

# Houston Tidelanders



## **CODE OF REGULATIONS**

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## SCOPE AND PURPOSE OF THE CODE

The Standard Chapter By-laws govern all chapters and Society members. In addition to the Standard Chapter By-laws as prescribed by the Society Board of Directors, the chapter shall be governed by the following Code of Regulations. These regulations are specific to the Houston Chapter, hereafter "the Chapter", and may derive directly from the Standard Chapter By-laws, from subsequent actions of the Society, or from actions of the Chapter Board of Directors and the Chapter Membership. These regulations will remain in effect until changed by the Society or by the Chapter Board of Directors and the Membership.

## COMPOSITION OF THE CHAPTER

### Legal

The Chapter is a non-profit, non-stock corporation formed as an organization and chartered by the Society for the Preservation and Encouragement of Barber Shop Quartet Singing in America, Inc. on November 11, 1946 and incorporated under the laws of the State of Texas. It is a 501(c)(3) organization, exempt from Federal income tax under a ruling which classes it as an "educational organization"; i.e., one which is devoted to improving the capabilities of its members.

### Society

The Chapter is a unit of the Barbershop Harmony Society, the Society for the Preservation and Encouragement of Barber Shop Quartet Singing in America, Inc. founded in 1938 in Tulsa, Oklahoma, and incorporated today under the laws of Wisconsin.

### District

The Chapter is a unit of the Southwestern District of the Barbershop Harmony Society, consisting of chapters in Texas, Louisiana, Oklahoma, Arkansas, and southern New Mexico. The Southwest District is governed by the House of Delegates, composed of delegates from the member chapters and the District officers and past presidents.

### Chorus

The chorus of the Chapter is known as the Houston Tidelanders Barbershop Chorus.

### Obligations

The Chapter is obligated to operate pursuant to all Society policies, procedures, and By-laws. Examples are the Society's Code of Ethics, the agreement to be bound by the decisions of the Society's judges in contests, and adherence to membership policies and procedures. (See By-laws, Sec. 10.02)

## ARTICLE I CHAPTER MEMBERSHIP

### 1.0 Fundamental Chapter Membership Policy

- 1.1 The Chapter has an "active member only policy." This means that each member is expected to perform one of the following: chair or serve on at least one committee, accept a position as an appointed official, serve in a Chapter elective office, or be accountable for a position of major responsibility within the Chapter. These requirements are outlined on the Chapter Members' Expectations document given to all prospective members for their review and concurrence.

### 2.0 Membership Application Procedure

- 2.1 Sections 3.01 and 3.03 of the Chapter By-laws specify the Society's requirements for admission to membership. Additionally, a prospective chapter member must attend several rehearsals, three is typical, before he will be eligible to audition.
- 2.2 The Chapter will supply each guest with literature about the Society and the Chapter. He will also be loaned a Guest Music Book containing a copy of the current Houston Tidelanders Performing Chorus repertoire for his use

during the rehearsal.

- 2.3 An applicant must pass an audition fulfilling certain vocal and visual requirements. If he fails to pass the audition, he may try again in a few weeks, and may continue to try again as often as he chooses, until he passes.
- 2.4 Once a prospective member passes the audition, he will be given a Society membership application by the Chapter Development VP or, in his absence, a specifically delegated representative of the Membership Team. The prospective member shall also be given a copy of our New Member Orientation Manual which contains the Chapter By-laws, the Code of Regulations which explain our terms of membership, the Chapter Mission Statement and our Values Statement. He shall also be given a copy of the Chapter Member Expectations document to review.
- 2.5 If, after knowing who we are and what we require from our members, the prospective member still desires to join the Chapter, he will return the filled-out application and a signed copy of the Chapter Member Expectations document to the Chapter Development VP. All required dues and initiation fees must be submitted at the time the membership application is submitted to the Chapter. Thereafter he will be referred to as an Applicant at Chapter meetings, in Chapter publications, and is so announced at the next meeting of the Chapter Board of Directors.
- 2.6 The Board may then vote on the application. When the Board has voted favorably, the applicant shall be informed by the Chapter Development VP of this approval, and his payment for initiation and dues will be accepted. At this point, but not before, the Chapter Development VP shall announce that the applicant has become a member and present him with his Tideland name badge.
- 2.7 As soon as is feasible, the new member will be presented with his membership pin and certificate.

### 3.0 Underage Applicants

- 3.1 If a young man, under the age of 18, whose father or guardian is not a member of the Chapter, expresses interest in membership, he will be vocally assessed and then required to bring one or both parents to meet with the Chapter Development VP for a discussion of membership requirements. In addition, the parents will be informed of the beginning and ending times of rehearsals and that they are responsible for their son's transportation to and from Chapter meetings and other activities.
- 3.2 After the successful conclusion of this meeting, the application procedure, including any documentation specifically pertaining to underage applicants, will be continued.

### 4.0 Membership Categories and Fees

- 4.1 Memberships are available in the following categories: New, Renewal (within one month of expiration date), Late Renewal (from one to six months following expiration date), Reinstated (more than six months following expiration date), Senior (age 70 or older with ten consecutive years of Society membership), Student (under age 23 and a full-time student), Life, and Dual (already a member in another Society chapter).
- 4.2 Each of these categories has slightly different membership fees. The Secretary will maintain a current record of these fees for the Membership VP. Dues must be paid in full to the Society. Membership is not complete until payment is recorded by the Society. (See By-laws, Sec. 3.03.)
  - 4.2.1 A new member is required to pay only the enrollment fee plus 50% of the Society, District, and Chapter dues at the time of his membership acceptance. The balance is due within six months. The Chapter is a participant in both the Auto Draft Installment and Auto Draft dues payment programs sponsored by the Society.
- 4.3 Chapter fees or assessments, other than those named in this Code, may be levied on members only after an affirmative vote by the majority of the membership at a meeting called in accordance with the requirements of the By-laws and this Code at which a quorum is present. (See By-laws, Secs. 5.01(a) and (b) and 9.01(a).)

### 5.0 Transfers and Dual Membership

- 5.1 Current members of the Society have the ability to transfer from one chapter to another, subject to approval by the chapter into which they move and subject to approval by the Society.
- 5.2 When a man presents a valid, unexpired membership card from another chapter and expresses the wish to transfer to the Houston Chapter, the Chapter Development VP shall advise him of the Chapter's expectations and that he must meet the vocal assessment and membership audition requirements.
- 5.3 When he has successfully completed the vocal assessment, he shall be given a Society Membership Application and an Official Transfer Form. When those documents are completed, the request to transfer shall be considered by the Board at its first regular or special meeting thereafter. If the Board agrees to the proposed transfer, the Secretary shall send the Transfer Request Form to Society Headquarters, which shall contact the applicant's home chapter to verify his standing.
- 5.4 When the Secretary is notified by the Society that the applicant is in good standing, his transfer to our Chapter becomes effective. Society dues and fees become payable to our Chapter only at the time of the new member's expiration date.
- 5.5 Dual chapter membership requests are handled like transfer requests, except for required fees.

## ARTICLE II CHORUS MEMBERSHIP

### 1.0 The Houston Tidelanders Performing Chorus

- 1.1 It is essential to the success and advancement of the Chapter and the Society that the Houston Tidelanders make an acceptable impression in all public appearances. Therefore, the Chapter has adopted the policy of using a Performing Chorus, hereafter referred to as the Houston Tidelanders Performing Chorus.
- 1.2 In order to be eligible to sing with the Houston Tidelanders Performing Chorus, a member must be able to perform in accordance with the vocal and visual standards established by the Music Team. Chapter membership does not automatically qualify a member to sing publicly with the Performing Chorus.
- 1.3 The Houston Tidelanders Performing Chorus is composed of those members of the Chapter who wish to be active in public appearances, including both contests and shows presented by the Tidelanders.
  - 1.3.1 When specified by the Musical Director or the Music and Performance VP, members must demonstrate to their Section Leaders, through the submission of audio tapes or by other means, that they know the words and music of the entire performance repertoire, which is published annually and amended, as necessary. Stage presence proficiency is judged according to standards set by the Presentation Subcommittee and announced to the members.
- 1.4 Chapter members who have not yet qualified to perform with the Houston Tidelanders Performing Chorus are encouraged to participate in non-singing aspects of chorus performances in one of the many activities vital to the success of a performance. Meanwhile, they are urged to continue to rehearse with the chorus to gain repertoire and stage presence proficiency.

## ARTICLE III CHAPTER MEETINGS AND CHORUS REHEARSALS

### 1.0 Regular Meetings

- 1.1 The Chapter shall hold a regular meeting every Monday evening at a location designated by the Chapter Board of Directors. The specific location is listed on the Tidelanders' website. Monday meetings shall be re-scheduled only after specific announcement by the President, Musical Director, or Music Vice and Performance VP. In general, a meeting shall be re-scheduled only when it is possible and desirable to have a meeting or a performance on some other night in the same week. (See By-laws, Sec 5.01 (a).)

## 2.0 Special Meetings

- 2.1 Special meetings of the Chapter may be called by a majority vote of the membership or by the President . A notice of each special meeting must be mailed to members at least ten days in advance of the meeting. (See By-laws, Sec 5.01 (b).)

## 3.0 Election Meeting

- 3.1 The Annual Meeting for the election of the Board shall be held in October, prior to October 15<sup>th</sup>, of each year. (See By-laws, Sec 5.01 (c).)

## 4.0 Meeting Format

- 4.1 The format for regular chapter meetings shall be the responsibility of the Chapter Development VP, including the scheduling of time periods set aside for chorus rehearsals and other activities. Allowance shall be made for brief business meetings and programs during regular Chapter meetings.
- 4.2 The format for the chorus rehearsal portion of the Chapter meeting shall be the responsibility of the Music and Performance VP and the Music Team.
- 4.3 The Musical Director shall be in complete charge during the portion or portions of the Chapter meeting designated for chorus rehearsal.
- 4.4 Attendance rules, for eligibility to perform with the performing chorus, shall be established by the Music Team, with emphasis on the periods prior to a performance or contest.
- 4.5 Smoking shall be permitted only in designated smoking areas, if any, but shall not be permitted in the rehearsal room(s).

## 5.0 Meeting Quorum

- 5.1 For purposes of conducting business, a quorum at regular meetings shall consist of 30 percent of the Chapter membership. (See By-laws, Sec. 9.01 (a).) The same quorum rule shall be in effect for special meetings.
- 5.2 For purposes of conducting business at Chapter Board meetings, a quorum shall be a simple majority of the Board membership. (See By-laws, Sec. 9.01 (b).)

## 6.0 Installation of Chapter Officers

- 6.1 The installation of officers shall occur during the month of January. A special program, in the company of the wives and other guests of Chapter members, planned around this installation of officers may be staged under the direction of the Program VP.

## ARTICLE IV CHAPTER OFFICERS AND APPOINTMENTS

### 1.0 General

- 1.1 The officers of the Chapter shall be: President, Development Vice President, Music and Performance Vice President, Marketing and Public Relations Vice President, Program Vice President, Community Service Vice President, Secretary, Treasurer, three Members-At-Large and the Immediate Past President. Two Members-At-Large shall, pursuant to this Code, have specified duties. They are Chorus Manager and the Show Chairman. The third At-Large member has general responsibilities representative of the position. The Musical Director shall be an ex officio member of the Board with voice, but no vote.

### 2.0 President

- 2.1 The President shall be the chief executive officer of the Chapter and shall carry full responsibility for the success of all Chapter endeavors while he is in office.

- 2.2 The President's duties shall include but not be limited to:
- 2.2.1 Heading the Chapter's leadership team, planning and presiding at all Board meetings. He shall, in conjunction with the Secretary, prepare and distribute in advance to all Board members, an agenda for each regular meeting.
  - 2.2.2 Directing the establishment of the Chapter's Mission Statement, supporting goals and objectives and ensuring their consistency with Society objectives and purposes.
  - 2.2.3 Being an ex officio member of all committees, except the Nominating Committee, and shall instruct them in their duties.
  - 2.2.4 Being knowledgeable of the duties of all Board members.
  - 2.2.5 Writing checks on the Chapter bank accounts in the absence of the Treasurer and the Assistant Treasurer.
  - 2.2.6 Making committee assignments and supervising committee work.
  - 2.2.7 Serving as or appointing an appropriate liaison to the Society's Chapter Counselor.
  - 2.2.8 Assessing the progress of the Chapter's Annual plan and budget process throughout the year and revising the plan as necessary. Ensuring that all necessary forms are filed and monies correctly disbursed.
  - 2.2.9 Ensuring that a weekly program of chapter activities is developed and carried out.
  - 2.2.10 Evaluating the performance of the Chapter leadership team and taking steps to correct any noted weaknesses.
  - 2.2.11 Serving as or assigning a Chapter Delegate to the District House of Delegates.
  - 2.2.12 Attending scheduled training seminars.
- 2.3 The President-elect and his team of elected officers are urged to make all appointments by January 1 of his term of office. He shall ensure that each Chapter official understands his responsibilities before each begins his term of office.
- 2.4 Following his election in October, but before January 1 of his year in office, the President-elect shall appoint the following committee chairmen, administrators and committees to serve during his term of office:
- 2.4.1 The Musical Director and Associate Director, both of which require Board approval.
  - 2.4.2 A Finance Committee, composed of the Treasurer, who shall be chairman, and other Chapter members appointed by the President with the approval of the Board. This committee shall submit an annual budget to the Board for approval not later than the February board meeting of each year. It shall also furnish financial reports when requested by the President.
  - 2.4.3 A Nominating committee which shall consist of at least three members of the Chapter with the Immediate Past-President as chairman.
  - 2.4.4 An independent Auditor to perform an audit of Chapter financial records for the prior year. This audit shall be completed by the end of March.
- 2.5 The President shall require the chairmen of all income-producing events to present, at least 45 days prior to the event, a proposed budget estimate for the review and approval of the Board. The chairmen shall, within 30 days following the event, submit a preliminary financial accounting of the event, with a final report to follow as soon as possible.



- 2.6 The President, or his designee, shall serve as the Chapter Delegate in the Southwestern District's House of Delegates and shall attend the semiannual meetings of that body. Before each meeting of the House of Delegates, the President may review the agenda with the Board. However, in general, it shall be Chapter policy not to send him as an "instructed delegate," but rather to allow the President to use his own best judgment in voting. Following each meeting of the House of Delegates, he shall report to the Chapter on the principal issues and decisions of that meeting.
- 2.7 The outgoing administration shall familiarize incoming Board members with their duties, especially as described in the Chapter By-Laws and the Code of Regulations, and for the additional purpose of assisting the President-elect to develop the Chapter Plan. With the counsel of the outgoing President, the President-elect shall formulate a Plan, covering all administrative and musical activities, by which all Chapter programs shall be run during his term of office. The Plan shall be based on discussion among the outgoing and incoming Presidents, Board members, Musical Director, and other Chapter members considered appropriate.
- 2.8 During his final months as President, he shall notify the Musical Director of the Board's evaluation of the past year's Music Program.

### 3.0 Chapter Development Vice-President

- 3.1 The Chapter Development VP is responsible for membership recruitment, orientation of new members and member retention efforts. He is also responsible for the Costumes Committee and the Sunshine Committee.
- 3.1.1 Following his election in October, but before January 1 of his term in office, the Chapter Development VP shall appoint a Membership Committee, a Costumes Chairman and a Sunshine Chairman.
- 3.2 The Chapter Development VP presides at meetings in the absence of the President. To that end, he must be conversant with all aspects of Chapter operations.
- 3.3 As Chairman of the Membership Committee, the Chapter Development VP shall be responsible for the following activities:
- 3.3.1 At Chapter Meetings:
- Welcoming and introducing guests, seeing that they have Guest Music books and are invited to attend future meetings
  - Keeping attendance records
  - Assisting candidates for membership in fulfilling Society and Chapter requirements
  - Inducting new members and ensuring that they are indoctrinated into Chapter and Society life and are issued chorus costumes when qualified
  - Presenting Man of Note Awards and 25-year pins.
- 3.3.2 Outside Chapter meetings:
- Follow-up contact with guests, urging them to return
  - Oversees new member Orientation sessions
  - Follow-up with absent or inactive members
  - Coordinating with the Secretary and Current Costumes Chairman regarding member non-renewals, resignations and departures
  - Communicating on behalf of the Chapter with members having a sickness in the family
  - Maintaining a mailing list of interested people to invite to Guest Nights and coordinating plans for such events with the Musical Director and other Board members
- 3.3.3 At Board Meetings:
- Presenting applications for membership upon completion of membership requirements
  - Presenting reports (including statistics) on attendance and prospective Chapter growth
  - Informing the Board of reasons for membership absences, inactivity and non-renewals
- 3.3.4 Miscellaneous

- Initiating nominations for annual Chapter awards
- Staying current with Society and District publications
- Attending scheduled training seminars

## 4.0 Program Vice-President

- 4.1 The Program VP is responsible for planning and supervising the program of each Chapter meeting and special event. He shall plan the year's calendar, reporting this schedule of events to the President and the Board for their approval in January.
- 4.1.1 Following his election in October, but before January 1 of his year in office, the Program VP shall appoint a House Chairman to serve during his term of office.
- 4.1.2 The House Committee shall be responsible for setting up the meeting room and for putting everything away at the conclusion of each meeting.
- 4.2 The Program VP shall maintain a Chapter calendar, made available on the Chapter website, which shows, along with all national and religious holidays, the following events:
- 4.2.1 Chapter events, which include but are not limited to special programs, Board meetings, all chorus performances, Annual shows, picnics, Ladies' Nights, outdoor events, dinners, inter-chapter visits, officer installations and parties.
- 4.2.2 Shows staged by other local chapters, including the Houston Horizon Sweet Adelines Barbershop Chorus.
- 4.2.3 Division, District and International events such as chorus and quartet contests, seminars, conventions and schools.
- 4.3 Prior to each Chapter meeting and special program, the Program VP or his designee shall consult with the Musical Director and prepare, in writing, the program for that evening.
- 4.3.1 The format for regular chapter meetings shall be the responsibility of the Program VP, including the scheduling of time periods set aside for chorus rehearsals and other activities. Allowance shall be made for brief business meetings and programs during regular chapter meetings.
- 4.3.2 The Program VP or his designee shall be responsible for execution of each meeting night program, making sure that all program items proceed expeditiously and according to schedule, and shall make certain that the meeting starts and ends at the scheduled time, to the extent practicable.
- 4.4 The Program VP shall send Chapter members occasional reminders, via e-mail, regarding events on the Chapter calendar sufficiently in advance to provide everyone adequate and appropriate notice of these events, internally and externally.
- 4.5 He shall attend scheduled training seminars.

## 5.0 Music and Performance Vice-President

- 5.1 With the Board's approval and in coordination with the Musical Director, the Music & Performance VP is responsible for developing and serving as Chairman of a Music Leadership Team, also known as the Music Committee, and directing them in planning and conducting the total musical program of the Chapter.
- 5.1.1 Included in these overall responsibilities are the selection of music appropriate to the members' learning and performance abilities, individual vocal assessment and assignment, musical education for the entire membership, arrangement, stage presence, arranging recording sessions as needed, and quartet promotion.
- 5.1.2 In consultation with the Musical Director, but before January 1 of his term in office, he shall appoint and oversee the activities of four Section Leaders, a Visual Presentation Chairman, a Front Row Leader, a

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Quartet Promotions Chairman and a Music Librarian. He may also choose to appoint one or more Assistant Directors, Quadrant Leaders, an Auditions Chairman, and additional Auditioners. Other positions which may be appointed are a Repertoire Chairman, Barbershop Craft Chairman, Recording Producer and Music Committee Members-At-Large.

5.1.3 He shall present for approval at the December Board meeting, the proposed contracts for the Musical and Associate Musical Directors and any special musical advisors and assistants, as required, for the following year.

5.2 He shall inform the Chapter of all musical goals and plans.

5.3 He shall prepare a Music Leadership Team budget which shall include:

5.3.1 Stipends, expenses, and bonuses for the Musical Director, Associate Musical Director, Assistant Directors and such contract personnel as may be necessary to the music program.

5.3.2 Music-related Chapter expenses for competition.

5.3.3 Tuition, lodging, and/or transportation expenses for Chapter members attending Society-sanctioned education programs (Harmony College, District Harmony Education Schools).

5.3.4 Expenses for music and arrangements for the year's projected repertoire.

5.3.5 Expenses for training sessions for the chorus, including outside coaching.

5.3.6 Anticipated miscellaneous expenses such as special costumes, additional guest music books, props, etc.

5.4 He shall be responsible for the maintenance of all chorus musical records, including voice placement, auditions and musical progress. He shall also maintain an up-to-date copy of the Society's contest rules.

5.5 He shall, in consultation with Musical Director, obtain the services of outside coaching personnel for chorus training.

5.6 He shall plan and supervise in-house training sessions for Music Team members to ensure uniformity and continuity of teaching. Similarly, and in consultation with the Musical Director, he shall plan and supervise in-house education and training sessions for the general membership.

5.7 He shall keep the Music Committee informed of schools, seminars, and musical leadership training sessions offered by the Society or District.

5.8 He shall oversee the production of Chapter recordings, either for commercial sale or for use in music education.

5.9 He shall manage a quartet development program for the Chapter.

5.10 He shall attend scheduled training seminars.

## **6.0 Marketing and Public Relations Vice-President (Preferably a two-year term of office)**

6.1 Marketing is developing, delivering and packaging our message or musical product for sale. Public Relations encompasses a variety of marketing activities that strengthen Chapter credibility, enhance our image and develop good will. The Marketing and Public Relations VP has overall responsibility for both.

6.2 The Marketing & PR VP shall develop a Marketing/Public Relations Plan to communicate with both internal (i.e. Chapter and Society) and external (i.e. Public and Media) audiences which promotes the Chapter and the Society. This Plan must include:

6.2.1 Goals

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- Techniques to accomplish those Goals
  - An action plan, including deadlines for completing each planned activity.
  - A Budget
  - Metrics required to evaluate performance to the Goals.
- 6.3 Following his election in October, but before January 1 of his term in office, the Marketing & PR VP shall appoint a Marketing & PR Committee necessary to accomplish the Goals. He shall also appoint a Bulletin Editor and a Website Administrator.
- 6.4 Marketing responsibilities include developing and implementing marketing strategies and guidelines for all income producing activities of the Chapter except governmental, corporate or foundation grants or sponsorships or individual donations. Such items will be the responsibility of the Community Service VP.
- 6.4.1 Marketing activities include, but are not limited to, sale of paid performances, Annual Shows, sales of records, tapes, and CD's, the Barbershop Store, and special fund-raising events.
- 6.4.2 The Marketing effort shall support all Houston Tidelanders-sponsored shows through activities including but not limited to:
- Coordinating the design, printing and distribution of a Show Flyer / Order Form.
  - Supervising the solicitation of customer advertising for Show Programs.
  - Obtaining door prizes to be used to encourage customers to fill out Patron cards for updating our mailing list
  - Obtaining and utilizing promotional materials provided by our guest performers.
- 6.5 Public Relations responsibilities include but are not limited to:
- 6.5.1 Internal Public Relations
- Activities which develop esprit, good will, and knowledge of the Society on the part of Chapter members.
  - Chapter Publications.
  - Display of Chapter memorabilia.
  - Encouragement of social activities including wives and families.
  - Development of Chapter participation in activities consonant with the Society's aims and purposes.
- 6.5.2 External Public Relations
- Communicating Chapter and Society activity to the public. "Public" includes local, regional, and national media, civic groups and communities, or other Barbershoppers and their respective organizations and designated singing engagements sponsored by the community.
  - Supporting each individual Show Committee in order to publicize that show via posters, newspaper advertising, community calendars on radio, public service announcements, and news releases.
  - Promoting Chapter participation in civic and charitable events.
  - Creating promotional material and work with outside vendors such as graphic designers, printers and photographers to make sure all communications reflect the standards and mission of the Chapter and the Society.
  - Preparing and distributing all communications/promotional materials such as News Releases, Chapter/District Bulletin stories, Flyers and Posters.
  - Building relationships between Chapter and media, local community, civic organizations and other Society chapters.
- 6.6 The Chapter shall pay the annual membership fee to make him a member of PROBE (Association of Public Relations Officers and Bulletin Editors). He shall solicit Chapter members to join PROBE and shall use the talents of PROBE members and other like-minded Tidelanders to carry out his responsibilities.
- 6.7 The Marketing & PR VP shall attend scheduled training seminars.

## 7.0 Community Service Vice-President

- 7.1 The Community Service VP has overall responsibility for:
- 7.1.1 Seeking all governmental, corporate or foundation grants or sponsorships or individual donations. This includes administration of the Circle of Friends program.
  - 7.1.2 Developing plans designed to better acquaint the community with ways in which the Chapter can serve the community and for acting as liaison with representatives of the community when pertinent. He shall not have authority to commit the Tidelanders chorus to public appearances, but shall report proposals for such appearances to the Board.
  - 7.1.3 Seeking and administrating Youth Outreach/Young Men In Harmony opportunities.
- 7.2 Following his election in October, but before January 1 of his year in office, the Community Service VP shall appoint a team needed to serve the Chapter during his term of office. This team shall include but not be limited to:
- 7.2.1 A Grant Administrator who will either prepare and submit timely grant applications himself or who will make sure that such activities are performed by a qualified designee.
  - 7.2.2 A Circle of Friends Administrator who will maintain records and make sure the members of the Circle receive proper recognition and expression of thanks from the Chapter.
  - 7.2.3 A YMIH Chairman who will actively promote youth outreach activities at area high schools, colleges and universities. He shall also be responsible for promoting and administrating Tidelanders scholarships to Harmony Explosion Camps and similar events.
- 7.3 He shall serve as the Chapter's representative on the Cultural Arts Council of Houston and Harris County (CACHH).
- 7.4 He shall be responsible for the conduct of the Award of Harmony program, serving as chairman of the candidate selection committee. This award is to be presented annually to a person, selected from the community, who best represents, through his or her life and efforts, the truest meaning of harmony. The Society Award of Harmony manual provides the details.
- 7.5 At least once per quarter, he shall present a report of all Chapter fund raising activities to the Board.
- 7.6 Attend scheduled training seminars

## 8.0 Secretary

- 8.1 The Secretary serves as the Business Manager and Purchasing Agent of the Chapter. He is responsible for the accurate and timely reporting of all membership transactions, including new member applications, renewals, transfers, and address changes, to the Society. He shall inform the Chapter Development VP of these matters, as required.
- 8.2 He shall prepare Minutes of all business meetings, including special meetings (which shall be added to the Minutes of the following regular meeting), of the Board and of the Chapter, retaining the original copy, which he shall sign, in a Minute Book. He shall distribute copies of the Minutes of all regular Board meetings to Board members, Committee Chairmen, the Musical Director, and Chapter publication editors as soon as possible after the meeting.
- 8.3 The Secretary is the custodian of Chapter legal files, laws and regulations, the Charter, documents of incorporation, bond and insurance certificates, and all membership records.
- 8.4 He shall prepare follow-up reminders for members with past-due memberships. When he becomes aware that a member is leaving the Chapter, he shall notify the Chapter Development VP so that any Chapter property in the

- member's possession may be recovered.
- 8.5 The Secretary shall initiate and answer all Chapter correspondence assigned to him by the President and shall maintain the Chapter correspondence file on the President's behalf.
- 8.6 In order to avail the Chapter of its permanent District clearances for its Annual Shows, he shall notify the District Secretary at least six but no more than twelve months in advance whether the Chapter intends to use the cleared date. If a new date is to be obtained, he shall apply for clearance to the District Secretary. He shall enclose the ASCAP and BMI license fees, as required.
- 8.7 The Secretary ensures that all music materials, including arrangements, learning CD's and tapes, is authorized and that appropriate royalties and license fees have been paid.
- 8.8 He shall provide membership materials received from Society Headquarters to the Chapter Development VP and shall advise him, in advance, when a member reaches his 25th year of Society membership so that an anniversary pin may be ordered for later presentation to that member.
- 8.9 The Secretary shall publish a chapter roster, taken from the Society's website, on a quarterly basis.
- 8.10 At the end of the calendar year, the Secretary shall pass any correspondence files in his possession to the Chapter Archivist/Historian .
- 8.11 The Secretary shall attend scheduled training seminars.

## 9.0 Treasurer

- 9.1 The Treasurer shall maintain accurate, complete, and understandable financial records for the Chapter. He shall maintain Chapter checking and savings accounts in banks and other institutions selected by the Board . With the President and Assistant Treasurer, he shall be authorized to draw on these accounts. Likewise, he shall administer any other investments of Chapter funds authorized by the Board.
- 9.2 The Treasurer shall prepare and present a report, showing the current financial status of the Chapter, at each regular meeting of the Board. A copy of this report shall also be sent to each member of the Finance Committee. The monthly report shall consist of a Balance Sheet, an Income Statement, cash flow projection and analysis, budget accounts, and necessary support schedules.
- 9.3 He shall pay all bills promptly upon receipt of invoices from the Society office, the District, or businesses with which the Chapter deals. He shall receive and disburse Chapter monies in accordance with established Chapter policy.
- 9.4 Following his election in October, but before the January 1 beginning of his term, the Treasurer shall appoint an Assistant Treasurer. By the February Board meeting, he shall also prepare and furnish a Chart of Accounts under which he will maintain his records to all members of the Board.
- 9.5 In January, the incoming Treasurer shall make the files from the previous year available to an independent auditor appointed by the President. This annual audit of Chapter financial records shall be completed by the end of February. Once the audit is completed, the incoming Treasurer shall turn over any of the audited Treasurer's records which he does not require to the Archivist/Historian.
- 9.6 With input from the President and other officers and committees, the Treasurer shall prepare an anticipated Income and Expense budget for the Chapter's annual operation. This will be presented to the incoming Board for consideration in January.
- 9.7 Within 30 days after the end of each calendar quarter, he shall send a check for all Society-approved charitable donations to the appropriate District official. Each financial report to the Chapter by the Treasurer shall show the amount of contribution to each charity during the period in which the report is made.
- 9.8 The Treasurer shall prepare and file Chapter Income Tax returns as required by Federal or State laws.
- 9.9 He is the custodian of the Chapter insurance certificate(s).

9.10 At the end of each calendar year, the Treasurer shall prepare a summary report, showing the financial status of the Chapter.

9.11 He shall attend scheduled training seminars.

## 10.0 Board Members-At-Large

### 10.1 General

10.1.1 The Board shall also include three Chapter Members-At-Large. Two shall have specified duties, as defined below, while the third shall be available for other committee assignments on an as-needed basis.

### 10.2 Member-At-Large: Chorus Manager

10.2.1 Maintains a current roster of those chorus who are performance-ready.

10.2.2 Ensures that only fully-qualified and properly attired chorus members appear in public performances.

10.2.3 Coordinates the movement of the chorus for all performances with the Musical Director and the Show Chairman, as appropriate. This would include travel and lodging arrangements if the performance location is out of town.

10.2.4 Serves as a Member-At-Large on the Chapter Board.

### 10.3 Member-At-Large: Show Chairman

10.3.1 Responsible for all efforts related to Chapter Shows.

10.3.2 Analyzes the performance facility for the size of the stage, auditorium, and dressing area, lighting and sound systems; and riser requirements.

10.3.3 Shall, as early as possible, arrange with the Contract Negotiator / Administrator for the Show site.

10.3.4 At least three months before the Show, present a proposed show budget to the Board. Thereafter, the Assistant Treasurer shall serve as the Show Treasurer and disburse funds as directed by the Show Chairman.

10.3.5 Selects and administrates Show Committee members and their Show planning and production activities. The Marketing & PR VP or his designee shall handle publicity for the Show.

10.3.6 Coordinates his actions with the Musical Director, Music & Performance VP and the Chorus Manager.

10.3.7 Selects featured quartets and Masters of Ceremony, if needed, for the particular Show.

10.3.8 Arranges required transportation of Chapter risers, sound system, props, etc. if needed, to the Show site.

10.3.9 Presents the Board with a preliminary financial accounting within 30 days following the Show and presents a final financial accounting, including a ticket sales report, within 90 days.

10.3.10 Serves as a Member-At-Large on the Chapter Board.

### 10.4 Member-At-Large: General

10.4.1 Reflects the membership's needs and desires to the Chapter Board.

10.4.2 Serves as a member-advocate.

10.4.3 Remains fully knowledgeable of the Chapter goals and objectives so that he is able to intercede with the membership and the Board, as appropriate.



10.4.4 Stays current with pertinent Society and District publications.

## 11.0 Immediate Past-President

11.1 The Immediate Past President is the member who served as President during the preceding year. If he is unable to serve for any reason, the office shall be filled by the most recent active and available former President

11.2 The Immediate Past President shall have three principal duties. He shall:

11.2.1 Serve as a member of the Board

11.2.2 Advise the President on all matters wherein the President seeks his advice.

11.2.3 Serve as Chairman of the Nominating Committee.

## ARTICLE V BOARD OF DIRECTORS

### 1.0 General

- 1.1 All elected chapter officers are automatically members of the Board of Directors as specified by the Chapter By-laws, Sec. 6.02.
- 1.2 The Board is the policy-making body of the Chapter. Its members are elected annually by the entire membership.
- 1.3 Members of the Board shall, pursuant to this Code, have specified duties, per By-laws, Sec. 6.01.

### 2.0 Financial Policy

#### 2.1 General Policy

- 2.1.1 Obligations for the expenditure of Chapter funds may be made by Officers of the Chapter, Chairmen of Committees, and other members to whom specific authority has been delegated, within current balances of approved budgets. Funds in excess of current budget balances shall not be obligated without prior approval of the Board except in case of an emergency, when the President may act for the Board.
- 2.1.2 The Treasurer is responsible for paying bills and other obligations of the Chapter. He shall report to the President and to the Board on any major deviations from this policy on incurring obligations. Periodically or upon call, he shall inform interested members as to the status and current balances of specific budgets. He shall see that member expenses do not exceed member contributions (including dues) in any calendar year.
- 2.1.3 The Treasurer shall account separately for show expenses and income. Show expenses shall be vouchered and paid under such rules as the Show Chairman lay down for their committees. The Assistant Treasurer shall disburse Chapter funds to cover Show expenses as may be necessary prior to the receipt of show revenue, as directed by the Show Chairman.
- 2.1.4 The cost of all music shall be charged to the budget for the Music and Performance VP.
- 2.1.5 Every Chapter expense voucher must be approved by the appropriate officer whose title appears in the budget for that expense item. The voucher must be signed by that officer and must bear the appropriate account title and number before being presented to the Treasurer for payment. In no event shall the Treasurer disburse Chapter funds if these conditions are not met.

#### 2.2 Expenses of Chapter Delegate

- 2.2.1 The out-of-pocket expense for transportation and lodging of the Chapter Delegate, while he is attending the semi-annual meetings of the District House of Delegates, shall be paid by the Chapter upon



submission of proper vouchers to the Treasurer.  
2.2.2 There shall be a line item in the Annual Budget to provide for the payment of the Delegate's expenses.

## 2.3 Stipends, Expenses, and Bonuses

2.3.1 Stipends to the Musical Director and anyone else under contract to the Chapter for specific purposes shall be determined on an annual basis, at the time of their appointments by the Board. There shall be a line item in the annual budget to provide for payment of the stipends.

2.3.2 Expense accounts may be authorized for the Musical Director and any contract personnel in the annual budget. Reimbursement, up to the budget line item limit, will be made upon submission to the Treasurer of proper Chapter vouchers.

2.3.3 Any bonuses given, which are based on performance during the year, will normally be paid in December, and will be a budget line item.

## 2.4 Expenses for Certified Judges

2.4.1 When a member of the Chapter, who is certified as a judge or a candidate eligible for certification, is invited to the Society Category School, the Chapter shall defray his expenses for transportation and tuition to the extent not paid by the Southwestern District. This shall be a budget line item and be reimbursed by proper Chapter voucher submission.

## 3.0 Board Members

3.1 The Board of Directors shall consist of the President, Chapter Development Vice President, Music and Performance Vice President, Marketing and Public Relations Vice President, Program Vice President, Community Service Vice President, Secretary, Treasurer, and Immediate Past President. The Board shall also include three Members-at-Large, two of whom shall have specifically assigned responsibilities; the Chorus Manager and the Show Chairman. The Musical Director shall be an ex officio member of the Board with voice, but no vote.

3.2 The President shall serve as chairman of the Board of Directors.

## 4.0 Board Responsibilities

4.1 The Board shall meet at least once each month at a time and place determined by the President (see By-laws, Sec 5.02 ) after consultation with the Board. A simple majority of the voting members of the Board shall constitute a quorum.

4.1.1 All Chapter members are welcome to attend Board meetings.

4.1.2 Special meetings may be called by the President.

4.2 Individuals should accept nomination as Board members only if they feel a commitment to serve and an ability to attend all regular Board meetings. Only in emergencies should they feel it is permissible to miss these meetings, and in such cases, they should inform the President in advance.

4.2.1 Unexcused absences from three consecutive board meetings shall constitute sub-standard performance and shall be justification for review by the Board and possible removal from office.

4.3 Officers shall prepare a written report each month covering the discharge of their responsibility. A copy of this report shall be given to each Board member at least one week prior to each regular Board meeting.

## ARTICLE VI MUSIC TEAM LEADERSHIP

### 1.0 Musical Director

- 1.1 The Musical Director shall be selected and enter into a contract negotiated by the Board, be appointed by the President and report to the Music and Performance VP.
  - 1.1.1 The Musical Director shall be chosen on the basis of leadership ability and musical qualifications; e.g., conducting, interpretation, knowledge of music theory, Society standards, and the Judging categories.
  - 1.1.2 The Musical Director serves as an ex officio member of the Chapter Board with voice, but no vote.
- 1.2 Duties of the Musical Director shall be:
  - 1.2.1 To direct the Houston Tidelanders Performing Chorus in public appearances.
  - 1.2.2 To construct and direct the rehearsal portion of Chapter meetings, or special rehearsals. In constructing the Chorus rehearsal, the Musical Director may involve coaches or other members of the Music Leadership Team.
  - 1.2.3 To develop, in consultation with the President and Music and Performance VP, the music program for each year, to be presented to the Board by the January meeting.
  - 1.2.4 To recommend members of the Music Leadership Team for appointment by the Music and Performance VP. Included would be positions such as but not limited to Assistant Directors, Section Leaders, Visual Presentation Chairman, or Chairman of the Repertoire, Barbershop Craft, Auditions or Show Continuity Subcommittees.
  - 1.2.5 To recommend a member, for selection by the Board, as Associate Musical Director. The Associate and/or Assistant Director positions may remain vacant if there are no qualified candidates available. The Musical Director must provide guidance and opportunities for these Directors and Section Leaders to learn and practice their assignments.
  - 1.2.6 To select the songs to be sung by the Performing Chorus in contests, in consultation with the Music Committee.
  - 1.2.7 To consult with the Show Chairmen concerning songs planned for the Performing Chorus to sing in their respective shows. The decisions on this matter shall be made jointly.

## **2.0 Associate Musical Director**

- 2.1 When an Associate Musical Director is appointed, he shall be chosen based on the same qualifications used for the Musical Director.
- 2.2 He shall be selected annually by the Board and appointed by the President, upon recommendation by the Musical Director, and shall report to the Musical Director. The Associate Musical Director may be paid a stipend out of Chapter funds of an amount established contractually by the Board at the time of his appointment.
- 2.3 He shall function as principal assistant to the Musical Director. He shall perform duties in the general areas of Chorus Director, Coach, and Instructor.
- 2.4 If the position of Musical Director becomes vacant, the Associate Musical Director shall serve as Acting Director until the President appoints a new Director.

## **3.0 Assistant Musical Director(s)**

- 3.1 The Assistant Director(s) are appointed by the Music and Performance VP on the recommendation of the Musical Director and report to the Musical Director.
- 3.2 They shall be chosen on the basis of proficiency in conducting, knowledge of barbershop basics, ability to communicate, and leadership qualities.
- 3.3 They shall carry out duties as assigned by the Musical Director.

## 4.0 Section Leaders

- 4.1 The Section Leaders shall function as an extension of the Musical Director in carrying out his musical goals and objectives. They are appointed by the Music VP on the recommendation of the Musical Director, and report to the Musical Director.
- 4.2 They shall be chosen on the basis of their knowledge of barbershop basics, familiarity with the part they sing, ability to teach, leadership qualities, and regularity of attendance.
- 4.3 The Section Leaders shall:
  - 4.3.1 Ensure that all Performing Chorus members in their sections are maintaining an adequate level of performance.
  - 4.3.2 Conduct section rehearsals as requested by the Musical Director or whenever the Section Leader determines such rehearsals would benefit his section.
  - 4.3.3 Assist members in their section to become part of the Performing Chorus by certifying that all the notes and lyrics are being sung correctly for each song in the published repertoire.
  - 4.3.4 Recommend to the Music VP individuals whom they consider qualified through song certification for Performing Chorus membership, and thereafter, inform the individual and the Chapter Development VP.
  - 4.3.5 Develop a good working knowledge of the singing ability of every member, applicant, and guest within their sections and assist weaker singers.
  - 4.3.6 Serve as members of the Music Committee.

## ARTICLE VII COMMITTEES

### 1.0 General

- 1.1 Committees and task forces shall be appointed as provided in Section 8.01 of the Chapter By-laws. In addition to the committees listed in the By-laws, some of the following committees shall be appointed by the President or by other Chapter officers, as indicated.

### 2.0 Nominating Committee

- 2.1 The Nominating Committee shall consist of the Immediate Past President, who shall act as Chairman, and at least two other members. All committee members shall have been members of the Chapter for at least two years and all but one shall have served as elected Board members. Committee members shall be appointed by the President with the consent of the Board. The Chairman reports directly to the Board.
- 2.2 It shall be the responsibility of this committee to select a slate of nominees for the annual election of the Board members. (See By-laws, Sec. 7.01.) The committee also shall nominate a replacement whenever a vacancy occurs among the Board members.
- 2.3 The President is prohibited from directing the committee in any manner, but is obligated to furnish general information concerning Chapter administration. Pursuant to Section 7.01 of the By-laws, the President may not serve as a committee member, but shall attend the first meeting of the committee to furnish this information.
- 2.4 The Chairman should call the committee together at least twice. The first meeting should take place before July 1, and the second meeting should be held during August. Additional meetings may be called at the discretion of the Chairman.
- 2.5 At the June meeting of the Board, the Chairman shall request that each Board member make written

recommendations for elections for the ensuing year. Such recommendations shall be submitted to the Chairman by the time of the Board meeting in July.

- 2.6 At the first meeting of the Nominating Committee, the Chairman shall ensure that the members present understand this Article of the Code. The President shall furnish the general information mentioned in the above Sections and shall establish a deadline date for the submission of the committee's slate to the Chapter. The President shall ensure that all committee members have a clear understanding of the Chapter and Society objectives, so that assessment of candidates can be consistent and compatible therewith.
- 2.7 Since all leadership positions within the Chapter may be considered as possible training grounds for higher office, the future needs of the Chapter should be kept in mind in selecting candidates for Chapter offices. It must be recognized that for most positions the prime requisites are going to be interest in and enthusiasm for the position as well as availability of time to properly discharge the functions prescribed.
- 2.8 The Chairman shall ask each member of the committee to present his choices in the following order: President, Chapter Development VP, Program VP, Music and Performance VP, Marketing and PR VP, Community Service VP, Secretary, Treasurer, Assistant Treasurer, and three Members-At-Large. Each member of the committee, including the Chairman, should present his choices for each post, and all suggestions should be duly discussed. After full consideration, each office should be voted on separately in order to arrive at a possible slate.
- 2.9 After a slate is agreed upon, the Chairman shall contact the proposed nominees in order to ascertain their willingness to serve. The candidate for President shall be contacted first, and if he agrees to this position on the slate, he shall be asked about the acceptability of all other proposed nominees. If he objects to any proposed nominee, the Nominating Committee shall reconvene to resolve the matter.
- 2.10 When each candidate is contacted, he shall be informed that the required duties of the office are set out in this Code. In no case shall a candidate be placed on the slate of nominees until he indicates he has read and understands the duties of the office as set out in this Code, and he consents to serve.
- 2.11 Before a candidate for Chapter office is placed on the slate, he must agree to attend Board meetings. He is encouraged to attend the Chapter Operations Training Seminar (COTS) and Chapter retreat later that year. The annual budget shall have a line item which reimburses all elected officers for out-of-pocket expense for transportation and overnight lodging which is incurred in attending COTS.
- 2.12 Each candidate should respond within seven days to the proposal that his name be placed on the slate of nominees. If one or more candidates do not agree to the proposal, the committee shall reconvene, if necessary, to fill the open slot. Following agreement by all proposed nominees, the Chairman shall report the resultant slate in writing to the President, with copies to the committee members.
- 2.13 At least one month in advance of the election, the President shall inform the Chapter of the date in October when the election will be held. Pursuant to Section 7.01 of the By-laws, all chapter members shall be informed in writing of this slate and the date of the election at least two weeks prior to the election.

### **3.0 Music Committee (Music Team)**

- 3.1 The Music Team shall be composed of the Music and Performance VP, Musical Director, Associate Director, Assistant Director(s) Section Leaders, the Visual Presentation Chairman and such other members of the Chapter that the Music and Performance VP, in consultation with the Musical Director, shall appoint.
- 3.2 The Music and Performance VP shall be the chairman of the Music Team.
- 3.3 The Music Team shall, subject to Board approval, have responsibility for the control and management of all phases of Chapter activity concerned with teaching, singing and presentation of Barbershop harmony for the Chapter. Following are typical Music Team responsibilities:
  - 3.3.1 Assisting the Music and Performance VP in developing the total Chapter music program.
  - 3.3.2 Managing the Chapter's repertoire, including selection and deletion of songs and maintaining an appropriate balance of song types.

- 3.3.3 Planning, producing, staging, and other musical aspects of all chorus performances.
- 3.3.4 Arranging special coaching sessions.
- 3.4 Subject to Board approval, the Music Team shall also have the authority and responsibility to establish the standards for eligibility of Chapter members to sing in the Houston Tideland Performing Chorus, and shall maintain and publish the list of Chapter members currently eligible to perform.
- 3.5 The following Music Team Subcommittees or individuals, the possible duties of which are described in more detail in the ARCHIVES, might be appointed:
  - 3.5.1 Visual Presentation Subcommittee including Quad Leaders and a Front Row Leader.
  - 3.5.2 Repertoire Subcommittee
  - 3.5.3 Quartet Promotion Subcommittee
  - 3.5.4 Auditions Subcommittee
  - 3.5.5 Barbershop Craft Subcommittee
  - 3.5.6 Music Librarian
  - 3.5.7 Recording Producer
- 3.6 Music Librarian
  - 3.6.1 The Music Librarian is appointed by and reports to the Music and Performance VP. His responsibilities are:
    - To be the custodian of all Chapter-owned music.
    - To distribute all new music as directed by the Musical Director or the Music VP.
    - To keep current all guest books and supply music for new members.
    - To ensure that only published arrangements or special arrangements which have been made and printed with the permission of the copyright holder shall be used, and no other arrangements shall be stored in the Chapter files.
    - To prepare and distribute the Performing Chorus repertoire at appropriate intervals.

#### 4.0 Finance Committee

- 4.1 The Committee is composed of the Chairman, who shall not be either the Treasurer or the Assistant Treasurer, the Treasurer, the Assistant Treasurer, and as many other members as are necessary to carry out the Committee's responsibilities. The Chairman reports directly to the Board. The Chairman and committee members, other than the Treasurer and Assistant Treasurer, will be appointed by the President with the consent of the Board.
- 4.2 The Committee shall:
  - 4.2.1 With the President-elect, formulate a proposed budget covering his term of office. This budget shall be presented to the outgoing and incoming Board members at the December meeting so that it may be adopted, with any necessary revisions, at the January meeting.
  - 4.2.2 Advise and assist the President and Treasurer in maximizing income and controlling expenses to bring about economical operation of the Chapter.
  - 4.2.3 Advise the Board on fiscal policy and on the financial health of the Chapter.
  - 4.2.4 Continually analyze the state of the Chapter income and expenditures. As a minimum, conduct a mid-year review of the budget and report the results to the Board.

4.2.5 Make recommendations to the Board, when pertinent, for investment of Chapter funds.

## 5.0 Membership Committee

5.1 The Membership Committee shall be composed of the Chapter Development VP as Chairman, the Recruiting, Orientation and Retention Section Managers, Chairmen of the Current Costumes and Sunshine Subcommittees, and such other members as are needed to discharge the Committee's functions. Members will be appointed by the Chapter Development VP.

5.2 The Committee is responsible for Chapter well-being through the recruiting and welcoming of guests, orientation of new and re-instated members and the retention of existing but inactive members.

5.3 The Committee shall preside over membership application procedures, retention of members, recognition of celebrations and concerns of Chapter members, and the issuance, maintenance, and retrieval of Chapter-owned costume and wardrobe items.

5.4 Costumes and Wardrobe Subcommittee

5.4.1 This Subcommittee is composed of the Costumes and Wardrobe Chairman who is appointed by and reports to the Chapter Development VP.

5.4.2 The Subcommittee shall:

- Maintain accurate and current records as to the size, locations, and condition of all Chapter-owned costumes, including thematic costumes such as those used on the Christmas Show.
- Develop and keep current an information sheet on current costume requirements, stating clearly the terms and procedures for issuing new costumes and identifying suppliers of items to be purchased by the individual member and the prices of those items.
- Be the custodian of spare accessories to the costumes and have them on hand on all occasions when spares might be required.
- Contact members leaving the Chapter, when so notified by the Chapter Development VP, and attempt to retrieve costumes in their possession.

5.5 Sunshine Subcommittee

5.5.1 This Subcommittee is composed of a Sunshine Chairman, who is appointed by and reports to the Chapter Development VP, and as many other members as are necessary to carry out its functions. It is the focal point for current health and family-related news on Chapter members.

5.5.2 The Sunshine Chairman will keep the President and the Chapter Development VP apprised of weddings, illnesses, or deaths in the Chapter family and will carry out the directions of the President or Membership VP with respect to sending cards, gifts, or memorial donations.

## 6.0 Show Committee

6.1 The Show Chairman is an elected Member-At-Large who serves as Chairman of the Show Committee. He shall be responsible for all phases of the Annual and Christmas Shows except for the selection of the guest quartets, which shall be subject to the approval of the Board.

6.2 The Show Director is appointed by the President, with consultation of the Show Chairman, and reports to the Show Chairman for those particular Shows.

6.2.1 His responsibilities shall be:

- To bring the show script to life by working with the Musical Director, the Stage Manager, and the performers to make it real.
- To coordinate with other Show Committee members to see that required lighting, sound equipment, scenery, or props are available at the performance site.

- To coordinate with the Costumes and Wardrobe Chairman and the Makeup Subcommittee to see that performers will be properly attired for the show.
- To coordinate Show performance repertoire requirements with the Music Team so it can be publicized to the Chapter membership as soon as possible prior to the performance.
- To keep the Music and Performance VP and Show Chairman advised of any financial requirements concerning the production of the show.

6.3 The Show Committee shall consist of the necessary sub-committees which shall be appointed by the Show Chairman. Examples of these are provided in the ARCHIVES.

## 7.0 Costume and Wardrobe Committee

- 7.1 The Costume and Wardrobe Committee shall be responsible for the proper care of all uniforms which are the property of the Chapter.
- 7.2 It shall also be responsible for seeing that the uniforms are cleaned and available for the chorus when needed.
- 7.3 The Costume and Wardrobe Chairman shall be the only person having the authority to assign, reassign or request alteration of any uniform for a member. For this purpose he shall be guided by the Music Team which is responsible for the eligibility of members to sing in the performing chorus.
- 7.4 With the approval of the Board, this committee may establish rules for the issuance, care and return of uniforms.

## 8.0 Other Committees

- 8.1 Other special committees may be appointed, even though they are not included in the Code. Examples of these are described in the ARCHIVES.

## ARTICLE VIII SHOWS AND PERFORMANCES

### 1.0 General Policy

- 1.1 Performances by the Performing Chorus of the Chapter shall be undertaken only after approval by the Board.
- 1.1.1 Chorus engagements shall be accepted by the Board only if it is expected that a reasonable number of singers can attend.
- 1.2 The purposes of public appearances of the Houston Tidelanders Performing Chorus shall be to maximize opportunities for the expression of our talents, to educate and entertain others, to enhance the Houston Tidelanders Performing Chorus' public image, to further the aims of the Society, to support charitable causes in the community, and to strengthen the Chapter financially through fees received or where donations may be received for Chapter supported charities.
- 1.3 It is Chapter policy, subject to Board approval in each case, to accept invitations to perform at the following events: Division Contest, District Contest, International Preliminary Contest, or the International Convention.
- 1.4 The general policy for public appearances shall be:
- 1.4.1 No fee shall be requested, but donations may be accepted, for appearances at non-profit civic, welfare and charitable functions.
- 1.4.2 A fee or donation will be expected in providing entertainment for fund-raising civic or charitable functions.
- 1.4.3 A fee will be expected in providing entertainment for non-civic or non-charitable functions.

### 2.0 Procedure

- 2.1 All show opportunities shall come to the Board through the Marketing and PR VP.



- 2.1.1 In presenting a performance opportunity for approval, the Marketing and PR VP or his representative must provide appropriate information such as date, time, Musical Director availability, any limit on the number of singers, proposed fee, and any other Tideland commitments that fall near the performance date.
- 2.2 After Board approval, the Chorus Manager will put out sign-up sheets to determine whether a sufficient number of singers and a proper balance of voice parts will commit to the performance.
- 2.3 After the Musical Director and the Music and Performance VP have given their approval, the show can be contracted.

## ARTICLE IX COSTUMES AND WARDROBE

### 1.0 General Policy

- 1.1 The Houston Tidelanders Performing Chorus uses several costumes, i.e. formal, casual and thematic, for its public performances. Most casual and thematic uniforms are the property of the Chapter and shall be under the control of the Costume and Wardrobe Committee.
- 1.2 A uniform shall not be assigned to a member until he is certified for chorus membership by the Music Team. As he qualifies to sing with the Houston Tidelanders Performing Chorus, each member will receive a list of the casual and thematic costume items from the Costume and Wardrobe Committee.
- 1.3 Uniforms shall not be worn for personal use, or for any activity or function unrelated to the Chapter, District or Society purposes. Quartets may use their uniforms for singing engagements, but must get approval from the Costume and Wardrobe Committee.
- 1.4 Casual costumes are worn when prescribed by Chapter leadership.
- 1.5 The Formal costume is used for competition and for most public appearances. Each individual member is responsible for its purchase, care, and maintenance.
  - 1.5.1 The formal costume is to be worn only during public appearances of the chorus or on other occasions when authorized by the Music Team. It is not to be worn for any other purpose, including travel to and from stage appearances, unless dressing facilities are not provided.
- 1.6 The circumstances of issue, financing, and wearing of special costume items will be determined by the Board and communicated to the membership.

### 2.0 Procedure

- 2.1 Once the Music Team has decided that a member is performance-qualified, the Music and Performance VP will ask the Chapter Development VP and the Costume and Wardrobe Chairman to issue him a set of Informal Costumes and Accessories. Once the uniform deposit is paid, the Costume and Wardrobe Chairman will provide the necessary items.
  - 2.1.1 The deposit is refundable if a member leaves the chorus and returns the uniform items in good condition.
- 2.2 The Costume and Wardrobe Chairman will also issue each performance-qualified new member an authorization sheet and instructions for him to purchase his required Formal Tuxedo.

## ARTICLE X MUSIC

### 1.0 General



- 1.1 All music, whether purchased from or supplied free by the Society shall be under the control of the Music Librarian.
- 1.2 All current repertoire selections are available on the Chapter website in the MEMBERS section.
- 1.3 The Chapter Music Librarian shall be responsible for the preparation of Guest Music folios. These are generally not to be removed from the rehearsal site by the members.
- 1.4 Music may be borrowed for home study, with prior approval of the Librarian. Members borrowing music will be asked to sign for it and shall return it at the next meeting.
- 1.5 "Learning" CD's of repertoire selections are available from the CD Librarian or for MP3 downloading from the MEMBERS section of the Chapter website.
- 1.6 The chapter will not use, or permit members to use, music which has been obtained or copied in violation of copyright laws. Each member shall be responsible for seeing that all copies of music brought by him or his guest to any Chapter meeting or performance are legal copies.

## ARTICLE XI CHAPTER AWARDS

### 1.0 General

- 1.1 Chapter awards are given periodically to Chapter members who have rendered distinguished service to the Chapter. Most of these awards are intended to recognize, reward, and encourage outstanding, dedicated, and unselfish contributions to the conduct of Chapter affairs. Others are awarded to the current Immediate Past President after completion of his term as President and to Chapter members when they attain 25 years of Society membership.

### 2.0 Distinguished Service Awards

- 2.1 Distinguished Service Awards are not ordinarily presented to current Chapter officers, except when contribution by a Chapter office in a given year far exceeds the requirements of his office, particularly in an activity beyond the scope of his office. If, in the opinion of the Board, no suitable candidates are available, one or more of these awards may not be presented in a given year.
- 2.2 Nominations for Distinguished Service Awards should be reviewed and voted on by the Board no later than its December meeting. The Chapter Development VP is responsible for activating the nominations and presenting the nominees to the Board. Names of awardees should be kept confidential between the time of selection and the time of presentation.

### 3.0 Presented Annually by the President at the Chapter Officers Installation Banquet

- 3.1 By nomination of and selection by the Board:
  - 3.1.1 Jerry McCulloch Memorial Award
    - This award, given in memory of those who have died while members of the Chapter, is the highest recognition which the Chapter can bestow on a member. It is given to the Tidelander who, during his entire period of Chapter membership, has devoted himself most unselfishly in rendering outstanding service to the Chapter. The award is made only to a truly outstanding member, who has regularly attended Chapter activities and who has contributed greatly both in volume and quality of services over a long period of time.
    - The award shall consist of an appropriately engraved stainless steel tray and shall be recorded on a plaque displayed at Chapter meetings.
  - 3.1.2 Spirit of Harmony Award

- This award is given to the Tidelander who during the past year best exemplified the fundamental Society membership qualities of congeniality and good character and worked hardest to encourage participation in vocal harmony by Chapter visitors and members. The awardee must reflect the spirit and ideals of O. C. Cash (Society founder) by his enthusiasm for good fellowship and good harmony and by his unselfish dedication to and obvious joy in barbershopping.
  - The award shall consist of an appropriately engraved plaque or suitable substitute and shall be permanently recorded on a plaque displayed at Chapter meetings.
- 3.1.3 Ken Pacetti Scholarship
- Ken Pacetti was a long time, dedicated member of the Tidelanders who contributed in many ways to the Chapter. This permanent award was created as a fitting recognition of his service. It is intended to provide funding for tuition and transportation to Harmony College, not to exceed \$750, to one worthy member of the chorus.
  - In order to qualify for the award, candidates must:
    - Be an active member of the chorus for at least two years who has expressed a desire to increase his skill and knowledge in the Barbershop craft
    - Have actively participated in one or more roles on a committee, participated in Shows and paid performances and attend rehearsals on a regular basis.
  - This award will be given in addition to the current, contractually-required practice of sending the Musical Director/Associate Director or other members or the Music Team to Harmony College each year.
  - The Board will appoint an ad hoc committee of up to three members who will consider the applicant qualifications and make selection recommendations to the Board who will grant final approval.
  - Funds for the Pacetti Award will come from the Chapter general operating fund and will be budgeted at the beginning of each fiscal year, so long as adequate money is available.
  - Harmony College costs beyond the \$750 stipend will be the responsibility of the recipient.
- 3.2 By nomination and selection by vote of the Chapter members:
- 3.2.1 Tidelander Barbershopper of the Year Award
- This award is given to a Tidelander for service which is above and beyond the usual service expected of members during the past year. It is not intended as a reward for discharging a single specific duty, but for continuous service in several activities.
  - The award shall consist of an appropriately engraved plaque or suitable substitute and shall be permanently recorded on a plaque displayed at Chapter meetings.
- 3.3 By nomination of a committee composed of the President, Music and Performance VP and the Musical Director and selection by the Board:
- 3.3.1 Director's Award
- This award is given to the Tidelander who has made a significant contribution to the musical program of the Chapter during the past year. The awardee's contribution need not be highly visible or of a technical musical character, but it must be related directly to the musical program. It should show the intent to make the musical program superior and enjoyable for all members. The awardee should be a dedicated Tidelander who has endeavored to improve the Chapter image in the Society and in the Houston community through musical excellence. Any Tidelander who has been a Chapter member for more than one year shall be eligible for the award.
  - The award shall consist of an appropriately engraved stainless steel tray and shall be recorded permanently on a plaque displayed at Chapter meetings.
- 3.4 By nomination of a committee composed of the President, Chapter Development VP and Program VP and selection by the Board:
- 3.4.1 New Note of the Year Award
- This award is given to a Tidelander who has contributed outstanding service to the Chapter in his first year of membership. All new members for the previous 18 months prior to December of the current year

will be considered for this award unless the individual was the New Note winner for the previous year. Attendance, attitude, and accomplishment of duties (both volunteer and assigned) shall be considered.

- The award shall consist of an appropriately engraved plaque or suitable substitute and shall be recorded permanently on a plaque displayed at Chapter meetings.

3.5 By nomination of the President and selection by the Board:

3.5.1 Meritorious Service Award

- This award is given to one or more Tidelanders for exceptional achievement during the past year in one or more Chapter activities, such as committee work, housekeeping duties, or other similar tasks in either the administrative or musical area. Such achievement should ordinarily be of at least one year's duration.
- The award shall consist of an appropriately engraved recognition of merit plaque or a suitable substitute.

3.6 To be presented to the incoming President at the Installation Banquet:

3.6.1 The President's Gavel

3.7 To be presented by the President to the Immediate Past President at the Installation Banquet after the Immediate Past President has completed his term as President:

3.7.1 Past president's Pin

- The presentation of a Past President's Pin, purchased from Society Headquarters is a traditional gift to a Chapter President after he completes his final year in office.

3.8 Show Ticket Sales Awards

- First time to sell 30 or more tickets to Major Shows (Good Time Shows, Annual or Christmas) within the year: Monogrammed Shoe Bag
- First time to sell 100 or more tickets, in any combination, to Major Shows within the year: Monogrammed "100 Club" Jacket
- Second time to sell 100 or more tickets, in any combination, to Major Shows within the year: Monogrammed Briefcase
- Third or more time to sell 100 or more tickets, in any combination, to Major Shows within the year: \$100.

#### 4.0 Presented by the President at a Regular Chapter Meeting

4.1 By selection of the President and approval of the Board:

4.1.1 Presidential Citation

- This award is given to one or more Tidelanders for outstanding performance of a specific assigned task, ordinarily of less than a year's duration, during the past year.
- The award shall consist of an appropriately inscribed certificate or suitable substitute.

4.2 Upon notification by the Membership VP:

4.2.1 Society 25-Year Pin

- A 25-year membership pin, purchased from Society Headquarters, shall be presented to any Chapter member who has completed 25 years of Society membership, not necessarily all in the Houston Chapter.

#### 5.0 Presented by the Show Chairman at the After-Show Party

5.1 By nomination of Houston Tidelanders Performing Chorus members and selection by the Show Chairman:

5.1.1 Golden Screw and Silver Tinkler Trophies

- The Golden Screw Trophy is awarded to the member of the Houston Tidelanders Performing Chorus who, during the most recent Annual Show, found the most ingenious way to put a hitch in the presentation of the Show, without damaging our reputation with our audience. The Silver Tinkler Trophy is awarded for similar performance during the Christmas Show.
- If the show is performed flawlessly, or the "hitches" were deemed by the Show Chairman to be unworthy (or just simply bad!), the Award may not be handed out after any particular show.
- The Golden Screw and Silver Tinkler are traveling trophies and reside with the most recent recipient until the next Show.

## ARTICLE XII "PRIDE OF THE TIDES"

### 1.0 General Policy

- 1.1 The Chapter recognizes and encourages the existence of an organization, composed of wives, sweethearts, mothers, daughters, and friends of members of the Chapter. The organization hereinafter shall be referred to as the "Pride of the Tides".
- 1.2 The purposes of Pride of the Tides shall be to support the Chapter members in achieving Society and Chapter goals, to boost activities of the Chapter, to assist in projects connected with Chapter functions, to promote the Chapter's participation in service to the community, to assist in the staging of Shows, and to participate in Chapter social activities with their husbands, friends, sons, and fathers.

### 2.0 Special Proviso

- 2.1 The Pride of the Tides shall be a non-singing organization which operates through an annual approval of the Chapter Board. This approval shall be considered and granted, if appropriate, at the January meeting of the Board.

### 3.0 Organization

- 3.1 Officers and committees of the Pride of the Tides shall be elected or appointed through processes agreed upon by the members of such organization. Periodic reports of the meetings and activities of the Pride of the Tides shall be made to the President of the Chapter by the appropriate Pride of the Tides official. The Pride of the Tides shall not embark on new projects without the prior knowledge and approval of the Board. All such projects shall be judged to be consistent with Society and Chapter By-laws, aims, and objectives before approval by the Chapter Board is granted.

### 4.0 Rosters

- 4.1 The Chapter President shall annually furnish the Pride of the Tides with a roster of similar organizations in the Society, received routinely from Society Headquarters, to allow the Pride of the Tides to make contact with such organizations if they wish to do so.

## ARTICLE XIII CHAPTER MONIES

### 1.0 General

- 1.1 Any member who has been entrusted with the handling of the chapter monies resulting from the sale of Show tickets or from any other source shall be subject to the following regulations:
  - 1.1.1 All monies shall be returned by a pre-announced date.

- 1.1.2 If not returned in 30 days after the deadline date, the member shall be notified in writing of his financial obligation.
- 1.1.3 If not returned in 60 days after the deadline date, the member shall be subject to suspension or expulsion from membership in accordance with the Chapter By-laws.

## ARTICLE XIV AMENDMENTS

### 1.0 General

- 1.1 Amendments to this Code of Regulations may be made by the Chapter Board of Directors, but shall not be effective until ratified by the Chapter membership at a regular meeting following two weeks prior notice.
- 1.2 It is recognized that as long as the Chapter adopts the Code of Regulations in this form, the Society requires no further approvals. Otherwise, the Code must be submitted to and approved by the Society Laws and Regulations Committee, acting on behalf of the Society Board.

### Approved by the Houston Chapter Board of Directors:

Date:

President: \_\_\_\_\_  
Leon G. Klingensmith

### Approved by the Chapter membership:

Date:

Secretary: \_\_\_\_\_  
Martin A. Gay

### Approved by the Society Laws & Regulations Committee:

Date:

Chairman: \_\_\_\_\_

# **CODE INTERPRETATIONS**

## **CODE INTERPRETATIONS**

### **1.0 SCOPE AND PURPOSE**

The Standard Chapter By-laws govern all chapters and Society members. In addition to the Standard Chapter By-laws as prescribed by the Society Board of Directors, the Chapter is governed by the Code of Regulations. These regulations are specific to the Houston Chapter (hereafter "the Chapter") and may derive directly from the Standard Chapter By-laws, from subsequent actions of the Society, or from actions of the Chapter Board of Directors. There are instances where clarification or interpretation of these

Code regulations becomes necessary. Such Interpretations do not usually warrant approval by the entire membership but do need to be provided by the Board so that the Code provisions can be properly implemented. These Interpretations will remain in effect until changed by the Chapter Board of Directors.

## 2.0 ADDITIONS OR AMENDMENTS

Interpretations may be added, deleted or amended with Chapter Board of Directors approval. Such actions will be appropriately documented and added to the Code.

### INTERPRETATION 01 QUARTET PAYMENTS & EXPENSE REIMBURSEMENT Adopted: July 17, 2003

## 1.0 DEFINITIONS

**Featured Show Quartet** – Any quartet that is contracted by the Houston Chapter Board to appear as a primary or featured attraction on a Chapter show. Only one quartet is usually deemed the “featured” quartet on a particular show. Such quartets will generally be from outside the “Greater Houston Area” and generally have no Houston Chapter members within the quartet membership.

**Show Quartet** – Any quartet that appears on a Chapter show at the request of Houston Chapter Show Committee Chairman. (Such quartets will generally be made up of members of the Houston Chapter, but may contain some non-chapter members. Some non-Houston Chapter quartet members may reside outside the “Greater Houston Area”.)

**Other Quartet** – Any quartet that is requested by the Houston Chapter to appear at a non-show function of the Houston Chapter such as the annual Chapter Awards & Officer Installation Banquet. (Such quartets are generally not made up of Houston Chapter members and come from outside the “Greater Houston Area”.)

**Greater Houston Area** – An area defined as a circle whose radius runs from the center of downtown Houston to the center of the city furthest from Houston from which any member commutes to perform with the Houston Tidelander Chorus on a show or performance. Currently, the city furthest from Houston that defines the radius is Nacogdoches. Major cities outside this radius would include San Antonio and Austin.

**Quartet Member Expenses** – Actual out of pocket expenses for:

- Mileage allowance from member’s home to the show location. This will be reimbursed at IRS allow rates for volunteers (currently 14 cents per mile) plus any parking and road tolls required for trip.
- If airfare is involved, it will be at economically competitive rates for economy class.
- Hotel expenses at economically competitive rates for any nights away from home.
- Meal allowance deemed appropriate by the Houston Chapter.

## 2.0 FEE POLICY

Fees to quartets will be paid to Featured Quartets under contract to the Chapter. Featured Quartets will typically be non-chapter quartets who travel by air into the Greater Houston Area. Explained in terms of the definitions in this policy, fees will be as follows:

- **Featured Show Quartet** – Fee to be paid according to the contract negotiated by the Chapter Board.
- **Show Quartet** – No fees to be paid.
- **Other Quartet** – No fees to be paid.

## 3.0 EXPENSE POLICY

It is the policy of the Houston Chapter to reimburse the out-of-pocket expenses of non-Houston Chapter quartet members who perform on our chapter shows and functions at Chapter request provided they live outside the Greater Houston Area. No Houston Chapter members who perform in quartets on our shows will be compensated in a special way for expenses since by definition such quartet members live within the Greater Houston Area and thus fall under the same expense reimbursement policy provided to all Chapter members. Explained in terms of the definitions in this policy, expense reimbursement will be as follows:

- **Featured Show Quartet** – Expenses to be paid according to the contract negotiated by the Chapter Board.
- **Show Quartet** – As agreed by Chapter Board for non-Houston Chapter members coming from outside the Greater Houston Area. No expense reimbursement for Houston Chapter quartet members.
- **Other Quartet** – Same as the Show Quartet guidelines above.

## REVISION HISTORY

00	Mid-1990’s	By-laws and Code re-write which combined the two documents and included new Member Expectation provisions. Entire organizational structure broadened, as well.
01	03-09-06	The 2004 Board authorized Attorney Jason Pinkall to review the By-laws and Code to make certain that the Chapter complied with Society regulations and to identify and recommend for deletion any items



which were no longer relevant. Pinkall noted that instead of following Society format for the By-laws, the Houston Chapter had combined the two and added additional items. He recommended separating the documents and adopting the Society format which we are obligated to do in any case.

The 2005 Board "adopted/approved" the required By-laws format but simultaneously recognized that the Chapter Code of Regulations did not follow the format specified by the Society. Other formats are permissible but resulting documents must be submitted to and approved by the Society. There was no evidence that this had been done so, in February, 2005, the Board authorized President Leon Klingensmith to re-arrange the existing Houston Chapter Code of Regulations so that it contained the Society-recommended provisions which did not require Society approval and simultaneously, to eliminate any outdated or irrelevant items.

It was apparent that, particularly with topics such as committee organization, the existing Code was far too specific and didn't allow much organizational latitude to the committee chairman. Further, there was no evidence that such detailed instructions had ever been followed or ever would be. Such items have been removed from the Code of Regulations and retained in a separate Code Archives document for reference purposes only.

Following is a summary of the changes which were made to the Code of Regulations:

- Adopted Society Code of Regulations format, including organization of specific ARTICLES.
- Set up an INTERPRETATIONS Code sub-section and the separate Code Archives. Transferred contents accordingly.
- Adding Revision Level information to the Code header and included a REVISION HISTORY.
- Adding a more specific INDEX page.
- Defined how the Code of Regulations must be amended.
- In 2004, the Member-At-Large positions were assigned specific duties and job titles; the Chorus Manager, the Show Chairman and the Convention Coordinator. In 2005, the Board considered the Convention Coordinator position unnecessary and eliminated that job title from the third Member-At-Large. These changes are included.
- Included the Formal costume policy and assigned duties for Members-At-Large adopted by the Board in 2004.
- Included Ticket Sales Awards program adopted by the Board in 2004.
- Added Pacetti Scholarship adopted by the Board in 2005.