARBERSHOPPER OF THE YEAR PROCEDURES AND FORMS

#### COVER LETTER

(Using Sunshine District Letterhead)

Current BOTY  
Chairman 2006 BOTY Selection Committee  
Address  
City, State  
[Email](#) address

Date

TO: 200X Chapter Presidents and Sunshine District BOTY Members, 1958-200X

Subject: Submittal of the 200X DISTRICT BOTY Candidate Forms

Please find enclosed the 200X District Barbershopper of the Year Candidate forms. As in the past years, all Chapter Presidents and previous District BOTY recipients for the years of 1958-200X are requested to submit their chosen candidate(s) to be considered for our District's most coveted annual award. This award is given because it is related to all of those ingredients that go to make up the complete BARBERSHOPPER during a single calendar year.

Due to broader criteria, the candidates are not necessarily the same as Chapter BOTY winners. This fact should be kept in mind whenever Chapters prepare to submit one or more candidates.

This award is presented annually at our Spring Convention and overseen by a District Committee comprised of the last three Sunshine District BOTY award recipients.

So the committee will have time to evaluate and validate the information on the forms, please submit your nomination forms no later than **APRIL XX, 200X**.

Please return all nominations to:

Current BOTY  
Street Address.  
City, State, Zip

Yours in Harmony,

*Signature*

Current BOTY  
200X Sunshine District BOTY

Encl: 200X Sunshine District BOTY Candidate Forms.



# SUNSHINE DISTRICT



A District of the Barbershop Harmony Society

## SCORING CRITERIA

### BARBERSHOPPER OF THE YEAR SUNSHINE DISTRICT SCORING CRITERIA

#### PLEASE READ AND FOLLOW!!

The scoring of candidate's activities shall be in accordance with the page one instructions, except as follows:

1. When a candidate's service is for LESS THAN a full one year term, he shall receive 1/12 of the total potential shown on page one for each month of service.
2. Committee Chairmanship points shall be awarded only if the committee was in fact active and effective.
3. Chorus and Quartet scores shown on page 2 are to be multiplied by the number of contests involved. Special Note: If a candidate is a member of a chorus which could not compete in the current year because of winning a previous contest, the candidate shall be given credit for that contest as if he had sung with the chorus.
4. Judging and teaching LEADAC in other districts reflects honor on Sunshine; therefore, it is to be encouraged and such activity shall receive the same score as local judging with a maximum of 200 points. Note: Judging in another district is NOT judging at the International level.
5. When the candidate is a chairman or instructor in District sponsored events (Sizzle, Conventions, etc) points will not be awarded for also attending the event.

#### MISCELLANEOUS GUIDANCE:

Activities while a member of another district should be banded under the Subjective or Discretionary scoring.  
A second or third place candidate from the previous two years as shown on the official score summary shall receive favorable consideration in the Subjective or Discretionary scoring area.

#### COMMITTEE DEFINITIONS

Permanent Committee: Identified in official documents like standard by-laws, Governance Manual, etc.

AdHoc Committee: Established by the Presidents for their specific term in office.

Unofficial Committee: Related to special organizations like P.R.O.B.E.

#### Note:

Please be as accurate as possible with all submitted information. Inaccurate information could lead to extended efforts verifying your information and could possible result in the wrong person being selected for the **B.O.T.Y.** award.

### BARBERSHOPPER OF THE YEAR SUNSHINE DISTRICT CANDIDATE INFORMATION

#### OBJECTIVE EVALUATION:



# SUNSHINE DISTRICT



A District of the Barbershop Harmony Society

CANDIDATE: \_\_\_\_\_  
 ADDRESS: \_\_\_\_\_  
 CITY: \_\_\_\_\_ STATE: \_\_\_\_\_ ZIP: \_\_\_\_\_  
 MEMBER IN GOOD STANDING OF: \_\_\_\_\_ CHAPTER

**DIRECTIONS:** Please read the enclosed scoring criteria before attempting to score you candidate. Be reminded the **PERIOD BEING EVALUATED EXTENDS FOR THE PAST CALENDAR YEAR ONLY.** (The Chapter's candidate does not necessarily have to be the Chapter's BOTY)

CATEGORY FOR POINTS	INTERNATIONAL	+ DISTRICT	+ CHAPTER	TOTAL
President	200	150	75	
Vice President/ Board Member	100	75	35	
Secretary	100	100	50	
Treasurer	100	100	50	
HOD Delegate (per meeting)	--	25	--	
Chorus Director (Voluntary)	--	--	75	
Chorus Director (Paid)	--	--	35	
Bulletin Editor	--	100	50	
Chapter Support Represent.	--	75	35	
Convention Chairman	--	100	--	
Other Committee Chairman (Name: _____)	75	50	25	_____
Permanent Committee Member (Name: _____)	25	75	25	_____
Ad Hoc Committee Member (Name: _____)	50	25	--	_____
LEADAC Attendee	--	--	25	
LEADAC Instructor (Max 200)	--	50	--	
Harmony University/Director's College Attendee	25	--	--	_____
Harmony University Instructor	75	--	--	
Sizzle Attendee	--	25		
Sizzle Instructor/Staff	--	50	--	
Chapter BOTY (Current Year)	--	--	75	
Men of Note (Current year/man)	25	--	--	
Musical Activities-participation	--	--	--	
Registered Quartet (per quartet)	--	--	50	
Quartet Competition-Each	75	50	--	
Chorus Competition-Each	50	25	--	
Coaching-Voluntary-competition units	50	25	--	
Judge or Candidate (Max 200)	50	25	--	

2

## BARBERSHOPPER OF THE YEAR SUNSHINE DISTRICT CANDIDATE INFORMATION

### SUBJECTIVE EVALUATION:

Summarize any barbershopping activities not covered on page 2 including other noteworthy services or achievements accomplished during the evaluation period. Up to 200 points may be awarded by the B.O.T.Y. Selection Committee. In addition, 25 points will be awarded for each time the candidate was nominated as a Sunshine District BOTY (max. 5 nominations).





# SUNSHINE DISTRICT



A District of the Barbershop Harmony Society

**Sunshine District Management Team for 2011** - See Attachment #1

**Sunshine District Operations Team for 2011** – See Attachment #

**Sunshine District Governance Manual** – See Attachment #3

**Sunshine District Meetings – 2011** – See Attachment #5

**BHS Address/Phone Number:**

Barbershop Harmony Society

110 – 7th Avenue North

Nashville, TN 37203-3704

Phone: 800-876-7464 (SING) or 615-823-3993

Fax: 615-313-7615

**BHS Staff** - See Attachment #4

**Meeting Dress Code:** all meetings business casual unless otherwise specified.

**General rules about communications**

- a. Assume good intentions on the part of someone with whom you are communicating.
- b. Assume they are trying to be helpful.
- c. Email is not a substitution for face-to-face communication or calling someone on the phone. In general, touchy issues or complaints should be handled by telephone or in person, not in an email.
- d. Sending an email does not mean you have communicated with someone. Good communication occurs only when the intended message was received and understood by the party for whom it was meant. Email is a blunt instrument. If you want to make sure something is very clear, make a phone call.

**Email etiquette**

- a. Email lacks nuance and body language and inflection. Before you send an email, and especially if you are upset, re-read what you have written to ensure that it says what you want to say in a diplomatic and respectful tone. Better yet, have someone else read it and get their reaction to your tone. Sometimes it's advisable to wait a day to send it, and review it again before sending. You can make more pointed comments by telephone, if necessary, but do not include them in your email.
- b. Be very careful about your audience: write your email with your audience in mind, and do not send your email to folks who do not need to see it. Many times you can respond to the author and not include those who had been copied on the original. Do not send “me, too” posts that merely echo what someone else has said.
- c. “Reply all” is often not appropriate. Make judicious decisions. Be aware of who is going to get the post if you reply to all, and make sure your wording is respectful to all recipients.
- d. Try to cut down on multiple emails to the same individual: if you use “reply all” and notice that someone is listed twice in the “copy” listing, remove the extra email address.
- e. From time to time you will get a post indicating that a particular staff member or committee chairman or other Barbershopper is deserving of our praise; do not send a copy of your congratulatory post to every recipient of the email.



# SUNSHINE DISTRICT



A District of the Barbershop Harmony Society

- f. Consider if email is the right choice. Maybe a telephone call is better.
- g. You should not forward another person's email to a third party without his permission unless it is obviously innocuous. Most of us pay attention to the audience for our emails, and we express ourselves with that audience in mind. You can create a lot of heartburn if you send along an email to a different party that was not included in the audience that the original author had in mind.
- h. Be especially careful when sending a post to a staff member or one about a staff member to another party. Be sure that your post is respectful and polite, and that it does not denigrate the staff member. Remember: if you have serious complaints to impart, pick up the telephone rather than put it in an email.

## Attachment #1

### SUNSHINE DISTRICT BOARD

1/1/12

<b>John Spang</b> 537 SE 19 <sup>th</sup> Street Ocala, FL 34471 <a href="mailto:barbershoppebass@yahoo.com">barbershoppebass@yahoo.com</a>	<b>(Ann)</b>	<b>District President</b>  352-812-5862 (C); 352-620-8484 (W)
<b>Nick Schwob</b> 4713 Goldfinch Zephyrhills, FL 33541 <a href="mailto:nickschwob@tampabay.rr.com">nickschwob@tampabay.rr.com</a>	<b>(Barbara)</b>	<b>District Executive Vice-President</b>  813-862-3565 (H); 813-997-3588 (C)
<b>Keith Hopkins</b> 2550 Highlands Vue Pkwy. Lakeland, FL 33812 <a href="mailto:Keith.hopkins@fourpart.org">Keith.hopkins@fourpart.org</a>	<b>(Pat Nugent)</b>	<b>District Immediate Past President</b>  863-644-3172 (H); 863-258-0184 (C)
<b>Dan Brinkmann</b> 4399 Wood Haven Drive Melbourne, FL 32935 <a href="mailto:brinktenor@aol.com">brinktenor@aol.com</a>	<b>(Barbara)</b>	<b>District Secretary</b>  321-259-7953 (H); 321-544-1195 (C)
<b>Dave Kannberg</b> 13948 Sheffield Court Wellington, FL 33414 <a href="mailto:daveatcs@att.net">daveatcs@att.net</a>	<b>(Louisa)</b>	<b>District Treasurer</b>  561-753-0760 (H); 561-301-6901 (C)
<b>Dick Shaw</b> 35 Vagabond Lane Winter Haven, FL 33881 <a href="mailto:Rshaw2@tampabay.rr.com">Rshaw2@tampabay.rr.com</a>	<b>(Nancy)</b>	<b>District Vice-President - Harmony Foundation</b>  863-875-4077 (H); 863-258-9233 (C)
<b>Bob Brutsman</b> 14116 Hickory Marsh Lane Fort Myers, FL 33912 <a href="mailto:robertbrutsman@comcast.net">robertbrutsman@comcast.net</a>	<b>(Ellen)</b>	<b>Board Member at Large</b>  239-561-5881 (H); 612-865-7371 (C)
<b>Jim Woods</b>	<b>(Karen)</b>	<b>Board Member at Large</b>



# SUNSHINE DISTRICT



A District of the Barbershop Harmony Society

609 Madrid Ave.  
Venice, FL 34285  
[jrwoods3@hotmail.com](mailto:jrwoods3@hotmail.com)

941-480-1933 (H); 941-223-8664 (C)

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**Dave Roberts (Dianne)** **VP of CSLT**

34933 Snow Egret Avenue  
Zephyrhills, FL 33541  
[Daver1103@aol.com](mailto:Daver1103@aol.com)

813-546-8953 (H)

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**Dave Jacobs (Cassie)** **VP of Chorus Director Development**

2432 NW 49<sup>th</sup> Avenue  
Gainesville, FL 32605  
[g8r10r@gmail.com](mailto:g8r10r@gmail.com)

352-373-8133 (H); 352-318-7608 (C)

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**Harold Lathom (Donna)** **VP of Contest and Judging**

1404 Georgiana Terrace  
The Villages, FL 32162  
[hlathom@yahoo.com](mailto:hlathom@yahoo.com)

352-350-2215 (H); 904-537-3963 (C)

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**Chad Bennett (Kristi)** **VP of Events**

2001 Rafton Road  
Apopka, FL 32703  
[zdapperdan@yahoo.com](mailto:zdapperdan@yahoo.com)

407-886-2221 (H); 407-758-5366 (C)

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**Eric Christensen** **VP of Marketing and Public Relations**

412 Mead Drive  
Oviedo, FL 32765  
[Highgear3@aol.com](mailto:Highgear3@aol.com)

407-797-5560 (C)

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**Bart Van de Mark (Gail Williamson)** **VP of Membership Development**

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# SUNSHINE DISTRICT



A District of the Barbershop Harmony Society

**Attachment #2**  
**SUNSHINE DISTRICT MEETINGS - 2012**  
**1/1/12**

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LEADAC – January 6, Ocala, time - Evening

Spring Convention – Friday, April 13, Punta Gorda, time - TBD

LDJ – Saturday, September 1, Orlando Airport Marriott, time - TBD

Fall Conventions – Friday, October 5, Orlando Punta Gorda, time - TBD

**Attachment #3**  
**BARBERSHOP HARMONY SOCIETY STAFF**

Executive Director	Larry Deters	<a href="mailto:ldeters@barbershop.org">ldeters@barbershop.org</a>
Executive Assistant	Patty Leveille (x2630)	<a href="mailto:pleveille@barbershop.org">pleveille@barbershop.org</a>
Director of Education	Paul Wietlisbach (x4130)	<a href="mailto:education@barbershop.org">education@barbershop.org</a>
Music Staff	Mike O'Neill (x4126)	<a href="mailto:moneill@barbershop.org">moneill@barbershop.org</a>
Music Staff	James Estes (x4124)	<a href="mailto:jestes@barbershop.org">jestes@barbershop.org</a>
Music Staff	Adam Scott (x4125)	<a href="mailto:ascot@barbershop.org">ascot@barbershop.org</a>
Director of finance	Heather Verble (x4133)	<a href="mailto:hverble@barbershop.org">hverble@barbershop.org</a>
Mgr. Member Services	Becca Box (x4120)	<a href="mailto:bbox@barbershop.org">bbox@barbershop.org</a>
Membership	Jacqueline Robinson (x4113)	<a href="mailto:jrobinson@barbershop.org">jrobinson@barbershop.org</a>
Membership	Kat Bowser (x4129)	<a href="mailto:kbowser@barbershop.org">kbowser@barbershop.org</a>
Mgr. Meetings/Conventions	Dusty Schleier (x4116)	<a href="mailto:dschleier@barbershop.org">dschleier@barbershop.org</a>



# SUNSHINE DISTRICT



A District of the Barbershop Harmony Society

## IX: PAGE CHANGES

Date	Page	Subject
01/07/05	Title Page	Add date
01/11/05	TOC and pg 41	Add change page
01/11/05	All	Changed to new logo
01/11/05	Cover Page	Added Logo
01/11/05	several	Added Policies
02/03/05	Several	Created Policy section and moved policies to it, added policies of committees. Changed date
04/18/05	Page 30	Added task for IPP
04/18/05	Pages 54-55	Detailed task for IPP
04/18/05	Page 40	Added Process for e-mail voting
04/18/05	Page 47	Policy for paying tuition for judge candidates
04/18/05	Page 51	Chapter President's name inserted for any required position not filled by chapter
04/18/05	Page 46	Logos for Trophies and ribbons
08/21/05	Page 26 (Para C.X.I)	Added task to VP, Marketing and PR
08/21/05	Page 38 (Para E.V.)	Added task to VP, Marketing and PR
09/06/05	Page 26 (Para C XI)	Added additional responsibilities for M&PR
09/06/05	Page 38 (Para E.V.)	Added additional responsibilities for M&PR regarding MegaStore
09/06/05	Page 48 (Para GV)	Spelling and grammar corrections
09/22/05	Page 9	District Committee personnel changes
09/22/05	Page 11	Added Elections for Board of Directors
09/22/05	Page 31-32 D IV Secretary	Added Secretary responsibilities
09/22/05	Page 43	Change to Travel Expense Policy 0.20¢/mile
09/22/05	Page 52 H V	Added Nominating Committee responsibility
09/01/07	Page 24 (Para CIII)	Added IPP Responsibilities
09/01/07	Page 30 (Para DIII)	Added IPP Responsibilities
09/01/07	Page 41 (Para FIII)	Added Proposed Charter for Past President's Council
09/01/07	Page 8, 9, 10	Update members
09/01/07	Page 13	Delete Appendix A-Renumber pages
09/01/07	Page 14	Delete Appendix B-Renumber Pages
09/01/07	Page 15	Delete Appendix C-Renumber Pages
09/01/07	Page 17 (Para DIII)	Added IPP Responsibilities (HOF Contact)
09/01/07	Page 17 (Para DIII)	Added IPP Responsibilities (Chair of Ethics Committee)
09/01/07	Page 28 (paragraph FIII)	Added IPP Responsibilities (HOF Contact)
09/01/07	Page 28 (paragraph FIII)	Added IPP Responsibilities (Chair of Ethics Committee)
09/01/07	Page 37 (Paragraph HII)	Changing Formation and composition of Ethics Committee
05/16/10	Complete Rewrite	Complete rewrite adding policies to areas of responsibilities and updating board policy actions
10/03/10	Correct Formatting errors	



# SUNSHINE DISTRICT



A District of the Barbershop Harmony Society

03/03/11	C and J Policies*	Motion adopted Jan 7,2011 for deadline for entry into district contests
03/03/11	VP Financial Development Policies*	Motion adopted Jan 7,2011 to continue incentive of free conventions for one year when enrolling in Ambassadors of Song Program
03/03/11	District Governance Structure Page 10	Motion adopted Jan 7, 2011 to implement new board structure presented by the committee and contained in the committee report. This is in compliance with the new structure contained in the Society Operations Manual
03/03/11	VP, Events Policies*	Motion adopted Jan 7,2011 to allow SDAQC to run a 1 hour show on convention Friday nights
03/03/11	Treasurer Policies*	Motion adopted Jan 7,2011 outlining capital expenditure limits and approvals

\*Pending HOD Ratification

