

Houston
Tidelanders



**CODE
ARCHIVES**

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ARCHIVES

EXPLANATION OF THE ARCHIVES

Experience has demonstrated that some contents of the Code of Regulations provided details and/or requirements which were not being followed at the time of this Code revision and perhaps never were followed. The information included in these items appeared to be advisory, not mandatory requirements. Things like committee organization are more appropriately left to the discretion of the Board member or Committee Chairman to determine. Rather than losing such valuable insights altogether, they have been moved to the ARCHIVES for reference purposes.

CHAPTER STATEMENT OF VALUES

1.0 People

1.1 The quality of our program reflects the quality of our members. We give this meaning by:

- Constantly seeking new members
- Recruiting and retaining members with singing and musical skills
- Soliciting members who share the enjoyment of seeking musical excellence
- Promoting a feeling of brotherhood

2.0 Preparation

2.1 We believe that proper preparation is the key to the quality of our musical program and to our continuing success. We give meaning to this by:

- Attending all rehearsals
- Being punctual
- Maintaining a positive attitude
- Establishing, maintaining, and adhering to established performance standards
- Preparing for rehearsals on personal time

3.0 Performance

3.1 Performance is the means by which we express and share our art. We give meaning to this by:

- Actively seeking public performance opportunities
- Regularly competing in Society contests
- Supporting chapter quartets

4.0 Progress

4.1 We challenge ourselves to continually improve the quality of our music program and our performances. We give this meaning by:

- Measuring progress through results of Society contests
- Regularly seeking the assistance of recognized coaches
- Establishing and monitoring performance standards

5.0 Program

5.1 We believe that a quality music program requires a quality supporting organization. We give meaning to this by:

- Fostering teamwork
- Actively marketing our musical product
- Capitalizing on the talents and creativity of our members

- Committing to always behaving in a legal and ethical manner
- Supporting family involvement
- Committing to community service
- Supporting activities of other Chapters

MISCELLANEOUS APPOINTED CHAPTER ADMINISTRATORS

1.0 Executive Assistant

1.1 The Executive Assistant shall be appointed by and reports to the Chapter President. He may, if desired, be one of the Board Members-at-Large.

1.2 His principal duties shall be:

- To coordinate the staffing process between the time of the new Board's election, and the beginning of the new year the new officers, appointed officials, and committees take office. This is done with the aid of a member skills survey, and job preference forms. As the clearing house for staffing information, the EA should be able to assist the President and other Chapter officers in filling needed positions more easily.
- To serve as the main communications link between the President and the following Chapter officials: Chairmen of the New Costumes and Property Committees, Barbershop Store Manager, Attorney/Registered Agent, Archivist/Historian, Charitable Gifts Chairman, Show Chairman, and the President of the Ladies Auxiliary.
- To ensure, as appropriate, that written reports from Chapter officers, all committee chairmen, and officials reporting to the EA are provided to all Board members no later than one week prior to the monthly Board meeting.
- To prepare the Chapter Organization Chart based on the structure outlined in these regulations.
- To oversee the maintenance of the Chapter standard operating procedures.

2.0 Archivist/Historian

2.1 The Archivist/Historian is appointed by the President and reports to the Executive Assistant.

2.2 His principal duties shall be:

- He shall gather photographs, news and feature articles, printed programs, and other materials which record activities and accomplishments of the Chapter and its members.
- He shall place significant items on display from time to time for the edification of the membership, such as certificates, trophies, photographs, and other Chapter memorabilia.
- He shall be the custodian of the historical list of Chapter officers, quartets, and musical repertoire and shall keep them current.
- He shall be the custodian of all other permanent records of the Chapter, such as Financial Records from prior years.

3.0 Assistant Treasurer

3.1 The Assistant Treasurer shall carry out the duties assigned to him by the Treasurer and shall act in the Treasurer's stead in the latter's absence.

3.2 He shall serve as the Treasurer for the annual Chapter shows.

4.0 Barbershop Store Manager

4.1 The Barbershop Store Manager is appointed by the President and reports to the Executive Assistant.

4.1.1 He will display, promote and sell Tidelanders tapes, CD's and other Chapter merchandise at Chapter meetings.

- 4.1.2 He will serve as a member of an individual Show Committee if requested by a Show Chairman in order to sell Tideland merchandise at that show. In that capacity he will:
- Coordinate with the Theater Facilities Administrator to obtain tables for displaying Tideland and guest performer albums or other merchandise,
 - See that there are people staffing those tables before the show begins, during any intermissions, and after the show is done,
 - Keep proper records for turning monies over to the guest performers, our own Treasurer, or the theater if there are "house fees".

RECOMMENDED SUBCOMMITTEES OR COMMITTEE STAFF

1.0 Music Team

1.1 Visual Presentation Subcommittee

- 1.1.1 The Visual Presentation Subcommittee shall be composed of the Visual Presentation Chairman, the four Quad Leaders, and the Front Row Leader. All of the members of this subcommittee are appointed by the Music and Performance VP, upon recommendation of the Musical Director .
- 1.1.2 The Visual Presentation Subcommittee is responsible for:
- The creation, presentation, and instruction of all choreography plans for the entire chorus repertoire and follow-up to ensure that the plans are well-rehearsed and executed.
 - Advising the Musical Director on the physical placement of singers for the Performing Chorus. Securing and ensuring proper application of makeup for shows and competitions.
 - Training and periodically assessing the visual performance of members for certification in the Houston Tidelanders Performing Chorus.
 - Advising the Current Costumes Subcommittee of any Formal Costume fitting or condition problems they may note in their work.

1.2 Repertoire Subcommittee

- 1.2.1 The Repertoire Subcommittee shall be composed of a Repertoire Chairman and two other members of the Houston Tidelanders Performing Chorus. They are appointed by the Music and Performance VP on the recommendation of the Musical Director.
- 1.2.2 The Repertoire Subcommittee is responsible for analyzing and coordinating actions to meet the Music Committee's mandate to manage the repertoire. This includes analyzing songs and arrangements to make recommendations to the Musical Director for their inclusion and retention in the repertoire and for contests.
- All songs in the repertoire should be a capella music, arranged in the barbershop style.
 - With rare exception, songs should be selected because they are good for the overall repertoire, and not useful or only a single show or event.
 - Songs should be chosen and retained because of general audience appeal.
 - Songs should match the general skills of the Houston Tidelanders Performing Chorus members at any given point in time. They should be challenging, but reasonable.
 - The general repertoire should contain between 15 and 20 songs. The Christmas repertoire should also contain between 15 and 20 songs.
 - At least six new songs should be introduced each year.
- 1.2.3 The Repertoire Subcommittee is also responsible for obtaining necessary clearances, ordering new arrangements, and coordinating with the Music Librarian in the distribution of approved music.

1.3 Quartet Promotion Subcommittee

- 1.3.1 Quartets are the basis on which the Society was founded. They provide members the opportunity for vocal expression and are a necessary medium for projecting the Society and Chapter image to the community. They provide talent for Chapter appearances. Most important of all, they improve the individual musical capabilities of the members and the overall musical quality of the Chapter.
- 1.3.2 The Quartet Promotion Subcommittee shall be composed of a Quartet Promotion Chairman and as many other members as are necessary to carry out its duties. They shall be appointed by the President and report to the Music VP. It is important that all subcommittee members be experienced quartet singers.
- 1.3.3 The Quartet Promotion Subcommittee shall:
- "Preserve and encourage" quartet singing through a specifically planned program to include both impromptu and organized quartet singing and encourage and assist the formation of registered quartets from among Chapter members.
 - Develop chapter quartets for the Singing Valentines program.
 - Help quartets get coaching both from within and outside the Chapter, using the District Musical Assistance Service, if appropriate.
 - Guide new quartets into public appearance opportunities when they are able to perform with reasonable credit to themselves, the Chapter, and the Society.
 - Assist the Program VP to schedule Chapter quartets to sing at Chapter meetings.
 - Coordinate and allocate quartet singing engagements offered to the Chapter.
- 1.4 Barbershop Craft Subcommittee
- 1.4.1 The term "Barbershop Craft", known and used all over the Society today, was originated to refer to the special knowledge and expertise necessary for arranging, producing a series of vocal sounds, and presenting a melody in a manner which brings about the optimum effect of a barbershop song by a quartet or chorus.
- 1.4.2 The Barbershop Craft Subcommittee shall be composed of a Barbershop Craft Chairman who is appointed by and reports to the Music and Performance VP and as many other members as are necessary to carry out its duties.
- 1.4.3 This Subcommittee shall:
- Develop and carry out a craft program within the Chapter to help each member improve his musical capability.
 - In coordination with the Program VP and the Musical Director, conduct new member training, hold craft sessions, and may arrange for special workshops either during or outside regular Chapter meetings.
- 1.5 Auditions Subcommittee
- 1.5.1 The Music and Performance VP, on recommendation of the Musical Director, shall appoint an Auditions Chairman and at least two other members of the Houston Tidelanders Performing Chorus to conduct an audition of each guest interested in membership. The auditioners report to the Music and Performance VP.
- 1.6 The Visual Quadrant Leaders (Quad Leaders) and Front Row Leader
- 1.6.1 They shall function as an extension of the Musical Director and Presentation Chairman in carrying out their visual goals and objectives for the Performing Chorus.
- 1.6.2 They are appointed by the Music and Performance VP on recommendation of the Musical Director and report to the Presentation Chairman.
- 1.6.3 They shall be chosen on the basis of their knowledge of barbershop basics, familiarity with and ability to perform choreography, ability to teach, leadership qualities, and regularity of attendance.
- 1.6.4 The Quad Leaders and Front Row Leader shall:

- Ensure that all Performing Chorus members in their quadrants are maintaining an adequate level of performance.
- Teach choreography to the Performing Chorus members.
- Assist members in their quadrant to become part of the Performing Chorus by certifying that choreography is being performed properly for each song in the published repertoire.
- Recommend to the Music and Performance VP individuals whom they consider qualified through visual song certification for Performing Chorus membership, and thereafter, inform the individual and the Chapter Development VP.
- Develop a good working knowledge of the performing ability of every member, applicant, and guest within their quadrants and assist weaker performers.
- Serve as members of the Presentation Subcommittee of the Music Committee.

1.7 Recording Producer

1.7.1 The Recording Producer will be appointed by and report to the Music and Performance VP. The Recording Producer's duties shall include:

- Arranging for recording studio sessions. This should be done in coordination with the Music and Performance VP, Musical Director, and Program VP.
- Coordinating review of the recording material with the Musical Director.
- Obtaining the mechanical (audio) and synchronization (video) licenses for recorded material to be included in the final product.
- Arranging for the production and delivery of the final products, including all art work and text.

2.0 Show Committee

2.1 Ticket Promotion Manager

2.1.1 The Ticket Promotions Manager is appointed by the President and reports to the Show Chairman for that particular show. The Ticket Promotions Manager is responsible for acquiring and motivating a ticket sales staff.

2.2 Ticket Sales Administrator

2.2.1 The Ticket Administrator is appointed by the President and reports to the Show Chairman for that particular Show. His responsibilities shall be:

- To design and print tickets for the show,
- To distribute tickets to the sales staff according to the ticket distribution policy and procedure as established by the Chapter Shows Subcommittee of the Marketing Committee,
- To handle phone and mail in orders, mailing ticket orders when appropriate or placing tickets in the "will call" box at the event,
- To supply current sales data to the Ticket Promotions Manager for the construction and maintenance of the ticket sales chart.

2.3 Program Printer

2.3.1 The Program Printer is appointed by the President and reports to the Show Chairman for that particular Show. His responsibilities shall be:

- To design the format of the Printed Program
- To see that ads are properly printed in the program
- To have the program printed, folded, and bound in sufficient quantities to cover the anticipated ticket sales
- To see that our Patron Comment Cards and any other ad hoc stuffers are inserted into all programs.

2.4 Stage Manager

2.4.1 The Stage Manager is appointed by the President and reports to the Show Chairman for that particular

Show. His responsibilities shall be:

- To work with the stage crew in getting the stage properly set up for the show,
- To communicate lighting, sound and curtain cues with the stage crew during technical rehearsals and during the actual run of the show.

2.5 Script Writers

2.5.1 The Script Writers are appointed by the President and report to the Show Chairman for that particular Show. A pool of at least three writers should be appointed at all times.

2.5.2 The Show Chairman will choose a Head Writer for his show, and as many other writers as he feels are necessary to make up an appropriate Writing Team.

2.5.3 A Script Writer's responsibilities shall be to write the script for the show in consultation with the Show Chairman and the Show Director.

2.6 Props and Scenery Administrator

2.6.1 The Props and Scenery Administrator is appointed by the President and reports to the Show Chairman for that particular Show. His responsibilities shall be:

- To construct or acquire props or scenery pieces for the show,
- To rent or borrow backdrops and curtains,
- To construct set pieces, and construct, purchase or borrow furniture,
- To see that risers, or platforms are available if needed,
- To provide tape to mark the stage.

2.7 Makeup Administrator

2.7.1 The Makeup Administrator is appointed by the President and reports to the Show Chairman for that particular Show. His responsibilities shall be:

- To acquire appropriate stage makeup for the performers,
- To ensure that the makeup is properly applied prior to the start of the event.

2.8 Theater Facilities Administrator

2.8.1 The Theater Facilities Administrator is appointed by the President and reports to the Show Chairman for that particular Show. His responsibilities shall be:

- To assign available dressing areas to guest performers, the MC, chapter quartets participating in the show, other performers requiring special costume changes, and the Stage Manager,
- To ensure there is a place to put on makeup,
- To post signs showing room assignments and directions on how to get to the rooms,
- To provide food and drinks for the entertainers, when appropriate,
- To handle concessions for the audience, when appropriate,
- To provide a place and tables for album and merchandise sales for the Tidelanders and any guest performers who request it,
- To see that the theater facilities are left at least as clean as we found them.

2.9 Guest Performers Host

2.9.1 The Guest Performers Host is appointed by the President and reports to the Show Chairman for that particular Show. He represents our Chapter and Chorus to the guest performers we have invited to be on our show. If a contract has been signed with the guest group, he should be familiar with its provisions in order to make sure his actions are in line with any commitments we have made to them. His responsibilities shall be:

- To coordinate the travel needs for the guest performers, if they are not local,
- To coordinate their lodging needs, if any. This may involve putting the guest group up in the homes of Tidelanders members, if that is appropriate,
- To see they have food and drink, as needed,
- To give them their performance fee when the show is done, if contracted to do so.

2.10 Contract Negotiator/Administrator

2.10.1 The Contract Negotiator/Administrator is appointed by the Marketing and PR VP and reports to the Chapter Shows Subcommittee Chairman. His responsibilities shall be:

- To negotiate contracts with theater facilities, guest performers, and support groups when needed to put on a Tidelanders sponsored show, as far in advance of the event as possible,
- To negotiate contracts with even hosts for fee paid performances. This may also be handled by the Marketing and PR VP or his designee.

2.11 Afterglow Coordinators

2.11.1 The Party Host is appointed by the President and reports to the Show Chairman for that particular Show. He may be called on to coordinate Cast Parties, Afterglows, and After-Show Parties. His responsibilities shall be:

- To locate and obtain an appropriate facility in which to have the party,
- To acquire food, drink, and entertainment
- To coordinate with the Party sponsor (usually a Show Chairman) about how the party will be funded (donations, per person fee, paid by sponsor, etc).

3.0 Marketing and PR Subcommittees

3.1 Marketing Committee

3.1.1 The Marketing Committee is composed of the Marketing and PR VP as Chairman, the Chairmen of the Fund Raising and Chapter Shows Subcommittees, and as many other members as are necessary to carry out the Committee's responsibilities. Members will be appointed by the Marketing and PR VP. The Committee is responsible for:

- Identifying and obtaining contributions for the Chapter from individuals, corporations, and municipal, state, or federal entities.
- Marketing the services of the Chapter for local, national, and international show performances.
- Identifying, evaluating, and implementing new ways to increase attendance at the Chapter's annual shows. The Committee should also investigate and evaluate additional locations for performance of the annual shows.
- Identifying, evaluating, and implementing ways to market Chapter revenue-producing sales products to increase Chapter income.

3.2 Public Relations Committee

3.2.1 The Committee is composed of the Marketing and PR VP as Chairman and as many other members as are necessary to carry out the Committee's responsibilities. Members will be appointed by the Marketing and PR VP. The Committee assists the Marketing and PR VP in carrying out his internal and external PR functions and shall:

- Maintain Chapter pride and instill enthusiasm for the Chapter internal programs through the use of the RISING TIDE newsletter.
- Ensure that a pictorial record of Chapter activities is maintained for PR and archival purposes.
- Supply news and feature material to newspaper, radio, and TV media on a year-round basis.
- Ensure that the Chapter phone line is monitored and maintained. Coordinate Chapter phone usage with the Marketing and Membership Committees.

- Ensure that the Chapter banner is displayed at conventions.
- Act as a liaison with the Houston City Council and Mayor and provide representation to the appropriate committee of the Houston Chamber of Commerce, if possible.

3.3 Chapter Shows Subcommittee

3.3.1 This subcommittee is composed of a Chapter Shows Subcommittee Chairman and two members appointed by the Marketing and PR VP for staggered three-year terms and will report to the Marketing and PR VP. Their purpose is to provide planning stability and a cohesive appearance to the public for all Tidelanders-sponsored shows.

3.3.2 The subcommittee will evaluate current methods, identify and evaluate new methods or procedures, and with the approval of the Board, take appropriate actions to achieve maximum attendance and revenue at the Chapter's shows. The subcommittee will:

- In coordination with the Finance Committee, establish recommended show ticket pricing, seat and price distribution, group sales and discounts, and complimentary ticket location and distribution.
- Establish, maintain and administer show ticket sales. This includes ticket sales methods, order taking and ticket delivery procedures, and sales records and reports.
- In coordination with the Marketing and PR VP, establish methods for and assist in carrying out show promotion activities, including flyers and intra-chapter and inter-chapter publicity.
- Establish and maintain automated show mailing lists and labels and oversee the solicitation of program advertisements.
- In coordination with the appropriate Show Chairman, cause the show program and ticket order forms to be developed and printed.
- Establish and maintain appropriate record keeping and reporting functions for ticket sales, including Chapter member sales records, individual show sales reports, and ticket purchase records.
- Investigate, evaluate, and recommend additional potential locations for performances of Chapter-sponsored shows.
- Assist the Marketing and PR VP, as requested, in the marketing and sale of fee paid performances.

3.4 Chapter Publications Editor

3.4.1 The Chapter Publications Editor is appointed by and reports to the Marketing and PR VP. His principal duties shall be:

- To gather, prepare, and distribute news items of interest to the Chapter from any level of the Society.
- To communicate Chapter policy, as directed by the Board.
- To record and report information so it can be used for archival purposes.
- To incorporate an "Events Calendar" into the bulletin.

4.0 Program Subcommittees

4.1 Program Committee

4.1.1 The Program Committee is composed of the Program VP, acting as Chairman, the chairmen of the Quartet Recognition and House Subcommittees, and as many other members as are necessary to carry out the Program Committee's responsibilities. Members will be appointed by the Program VP.

4.1.2 The Committee is responsible for:

- Arranging for the content and timing of each regular Chapter meeting; the comfort of the meeting area; the setting up, breaking down, and storage of the risers and other needed accouterments (picture boards, etc.); and refreshments at Chapter meetings.
- Planning and arranging activities with other chapters.
- Recognition of accomplishments of Chapter quartets.
- Special events at the direction of the President.

4.2 House Subcommittee

- 4.2.1 This Subcommittee is composed of the House Chairman, who is appointed by and reports to the Program VP, and as many other members as are necessary to carry out its functions.
- 4.2.2 They shall be responsible for coordinating with representatives of the meeting facility and for the arrangement of the Chapter meeting room, including risers, chairs, informational boards, ventilation, and any other items required for the meeting.
- 4.2.3 They will provide refreshments or at least assure water is available for Chapter meetings as well as for special events, such as all-day Chapter workshops.

4.3 Quartet Recognition Subcommittee

- 4.3.1 This Subcommittee is composed of a Quartet Recognition Chairman, who is appointed by and reports to the Program VP, and as many other members as are necessary to carry out its functions. It is charged with initiating recognition, at Chapter meetings, of the accomplishments of Chapter quartets in competitions or other appearances. One purpose of such recognition is the encouragement of quartet singing.

5.0 Community Service Subcommittees

5.1 Community Service Committee

- 5.1.1 The Committee is composed of the Community Service VP as Chairman and as many other members as are necessary to carry out the Committee's responsibilities. Members will be appointed by the Community Service VP.
- 5.1.2 The Chapter regards the support of the worthy charitable and civic programs in the community as an important part of its overall program. While it seeks the support of the community in Society matters, it recognizes its own responsibility to the community as a whole.
- 5.1.3 The Committee assists the Community Service VP in developing his plans and coordinating his actions to serve the community and shall:
 - Provide representation to the Cultural Arts Council of Houston.
 - Arrange appearances of the Chapter chorus or quartets to support programs sponsored by local civic groups.
 - Arrange "Christmas carol" type visits to local hospitals and homes for the elderly.
 - Create opportunities and administer the efforts to raise funds for Chapter supported charities.

5.2 Youth Outreach Chairman

- 5.2.1 The Youth Outreach program encourages music educators to use a capella, four-part harmony, especially in the barbershop style, to augment school music programs. It is approved by the Music Educators' National Conference on the Society's assurance that it will not be used by the Society for recruitment purposes.
- 5.2.2 The Youth Outreach Chairman is appointed by and reports to the Community Service VP. His duties are:
 - To help determine what resources the Chapter can devote to this effort, and to choose any assistants needed.
 - To ensure that Chapter members understand the program, how it works, and its limitations.
 - To contact music educators regarding the program, maintain contact over time, and see that promising contacts are pursued.
 - To promote and support the establishment of Harmony Explosion clubs and Youth Outreach quartets.
 - To keep accurate records of all activities to satisfy Society reporting requirements.
 - To use materials provided by Society and District staffs.

5.3 Fund Raising Subcommittee

5.3.1 This Subcommittee is composed of a Fund Raising Chairman, who is appointed by and reports to the Community Service VP, and as many other members as are necessary to perform its functions. It will identify avenues of financial support for the Chapter and will then take actions to obtain these contributions. The subcommittee will:

- Solicit individuals for annual contributions. Contribution categories and lists of past donors in each category shall be kept current for annual solicitation.
- Identify public organizations such as the National Endowment for the Arts, Texas Arts Commission, and City of Houston as possible sources for annual subsidies, endowments, or grants. The subcommittee will prepare and submit any required applications.
- Identify, prepare, and submit applications for funds from corporate or private organizations.
- Consider obtaining the services of nonmember individuals or groups to provide insight into the Chapter's role with the above groups or individuals that will be called on to provide funds.
- Prepare an Annual Plan to carry out the above actions.

5.4 Charitable Gifts Chairman

5.4.1 The Charitable Gifts Chairman is appointed by the President and reports to the Executive Assistant. The Chapter regards support to charitable activities as vital to the Society's welfare. It will lend its talents to appearances benefiting such activities when appropriate. It will offer donations, within reasonable limits, and will encourage those who wish to make donations.

5.4.2 The Chairman shall receive monies intended for the benefit of charitable activities. He shall give those monies to the Chapter Treasurer at convenient intervals, but at least quarterly, and shall report to the Executive Assistant quarterly on the amounts contributed.

6.0 Miscellaneous Committees

6.1 New Costumes Committee

6.1.1 The Committee shall consist of nine members as follows: Chairman, Music and Performance VP, Chairman of the Finance Committee, Chairmen of the Presentation and Current Costumes Subcommittees, and four "other members" (preferably with a background in staging, lighting, textile, or fashion). The Chairman and the "other members" (two of whom shall be appointed for alternating two year terms) shall be appointed by the President. The Chairman shall report to the Executive Assistant.

6.1.2 This committee shall have the following functions:

- It shall carry on a continuing study of the condition of and need to replace the current formal and casual costumes, consulting with the Current Costumes Subcommittee through its Chairman, a member of this committee.
- It shall recommend to the Board at the appropriate time that the process of replacing or adding either formal or casual costumes be initiated. Upon approval by the Board, it shall go forward with this study, consulting appropriate designers and suppliers, referring to thematic or staging requirements which might exist, and studying any designs submitted by individual Houston Tidelanders or outside authorities chosen as consultants.
- When a design and color preference has been agreed upon, the committee shall contact at least two possible suppliers and obtain statements of willingness to supply, ability to replace, price, delivery date, and other significant elements of a supply contract. When it has agreed upon a recommended supplier and terms, it shall present this recommendation, with a sample costume, to the Board.
- When the Board decides to purchase new casual or formal costumes, it shall designate the New Costumes Committee to negotiate a final contract with the supplier, and when the terms of this contract are agreed upon, the committee shall advise the Board of the contract provisions. Authority to execute this contract shall be given to the President by the Board by majority vote at either a regular or special meeting. The committee shall continue to deal with the supplier until final delivery is made and required alterations are performed.

6.2 Property Committee

- 6.2.1 The Committee is composed of a Chairman and as many other members as are needed to keep track of Chapter property and to keep those items in good repair. The President appoints the Chairman, and he in turn recommends individuals to deal with the various property categories. The Chairman shall report to the Executive Assistant.
- 6.2.2 The Chapter owns numerous items of valuable property - risers, audio equipment, tape duplicating equipment, banners, trophies and awards, stage props, and a personal computer phone communication system. Some of these items are stored at the Chapter meeting place, rented storage, and others are placed with Chapter members. The Property Committee shall maintain custody or have custodial records on all Chapter property, its whereabouts, and condition. With the advice of the Finance Committee, appropriate insurance shall be obtained and kept current.
- 6.2.3 The Committee is responsible for arranging the transportation of Chapter property from one location to another. Whenever the storage location of any such property is changed, appropriate changes shall be made in custodial records.

6.3 Regulations Committee

- 6.3.1 The Regulations Committee shall be composed of a Chairman and two other members, all of whom shall have served on the Board.
- 6.3.2 A new member of the Committee shall be chosen by the President each year for a three-year term. The committee shall choose its Chairman each year. The Chairman shall be responsible directly to the Board.
- 6.3.3 The Committee shall have the following responsibilities:
- Review the Code of Regulations annually, reporting to the Board any provision which, in their opinion, requires amendment. This review should be accomplished in time to render a report at the annual Fall planning session.
 - Receive suggestions for changes in the Code from any member of the Board and meet to consider these suggestions as necessary.
 - Report to the Board with the text of such changes, or recommendations against them, at the earliest Board meeting feasible following the receipt of the suggestions.
 - Publish in the RISING TIDE the text of approved changes and issue annually, to all members, pages on which approved changes have been made in the course of the year.

6.4 Long Range Planning Committee

- 6.4.1 The Long Range Planning Committee shall be composed of a Chairman and two other members.
- 6.4.2 A new member of the Committee shall be chosen by the President each year for a three-year term. The committee shall choose its Chairman each year. The Chairman shall be responsible directly to the Board.
- 6.4.3 The committee shall meet at least quarterly and shall report at least annually to the Board, with recommendations where appropriate, on its deliberations relating to the Chapter's long range plan. The President may recommend subject areas for the committee's review, but it shall not be limited to these areas.
- 6.4.4 The committee shall meet at least twice a year with the Membership VP, Music and Performance VP, Marketing and PR VP and the Finance Committee Chairman to exchange long range planning thoughts.
- 6.4.5 The Long Range Plan of the Chapter shall look beyond the current annual plan for the Chapter. It shall cover the succeeding five years and shall serve as a guide for growth and planning by subsequent administrations. It may deal with the need for and methods to be followed in improving such areas of Chapter activity as: music, membership, program, interchapter relations, public relations, community

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service, education, finance, shows, bulletin, Board and committee operations, and physical facilities. It may consider any other areas of Chapter activity which it considers to be related to the Chapter welfare. During the last two months of each year, the committee shall review, update, and extend the long range plan for adoption by the Board. The Committee Chairman shall participate as a consultant in the annual Chapter planning session.