

SUNSHINE DISTRICT



A District of the Barbershop Harmony Society



DEC 17, 2018

SUNSHINE DISTRICT



A District of the Barbershop Harmony Society

Table of Contents

1. POLICIES-HOUSE OF DELEGATES:	14
Title: 2011 House of Delegates Membership	14
Title: 2014 Notification of Delegates to the House of Delegates	14
1. POLICIES-BOARD OF DIRECTORS	16
Title: District Board of Directors: 2015 Conflict of Interest Policy	16
Title: District Board of Directors: 2018:Adoption of District Mission Statement	21
2. POLICIES-DISTRICT PRESIDENT	22
Title: District President 2005: Process for Voting By E-Mail	22
Title: District President 2006:Assistance for Chapter Dissolution	23
Title: District President 2012: Change Governance Manual Regarding the Responsibilities of the President	23
Title: District President 2014: District President Succession Planning	24
Title: District President 2016: Martin Rubin Award	24
3. RESCINDED POLICIES-DISTRICT PRESIDENT	25
Title: Meetings Schedule for 2008	25
2. POLICIES-EXECUTIVE VICE PRESIDENT	26
Title: EVP: 2010 Responsibility for Equipment and Inventory Control	26
Title: EVP: 2012 Change the section of the Governance manual regarding the responsibilities of the Executive Vice President	27
Title: EVP 2014: Executive Vice -President Succession Planning	28
3. RESCINDED POLICIES-EXECUTIVE VICE PRESIDENT	28
2. POLICIES-IMMEDIATE PAST PRESIDENT	29
Title: IPP: 2004 Hall of Fame Representative to the Board of Directors	29
Title: IPP: 2006 Chairperson for the Past Presidents Council	29
Title: IPP: 2006 Chair the District Ethics Committee	30
Title: IPP: 2006 District Host to Society Representative Committee	30
3. RESCINDED POLICIES-IMMEDIATE PAST PRESIDENT	31
Title: 2006 Maintain and Update Governance Manual	31
2. DISTRICT	32
3. POLICIES-DISTRICT SECRETARY	33
Title: District Secretary 2014: District Secretary Succession Planning	33
Title: District Secretary 2015: District Secretary: Ensuring Chorus Eligibility to Compete	33
4. RESCINDED POLICIES-DISTRICT SECRETARY	34
Title: 2002 Policy for the Distribution of Membership Information on The Web	34
Title: 2006 Updating the Historical Part of the Directory	34
2. POLICIES-DISTRICT TREASURER	36
Title: Treasurer: 1997 District Donations to Senior Quartet Representative to International	36

SUNSHINE DISTRICT



A District of the Barbershop Harmony Society

Title: Treasurer: 1998 Use of Sizzle Show Profits	36
Title: Treasurer: 2002 Waiver of First Annual District Assessment for Newly Chartered Chapters	36
Title: Treasurer: 2002 Rate of Assessment for Dual Members	37
Title: Treasurer: 2004 Contracts and Purchasing	37
Title: Treasurer: 2006 Using Donor's Choice Funds for Youth Outreach Program	38
Title: Treasurer: 2011 Capital Expenditure Limits and Approval	38
Title: Treasurer: 2012 Charges for Returned Checks	38
Title: Treasurer: 2013 Re-establishment of Chapter Assessment.	39
Title: Treasurer 2014: District Treasurer Succession Planning	39
Title: Treasurer 2015: Emergency Reserve Fund	39
Title: Treasurer 2015: Treasurer Travel to Testify	39
Title: Treasurer 2015: Authorization for Chapter Assessment	40
3. TRAVEL AND MILEAGE POLICIES	41
Title: Treasurer: 2008 Reimbursable Mileage Rate	41
Title: Treasurer: 2009 Use of District Provided Travel Support Funds	41
Title: Treasurer: 2010 Time Limit to Submit Expense/Reimbursement Reports	41
Title: Treasurer: 2012 Change of District Banking Facility	41
Title: Treasurer: 2011 Sunshine District Travel Expense Policy	42
4. DUES POLICIES	45
Title: Treasurer: 2003 Increase of Sunshine District Dues	45
Title: Treasurer: 2008 Student and Senior Dues Schedule	45
Title: Treasurer: 2008 Society Dues Rate Change for Youth Members	46
5. RESCINDED POLICIES-DISTRICT TREASURER	46
Title: Sunshine District Travel Expense 2005	46
Title: Reimbursable Mileage Rate 2007(Rescinded)	49
Title: Treasurer: 1992 District Assessment	49
2. SPECIFIC DUTIES:	50
2. POLICIES-VP FINANCIAL DEVELOPMENT	51
Title: VP Financial Development 2014: VP Financial Development Succession Planning	51
4. RESCINDED POLICIES-VP FINANCIAL DEVELOPMENT	51
G.VP FOR HARMONY FOUNDATION (HF) (New job description approved BOD 04/26/2013)	52
1. RESPONSIBILITIES:	52
2. POLICIES-VP HARMONY FOUNDATION	53
Title: VP Harmony Foundation 2014: VP Harmony Foundation Succession Planning	53
3. RESCINDED POLICIES-VP HARMONY FOUNDATION	53
Title: VP HF: 2011 Incentive Of Free Conventions For One Year When Enrolling In Ambassadors Of Song Program	53
2. POLICIES-VP CHAPTER SUPPORT AND LEADERSHIP TRAINING	55

SUNSHINE DISTRICT



A District of the Barbershop Harmony Society

Title: VP CSLT 2014: VP CSLT Succession Planning	56
3. RESCINDED POLICIES-VP CHAPTER SUPPORT AND LEADERSHIP TRAINING	56
2. POLICIES-VP EVENTS	58
Title: VP Events: 2010 Event Registration Refund	62
Title: VP Events: 2011 Price for Single Event Tickets	62
Title: VP Events: 2011, 2012 SDAQC Sponsorship of Friday Night Convention Show	62
Title: VP Events: 2011 Definition of “Youth” for District Events	63
Title: VP Events: 2012 Convention Registration Pricing Schedule	63
Title: VP Events: 2012 Establishing Very Large Quartet Contest	63
Title: VP Events: 2013 Permission to produce and broadcast Web Cast	64
Title: VP Events 2014: VP Events Succession Planning	64
Title: VP Events 2014: Number of Conventions Per year	65
Title: VP Events 2015: Recognition of 50 Year Members-Convention pricing (Modified)	65
Title: VP Events 2015: Auto Inviting Quartets to LDJ	66
Title: VP Events 2016: Family Plan Ticket Pricing	66
3. RESCINDED POLICIES-VP EVENTS	66
Title: Extension of Early Bird Registration 2008(Rescinded)	68
2. POLICIES-VP MUSIC & PERFORMANCE	69
Title: VP M&P: 2009 Purchase of Lapel Pins for District Quartet Champions	71
Title: VP Music and Performance 2014: VP Music and Performance Succession Planning	71
Title: VP Music and Performance 2014: Director of Quartet Activities	71
3. RESCINDED POLICIES-VP MUSIC & PERFORMANCE	74
 K.VP CONTEST & JUDGING	75
2. POLICIES-VP CONTEST & JUDGING	75
Title: VP C&J: 2011 Deadline For Entry To District Contests For Quartets And Choruses	76
Title: VP C&J: 2011 New System for Ranking Choruses	76
Title: VP C&J 2014: VP C&J Succession Planning	77
Title: VP C&J 2014: VP C&J Reimbursement of Travel Expenses For Candidate Judges	78
Title: VP C&J 2015: VP C&J: Ensuring Chorus Eligibility to Compete	78
Title: VP C&J 2017: VP C&J: Sunshine District Gene Cokeroff Most Improved Quartet Award	79
3. RESCINDED POLICIES-VP CONTEST & JUDGING	80
Title: Deadline For Entry To District Contests For Quartets And Choruses (Rescinded)	80
1. POLICIES-VP MARKETING & PUBLIC RELATIONS	82
Title: VP M&PR: 2007 Funding for New Sunshine Web Conversion	83
Title: VP M&PR: 2008 Suggestions for Proposed Changes to the District Website (2013 Mod)	83
Title: VP M&PR: 2012 Discontinuation of Mailed Sunburst	84
Title: VP M&PR: 2013 Listing Quartets on the District Web Page	84
Title: VP Marketing and Public Relations 2014: Succession Planning	84
2. RESCINDED POLICIES-VP MARKETING & PUBLIC RELATIONS	84

SUNSHINE DISTRICT



A District of the Barbershop Harmony Society

Title: VP M&PR: 2004 Bulletin Editor of the Year (BETY) Award Procedure (Rescinded)	85
2. POLICIES-VP CHORUS DIRECTOR DEVELOPMENT	87
Title: VP CDD: 2008 Fee for Attendees at CDWI Events	87
Title: VP CDD 2014: VP CDD Succession Planning	88
Title: VP CDD 2014: VP CDD Director of Distinction Award	88
3. RESCINDED POLICIES-VP CHORUS VP DEVELOPMENT	90
2. POLICIES-VP YOUTH IN HARMONY	90
Title: VP YIH: 2006 Separate Accounting for Harmony Explosion	91
Title: VP YIH 2014: VP YIH Succession Planning	91
Title: VP YIH 2015: Required Sexual Molestation Prevention Training	91
3. RESCINDED POLICIES-VP YOUTH IN HARMONY	93
Title: VP YIH 2014: Required Sexual Molestation Prevention Training (Rescinded)	93
2. POLICIES-VP MEMBERSHIP DEVELOPMENT	96
Title: VP MD 2014: VP MD Succession Planning	97
Title: VP MD 2016: VP MD District Recognition of 50 Year Members	97
3. RESCINDED POLICIES-VP MEMBERSHIP DEVELOPMENT	97
1. POLICIES- DISTRICT BOARD MEMBERS-AT-LARGE (BMAL)	99
Title: BMAL 2014: BMAL Succession Planning	103
2. RESCINDED POLICIES-DISTRICT BOARD MEMBERS-AT-LARGE (BMAL)	103
1. POLICIES-SUNSHINE DISTRICT ASSOCIATION OF QUARTET CHAMPIONS	104
2. RESCINDED POLICIES- SUNSHINE DISTRICT ASSOCIATION OF QUARTET CHAMPIONS	104
2. POLICIES-RULES AND REGULATIONS COMMITTEE	105
3. RESCINDED POLICIES-RULES AND REGULATIONS COMMITTEE	105
1. RESPONSIBILITIES:	106
2. POLICIES-ETHICS COMMITTEE	106
3. RESCINDED POLICIES-ETHICS COMMITTEE	106
1. RESPONSIBILITIES:	107
2. POLICIES-HALL OF FAME COMMITTEE	107
3. RESCINDED POLICIES-HALL OF FAME COMMITTEE	108
1. RESPONSIBILITIES:	109
2. POLICIES-	110
Title: BARBERSHOPPER OF THE YEAR PROCEDURES AND FORMS (2015)	110
1. RESCINDED POLICIES-	118
Title: BARBERSHOPPER OF THE YEAR (BOTY) COMMITTEE	118
1. POLICIES-NOMINATING COMMITTEE	123
3. RESCINDED POLICIES-NOMINATING COMMITTEE	123
1. POLICIES-PAST PRESIDENT'S ADVISORY COMMITTEE	124
3. RESCINDED POLICIES-PAST PRESIDENT'S ADVISORY COMMITTEE	124
1. RESPONSIBILITIES	125
2. POLICIES-CHAPTER MENTOR PROGRAM	125

SUNSHINE DISTRICT



A District of the Barbershop Harmony Society

3. RESCINDED POLICIES-CHAPTER MENTOR PROGRAM	125
2. POLICIES-HISTORIAN	125
3. RESCINDED POLICIES-HISTORIAN	125
1. POLICIES-LABOR DAY JAMBOREE	126
2. RESCINDED POLICIES-LABOR DAY JAMBOREE	126
1. POLICIES- DISTRICT GENERAL	126
Title: 2011 Implementation of Governance Structure	126
2. RESCINDED POLICIES-DISTRICT GENERAL	126
Title: Extravaganza Fund Raiser-2011	126
Title: 2012 Central Florida Extravaganza Fund Raiser	126
Title: 2012 Ocala Extravaganza Fund Raiser	127
APPENDIX B: BOARD OFFICER ORIENTATION	128
IX: PAGE CHANGES	132

SUNSHINE DISTRICT



A District of the Barbershop Harmony Society

I. DISTRICT GOVERNANCE STRUCTURE

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

President

Executive Vice President

Immediate past president (serves until new president is elected)

VP for chorus director development

VP for chapter support and leadership training

VP for contest and judging

VP for events

VP for Communications and IT

VP for membership development

VP for music and performance

VP for Youth in Harmony

Treasurer

Secretary, and

Any number of Board Members at Large needed to conduct the business of the district

- B. The district has elected to add the following to the Sunshine Board:

VP for Harmony Foundation

VP for Financial Development

Two Board Members-at-Large

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

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

SUNSHINE DISTRICT



A District of the Barbershop Harmony Society

Elected Officer and Board Members:

President

Immediate Past President

Executive VP

Senior VP – Board Member at Large

Senior VP - Board Member at Large

VP- Harmony Foundation

VP –Financial Development

Secretary

Treasurer

VP - Membership Development

VP - Events

VP - Music and Performance

VP - Music Director Development

VP - Youth in Harmony

VP - Contest and Judging

VP – Communications and IT

VP - CSLT

SUNSHINE DISTRICT

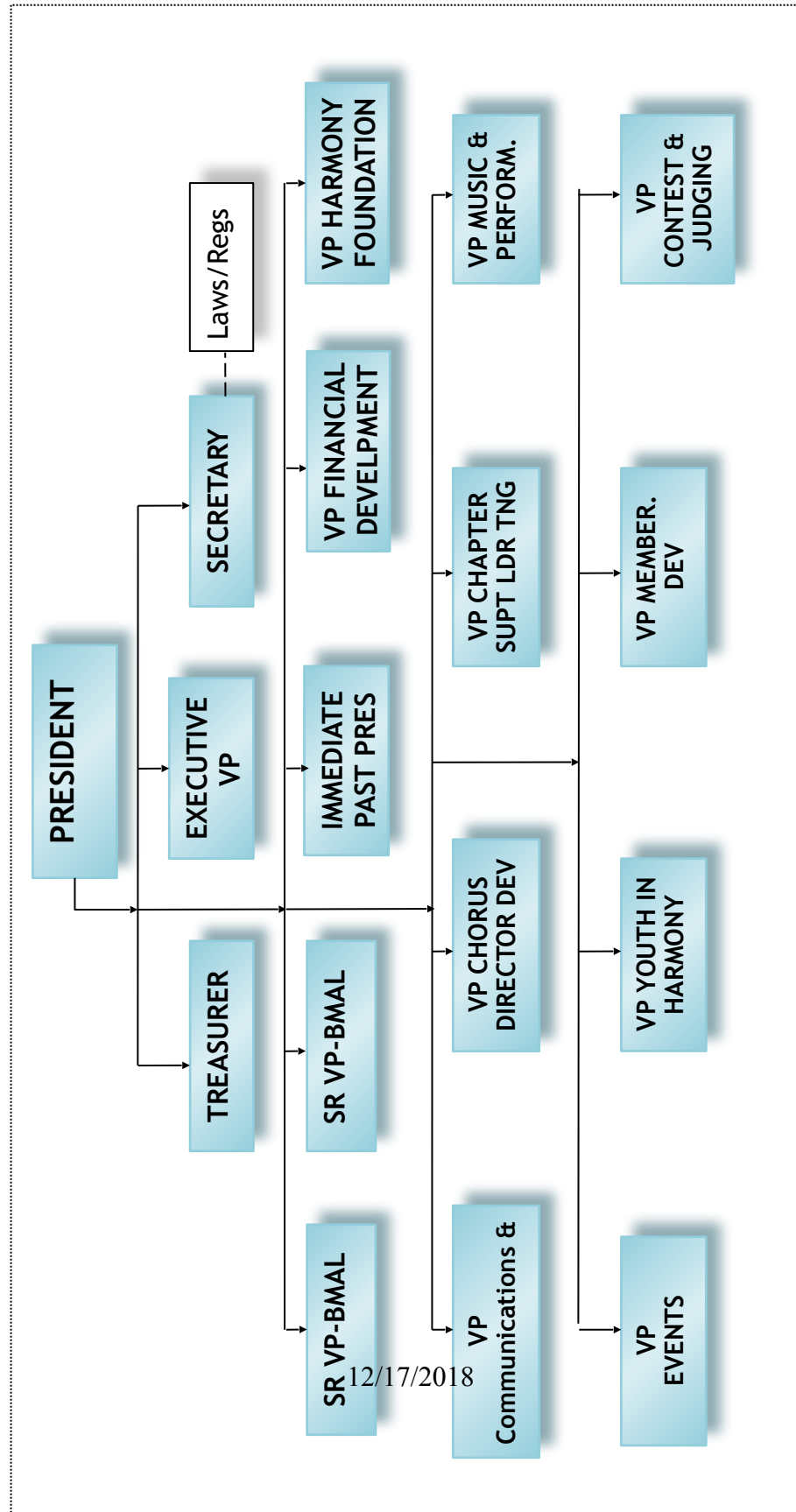


A District of the Barbershop Harmony Society

SUNSHINE DISTRICT



A District of the Barbershop Harmony Society



SUNSHINE DISTRICT



A District of the Barbershop Harmony Society

SUNSHINE DISTRICT



A District of the Barbershop Harmony Society

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

II. DISTRICT BOARD OF DIRECTORS (See District Web Site: Sunshinedistrict.org/district for current directors)

President
Immediate Past President
Executive VP/Chief Operating Officer
Senior VP – Board Member at Large
Senior VP - Board Member at Large
VP Harmony Foundation
VP-Financial Development
Secretary
Treasurer
VP - Membership Development
VP - Events
VP - Music and Performance
VP – Chorus Director Development
VP – Youth in Harmony
VP - Contest and Judging
VP – Communications and IT
VP - CSLT

III. DISTRICT STANDING COMMITTEES (See District Web Site: Sunshinedistrict.org/district for current chairperson of the Standing Committee)

<u>Committee</u>	<u>Chair</u>	<u>Responsible to:</u>
Audit Coordination	District Treasurer	District Treasurer
BOTY	2 nd past BOTY	District President
Chapter Awards	VP CSLT	District President

SUNSHINE DISTRICT



A District of the Barbershop Harmony Society

College Quartets	Appointed	VP YMIH
Compliance Committee	Appointed	District President
Contest Awards	VP M&P	District President
Director of Conventions	Appointed	VP Events
Financial Development	VP Harmony Foundation	VP Fin. Development
Ethics	Immediate Past President	District President
Harmony Explosion Coordinator	Appointed	VP YMIH
Historian	Appointed	District President
Labor Day Jamboree	Appointed	VP Events
Laws & Regulations	Appointed	District President
Nominating Committee	Immediate Past President	District President
Novice Quartets	Appointed	VP M&P
On-Line-Services	Appointed	VP Communications and IT & PR
Governance Manual	Appointed	District President
Sam Breedon Scholarship Fund	Appointed	District Treasurer
Senior Quartets	VP C&J	VP C&J
Sizzle Dean	Appointed	VP M&P
Sunburst	Sunburst Editor	VP Communications and IT
Ways and Means	District Treasurer	District Treasurer
Web Site Manager	Appointed	VP Communications and IT
President's Council Chair	VP Harmony Foundation	VP Harmony Foundation
Martin Rubin Award Committee	District President	District President

IV. DISTRICT AFFILIATES

	Chair	Reports to:
Association of District Champions	President of SDAC	District President
District Hall of Fame Awards	President HOF	District President

V. THE DISTRICT BOARD AND HOUSE OF DELEGATES.

A. MEETINGS

1. SUNSHINE BOARD OF DIRECTORS (BOD)

The sunshine District board of Directors (BOD) will meet formally, face to face, at least three times a year or as otherwise directed. The District President will preside over these meetings. The targeted

SUNSHINE DISTRICT



A District of the Barbershop Harmony Society

time frames are: Leadership Academy (January) Sunshine District Spring Convention (March-April) and Sunshine District Fall Convention (September-October). Other meetings may be scheduled and may be conducted via telephone conferencing as deemed necessary. The Leadership Academy meeting will target the next year's budget and firmly review the district goals for the current and following years.

2. HOUSE OF DELEGATES (HOD)

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

3. POLICIES-HOUSE OF DELEGATES:

Title: 2011 House of Delegates Membership

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

Approval Date: HOD Meeting September 23, 2011

Implementation Date: HOD Meeting Spring, 2012

Rescission/modification Date:

Title: 2014 Notification of Delegates to the House of Delegates

Policy: It is the policy of the Sunshine District to require Chapter presidents to provide in writing to the District Secretary, the names of delegates to the district House of Delegates Meetings. This notification must be accomplished no later than one (1) week prior to the date of the HOD meeting. The purpose of the policy is to ensure only authorized delegates vote on issues before the house. Appointing and listing the member as a delegate on the chapter's Society roster constitutes evidence of appointment. Failing to appoint a delegate will result in the loss of the delegate vote. Policy is effective beginning Spring 2015 House of Delegates meeting.

Approval Date: BOD Meeting October 10, 2014

SUNSHINE DISTRICT



A District of the Barbershop Harmony Society

Implementation Date: HOD Meeting Spring, 2015

Rescission/modification Date:

B. RESPONSIBILITIES

1. BOARD OF DIRECTORS:

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

2. HOUSE OF DELEGATES

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

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

3. ELECTIONS FOR BOARD OF DIRECTORS

The Board of Directors shall be elected by the District House of Delegates at the fall meeting of each year. Each delegate to the HOD shall be entitled to one vote for one of the nominees for each office. Nominees shall be proposed by a nominating committee consisting of the immediate Past District President who shall chair the committee and at least three members the majority of whom shall be past District officers. This committee shall select one nominee for each elective District office and shall submit its report in writing or email to the District Board of Directors at least 45 days prior to the Fall HOD meeting. This shall constitute the placing of the names in nomination. At least 30 days prior to the Fall HOD meeting, the District Secretary shall notify all district chapters of the names of the nominees and will ask if there will be any opposing nominations submitted. Opposing nominations may be submitted by any member provided consent of any nominee must first be obtained and provided further, that notice of such nomination shall be given by mail or email to the District Secretary a minimum of two weeks prior to the Fall HOD meeting. This shall constitute placing the names in nomination.

SUNSHINE DISTRICT



A District of the Barbershop Harmony Society

C. DISTRICT WORK PLANS

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

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

D. DISTRICT BOARD REPORTS

The Treasurer prepares the District budget and subsequent updates for District Board of Directors meetings. The IPP shall prepare reports, as required, on specific projects as may be determined by the District President and the Board.

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

E. THE SUNBURST

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

VI. BOARD OF DIRECTORS RESPONSIBILITIES AND POLICIES

1. RESPONSIBILITIES-BOARD OF DIRECTORS

2. POLICIES-BOARD OF DIRECTORS

Title: District Board of Directors: 2015 Conflict of Interest Policy

Policy: It is the policy of the Sunshine District to have a Statement regarding conflict of interest. This conflict of interest policy was drafted by the District Treasurer in response to a Florida State Department of Agriculture change regarding Solicitation of Funds. The draft was approved by the Sunshine District Board of Directors at the October 9, 2015 board meeting at the Airport Marriott Hotel.

Sunshine District Conflict of Interest Policy

Article I

Purpose

SUNSHINE DISTRICT



A District of the Barbershop Harmony Society

The purpose of the conflict of interest policy is to protect the Sunshine District's Tax-Exempt interest when it is contemplating entering into a transaction or arrangement that might benefit the private interest of an officer or director of the Sunshine District or might result in a possible excess benefit transaction. This policy is intended to supplement but not replace any applicable state and federal laws governing conflict of interest applicable to non-profit and charitable organizations.

Article II

Definitions

1. Interested person.

Any director, principal officer, or member of a committee with governing board delegated powers, who has a direct or indirect financial interest, as defined below, is an interested person.

2. Financial interest.

A person has a financial interest if the person has directly or indirectly through business, investment or family.

- A. An ownership or investment interest in any entity with which the organization has a transaction or arrangement.
- B. A compensation agreement with the organization or with any entity or individual with which the organization has a transaction or arrangement, or
- C. A potential ownership or investment interest in, or compensation agreement with, any individual or entity with which the organization is negotiating a transaction or arrangement. Compensation includes direct and indirect remuneration as well as gifts or favors that are not insubstantial.

A financial interest is not necessarily a conflict of interest. Under Article III, Section 2, a person who has a financial interest may have a conflict of interest only if the appropriate governing board or committee decides that a conflict of interest exists.

Article III

Procedures

1. Duty to Disclose.

In connection with any actual or possible conflict of interest an interested person must disclose the existence of the financial interest and be given the opportunity to disclose all material facts to the directors and members of committees with governing board delegated powers considering the proposed transaction or arrangement.

2. Determining Whether a Conflict of Interest Exists.

After disclosure of the financial interest and all material facts, and after any discussion with the interested person, he/she shall leave the governing board or committee meeting while a

SUNSHINE DISTRICT



A District of the Barbershop Harmony Society

determination of a conflict of interest is discussed and voted upon. The remaining board or committee members shall decide if a conflict of interest exists.

3. Procedures for Addressing the Conflict of Interest

- A. An Interested person may make a presentation at the governing board or committee meeting, but after the presentation, he/she shall leave the meeting during the discussion of, and the vote on, the transaction or arrangement involving the possible conflict of interest.
- B. The Chairperson of the governing board or committee shall, if appropriate, appoint a disinterested person or committee to investigate alternatives to the proposed transaction or arrangement.
- C. After exercising due diligence, the governing board or committee shall determine whether the organization can obtain with reasonable efforts a more advantageous transaction or arrangement from a person or entity that would not give rise to a conflict of interest.
- D. If a more advantageous transaction or arrangement is not reasonably possible under circumstances not producing a conflict of interest, the governing board or committee shall determine by a majority vote of the disinterested directors whether the transaction or arrangement is in the organization's best interest, for its own benefit, and whether it is fair and reasonable. In conformity with the above determination it shall make its decision as to whether to enter into the transaction or arrangement.

4. Violations of the Conflicts of Interest Policy

- A. If the governing board or committee has reasonable cause to believe a member has failed to disclose actual or possible conflicts of interest, it shall inform the member of the basis for such belief and afford the member an opportunity to explain the alleged failure to disclose.
- B. If, after hearing the member's response and after making further investigation as warranted by the circumstances, the governing board or committee determines the member has failed to disclose an actual or possible conflict of interest, it shall take appropriate disciplinary and corrective action.

Article IV

Records of Proceedings

The minutes of the governing board and all committees with board delegated powers shall contain:

- A. The names of the persons who disclosed or otherwise were found to have a financial interest in connections with an actual or possible conflict of interest, the nature of the financial interest, any action taken to determine whether a conflict of interest was present, and the governing board's or committee's decision as to whether a conflict of interest in fact existed.
- B. The names of the persons who were present for discussions and votes relating to the transaction or arrangement, the content of the discussion, including any alternatives to the

SUNSHINE DISTRICT



A District of the Barbershop Harmony Society

proposed transaction or arrangement and a record of any vote taken in connection with the proceedings.

Article V

Compensation

- A. A voting member of the governing board who receives compensation, directly or indirectly, from the organization for services is precluded from voting on matters pertaining to that member's compensation.
- B. A voting member of any committee whose jurisdiction includes compensation matters and who receives compensation, directly or indirectly, from the organization for services is precluded from voting on matters pertaining to that member's compensation
- C. No voting member of the governing board or any committee whose jurisdiction includes compensation matters and who receives compensation, directly or indirectly, from the organization, either individually or collectively, is prohibited from providing information to any committee regarding compensation.

Article VI

Annual Statements

Each director, principal officer and member with governing board delegated powers shall annually sign a statement which affirms such person.

- A. Has received a copy of the conflict of interest policy,
- B. Has read and understands the policy,
- C. Has agreed to comply with the policy, and
- D. Understands the organization is charitable and in order to maintain its federal tax exemption it must engage primarily in activities which accomplish one or more of its tax-exempt purposes.

Article VII

Periodic Reviews

To ensure the organization operates in a manner consistent with charitable purposes and does not engage in activities that could jeopardize its tax-exempt status, periodic reviews shall be conducted.

- A. Whether compensation arrangements and benefits are reasonable, based on competent survey information and the result of arm's length bargaining.
- B. Whether partnerships, joint ventures and arrangements with management organizations conform to the organizations written policies, are properly recorded reflect reasonable investment or payments for goods and services, further charitable purposes and do not result in inurement, impermissible private benefit or in an excess benefit transaction.

SUNSHINE DISTRICT



A District of the Barbershop Harmony Society

Article VIII

Use of Outside Experts

When conducting the periodic review as provided for in Article VII, the organization may, but need not, use outside advisors. If outside advisors are used, their use shall not release the governing board of the responsibility for ensuring periodic reviews are conducted.

FLORIDA STATUTES

The board of directors, or an authorized committee thereof, of a charitable organization or sponsor required to register with the department under Φ 496.405 shall adopt a policy regarding conflict of interest transactions. The policy shall require annual certification of compliance with the policy by all directors, officers, and trustees of the charitable organization. A copy of the annual certification shall be submitted by the department with the annual registration statement required by Φ 496.405.

Sunshine District Conflict of Interest Annual Statement

Name of Board Member: _____

Board Position: _____

By signing below, I affirm that

1. I have received a copy of the conflict of interest policy.
2. I have read and understand the policy
3. I agree to comply with the policy, and
4. I understand the Sunshine District is charitable and in order to maintain its federal tax exemption, it must engage primarily in activities which accomplish one or more of its tax-exempt purposes.

Signed: _____ Date: _____

SUNSHINE DISTRICT



A District of the Barbershop Harmony Society

Title: District Board of Directors: 2018:Adoption of District Mission Statement

Policy: Sunshine District Mission was approved and adopted at the March 9, 2018 Sunshine District House of Delegates Meeting to read:

Approval Date: HOD meeting 3/9/2018

Implementation Date: HOD meeting 3/9/2018

Rescission/modification Date:

Mission of Sunshine District

The Sunshine District of The Barbershop Harmony Society brings all people together in harmony and fellowship to enrich lives through singing in the state of Florida. To work in this direction, we will strive:

- To support the vision statement of the Barbershop Harmony Society.
- To perpetuate the old American institution, the Barbershop quartet, and to promote and encourage vocal harmony and good fellowship among our members throughout the state of Florida by the formation of local chapters composed of members interested in our style of harmony.
- To provide a radically inclusive environment across cultural, ethnic, racial, sexual orientation, gender, social, economic and generational lines.
- To encourage and promote the education of our members and the public in music appreciation.
- To promote public appreciation of Barbershop quartet and chorus singing by publication and dissemination of information about chapter and quartet shows and programs.
- To support music scholarships and charitable foundations on the local and international level and to initiate, promote and participate in other charitable projects.
- To initiate and maintain a broad program of musical education, particularly in the field of vocal harmony and the allied arts.
- To hold semi-annual district contests in quartet and chorus singing.

A.DISTRICT PRESIDENT

1. RESPONSIBILITIES

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

SUNSHINE DISTRICT



A District of the Barbershop Harmony Society

- Manages the Executive Committee, which is composed of the following: The DP, IPP, EVP, Secretary & Treasurer. In addition, oversees the activities of the VP of Financial Development, VP of Music & Performance and VP Youth in Harmony and any appointed committee chairpersons who are charged to ensure Society/District programs and policies are implemented at the District and Chapter level.
- Appoints members to and manages and presides over the Martin Rubin Award Committee (see policy for procedure).
- Establishes annual priorities and goals for the district sets the pace to promote their success and is responsible for achieving them.
- With leadership team develop and monitor district work plan.
- Presides over and serves as chairperson of the District Board of Directors, District Board of Directors Meetings, and District House of Delegates Meetings
- Represents the District at ALL Society sponsored meetings.
- Maintain knowledge of all District policies and governance documents.
- Reads, understands and annually signs the Sunshine District Conflict of Interest Policy.
- Responsible for succession planning and training for future District Presidents.

2. POLICIES-DISTRICT PRESIDENT

Title: District President 2005: Process for Voting By E-Mail

Policy

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

Approval Date: BOD 04/17/05

Implementation Date: BOD 04/17/05

Rescission/modification Date: 04/26/13-Title Format

SUNSHINE DISTRICT



A District of the Barbershop Harmony Society

Title: District President 2005: Assigning Chapter President's Name to Required Position

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

Approval Date: BOD 04/17/05

Implementation Date: BOD 04/17/05

Rescission/modification Date:

Title: District President 2006: Assistance for Chapter Dissolution

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

Approval Date: 2006 May HOD

Implementation Date: 2006 May HOD

Rescission/modification Date: 04/26/13-Title Format

Title: District President 2012: Change Governance Manual Regarding the Responsibilities of the President

Policy: Sunshine District Governance Manual is changed regarding the responsibilities of the President.

From:

Manages Officers, operations team members and committee chairpersons who are charged to ensure Society/District programs and policies are implemented at the District and Chapter level.

TO:

Manages the Executive Committee, which is composed of the following: The DP, IPP, EVP, Secretary & Treasurer. In addition, oversees the activities of the VP of Financial Development, VP of Music & Performance and VP Youth in Harmony and any appointed committee chairpersons who are charged to ensure Society/District programs and policies are implemented at the District and Chapter level.

Approval Date: BOD meeting 04/13/2012

Implementation Date: BOD meeting

Rescission/modification Date: 04/26/13-Title Format

Title: District President 2007, 2013: Control of Sunshine District Equipment

Policy: It is the policy of the Sunshine District that strict control be placed on district owned property and equipment. Inventory procedures need to be developed and is currently the responsibility of the convention committee. David Hanser reported the convention committee is currently inventorying Sunshine district property. Rick Pugh storage facility operator, requests someone from the district to

SUNSHINE DISTRICT



A District of the Barbershop Harmony Society

be present during this inventory process. Upon motion by Keith Hopkins, seconded by Dan Brinkmann, the BOD voted to appoint David Hanser as property manager over the Sunshine district property

Approval Date: 2 HOD 2007

Implementation Date: 2 HOD 2007

Modification Date: 1/26/2013

Modified Policy: It is the policy of the Sunshine District that strict control be placed on district owned property and equipment. Inventory procedures need to be developed and followed. It is the responsibility of the President to appoint a property manager who will report to the Executive Vice President. Appointment shall be done at the beginning of the President's term and any other time as deemed necessary. In addition, each time a new property manager is appointed, an inventory will be performed by the existing and the newly appointed manager and witnessed by the Executive Vice President.

Rescission/modification 04/26/13-Title Format and moved from VP Events BOD meeting 01/26/2013.

Title: District President 2014: District President Succession Planning

Policy: It is the policy of the Sunshine District that succession planning for the various board positions be the responsibility of the incumbent.

Approval Date: 2 May 2014

Implementation Date: May 2014

Modification Date:

Title: District President 2016: Martin Rubin Award

Policy: It is the policy of the Sunshine District that an award be created in honor of Martin Rubin who faithfully served the District for many years on the Convention Team even though he was not a member of the Barbershop Harmony Society. Following is the criteria for the award:

MARTIN RUBIN AWARD FOR CONTINUAL OUTSTANDING SERVICE

The purpose of this award is to recognize an individual, who has made significant contributions in support of the Sunshine District over a period of time, regardless of membership in the Barbershop Harmony Society. It may be presented by the District President at the Fall Convention to give credit and recognition to that individual for his or her efforts in their continuous support of the Sunshine District and its activities. This award is named for Martin Rubin, who faithfully served the District for many years on the Convention Team even though he was not a member of the Barbershop Harmony Society.

SUNSHINE DISTRICT



A District of the Barbershop Harmony Society

Any person residing within the Sunshine District and serving for a period of not less than five years may be considered for the award. The intention of this award is to honor continuous contributions to the District over a number of years, not necessarily an individual's current involvement, participation or membership in barbershop or its activities. The nature of this award is such that it may be presented in any given year, although not necessarily every year. Nominations may be submitted by any current member of the Sunshine District. Submissions will be accepted during a six-week period beginning twelve weeks before the Fall Convention. Submissions will be evaluated by the Martin Rubin Award Committee, consisting of three Sunshine District members appointed and chaired by the current District President. This Committee will review all accepted submissions and determine at its sole discretion if and when the award shall be presented.

Submissions should include detailed information about the nominee and his or her involvement in Sunshine District activities, including years of service.

Please send your completed nomination form to:

(Address of Current District President)

Approval Date: 29 April 2016

Implementation Date: Fall 2016

Modification Date:

3. RESCINDED POLICIES-DISTRICT PRESIDENT

Title: Meetings Schedule for 2008

Bill Billings reported that the BOD/DOT would meet at the following times for the 2008 year.

- May 2008 – 1 hour prior to spring House of Delegates
- Saturday of Labor Day Jamboree
- October 2008 – 1 hour prior to fall House of Delegates
- Teleconferences / E-mail conferences as needed

Approval Date: BOD 01/06/08

Implementation Date: BOD 01/06/08

Rescission/modification Date; 04/26/13-Title Format

SUNSHINE DISTRICT



A District of the Barbershop Harmony Society

B. EXECUTIVE VICE PRESIDENT

1. RESPONSIBILITIES

- Be intimately familiar with responsibilities as outlined in the Society Operations Manual
- The Executive Vice President is recommended by the nominating Committee and approved/elected by the HOD on the same schedule as the District President.
- Performs such duties as may be assigned by the District President or by the District Board of Directors.
- Work with the District Webmaster to establish and operate a communication system for internal team reporting
- Assist Program Vice Presidents in completing an annual work plan for their areas of responsibility
- Monitor and track activities of BOD, the VP of Events, VP of Chorus Director Development, VP of Contest & Judging, VP of Communications and IT, VP of CSLT, VP of Membership Development and the Two Board Members at Large to ensure all critical deadlines are met
- Work with the District Treasurer to establish and manage invoice and contract management system
- Communicate regularly with District Board Members, Chapter Officers and Members of the Sunshine District
- Publish an informative article in the Sunburst every other month
- Manage appropriate content on the District website.
- Be available for direct communications with and from Program Vice Presidents
- Approves documents, invoices and purchases for BOD and submits to District President and Treasurer for final approval and/or payment.
- Reads, understands and annually signs the Sunshine District Conflict of Interest Policy.
- Responsible for succession planning and training for future District Executive Vice Presidents

2. POLICIES-EXECUTIVE VICE PRESIDENT

Title: EVP: 2010 Responsibility for Equipment and Inventory Control

Policy: Mark Schlinkert reported that our contract for the Jacksonville storage facility expires this year. Mark suggested that the Sunshine District look for a new storage facility closer to Central Florida. Keith Hopkins suggests that the risers be stored in a non-climate-controlled environment, and electronics be managed by individual who can keep them climate controlled. Mark Schlinkert informed that a check in/out process was being developed for all Sunshine District owned equipment. Dan Brinkmann suggests that a District Officer should be an individual responsible for such check out process. Keith Hopkins delegated the EVP to formulate a plan of action to accomplish this task.

SUNSHINE DISTRICT



A District of the Barbershop Harmony Society

Approval Date: BOD/DOT LEADAC 2010

Implementation Date: BOD/DOT LEADAC 2010

Rescission/modification Date: 04/26/13-Title Format

Title: EVP: 2012 Change the section of the Governance manual regarding the responsibilities of the Executive Vice President

Policy: Sunshine District Governance Manual is changed regarding the responsibilities of the Executive Vice President.

From:

- Be intimately familiar with responsibilities as outlined in the Society Operations Manual
- The Executive Vice President is recommended by the nominating Committee and approved/elected by the HOD on the same schedule as the District President.
- Performs such duties as may be assigned by the District President or by the District Board of Directors.
- Presides over and serves as Chairperson and manager of the District Operations Team.
- Establish and implement the virtual communication network for the DOT
- Work with the District Webmaster to establish and operate a communication system for internal team reporting
- Assist Program Vice Presidents in completing an annual work plan for their areas of responsibility
- Monitor and track DOT activities to ensure all critical deadlines are met
- Work with the District Treasurer to establish and manage invoice and contract management system
- Communicate regularly with District Board Members, Operations Team Members, Chapter Officers and Members of the Sunshine District
- Publish an informative article in the Sunburst every other month
- Manage appropriate content on the District website (ie: DOT.COMM)
- Be available for direct communications with and from Program Vice Presidents
- Approves documents, invoices and purchases for DOT Directors and submits to District President and Treasurer for final approval and/or payment.
- Calls DOT meetings and presents reports to the BOD.

TO:

- Be intimately familiar with responsibilities as outlined in the Society Operations Manual
- The Executive Vice President is recommended by the nominating Committee and approved/elected by the HOD on the same schedule as the District President.
- Performs such duties as may be assigned by the District President or by the District Board of Directors.

SUNSHINE DISTRICT



A District of the Barbershop Harmony Society

- Work with the District Webmaster to establish and operate a communication system for internal team reporting
- Assist Program Vice Presidents in completing an annual work plan for their areas of responsibility
- Monitor and track activities of BOD, the VP of Events, VP of Chorus Director Development, VP of Contest & Judging, VP of Communications and IT, VP of CSLT, VP of Membership Development and the Two Board Members at Large to ensure all critical deadlines are met
- Work with the District Treasurer to establish and manage invoice and contract management system
- Communicate regularly with District Board Members, Chapter Officers and Members of the Sunshine District
- Publish an informative article in the Sunburst every other month
- Manage appropriate content on the District website.
- Be available for direct communications with and from Program Vice Presidents
- Approves documents, invoices and purchases for BOD and submits to District President and Treasurer for final approval and/or payment.

Approval Date: BOD meeting 04/13/2012

Implementation Date: BOD meeting

Rescission/modification Date: 04/26/13-Title Format

Title: EVP 2014: Executive Vice -President Succession Planning

Policy: It is the policy of the Sunshine District that succession planning for the various board positions be the responsibility of the incumbent.

Approval Date: 2 May 2014

Implementation Date: May 2014

Modification Date:

3. RESCINDED POLICIES-EXECUTIVE VICE PRESIDENT

SUNSHINE DISTRICT



A District of the Barbershop Harmony Society

C.IMMEDIATE PAST DISTRICT PRESIDENT

1. RESPONSIBILITIES

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

2. POLICIES-IMMEDIATE PAST PRESIDENT

Title: IPP: 2004 Hall of Fame Representative to the Board of Directors

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

Approval Date: 2004

Implementation Date:

Rescission/modification Date: 04/26/13-Title Format

Title: IPP: 2006 Chairperson for the Past Presidents Council

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

- The council will consist of the last 3 immediate past presidents with the current Immediate Past President as the Chairperson.
- The council will generally respond to the District President within a given time frame to a specific issue. Therefore, since the council serves at the pleasure of the District President it will not have regularly scheduled meetings.
- The chairperson will provide a budget line item to the Treasurer for each year.
- Meetings to address specific issues will generally be conducted via virtual communications.
- Responses to requests from the District President shall be prepared in writing and transmitted either via email or regular mail.

Approval Date: BOD 09/01/06

Implementation Date: 2006 May HOD

Rescission/modification Date: 04/26/13-Title Format

SUNSHINE DISTRICT



A District of the Barbershop Harmony Society

Title: IPP: 2006 Chair the District Ethics Committee

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

Approval Date: BOD 09/01/2006

Implementation Date: BOD 09/01/2006

Rescission/modification Date: 04/26/13-Title Format

Title: IPP: 2006 District Host to Society Representative Committee

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

The Society Representative typically:

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

The District Responsibilities/Procedures are generally:

SUNSHINE DISTRICT



A District of the Barbershop Harmony Society

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

Approval Date: BOD Sept LDJ 2006

Implementation Date: BOD Sept LDJ 2006

Rescission/modification Date: 04/26/13-Title Format

3. RESCINDED POLICIES-IMMEDIATE PAST PRESIDENT

Title: 2006 Maintain and Update Governance Manual

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

Approval Date: BOD Sept LDJ 2006

Implementation Date: BOD Sept LDJ 2006

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

SUNSHINE DISTRICT



A District of the Barbershop Harmony Society

D.DISTRICT SECRETARY

1. RESPONSIBILITIES:

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

2. DISTRICT

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

SUNSHINE DISTRICT



A District of the Barbershop Harmony Society

- All reports from the BOD will be submitted to the District Secretary three weeks prior to a HOD meeting. The District Secretary will prepare and electronically distribute reports and agenda two-weeks in advance of all BOD and HOD meetings
- Responsible for succession planning and training for future District Secretaries

3. POLICIES-DISTRICT SECRETARY

Title: District Secretary 2014: District Secretary Succession Planning

Policy: It is the policy of the Sunshine District that training and succession planning for the various board positions be the responsibility of the incumbent.

Approval Date: 2 May 2014

Implementation Date: May 2014

Modification Date:

Title: District Secretary 2015: District Secretary: Ensuring Chorus Eligibility to Compete

Policy: It is the policy of the Sunshine District that the VP C&J and the District Secretary implement and maintain a procedure to review the chapter's compliance with Society administrative requirements. These requirements include:

- The chapter is current in registering with the State of Florida as a not-for-profit entity and has annotated that condition in eBiz
- The chapter has filed a current tax return (990-X) and has annotated that condition in eBiz
- Entered all chapter officers/leaders on the chapter section in eBiz
- The chapter has performed a financial review in accordance with the Chapter Treasurers manual and has annotated that condition in eBiz
- Registered and paid dues for approval to solicit funds from the public.

The procedure would include:

- When the District VP for C&J receives a C90 from a chapter, he will notify the Secretary of the District.
- The District Secretary will screen available Society, State, and Federal data bases to ascertain the chapter's compliance with the requirements.
- The Secretary will then notify the VP C&J and the chapter President of the chapter's eligibility or need to improve certain areas.

If delinquent, the chapter will be encouraged to complete the requirements before participation in

SUNSHINE DISTRICT



A District of the Barbershop Harmony Society

the competition.

Approval Date: August 2, 2015

Implementation Date: Sept 2015

Modification Date:

4. RESCINDED POLICIES-DISTRICT SECRETARY

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

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

Approval Date: BOD meeting 08/2002

Implementation Date: BOD Meeting 08/2002

Rescission/modification Date: September 3, 2011

Title: 2006 Updating the Historical Part of the Directory

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

Approval Date: BOD meeting Jan 2006

Implementation Date: BOD meeting Jan 2006

Rescission/modification Date: September 3, 2011

SUNSHINE DISTRICT



A District of the Barbershop Harmony Society

E. DISTRICT TREASURER

1. RESPONSIBILITIES:

- Be intimately familiar with responsibilities as outlined in the Society Operations Manual
- Manages the finances of the district, monitors the budget, and manages all expense disbursements
- Serves as liaison between the Chapter Treasurers and the District Board of Directors, and the Society headquarters, including the presentation of the district budget to the District House of Delegates.
- Maintains financial records, analyzes expenditures and is always cognizant of state/federal policies regarding non-profit organizations.
- Maintains checking and business interest savings accounts for all deposits and disbursements. (The Treasurer, President and Executive Vice-President are authorized to sign checks)
- Maintains and monitors a Credit Card processing account with Paypal. Visa, MasterCard, Discover and American Express are authorized for District Functions. Customers will be assessed credit card fees on each transaction.
- Monitors and supervises “assistant Treasurers” who have the authority to accept funds and make deposits.
- Process all credit card transactions and maintain a batch control record that will balance with the assistant treasurer’s log.
- Submits appropriate financial reports to the Sunshine District BOD and Society Board of Directors and files financial reports as required by National, State, and Society rules and regulations or as appropriate, on the financial status of the district.
- Ensures each elected board member understands the Sunshine district Conflict of Interest Policy and annually signs to acknowledgement the same.
- Calls annually for budget input from the District Board and committees subject to Sunshine District Board of Directors discussion and approval.
- Assigns all receipts and disbursements to one of the following restricted cash funds: The Sam Breedon Foundation, The Youth Festival Fund, The Quartet Champs Fund, The Contingency Fund, or from the Operating Fund.
- Ensures cash from restricted funds may only be used for the purposes for which they were intended. All other District obligations must be made from the Operating Fund.
- Ensures contracts and purchasing are performed in accordance with District Policy and local and state laws.
- Encourages and monitors competitive bid process for significant, repetitive purchases of supplies and services. The treasurer will be notified of the successful bidder and will add the vendor name to the list of approved vendors.
- Ensures Requests for bids are requested from all approved vendors at three-year intervals to ensure the district is continuing to receive best prices available.

SUNSHINE DISTRICT



A District of the Barbershop Harmony Society

- Encourages purchases are conducted on a credit basis with the vendor submitting an invoice for payment to the District.
- Without further approvals, pays invoices for repetitive purchases from a known vendor or purchased made under a previously approved contract. All other invoices must first be approved by the appropriate officer and forwarded to the Treasurer for payment.
- Invoices each chapter for its annual assessment and keeps records of arrears and payments. Has authority to waive or reduce assessment based on extenuating circumstances.
- Ascertains and distributes fixed amount of travel dollars to Chapter chorus and quartets participating in the International Competitions.
- Reads, understands and annually signs the Sunshine District Conflict of Interest Policy. Ensures all elected members of the Sunshine District Board of directors signs the Conflict of Interest Policy statement.
- Responsible for succession planning and training for future District Treasurers.

2. POLICIES-DISTRICT TREASURER

Title: Treasurer: 1997 District Donations to Senior Quartet Representative to International

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

Approval Date: BOD 01/1997

Implementation Date: BOD 01/1997

Rescission/modification Date: 04/26/13-Title Format

Title: Treasurer: 1998 Use of Sizzle Show Profits

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

Approval Date: BOD 04/1998

Implementation Date: BOD 04/1998

Rescission/modification Date: 04/26/13-Title Format

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

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

SUNSHINE DISTRICT



A District of the Barbershop Harmony Society

Approval Date: BOD 04/2002

Implementation Date: BOD 04/2002

Rescission/modification Date: 04/26/13-Title Format

Title: Treasurer: 2002 Rate of Assessment for Dual Members

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

Approval Date: BOD 08/2002

Implementation Date: BOD 08/2002

Rescission/modification Date: 04/26/13-Title Format

Title: Treasurer: 2004 Contracts and Purchasing

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

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

SUNSHINE DISTRICT



A District of the Barbershop Harmony Society

other invoices must be approved by the appropriate Vice President and forwarded to the Treasurer for payment.

- Vendors should be informed that the District is exempt from the payment of state sales tax. The Treasurer will provide a copy of the Sales Tax Certification to new vendors upon request.

Approval Date: BOD 01/2004

Implementation Date: BOD 01/2004

Rescission/modification Date: 04/26/13-Title Format

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

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

Approval Date: HOD May 2006

Implementation Date: HOD May 2006

Rescission/modification Date: 04/26/13-Title Format

Title: Treasurer: 2011 Capital Expenditure Limits and Approval

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

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

Approval Date: 01/07/11

Implementation Date: 01/07/11

Rescission/Modification Date: 04/26/13-Title Format

Title: Treasurer: 2012 Charges for Returned Checks

Policy: The Sunshine District will charge a person whose check is returned for any reason, the fees charged to the District by whichever bank the district is using for its funds. The person whose check is returned is expected to replace the check with cash, credit card, money order or cashier's check for the original amount of the check plus the fee(s) charged to the District by its bank.

Approval Date: 04/13/2012

Implementation Date: 04/13/2012

Rescission/modification Date: 04/26/13-Title Format

SUNSHINE DISTRICT



A District of the Barbershop Harmony Society

Title: Treasurer: 2013 Re-establishment of Chapter Assessment.

Policy: It is the policy of the Sunshine District that beginning 1 January 2014, an annual chapter assessment be levied on all Sunshine District Chapters at a rate of \$5.00 per chapter member. Chapters with members possessing dual memberships will be assessed in accordance with the existing policy entitled, "Title: Treasurer: 2002 Rate of Assessment for Dual Members. The purpose of the assessment is to provide a stipend for competitor travel and will continue until the board once again rescinds the assessment.

Approval Date: BOD 31 Aug 2013

Implementation Date: 31 Aug 2013

Rescission/modification Date:

Title: Treasurer 2014: District Treasurer Succession Planning

Policy: It is the policy of the Sunshine District that training and succession planning for the various board positions be the responsibility of the incumbent.

Approval Date: 2 May 2014

Implementation Date: May 2014

Modification Date:

Title: Treasurer 2015: Emergency Reserve Fund

Policy: It is the policy of the Sunshine District that a reserve fund of \$10,000 be established to be used only for the purpose of funding critical emergency operational expenses. Funds may be used only with permission of the boards.

Approval Date: 23 Jan 2015

Implementation Date: 23 Jan 2015

Modification Date:

Title: Treasurer 2015: Treasurer Travel to Testify

Policy: It is the policy of the District to reimburse David Kannberg up to \$1000.00 for expenses relating to travel to San Francisco to testify on the District's behalf against Acteva. This motion is effective only if travel is required and if the California District Attorney does not provide payment for the expenses.

Approval Date: 10 April 2015

Implementation Date: 10 April 2015

Modification Date:

SUNSHINE DISTRICT



A District of the Barbershop Harmony Society

Title: Treasurer 2015: Authorization for Chapter Assessment

Policy: Since the budget is prepared in the prior year and the assessment goes out in the next year, the Treasurer may find that the assessment is no longer needed. Therefore, it is the policy of the Sunshine District that the Treasurer has the authority to decrease or waive the assessment if, in his or her judgment, the assessment is no longer needed. The Treasurer will notify the Executive Board after changing/withdrawing the assessment and will notify the rest of the board at the next board meeting. The policy was amended to read:

Treasurer will make a recommendation to the Executive committee if he feels an assessment will be necessary and they will in turn report to the BoD at subsequent meeting. Governance Manual will be reworded to reflect this change in reporting.

Approval Date: 10 April 2015

Implementation Date: 10 April 2015

Modification Date:

SUNSHINE DISTRICT



A District of the Barbershop Harmony Society

3. TRAVEL AND MILEAGE POLICIES

Title: Treasurer: 2008 Reimbursable Mileage Rate

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

Approval Date: BOD March 16, 2008

Implementation Date: BOD March 16, 2008

Rescission/modification Date: 04/26/13-Title Format

Title: Treasurer: 2009 Use of District Provided Travel Support Funds

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

Approval Date: 2 HOD 2009

Implementation Date: 2 HOD 2009

Rescission/modification Date: 04/26/13-Title Format

Title: Treasurer: 2010 Time Limit to Submit Expense/Reimbursement Reports

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

Approval Date: BOD/DOT LEADAC 2010

Implementation Date: BOD/DOT LEADAC 2010

Rescission/modification Date: 04/26/13-Title Format

Title: Treasurer: 2012 Change of District Banking Facility

Policy: It is the policy of the Sunshine District to use PNC Bank for operating funds of the district vice Bank of America. In addition, the following persons are authorized to sign checks for the benefit and purpose of the Sunshine District for the calendar years 2012 and 2013.

Dave Kannberg

John Spang

Nelson Schwob

SUNSHINE DISTRICT



A District of the Barbershop Harmony Society

Approval Date: BOD Meeting Labor Day Jamboree, September 1, 2012

Implementation Date: September 1, 2012

Rescission/modification Date: 04/26/13-Title Format

Title: Treasurer: 2011 Sunshine District Travel Expense Policy

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

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

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

Meetings and Events

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

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

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

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

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

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

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

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

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

SUNSHINE DISTRICT



President

A District of the Barbershop Harmony Society
Treasurer

SUNSHINE DISTRICT



A District of the Barbershop Harmony Society

EXPENSE REPORT

Name: _____

Budget
Category: _____

For Period Ending: _____

<u>Date</u>	<u>Item</u>	<u>Purpose</u>	<u>Transporta- tion/ Mileage (.30/ mile)</u>	<u>Tolls/ Rentals</u>	<u>Meals</u>	<u>Other</u>	<u>Total</u>
						Total due	

Approved
by: _____

Committee Chair

Approved
by: _____

Director / VP / EVP

Approved
by: _____

President

Signed By: _____

Date _____

Address: _____

City, State Zip _____

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

SUNSHINE DISTRICT



A District of the Barbershop Harmony Society

Approval Date: 09/23/2011

Implementation Date: 09/25/2011

Rescission/Modification Date: 04/26/13-Title Format

4. DUES POLICIES

Title: Treasurer: 2003 Increase of Sunshine District Dues

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

Approval Date: HOD 05/2003

Implementation Date: 07/01/03

Rescission/modification Date: 04/26/13-Title Format

Title: Treasurer: 2004 Senior's Dues Discount

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

Approval Date: BOD 01/2004

Implementation Date: 04/01/2004

Rescission/modification Date: 04/26/13-Title Format

Title: Treasurer: 2007 Dues Increase of \$5.00

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

Approval Date: HOD Jan 2007

Implementation Date: April 2007

Rescission/modification Date: 04/26/13-Title Format

Title: Treasurer: 2008 Student and Senior Dues Schedule

Policy: In January 2, 2004 the Sunshine District House of Delegates minutes reflected a unanimous motion to increase dues. It was also agreed that seniors' dues would be discounted from regular

SUNSHINE DISTRICT



A District of the Barbershop Harmony Society

dues at a rate of 25%. Due to a problem with Society's computer system recognizing a percentage, a hard figure was input into the system.

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

Approval Date: BOD/HOD Jan 2008

Implementation Date: BOD/HOD Jan 2008

Rescission/modification Date: 04/26/13-Title Format

Title: Treasurer: 2008 Society Dues Rate Change for Youth Members

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

Approval Date: 2 HOD Jan 2008

Implementation Date: 2 HOD Jan 2008

Rescission/modification Date: 04/26/13-Title Format

5. RESCINDED POLICIES-DISTRICT TREASURER

Title: Reimbursable Mileage Rate 2004 (Rescinded)

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

Approval Date: BOD 01/2004

Implementation Date: 01/02/2004

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

Title: Sunshine District Travel Expense 2005

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

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

SUNSHINE DISTRICT



A District of the Barbershop Harmony Society

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

<u>MEMBER</u>	<u>APPROVAL</u>	<u>APPROVAL</u>	<u>SEND TO</u>
Committee Member	Committee Chair	Vice President	Treasurer
Committee Chair	Vice President		Treasurer
Vice Presidents	President		Treasurer
President			Treasurer

Source: BOD 01/2005.

INSTRUCTIONS FOR COMPLETING A DISTRICT EXPENSE REPORT FORM

- **General Information**

SUNSHINE DISTRICT



A District of the Barbershop Harmony Society

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

Approval Date: BOD 01/2004

Implementation Date:

Rescission Date: BOD Sept 3, 2011

SUNSHINE DISTRICT



A District of the Barbershop Harmony Society

Title: Reimbursable Mileage Rate 2007(Rescinded)

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

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

Approval Date: BOD/DOT Sept 2007

Implementation Date: BOD/DOT Sept 2007

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

Title: Treasurer: 1992 District Assessment

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

Approval Date:

Implementation Date:

Rescission/modification Date: 04/26/13-Title Format

SUNSHINE DISTRICT



A District of the Barbershop Harmony Society

F.VP FINANCIAL DEVELOPMENT (New job description approved BOD 04/26/2013)

1. RESPONSIBILITIES:

- Be intimately familiar with responsibilities as outlined in the Society Operations Manual
- Manage and direct the **District Financial Development Committee** which will direct efforts to generate funds for the district from existing and new sources.
 - Committee consists of **DVP for Financial Development** and two committee chairs:
 - Grant Education Chair
 - Grant Writing Chair
 - Committee Overview:
 - Serves the revenue generating needs of the Sunshine District
 - Mission is to develop financial development plans targeted at improving district revenue enhancement.
 - Provide reports as required to the District BOD.
 - Devise and promote fund-raising programs at public gatherings
 - Recruit additional volunteers to expand the impact of fund-raising at the chapter level
 - Explore potential areas for grant applications
 - Identify and take advantage of available grants
- Reads, understands and annually signs the Sunshine District Conflict of Interest Policy.
- Responsible for succession planning and training for future District VP Financial Development

2. SPECIFIC DUTIES:

- Plan, lead and participate in annual fund-raising program planning process
- Plan for the training of the volunteers in Grant Writing
- Plan and provide seminars for Grant writing training
- Report to the district president. Sits on the district board as a full player on the work planning and budgeting team
- Work with District Treasurer to explore options to reduce district expenses
- Work closely with the VP of revenue enhancement areas such as VP Events.
- Attend all district board and house of delegate meetings
- Communicates with:
 - District president
 - District board
- Two Functional Chairpersons:
 - Grant Education Chair
 - Responsible for training of both district and chapter members about
 - Availability of funds at both levels

SUNSHINE DISTRICT



A District of the Barbershop Harmony Society

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

2. POLICIES-VP FINANCIAL DEVELOPMENT

Title: VP Financial Development 2014: VP Financial Development Succession Planning

Policy: It is the policy of the Sunshine District that training and succession planning for the various board positions be the responsibility of the incumbent.

Approval Date: 2 May 2014

Implementation Date: May 2014

Modification Date:

4. RESCINDED POLICIES-VP FINANCIAL DEVELOPMENT

SUNSHINE DISTRICT



A District of the Barbershop Harmony Society

G.VP FOR HARMONY FOUNDATION (HF) (New job description approved BOD 04/26/2013)

1. RESPONSIBILITIES:

- Serve as the principal District link to the Harmony Foundation
- With the Foundation Director of Development responsible for the District develop plans to implement the Foundation's fund-raising program for the benefit of the chapters, district, and the Harmony Foundation.
- Participate as required with the Foundation Director of Development to formally review the progress of participation in Harmony Foundation Philanthropic programs.
- Prepare program reports and communicate and provide them to the district board, district president and assigned Harmony Foundation Director of Development.
- Attends all district board and house of delegate meetings
- Manage and direct all aspects of the District philanthropic programs as relates to Harmony Foundation
- Establishes and serves as Chairperson of the District Harmony Foundation committee
- Responsible for succession planning and training for future District VP Harmony Foundation
- If required or desired, recruit district members to serve as subcommittee chairs responsible for:
 - President's Council
 - Develops an organization of chapter member volunteers throughout the district
 - Manages that organization to stimulate enrolling people in this program
 - Recruit and manage President's Council district membership volunteers to help implement the program
 - Train chapter volunteers in how to implement the Annual Giving "Major Donor" program (The President's Council) at the chapter level
 - Develop programs to incentivize members to become members of the President's Council.
 - Identify prospects for the President's Council
 - Prepare appropriate reports and attend appropriate meetings
 - Plan and host recruitment receptions for new and potential members to the President's Council
 - Founders' Club
 - Recruit and manage Founder's Club district membership committee to help implement the program
 - Sponsor gift planning seminars within the district/chapters
 - Identify prospects for planned gift programs

SUNSHINE DISTRICT



A District of the Barbershop Harmony Society

- Introduce planned gift prospects to Foundation professional staff
- Prepare appropriate reports and attend appropriate meetings
- Ambassadors of Song
 - Develops an organization of chapter member volunteers throughout the district
 - Report progress at HOD meetings
 - Develop programs to incentivize members to become members
- Reads, understands and annually signs the Sunshine District Conflict of Interest Policy.
- Coordinate and cooperate with DVP of Financial Development on all fund raising activities for both the district and the Harmony Foundation

2. POLICIES-VP HARMONY FOUNDATION

Title: VP Harmony Foundation 2014: VP Harmony Foundation Succession Planning

Policy: It is the policy of the Sunshine District that training and succession planning for the various board positions be the responsibility of the incumbent.

Approval Date: 2 May 2014

Implementation Date: May 2014

Modification Date:

3. RESCINDED POLICIES-VP HARMONY FOUNDATION

Title: VP HF: 2011 Incentive Of Free Conventions For One Year When Enrolling In Ambassadors Of Song Program

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

Approval Date: BOD 01/07/11

Implementation Date: BOD 01/07/11

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

BOD Meeting Jan 3, 2011

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

BOD Meeting Jan 3, 2011

The policy to provide free convention registration to all new Ambassadors of Song be amended to remove the caveat that the funds returned as a result of “donor’s choice” must be ear-marked

SUNSHINE DISTRICT



A District of the Barbershop Harmony Society

for the District. The donor may designate the recipient and still receive the free convention registration.

BOD Meeting Sep 23, 2011 (BOD Fall Convention)

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

BOD Meeting March 10, 2017 (BOD Spring Convention)

Policy Rescinded

SUNSHINE DISTRICT



A District of the Barbershop Harmony Society

H.VP CHAPTER SUPPORT AND LEADERSHIP TRAINING (CSLT)

1. RESPONSIBILITIES:

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

2. POLICIES-VP CHAPTER SUPPORT AND LEADERSHIP TRAINING

Title: CSLT: 2002 Recognition of the Performance of Outstanding District Chapters

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

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

Approval Date: BOD 08/2002

Implementation Date: BOD 08/2002

Rescission/modification Date; 04/26/13-Title Format

Title: CSLT: 2008 Certification of LEADAC Instructors

SUNSHINE DISTRICT



A District of the Barbershop Harmony Society

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

Approval Date: BOD 08/2008 LDJ

Implementation Date: BOD 08/2008 LDJ

Rescission/modification Date: 04/26/13-Title Format

Title: CSLT: 2008 Reduction of LEADAC Costs for New Chapters

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

Approval Date: 2 HOD 2008

Implementation Date: 2 HOD 2008

Rescission/modification Date: 04/26/13-Title Format

Title: CSLT: 2010 Additional Funding for LEADAC Faculty

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

Approval Date: 2 HOD 2009

Implementation Date: 2 HOD 2009

Rescission/modification Date: 04/26/13-Title Format

Title: VP CSLT 2014: VP CSLT Succession Planning

Policy: It is the policy of the Sunshine District that training and succession planning for the various board positions be the responsibility of the incumbent.

Approval Date: 2 May 2014

Implementation Date: May 2014

Modification Date:

3. RESCINDED POLICIES-VP CHAPTER SUPPORT AND LEADERSHIP TRAINING

SUNSHINE DISTRICT



A District of the Barbershop Harmony Society

I. VP EVENTS

1. RESPONSIBILITIES:

- Be intimately familiar with responsibilities as outlined in the Society Operations Manual
- Reads, understands and annually signs the Sunshine District Conflict of Interest Policy.
- Conduct profitable and successful District conventions
 - Manage contracts for housing, performance, and auxiliary locations and needs to conduct the conventions
 - Publish an article, appropriate forms, and other information related to the conventions in the Sunburst
 - Manage appropriate convention content on the District website
 - Monitor, manage, and assist the convention committee as necessary
 - Maintain host site and contracts for at least three years in advance
- Coordinate and manage all other District events
 - Sunshine SIZZLE
 - Coordinate activities with SIZZLE Dean (ie. planning and budget presentation, contract review and approval, advertising)
 - Assist the operations of the event by working in whatever capacity the SIZZLE Dean needs (SIZZLE staff member)
 - Labor Day Jamboree
 - Coordinate activities with Labor Day Jamboree chairperson (ie. planning and budget presentation, contract review and approval, advertising)
 - Assist the operations of the event by working in whatever capacity the Labor Day Jamboree chairperson needs (auditorium ticket sales, hospitality coordinator, etc...)
 - LEADAC
 - Coordinate activities with LEADAC Coordinator (ie. planning and budget presentation, contract review and approval, advertising)
 - Assist the operations of the event by working in whatever capacity the LEADAC coordinator needs (LEADAC staff member)
- Develop, or assist in the development of, new events
 - Conceptualize possible event, present ideas to EVP
 - Evaluate possible host cities
 - Develop plans to bring concept to fruition
- Effectively plans, budgets, selects sites, manages, and operates all events held within the district, including conventions, alternatives to competition, and other activities designated by the District Board of Directors.

SUNSHINE DISTRICT



A District of the Barbershop Harmony Society

- Assures that the *Sunshine District Convention Manual* is up to date annually and is used by chapters hosting District Conventions, and that Society contest sound and lighting system guidelines are followed.
- Maintains a comprehensive convention history file on past and potential convention sites.
- Responsible for succession planning and training for future District VP Events

2. POLICIES-VP EVENTS

Title: VP Events: 1996 Dedication of a Sunshine Convention

Policy Whenever a member of the Sunshine Hall of Fame passes away, the next convention will be dedicated to that member. Any surviving spouse will be a guest of the convention.

Approval Date: BOD 04/1996

Implementation Date: BOD 04/1996

Rescission/modification Date: 04/26/13-Title Format

Title: VP Events: 2001 Budget for BOTY Reception

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

Approval Date: BOD 03/2001

Implementation Date: BOD 03/2001

Rescission/modification Date; 04/26/13-Title Format

Title: VP Events: 2001 Day of Meeting of HOD

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

Approval Date: BOD 05/2001

Implementation Date: BOD 05/2001

Rescission/modification Date; 04/26/13-Title Format

Title: VP Events: 2006 Room Reservations for Convention Attendees

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

Approval Date: HOD May 2006

Implementation Date: HOD May 2006

Rescission/modification Date: 04/26/13-Title Format

Title: VP Events: 2006, 2012 Convention Host Chapter Compensation (modified)

Policy: It is the policy of the Sunshine District to compensate Convention Host Chapters for services they provide during a convention. Compensation allows host chapter \$1500.00 for services

SUNSHINE DISTRICT



A District of the Barbershop Harmony Society

rendered, \$100.00 for personnel assigned to unloading and loading of equipment, and \$75.00 per hour for the videographer.

Approval Date: BOD January 2006

Implementation Date: BOD January 2006

Modification Date: BOD 4/13/2012

Modified Policy: It is the policy of the Sunshine District to compensate Convention Host Chapters for services they provide during a convention. Compensation allows host chapter \$1500.00 for services rendered. If more than one chapter serves as Host, compensation will be split between the chapters as directed by EVP and VP Events.

Rescission/modification 04/26/13-Title Format

Modified Date: BOD April 29, 2016

Modified Policy:

Article I. It is the policy of the Sunshine District to compensate Convention Host Chapters for services they provide during a convention. Compensation allows the host chapter \$800.00 for services rendered, which will include: staffing the registration table (2-4 people), ushering all events (4-6 people), providing adequate door services at all events (6-8 people), helping to maintain a quiet area outside of the ballroom while competition is taking place, guiding competitors (2-3 people), assisting in host duties with judges, and being available to answer questions & direct traffic flow of patrons (all). Should Harmony Marketplace return, it will be staffed by the Host Chapter, as well (1-2 people).

Section 1.01 Each Host Chapter will appoint a Chairperson who will coordinate directly with the Events VP and the Convention Chairperson.

Section 1.02 If more than one chapter serves as Host, compensation will be split between the chapters, or divided as agreed on by the two hosts, and as directed by EVP and VP Events.

- (a) Should any of the above duties of the Host Chapter(s) fail to be completed by the assigned chapter, person, or people, a reduction in compensation shall be at the discretion of the Events VP and EVP.

Article II. Separately and independently from the above, the District will arrange for a Riser Team consisting of four (4) able-bodied persons. This Team will be selected by the District Property Manager and/or Convention Chair.

Section 2.01. The Riser Team will load in and set up all District equipment from storage to hotel property, usually on the day before the Convention begins. They will be available all weekend to move equipment on-site. They will load and store all District equipment at the conclusion of the Convention (usually the next day).

SUNSHINE DISTRICT



A District of the Barbershop Harmony Society

Section 2.02. Every effort will be made to secure local help for the Riser Team. Because load in occurs on a Thursday afternoon and requires that workers be available for an extra night, should the Team be made up of people not from the local area, up to two (2) hotel rooms for the Riser Team on Thursday night will be provided by the District, if necessary. Hotel rooms will be at the discretion of the EVP and Events VP.

- (a) The Host Chapter may provide some (or all) of the Riser Team and opt to take the \$200 per man as part of their Host Chapter compensation.
- (b) Should any of the above duties of the Riser Team fail to be completed by the assigned chapter, person, or people, a reduction in compensation shall be at the discretion of the Events VP and EVP.

Title: VP Events: 2006 Complimentary Convention Registrations

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

Approval Date: BOD January 2006

Implementation Date: BOD January 2006

Modification Date: BOD 4/13/2012

Modified Policy: It is the policy of the Sunshine District to provide complimentary registrations to the convention committee, judges and spouses, performers and special guests. "50-year members are also entitled to receive complementary registrations, but must submit a registration form."

Rescission/modification 04/26/13-Title Format

Title: VP Events: 2006 Complimentary Convention Lodging

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

Approval Date: BOD January 2006

Implementation Date: BOD January 2006

Rescission/modification Date: 04/26/13-Title Format

Title: VP Events: 2006 Proper Attire for Appearance on Convention Stage

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

SUNSHINE DISTRICT



A District of the Barbershop Harmony Society

Approval Date: HOD May 2006

Implementation Date: HOD May 2006

Rescission/modification Date: 04/26/13-Title Format

Title: VP Events: 2006 Operation of District Harmony Marketplace

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

Approval Date: BOD Sept 2006 LDJ

Implementation Date: BOD Sept 2006 LDJ

Rescission/modification Date: 04/26/13-Title Format

Title: VP Events: 2007, 2011 Preferred Seating Qualifications

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

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

Approval Date: BOD January 2006

Implementation Date: BOD January 2006

Modification: 04/26/13-Title Format

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

Rescission/modification Date: 9/3/201104/26/13-Title Format

Title: VP Events: 2007 Sunshine District Convention Manual

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

Approval Date: BOD/DOT Oct 2007

Implementation Date: BOD/DOT Oct 2007

Rescission/modification Date: 04/26/13-Title Format

SUNSHINE DISTRICT



A District of the Barbershop Harmony Society

Title: VP Events: 2008 Standard Riser Configuration at Convention Chorus Competitions

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

Approval Date: BOD/DOT Aug 2008

Implementation Date: BOD/DOT Aug 2008

Rescission/modification Date: 04/26/13-Title Format

Title: VP Events: 2009 Convention Committee to Perform All Recording

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

Approval Date: 2 HOD 2009

Implementation Date: 2 HOD 2009

Rescission/modification Date: 04/26/13-Title Format

Title: VP Events: 2010 Event Registration Refund

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

Approval Date: BOD 10/01/10

Implementation Date: 10/01/10

Rescission/modification Date: 04/26/13-Title Format

Title: VP Events: 2011 Price for Single Event Tickets

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

Approval Date: BOD Jan 2011

Implementation Date: Jan 2011

Rescission/modification Date: 04/26/13-Title Format

Title: VP Events: 2011, 2012 SDAQC Sponsorship of Friday Night Convention Show

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

Approval Date: BOD Jan 2011

Implementation Date: Jan 2011

SUNSHINE DISTRICT



A District of the Barbershop Harmony Society

Modification:

At Fall conventions, the SDAQC is permitted to produce a 1 hour show on Friday night immediately following the Quartet semifinals. The District will increase the costs of the fall convention “all events registration” and Friday night “single events tickets sold” by \$5.00 with the money going to a SDAQC account to help cover their operating costs.

Rescission/modification Date: 04/13/2012

04/26/13-Title Format

Title: VP Events: 2011 Definition of “Youth” for District Events

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

Approval Date: 09/3/2011

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

Rescission/modification Date: 04/26/13-Title Format

Title: VP Events: 2012 Convention Registration Pricing Schedule

Policy: It is the policy of the Sunshine District to raise convention registration only when revenues require adjustment. The current registration fees are \$45 for early bird registration, \$65 for regular registration and \$75 for late registration. Early bird registration rate is effective up to 14 days before the date of the convention. Any changes in the registration schedule will be reflected as modifications to this policy.

Approval Date: 04/13/2012

Implementation Date: 04/13/2012

Rescission/modification Date: 04/26/13-Title Format

Title: VP Events: 2012 Establishing Very Large Quartet Contest

Policy: In an effort to stimulate greater participation in Sunshine District conventions, it is the policy of the Sunshine District to implement and initiate a Very Large Quartet (VLQ) contest at the spring convention beginning in Spring 2013. The following conditions and parameters will govern the event:

- A VLQ shall consist of five to eleven singers.
- All singers shall be members of the Sunshine District, although not necessarily the same chapter.
- Each singer shall possess an all-events pass.
- A SUN VLQ may include no more than two members of any current registered quartet.

SUNSHINE DISTRICT



A District of the Barbershop Harmony Society

- The VLQ contest shall be conducted as part of the chorus contest, and shall be included in the draw for Order of appearance.
- VLQs shall compete in one of three categories
 - Youth (under age 26),
 - Senior (over age 55),
 - Regular (everyone else) with champions in each category.
- All members of a VLQ competing in the “Youth” and “Senior” classifications shall meet the age restrictions for that category in order to qualify for competition.
- VLQs competing in the “Regular” category may consist of a mix of age group singers.
- The completion set shall consist of two songs selected by the VLQ which meet the Society Standards for Barbershop completion.
- A VLQ shall enroll in the contest via the Society Website.
- The official judging panel assigned to judge the convention contest will score a VLQ using the same judging standards used for quartets and choruses.
- Champions shall be determined for each competition category.
- A Scoring Summary shall be created listing all of the VLQ's and their scores. This would only be a Sunshine District report.
- There would be no formal evaluation schedules for the VLQs. However a VLQ would have the option of contacting the scoring judges post contest and ask for a written evaluation of their performance.

Approval Date: September 1, 2012 BOD meeting Labor Day Jamboree

Implementation Date: January 1, 2013

Rescission/Modification Date: 04/26/13-Title Format

Title: VP Events: 2013 Permission to produce and broadcast Web Cast

Policy: It is the policy of the Sunshine district to authorize and grant permission to Don Lambert to produce a web cast presentation of the competition sessions of the fall, 2013 Sunshine District Convention occurring on October 12 and 13, 2013. This authorization is granted only for this convention.

Approval Date: BOD 31 Aug 2013

Implementation Date : 31 Aug 2013

Rescission/modification Date :

Title: VP Events 2014: VP Events Succession Planning

Policy: It is the policy of the Sunshine District that training and succession planning for the various board positions be the responsibility of the incumbent.

Approval Date: 2 May 2014

SUNSHINE DISTRICT



A District of the Barbershop Harmony Society

Implementation Date: May 2014

Modification Date:

Title: VP Events 2014: Number of Conventions Per year

Policy: It is the policy of the Sunshine District that the District will continue to hold two conventions per year as currently practiced. (See minutes of August 30 BOD for rationale and study)

Approval Date: 30 August 2014

Implementation Date: 30 August 2014

Ratified at HOD October 10, 2014

Modification Date:

Title: VP Events: 2015 Optional Individual Contribution to Saturday Night Afterglow

Policy: It is Sunshine District policy that an optional contribution to the Saturday night Afterglow in the amount of \$5/\$10/\$20/' or other amount be solicited as a donation option on each Eventbrite registration order. This, in addition to Chapter contributions, could allow more freedom in ordering food and beverages. Those funds would have to somehow be deposited into a separate account and/or be segregated from other registration/ticketing funds.

Approval Date: BOD 23 Jan 2015

Implementation Date: Spring 2015 Convention

Rescission/modification Date:

Title: VP Events 2015: Recognition of 50 Year Members-Convention pricing (Modified)

Policy: It is the policy of the Sunshine District This policy Chuck Steiner moved and John Spang seconded to halt 50-year members free convention registration and replace to match student pricing. Designate 50-year-member badges with a special sticker and block seats directly behind President's Council for them. Chuck Steiner to manage change over.

Approval Date: BOD 23 Jan 2015

Implementation Date: Spring 2015 Convention

Modification Date: 28 Aug 3015

Motion by Chuck Steiner and seconded by Chad Bennett to allow 50 year members of the Sunshine District and spouse/ significant other/one guest (1) will be afforded convention registrations at one-half the current charge.

Approval Date: BOD 28 Aug 2015

Implementation Date: Fall 2015 Convention

Modification Date:

SUNSHINE DISTRICT



A District of the Barbershop Harmony Society

Title: VP Events 2015: Auto Inviting Quartets to LDJ

Policy: It is the policy of the Sunshine District that if LDJ continues to exist the Current District Chorus and Quartet Representatives and Top 5 Quartets be auto- invited to participate in the LDJ Events. Motion by Chuck Steiner and seconded by Chad Bennett

Approval Date: BOD 28 Aug 2015

Implementation Date: 2016 LDJ

Rescission/modification Date:

Title: VP Events 2016: Family Plan Ticket Pricing

Policy: It is the policy of the Sunshine District that family plan pricing be instituted for spring and fall conventions. Price would be \$125 per family which would cover two adults and unlimited children under the age of 15 (all children must share the same home address and last name.)

Approval Date: BOD 15 Jan 2016

Implementation Date: 2016 Spring Convention

Rescission/modification Date:

3. RESCINDED POLICIES-VP EVENTS

Title: Compensation to Host City Chapters for Registrations for Saturday Night Performance 2003 (Rescinded)

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

Approval Date: BOD 03/2003

Implementation Date: BOD 03/2003

Rescission/modification Date; 04/13/2012

Title: Cancellation of Tickets 2004(Rescinded)

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

Approval Date: BOD 10/2004

Implementation Date: BOD 10/2004

Rescission/modification Date: 04/13/2012

SUNSHINE DISTRICT



A District of the Barbershop Harmony Society

Title: Preferred Seating Qualifications 2006(Rescinded)

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

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

Approval Date: BOD January 2006

Implementation Date: BOD January 2006

Rescission/modification Date: 2 HOD 2006

Title: Preferred Seating Qualifications 2006 mod(Rescinded)

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

- Presidents Council members,
- First timers to a convention,
- Society Representatives,
- Judges and family members and current
- District President and Spouse.

Approval Date: BOD January 2006

Implementation Date: BOD January 2006

Rescission/modification Date: BOD January 2006

Title: Pre-Registration Refund 2006(Rescinded)

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

Approval Date: HOD May 2006

Implementation Date: HOD May 2006

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

Title: Labor Day Jamboree Saturday Night Show 2007(Rescinded)

SUNSHINE DISTRICT



A District of the Barbershop Harmony Society

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

Approval Date: BOD/DOT May 2007

Implementation Date: BOD/DOT May 2007

Rescission/modification Date: 04/13/2012

Title: Increase Convention Registration 2008(Rescinded)

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

Approval Date: BOD/DOT Jan 2008

Implementation Date: BOD/DOT Jan 2008

Rescission/modification Date: 04/13/2012

Title: Extension of Early Bird Registration 2008(Rescinded)

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

Approval Date: BOD/DOT Jan 2008

Implementation Date: BOD/DOT Jan 2008

Rescission/modification Date: 04/13/2012

SUNSHINE DISTRICT



A District of the Barbershop Harmony Society

J.VP MUSIC & PERFORMANCE

1. RESPONSIBILITIES:

- Be intimately familiar with responsibilities as outlined in the Society Operations Manual
- Coordinates all District music activities, including schools, clinics and seminars and regional festivals within the district that will improve and expand the musical knowledge and performance abilities of the membership.
- Procures ribbons and trophies for all contests held at the Spring and Fall conventions.
- Provides guidance to chapter vice presidents of music and performance.
- Coordinate the District Standing Ovation Program
- Coordinate and manage the Director of Quartet Activities position in accordance with the policy noted below.
- Read, understand and annually sign the Sunshine District Conflict of Interest Policy.
- Responsible for succession planning and training for future District VP Music and Performance

2. POLICIES-VP MUSIC & PERFORMANCE

Title: VP M&P: 1995 Free Sizzle Registration for Grapefruit Quartet Winners

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

Approval Date: BOD 07/1995

Implementation Date: BOD 07/1995

Rescission/modification Date: 04/26/13-Title Format

Title: VP M&P: 1996 Reassigning Awards Duties

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

- Musical Performance to VP Music & Performance
- Awards of non-musical achievement to VP Chapter Leadership training

Approval Date: BOD meeting 11/96

Implementation Date: BOD meeting 11/96

Rescission/modification Date: 04/26/13-Title Format

Title: VP M&P: 1996 Presentation of Chorus Plateau Ribbons

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

Approval Date: : BOD 07/1996

Implementation Date: BOD 07/1996

Rescission/modification Date: 04/26/13-Title Format

SUNSHINE DISTRICT



A District of the Barbershop Harmony Society

Title: VP M&P: 1998 Conducting Top Gun School

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

Approval Date: BOD 01/1998

Implementation Date: BOD 01/1998

Rescission/modification Date: 04/26/13-Title Format

Title: VP M&P: 1998 Distribution of Proceeds from Top Gun Show Sales

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

Approval Date: BOD 09/1998

Implementation Date: BOD 09/1998

Rescission/modification Date: 04/26/13-Title Format

Title: VP M&P: 2003 Responsibility for LDJ Saturday Night Show

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

Approval Date: BOD 01/2003

Implementation Date: BOD 01/2003

Rescission/modification Date: 04/26/13-Title Format

Title: VP M&P: 2003 Invitations to Attend Sizzle

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

Approval Date: BOD 03/2003

Implementation Date: BOD 03/2003

Rescission/modification Date: 04/26/13-Title Format

Title: VP M&P: 2005 Logos on District Awards and Ribbons

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

Approval Date: BOD 04/17/05

Implementation Date: BOD 04/17/05

Rescission/modification Date: 04/26/13-Title Format

SUNSHINE DISTRICT



A District of the Barbershop Harmony Society

Title: VP M&P: 2009 Purchase of Lapel Pins for District Quartet Champions

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

Approval Date: 2 HOD 2009

Implementation Date: 2 HOD 2009

Rescission/modification Date: 04/26/13-Title Format

Title: VP Music and Performance 2014: VP Music and Performance Succession Planning

Policy: It is the policy of the Sunshine District that training and succession planning for the various board positions be the responsibility of the incumbent.

Approval Date: 2 May 2014

Implementation Date: May 2014

Modification Date:

Title: VP Music and Performance 2014: Director of Quartet Activities

Policy: It is the policy of the Sunshine District that an appointed, non-elective non-board position of "Director of Quartet Activities" be created. This position will report to and have a budget under the VP Music and Performance. The Position will be appointed annually by the District President at the LEADAC Meeting in January and have the following duties:

DIRECTOR OF QUARTET DEVELOPMENT

OFFICE DESCRIPTION:

The Director of Quartet Development (DQD) will be a secondary official position which will report directly to the Board of Directors but will not hold any official board title. The DQD will neither have a vote in board matters nor have any disposable budget to work from. Instead, he will report all actions and needs to the Vice President of Music and Performance and will work in conjunction with the Vice President of Chapter Development. It is important that the DQD attend all Board Meetings, HOD Meetings, and make frequent chapter visitations.

GOALS:

The main goal is to encourage growth in both the number of District Quartets (registered and non-registered) as well as the individual development of those quartets through coaching,

SUNSHINE DISTRICT



A District of the Barbershop Harmony Society

evaluations, competitions, and performance opportunities. There are three stages in which a quartet may be developed:

Chapter Members: These members have not yet formed with any quartets and may be looking for an opportunity to do so. After a prospective member has joined with a chapter, they should be encouraged to join in a smaller ensemble in order to receive more individualized direction. The DQD will encourage singers at this level to participate in programs like the Very Large Quartet competition and direct them to social media such as JamLink and Facebook groups that will assist them in finding interested quartet singers in their chapter areas.

Chapter Quartets: These quartets are typically non-registered with the society and perform regularly for their respective chapters. Once a quartet forms and begins to perform they may be in need of performance coaching and “Novice” evaluation. The DQD will create and host programs that will benefit quartets like these such as The Grapefruit League Novice Quartet Competition, Quartet Coaching Events, and The Panhandle Regional Festival (Timpoochee).

Competing Quartets: These quartets are registered with the society and compete in the appropriate District Conventions. When a quartet reaches this level, they are in need of guidance and coaching to climb the ladder in terms of rank and qualifying score. The DQD will promote programs that will assist these quartets, including “Top Gun” intensive coaching program, Harmony University training, the annual Quartet Extravaganza fundraiser show, and possible Sizzle-related training courses.

Once a quartet has been formed, they should be encouraged to perform regularly with their chapter, register and attend regular district events. After they’ve received appropriate guidance and coaching they can then expect to move up the ladder and possibly qualify for the international events.

DUTIES:

- Attend all Sunshine District Board meetings.
- Respond to all tasks as delegated by the VP of Music and Performance.
- Establish contact with all registered quartets in the Sunshine District and offer assistance in coaching and/or whatever they might need.
 - Contact made through use of social media such as E-Mail, Facebook Group Page “SUN District Quartets”, et al.
- Establish contact with all Chapter Presidents, VP of Music and Performance, and Directors to offer assistance to un-registered quartets.
 - Contact made through use of social media as noted above.

SUNSHINE DISTRICT



A District of the Barbershop Harmony Society

- Maintain and assign coaches from The Coaches Guild to interested quartets.
- Maintain areas of the Sunshine District Website pertaining to The Coaches Guild and other quartet coaching related events.
- Organize “Novice Quartet Contest” event at Labor Day Jamboree:
 - Collect quartet registrations.
 - Establish a contest draw.
 - Find three appropriate judges who are willing to also provide evaluations after the contest and coaching leading up to the contest.
 - Act as a liaison between quartets and coaches to set up appropriate coaching times.
 - Purchase awards for the top 3 winning quartets.
 - Host event by acting as Master of Ceremony or finding suitable substitute.
- Work in conjunction with “Panhandle Regional Festival” event:
 - Find four appropriate judges who are willing to also provide evaluations after the contest and coaching leading up to the contest.
 - Help to find a “Dean” for the festival.
- Organize “Top Gun Intensive” event:
 - Find four appropriate coaches.
 - Invite four quartets who are interested in working toward improving their scores.
 - Find an appropriate facility for the event.

In addition to the above mentioned events:

- Organize no fewer than four “Quartet Coaching” events in strategic areas of the District:
 - Find an appropriate facility that is centrally located to the region (ie, Gainesville, Tampa, Melbourne, and Miami).
 - Invite quartets in those regions to participate.
 - Find appropriate coaches.
 - Provide lunch for all involved.
- Create other quartet-related events through-out the year that encourage growth within active quartets as well as formations of new quartets.

PROGRAMS:

- Grapefruit League Novice Quartet Contest
Date: Labor Day Weekend (Associated with Labor Day Jamboree)
Location: Determined by Labor Day Jamboree Chairperson
Personnel:
 - Three Judges/Coaches available to judge quartets in Singing, Music, and Presentation categories who will also offer evaluations after the contest and coaching leading up to it.

SUNSHINE DISTRICT



A District of the Barbershop Harmony Society

- Host/Master of Ceremonies to introduce the quartets as well as to announce the champions.
 - Mic Test Quartet (contacted by the DQD)
 - Previous GLNQC Champs to send off the trophy
 - Qualified Quartets
 - Budget: < \$100 (Awards + Expenses)
 - Panhandle Regional Festival
 - Date: Set by Panhandle Regional Festival Committee
 - Location: Set by Panhandle Regional Festival Committee
 - Personnel:
 - Panhandle Regional Festival Committee
 - Four coaches/judges for the quartet/chorus competitions (selected by DQD)
 - Dean (selected by the Panhandle Regional Festival Committee)
 - Budget: \$500
 - Note: This event is self-maintained by the Panhandle. The DQD will offer assistance in finding coaches for the event.
 - Quartet Coaching Events (Including Top Gun)
 - Date: Semi-annual (set by DQD)
 - Location: Regional (set by DQD)
 - Personnel:
 - Coaches selected from The Coaches Guild based on region.
 - Host to coordinate quartet rotation as well as lunch and possible quartet showcase.
 - Quartets invited by region and ranking (Top Gun only).
- Budget: \$100 facility donation + Lunch expenses.

EXPECTED RESULTS:

Once these programs are in place, there should be a qualitative and quantitative growth in District Quartet activities. Working in conjunction with the Sunshine District Association of Quartet Champions and the Coaches Guild, the Director of Quartet Development will help to make the Sunshine District a palpable contender in the society.

Approval Date: August 3, 2014 BOD Meeting

Implementation Date: August 3, 2014

Modification Date:

3. RESCINDED POLICIES-VP MUSIC & PERFORMANCE

SUNSHINE DISTRICT



A District of the Barbershop Harmony Society

K.VP CONTEST & JUDGING

1. RESPONSIBILITIES: SEE SOCIETY OPERATIONS MANUAL

- Be intimately familiar with responsibilities as outlined in the Society Operations Manual
- Communicates and coordinates Society/District Contest and Judging policies and rules within the district and attends appropriate Society C&J meetings
- Read, understand and annually sign the Sunshine District Conflict of Interest Policy.
- Responsible for succession planning and training for future District VP Contest and Judging

2. POLICIES-VP CONTEST & JUDGING

Title: VP C&J: 2001 Use of On-Line Entry Forms

Policy: All contestants are to use entry forms available on the Sunshine District Web page beginning with the 2001 Spring Convention (See modification below)

Approval Date: BOD 01/2001

Implementation Date: BOD 01/2001

Rescission/modification Date: 04/26/13-Title Format

Modification Date: August 2, 2015

Policy: It is Sunshine District Policy that all contestants are to use the entry forms available on the Barbershop Harmony Society website NOT the Sunshine District Web page.

Title: VP C&J: 2003 Using District Approved Travel Agent

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

Approval Date: BOD 01/2003

Implementation Date: BOD 01/2003

Rescission/modification Date: 04/26/13-Title Format

Title: VP C&J: 2005 District Payment of Tuition to Judge Candidate School

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

Approval Date: BOD 04/17/05

Implementation Date: BOD 04/17/05

Rescission/modification Date: 04/26/13-Title Format

Title: VP C&J: 2006 Chorus Request for Deviation from Appearance Cycle

Policy: It is the policy of the Sunshine District that after the draw has been made for District Chorus Competition, choruses which want to be in the audience instead of being in the cycle may do so

SUNSHINE DISTRICT



A District of the Barbershop Harmony Society

if requests and arrangements were made in advance with the contestant coordinator. It was also noted that a chapter can also request to sing first so they can see all the other contestants. This does not imply that all requests will be granted. If multiple choruses requested to go first, a lottery would determine the order of the early competitors. ***Note this policy was moved to the C&J portfolio by vote of BOD on 4 April 2012.***

Approval Date: HOD May 2006

Implementation Date: HOD May 2006

Rescission/modification Date: 04/26/13-Title Format

Title: VP C&J: 2011 Deadline For Entry To District Contests For Quartets And Choruses

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

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

Implementation Date: Spring 2012 Contest

Rescission/modification Date: 04/26/13-Title Format

Title: VP C&J: 2011 New System for Ranking Choruses

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

Eliminate the current plateaus for ranking choruses

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

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

Use the following system for determining chorus ratings:

C- = 41.0 - 49.9

C = 50.0 - 54.9

C+ = 55.0 - 60.9

B- = 61.0 - 66.9

B = 67.0 - 74.9

B+ = 75.0 - 80.9

A- = 81.0 - 85.9

A = 86.0 - 91.9

A+ = 92.0 and up

* The Most Improved Chorus Award will be awarded to the chorus with the greatest increase in total points compared to the most recent contest score of at least one year prior.

For example, during the spring contest, the comparison would be

a) To the previous Spring convention contest score or

b) If the chorus did not compete the previous Spring, to the most recent Fall or Spring

SUNSHINE DISTRICT



A District of the Barbershop Harmony Society

contest score prior to the previous Spring.

Reasoning:

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

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

From a District perspective, we also hope that more choruses will attend our conventions to retain and hopefully improve their scoring level thus increasing the number of choruses at our conventions. Secondly, the members of our District will understand that choruses are coming to District Conventions to achieve an increase in their rating.

Recognizing singing improvement throughout our District should be something we can all get behind.

Approval Date: September 3 and September 23, 2011

Implementation Date: Spring 2012

Rescission/modification Date: 04/26/13-Title Format

Title: VP C&J: 2012 Determining Number of Quartets in Finals

Policy: The number of quartets in the quartet contest finals will consist of ten quartets plus any quartet that would be able to make the minimum qualifying score. This policy is enacted to bring in line with the Society.

Approval Date: 3/21/2012 (via email vote)

Implementation Date: 3/21/2012

Rescission/modification Date: 04/26/13-Title Format

Title: VP C&J 2014: VP C&J Succession Planning

Policy: It is the policy of the Sunshine District that training and succession planning for the various board positions be the responsibility of the incumbent.

Approval Date: 2 May 2014

Implementation Date: May 2014

Modification Date:

SUNSHINE DISTRICT



A District of the Barbershop Harmony Society

Title: VP C&J 2014: VP C&J Reimbursement of Travel Expenses For Candidate Judges

Policy: It is the policy that the Sunshine District will reimburse Candidate judges for Candidate school the same as they reimburse certified judges for Category school. Sunshine District will pay the tuition for each candidate to Candidate School at the double occupancy rate. If the candidate wishes a single room, the candidate will have to pay the difference.

Sunshine District will decide on a case by case basis any requests by a candidate judge for reimbursement of travel expenses to candidate school.

In addition, SUN will give practicing judges, (including candidate judges), free registrations to conventions. They will be included in the Saturday luncheon and Saturday dinner at District expense. This will be up to a limit of a total of 6 practicing judges. More than two judges per category is up to the discretion of the DRCJ knowing the limitations of the judging and coaching areas we are using.

This procedure will be the responsibility of the VP C&J.

Approval Date: August 3, 2014 BOD Meeting

Implementation Date: August 3, 2014

Rescission/modification Date:

Title: VP C&J 2015: VP C&J: Ensuring Chorus Eligibility to Compete

Policy: It is the policy of the Sunshine District that the VP C&J and the District Secretary implement and maintain a procedure to review the chapter's compliance with Society administrative requirements. These requirements include:

- The chapter is current in registering with the State of Florida as a not-for-profit entity and has annotated that condition in eBiz
- The chapter has filed a current tax return (990-X) and has annotated that condition in eBiz
- Entered all chapter officers/leaders on the chapter section in eBiz
- The chapter has performed a financial review in accordance with the Chapter Treasurers manual and has annotated that condition in eBiz
- Registered and paid dues for approval to solicit funds from the public.

The procedure would include:

- When the District VP for C&J receives a C90 from a chapter, he will notify the Secretary of the chapter.

SUNSHINE DISTRICT



A District of the Barbershop Harmony Society

- The Secretary will screen available Society, State, and Federal data bases to ascertain the chapter's compliance with the requirements.
- The Secretary will then notify the VP C&J and the chapter President of the chapter's eligibility or need to improve certain areas.

If delinquent, the chapter will be encouraged to complete the requirements before participation in the competition.

Approval Date: August 2, 2015

Implementation Date: Sept 2015

Modification Date:

Title: VP C&J 2017: VP C&J: Sunshine District Gene Cokeroff Most Improved Quartet Award

Policy: It is the policy of the Sunshine District that a Most Improved Quartet Award be created with the following criteria:

The Sunshine District Gene Cokeroff Most Improved Quartet Award shall be awarded to the SUN District Quartet with the greatest increase in total points when compared to their most recent Fall District Quartet contest score. For example: compare scores from the prior fall Contest and if the quartet did not compete that prior fall, then to the nearest fall contest where the quartet has competed within the past three years. No quartet may qualify for the Most Improved Quartet award that has changed more than one member since they last competed in a Fall District contest. The award shall be based on the total score for two rounds. For the purposes of calculating a quartet total score for those quartets not advancing to the 2nd round in either their previous or current contest, their single round score will be doubled. The award will not be presented in any year where no quartet shows an improvement from the previous year.

The Most Improved Quartet Award will consist of a traveling trophy and ribbons indicating "Most Improved." This award is given in hopes of encouraging quartets to stay together and continue to take steps to improve.

This award shall be known as the "Gene Cokeroff Most Improved Quartet Award" in honor of Gene Cokeroff, the tenor of the **Suntones**, the Sunshine District Quartet champion of 1959 and winner of the Gold Medal at the Barbershop Harmony Society 1961 International Convention. Gene coached numerous high school and college quartets in the Miami-Dade County, Florida area and served as a clinician in many of the Youth Music festivals held throughout the state of Florida. Gene served on the Board of Directors of the Association of International Champions and as Chairman of the Barbershop Harmony Society's Young Men in

SUNSHINE DISTRICT



A District of the Barbershop Harmony Society

Harmony Committee. He served as music director of The Miamians, the chorus of the Miami chapter of the Barbershop Harmony Society where he directed them to several District Championships as well as qualifying for and competing at three International Competitions. In 1966, Gene was inducted into the Sunshine District Hall of Fame and in July 2009, he was inducted into the Barbershop Harmony Society Hall of Fame.

Approval Date: March 10, 2017

Implementation Date: Fall 2017

Modification Date:

3. RESCINDED POLICIES-VP CONTEST & JUDGING

Title: Deadline For Entry To District Contests For Quartets And Choruses (Rescinded)

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

Approval Date: BOD 01/07/11

Implementation Date: BOD 01/07/11

Rescission/modification Date: October 11, 2011

Title: Plateau Designations 1996 (Rescinded)

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

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

Approval Date: BOD 08/1996

Implementation Date: BOD 08/1996

Rescission/modification Date: September 23, 2011

Title: Inclusion in Plateau 1999 (Rescinded)

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

Approval Date: BOD 01/1999

Implementation Date: BOD 01/1999

SUNSHINE DISTRICT



A District of the Barbershop Harmony Society

Rescission/modification Date: September 23, 2011

Title: Determining Number of Quartets in Finals 2004 (Rescinded)

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

Approval Date: BOD 10/2004

Implementation Date: BOD 10/2004

Rescission/modification Date: 04/13/2012

SUNSHINE DISTRICT



A District of the Barbershop Harmony Society

L.VP COMMUNICATIONS & INFORMATION TECHNOLOGY (Formerly VP Marketing and Public Relations: New Job Description/Title approved Board Meeting January 23, 2015)

- Be intimately familiar with responsibilities of District Marketing and Public Relations Officers as outlined in the Society Operations Manual
- Ensures that the district, its chapters, and quartets have the marketing, image and awareness-building tools to take advantage of their unique assets, and are using them to increase market penetration by matching their unique assets to community needs.
- Provides programs and materials to enhance public awareness of barbershopping and the value of music education for personal enrichment.
- Provides support and leadership to the Information Technology components of the Sunshine District to include, but not limited to, the District Webmaster (administrator and designer of the District web site), the Sunshinenet, the BHS eBiz email list for the District, Constant Contact, Social Media. and the District On-Line Services (DOLS) Committee,
- Provides leadership and support to the Editor of the Sunburst, Sunburst the District news publication
- Effectively communicates and promotes District activities through regularly distributed district bulletins and encouraging development of informative Chapter bulletins.
- Read, understand and annually sign the Sunshine District Conflict of Interest Policy.
- Reviews all printed materials that reflect the name of the district on them, to include, but not limited to, the District Bulletin, stationery, and business cards.

1. POLICIES-VP MARKETING & PUBLIC RELATIONS

Title: VP M&PR: 1997 Responsibility for Home Page Content on Internet

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

Approval Date: BOD 04/1997

Implementation Date: BOD 04/1997

Rescission/modification Date: 04/26/13-Title Format

Title: VP M&PR: 1998 Purpose and Intent of District Web Site

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

SUNSHINE DISTRICT



A District of the Barbershop Harmony Society

Approval Date: BOD 11/1998

Implementation Date: BOD 11/1998

Rescission/modification Date: 04/26/13-Title Format

Title: VP M&PR: 2005 Competitors Prohibition from Selling Products at Conventions

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

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

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

Rescission/modification Date: 04/26/13-Title Format

Title: VP M&PR: 2007 Funding for New Sunshine Web Conversion

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

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

Approval Date: 2 BOD 10/2007

Implementation Date: 2 BOD 10/2007

Rescission/modification Date: 04/26/13-Title Format

Title: VP M&PR: 2008 Suggestions for Proposed Changes to the District Website (2013 Mod)

Policy: It is the policy of the Sunshine District to maintain and update a web site to provide information about and to our members. Concern has been forwarded that the District website is not being updated efficiently. **Any proposed changes to the District website should be sent to the District VP Marketing and PR and the District Webmaster.** Discussion was also made about the District establishment of PayPal. PayPal will be an option of payment for Spring convention 2008. BOD/DOT March 2 2008

Approval Date: BOD/DOT Marc 2, 2008

Implementation Date: BOD/DOT Marc 2, 2008

Rescission/modification Date: 04/26/13-Title Format

Modification Date: 31 August 2013

M/S/P Upon motion by Dave Kannberg and seconded by Chad Bennett. Under Title: VP M&PR 2008: Suggestions for Proposed Changes to the District Website the Policy wording in sentence #2, which begins, "Keith Hopkins..." should be changed to remove names within the policy. The sentence should read, "Any proposed changes to the District website should be sent to the District VP Marketing and PR and the District Webmaster."

SUNSHINE DISTRICT



A District of the Barbershop Harmony Society

Title: VP M&PR: 2012 Discontinuation of Mailed Sunburst

Policy: In an effort to reduce district expenses, it is the policy of the Sunshine District to discontinue publishing and mailing a paper copy of the Sunshine District “Sunburst”. The Sunburst will be available on the district web site as a downloadable file. The last paper issue will be the October/November/December 2012 issue. Members shall be notified of the change in distribution through that last issue and through notification via “Sunshinenet”.

Approval Date: BOD 1 September 2012 Labor Day Jamboree

Implementation Date: 1 September 2012

Rescission/modification date: 04/26/13-Title Format

Title: VP M&PR: 2013 Listing Quartets on the District Web Page

Policy: It is the policy of the Sunshine District to not promote quartets that are not registered and current. Only registered and active quartets will be listed on the Sunshine District web page under the “FIND QUARTET” listing.

Approval Date: BOD 31 Aug 2013

Implementation Date: 31 Aug 2013

Rescission/modification Date:

Title: VP Marketing and Public Relations 2014: Succession Planning

Policy: It is the policy of the Sunshine District that training and succession planning for the various board positions be the responsibility of the incumbent.

Approval Date: 2 May 2014

Implementation Date: May 2014

Modification Date:

2. RESCINDED POLICIES-VP MARKETING & PUBLIC RELATIONS

Title: Discontinue Paperback Copy of Sunshine Directory 2002

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

Approval Date: BOD meeting 04/2002

Implementation Date: BOD Meeting 04/02

Rescission/modification Date: BOD Jan 2007

Title: Subscription Plan for Sunburst 2004 (Rescinded)

SUNSHINE DISTRICT



A District of the Barbershop Harmony Society

Policy: The District will offer a subscription plan for persons wanting a hard copy of the Sunburst.

The plan is to offer a hard copy for \$20.00 per year provided we get a minimum of 135 subscribers for bulk mailings, 100 for first class. Copy will be black and white.

Approval Date: BOD 10/2004

Implementation Date: BOD 10/2004

Rescission/modification Date: BOD Jan 2007

Title: VP M&PR: 2004 Bulletin Editor of the Year (BETY) Award Procedure (Rescinded)

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

The Editor of the Sunburst shall:

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

For Monthly Bulletins:

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

Weekly Bulletins:

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

Judging

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

There are 2,000 possible points in the contest.

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

SUNSHINE DISTRICT



A District of the Barbershop Harmony Society

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

Approval Date: BOD 10/2004

Implementation Date: BOD 10/2004

Rescission/modification Date: 04/26/13-Title Format

M/S/P Upon motion by Keith Hopkins and second by Harold Nantz: the Society Bulletin Editor of the Year (BETY) is no longer active at the District level . Those Chapter Bulletin Editors interested in pursuing evaluation of Chapter Bulletins will have the opportunity through the Barbershop Harmony Society PROBE program. Therefore, this program and section is to be removed from the Governance Manual.

Rescinded: 31 August 2013 (LDJ Board Meeting)

M.VP CHORUS DIRECTOR DEVELOPMENT

1. RESPONSIBILITIES:

- Be intimately familiar with responsibilities as outlined in the Society Operations Manual
- Ensure appropriate communications with Directors/Assistant Directors
- Communicate with the Directors/Assistant Directors regularly via email
- Publish an article tailored to CDD activities and opportunities in the Sunburst every other month
- Manage appropriate content on the District website (ie: chorus director resource sector)
- Be available for direct communications with and from Directors and Assistant Directors
- Coordinate and manage the process for recommending Directors College scholarships to ensure the District always utilizes our maximum number of awards.
- Solicit potential first-time Directors and manage a waiting list for upcoming awards
- Solicit first-time Assistant Directors and/or Directors interest in returning for repeat attendance and manage a waiting list for upcoming awards
- Communicate with Directors and Assistant Directors on the waiting list to ensure their continued interest and/or availability for upcoming slots
- Director Certification
 - 1) Solicit Directors and Assistant Directors to enlist in the program
 - 2) Encourage enrolled members to work toward certification
- CDWI

SUNSHINE DISTRICT



A District of the Barbershop Harmony Society

- 1) Promotes, administers and recruits participants for the Chorus Directors' Workshop Intensive (CDWI), Chorus Director Workshop Intensive II (CDWI II), Next Level and Director of the Future (DoF) programs in the district
- 2) Communicates, promotes, and coordinates all functions of chorus director recruitment and development in the district, including promotion of the program and its materials to non-Society musicians in the district.
- 3) Determine the targeted number of workshops per year
- 4) Locate a venue/host chapter and primary organizer for each workshop
- 5) Personally, recruit Directors to participate
- CDWI II
 - 1) Determine the targeted number of workshops per year
 - 2) Locate a venue/host chapter and primary organizer for each workshop
 - 3) Personally, recruit Directors to participate (note: CDWI is a requirement for eligibility for CDWI II)
- Director of the Future (DoF)
 - 1) Determine the targeted number of workshops per year
 - 2) Locate a venue/host chapter and primary organizer for each workshop
 - 3) Recruit members to participate
- Director of Distinction (created August 3, 2014) See Policy below
- Required Skills/Preferred Experience
 - 1) Experience and Training as Chorus Director
 - 2) Excellent Interpersonal Skills
 - 3) Availability for board meetings and ability travel
 - 4) Basic Computer Skills
- Reports to: Executive Vice President
- Read, understand and annually sign the Sunshine District Conflict of Interest Policy.
- Responsible for succession planning and training for future District VP Chorus Director Development

2. POLICIES-VP CHORUS DIRECTOR DEVELOPMENT

Title: VP CDD: 2008 Fee for Attendees at CDWI Events

Policy: It is the policy of the Sunshine District to charge a fee for attendees at CDWI Workshops. Ron Bower requested guidance in the funding of the Chorus Director Workshop Intensive (CDWI) events. Shannon Elswick reported that Chorus Director Development (CDD) had never broken even. The board has always looked at the \$500 budget for CDWI or CDD as being a

SUNSHINE DISTRICT



A District of the Barbershop Harmony Society

deficit. Ron proposed a \$100 fee for directors signing up for future CDWI's. The BOD found \$100 a fair cost.

Approval Date: BOD/DOT Marc 2, 2008

Implementation Date: BOD/DOT Marc 2, 2008

Rescission/modification Date: 04/26/13-Title Format

Title: VP CDD 2014: VP CDD Succession Planning

Policy: It is the policy of the Sunshine District that training and succession planning for the various board positions be the responsibility of the incumbent.

Approval Date: 2 May 2014

Implementation Date: May 2014

Modification Date:

Title: VP CDD 2014: VP CDD Director of Distinction Award

Policy: It is the policy of the Sunshine District may award a Director of Distinction Award annually to a deserving past or present front-line director of the Sunshine District.

The Sunshine District may award a Director of Distinction Award, annually. Current and former front-line directors of Sunshine District choruses will be eligible for the award. The Award will be based on the nominee's service, accomplishments, and tenure as a chorus director in the Sunshine District. Each nominee will be scored based on their accomplishments according the official application, plus additional subjective points awarded based on a written nomination by the nominee's sponsor, similar to the Sunshine District BOTY nomination process. The applications will be scored and a winner selected by a committee consisting of the District VP - CDD, and past two available Director of Distinction Awardees.

Procedure:

Nominations may be made by any Sunshine District Member.

Nomination forms will be made public and sent to each Chapter President each December accepted each January, and the winner will be announced and awarded at the Spring Convention.

All nominees will be recognized at the award ceremony.

The Director of Distinction Award winner's name will be added to a perpetual award plaque, and will also receive a plaque to keep.

Attachments: Sample nomination form; Sample nomination cover letter.

COVER LETTER:

SUNSHINE DISTRICT



A District of the Barbershop Harmony Society

SUNSHINE DISTRICT DIRECTOR OF EXCELLENCE

Nomination Instructions PLEASE READ AND FOLLOW!!

Please submit a nominee for the 20xx Sunshine District Director of Excellence award. This award is intended to recognize and honor Chorus Directors, current or past, who have gone above and beyond in service and musical achievements while directing in the Sunshine District.

The nominee can be an active or inactive, current or former front-line director. The categories covered for evaluation include tenure, chapter involvement & successes, district involvement & successes, international involvement & successes, educational involvement & successes, youth involvement & successes and general musical contributions. Past recipients of the award are not eligible again.

Nominees will be submitted using the official nomination form. Nominations will include the specifics of the nominee's accomplishments, including the categories listed above, and an essay where you can tell the committee why you feel the nominee deserves the honor of being named a Director of Distinction.

All nominees will be recognized during the award ceremony.

Special notes about scoring:

*Scoring for this award is based on the nominee's contributions, work and accomplishments while a chorus director in the Sunshine District. Please focus objective scoring comments on Sunshine District history only. Feel free to include accomplishments and history outside the Sunshine District in your nomination letter supporting your nominee's application.

Note: Please be as accurate as possible with all submitted information. Inaccurate information could lead to extended efforts verifying your information and could possibly result in someone most deserving not receiving their due recognition.

Thank you for your nomination and support of SUN's hard working chorus directors!

SUNSHINE DISTRICT



A District of the Barbershop Harmony Society

Approval Date: BOD/DOT August 3, 2014

Implementation Date: BOD/DOT August 3, 2014

Rescission/modification Date:

3. RESCINDED POLICIES-VP CHORUS VP DEVELOPMENT

N.VP YOUTH IN HARMONY

1. RESPONSIBILITIES:

- Be intimately familiar with responsibilities as outlined in the Society Operations Manual
- Communicates with local music educators and developing student participation in college and high school quartet contests.
- Provides guidance for district and chapter supported youth activities within the district that will improve and expand the musical knowledge and performance abilities of the high school and college youth.
- Ensure applicable members who interface with youth have completed Prevention of Sexual Molestation Training. (see policy below)
- Read, understand and annually sign the Sunshine District Conflict of Interest Policy.
- Responsible for succession planning and training for future District VP Youth in Harmony

2. POLICIES-VP YOUTH IN HARMONY

Title: VP YIH: 2001 Approval of Participating YMIH Quartets

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

Approval Date: BOD 03/2001

Implementation Date: BOD 03/2001

Rescission/modification Date: 04/26/13-Title Format

Title: VP YIH: 2006 Harmony Explosion-Restoring Youth Festival Fund

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

Approval Date: BOD January 2006

Implementation Date: BOD January 2006

Rescission/modification Date: 04/26/13-Title Format

SUNSHINE DISTRICT



A District of the Barbershop Harmony Society

Title: VP YIH: 2006 Separate Accounting for Harmony Explosion

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

Approval Date: HOD May 2006

Implementation Date: HOD May 2006

Rescission/modification Date: 04/26/13-Title Format

Title: VP YIH 2014: VP YIH Succession Planning

Policy: It is the policy of the Sunshine District that training and succession planning for the various board positions be the responsibility of the incumbent.

Approval Date: 2 May 2014

Implementation Date: May 2014

Modification Date:

Title: VP YIH 2015: Required Sexual Molestation Prevention Training

Policy: It is the policy of the Sunshine District to adopt the Society procedures and training regarding sexual molestation awareness, prevention and protection. All Sunshine District members who regularly interact with youth are required to complete the Society mandated training as set forth in the procedures noted below. These procedures will become an integral part of the Sunshine District Governance Manual. The VP for Youth in Harmony-Outreach will be responsible to ensure the training requirements are current with the Society. These procedures are effective as of the approval and implementation date noted at the end of the policy

Sexual Molestation Prevention Training

This training is required for all BHS and SAI volunteers who participate in Harmony Explosion Camps, Youth Harmony Workshops or similar events that are covered by BHS insurance. General chorus members do not need to take the training if they simply attend chorus meetings when youth are present. If a chorus holds an event where direct youth supervision occurs then taking the training may be appropriate, especially if the event is being covered by BHS insurance. BHS quartets or members visiting schools to make presentations would not need to take this training. The training is only good for one year. As currently presented, each year the training will need to be repeated. Contact Arne Helbig if there are any questions regarding this matter.

SUNSHINE DISTRICT



A District of the Barbershop Harmony Society

Below are the instructions for taking the training:

“Project Coordinators:

Please send an excel sheet with each staff member's first name, last name, and email address. Also, designate who has taken the training previously and who is new.

*****ONLY SEND ONE DOCUMENT WITH ALL NAMES*****

This will be uploaded to in2vate. Each person on that list will now automatically have an account created for them and training assigned. Each person will also receive an email with their username (which is their email address) and a generated password they can change once they log into their account.

We will still use the Google document [Status List of YPT Assignments](#) to show the status of each person's training.

*This will now be updating this EACH MORNING (exception of the weekend)
Should you have any questions about the revised process you may contact:*

Joe Cerutti jcerutti@barbershop.org

Ashley Torroll atorroll@barbershop.org

*****Step-by-Step Instructions below*****

Steps for Completing the YPT Requirement

1. Search each of your staff with the National Sex Offender Registry at: www.nsopw.gov
2. Check to see if any of your staff has already taken the YPT on the [Status List of YPT Assignments](#)
3. Create a spreadsheet and add staff members who need to take the training with these column titles (please mark who is new or returning):
First Name
Last Name
Email Address
New
Returning
4. Email the file to Ashley Torroll atorroll@barbershop.org
5. Accounts and Training will be assigned.

SUNSHINE DISTRICT



A District of the Barbershop Harmony Society

6. Check the [Status List of YPT Assignments](#) to see if your staff has completed the training within a year prior to the event.

Following your event, you will be required to send a list of trained staff in your reporting”

Approval Date: BOD APRIL 10, 2015

Implementation Date: APRIL 10, 2015

Rescission/modification Date:

3. RESCINDED POLICIES-VP YOUTH IN HARMONY

Title: VP YIH 2014: Required Sexual Molestation Prevention Training (Rescinded)

Policy: It is the policy of the Sunshine District to adopt the Society procedures and training regarding sexual molestation awareness, prevention and protection. All Sunshine District members who regularly interact with youth are required to complete the Society mandated training as set forth in the procedures noted below. These procedures will become an integral part of the Sunshine District Governance Manual. The VP for Youth in Harmony-Outreach will be responsible to ensure the training requirements are current with the Society. These procedures are effective as of the approval and implementation date noted at the end of the policy

Sexual Molestation Prevention Training

This training is required for all BHS and SAI volunteers who participate in Harmony Explosion Camps, Youth Harmony Workshops or similar events that are covered by BHS insurance. General chorus members do not need to take the training if they simply attend chorus meetings when youth are present. If a chorus holds an event where direct youth supervision occurs then taking the training may be appropriate, especially if the event is being covered by BHS insurance. BHS quartets or members visiting schools to make presentations would not need to take this training. The training is only good for one year. As currently presented, each year the training will need to be repeated. Contact Arne Helbig if there are any questions regarding this matter.

Below are the instructions for taking the training:

The Event Coordinator gathers the names of all volunteers who need to take the training. The coordinator searches the Florida Sexual Offenders and Predators website, <https://offender.fdle.state.fl.us> or the National Sex Offender website www.nsopw.gov to make sure none of the volunteers have any sexual offenses listed.

The coordinator then sends the instructions shown below to the volunteers.

The volunteer sets up their own account with the insurance company.

SUNSHINE DISTRICT



A District of the Barbershop Harmony Society

The insurance company will notify Ashley Torroll at BHS headquarters that the account has been set up.

Ashley will add the volunteer's name to a spreadsheet that the coordinator will need to review for compliance prior to the event.

Ashley will send the volunteer a link to take the training that consists of watching a 32 minute video and taking a 14 question test. The test is easy to pass.

The volunteer should not be allowed to participate in the event until the coordinator verifies the training was taken as shown on the spreadsheet. Here is the link to the spreadsheet: [Status List of SMPT Assignments](#)

Instruction for creating a New Account

.Go to: www.in2vate.com/philadelphia

.If you have already created an account you may login with your email and password you chose.

.On the left hand side select the link 'Click here to sign up for an account'

.You will then be asked to enter your policy number or access code:

.Access Code: 637E707B6E

.You will then be asked 'Are you with S.P.E.B.S.Q.S.A., Inc.?'

.Select 'Yes'

.You will then see a privacy statement.

.Select 'Continue'

.You will now create a user account. You must enter:

.First Name

.Last Name

.Email

.Please do not select 'No Email?' A few have submitted 'no email' in prior requests and there is an alternate procedure we take in those instances.

Please contact Joe Cerutti jcerutti@barbershop.org or Ashley Torroll atorroll@barbershop.org for more information.

.Password

.Once you submit your request for a user profile, you will then be asked to select your user profile.

.Select 'A - Employee'

.You are then asked which state you are employed.

.Regardless of which state you live in select 'other'

.You are then given a copy of your account information. Please save for future use.

SUNSHINE DISTRICT



A District of the Barbershop Harmony Society

Approval Date: 3 August 2014 BOD meeting

Implementation Date: 3 August 2014

Modification Date:

Recession/Modification Date: April 10, 2015

SUNSHINE DISTRICT



A District of the Barbershop Harmony Society

O.VP MEMBERSHIP DEVELOPMENT

1. RESPONSIBILITIES:

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

2. POLICIES-VP MEMBERSHIP DEVELOPMENT

Title: VP MD: 2015 District Recognition of 50 Year Members

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

- Special framed certificate signed by the District President
- Waiver of annual district dues
- Registration fees for district sponsored events commensurate with Student fees prices (see modification below)
- 50 Year member badges with special stickers
- Seating directly behind President's Club members

Approval Date: HOD 05/1999

Implementation Date: HOD 05/1999

Rescission/modification Date: 04/26/13-Title Format

Modification Date: April 10 2015 BOD

SUNSHINE DISTRICT



A District of the Barbershop Harmony Society

This policy modification was passed at the April 10 2015 BOD meeting and states:

- Senior members of the Sunshine District and spouse/ significant other/one guest (1) will be afforded convention registrations at one-half the current charge.

Title: VP MD: 2002 Startup Money for New Licensed Chapters

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

Approval Date: BOD 08/2002

Implementation Date: BOD 08/2002

Rescission/modification Date: 04/26/13-Title Format

Title: VP MD 2014: VP MD Succession Planning

Policy: It is the policy of the Sunshine District that training and succession planning for the various board positions be the responsibility of the incumbent.

Approval Date: 2 May 2014

Implementation Date: May 2014

Modification Date:

Title: VP MD 2016: VP MD District Recognition of 50 Year Members

Policy: It is the policy of the Sunshine District that 50-year recognition and district awards be presented at the Chapter Level and not at the convention.

Approval Date: Jan 15, 2016

Implementation Date: Jan 15, 2016

Modification Date:

3. RESCINDED POLICIES-VP MEMBERSHIP DEVELOPMENT

Title: VP MD: 1999 District Recognition of 50 Year Members

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

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

Approval Date: HOD 05/1999

Implementation Date: HOD 05/1999

Rescission/modification Date: 04/26/13-Title Format

Replaced BOD meeting 23 Jan 2015

SUNSHINE DISTRICT



A District of the Barbershop Harmony Society

SUNSHINE DISTRICT



A District of the Barbershop Harmony Society

P.DISTRICT BOARD MEMBERS-AT-LARGE (BMAL)

1. RESPONSIBILITIES:

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

1. POLICIES- DISTRICT BOARD MEMBERS-AT-LARGE (BMAL)

Title: BMAL: 2011 Sunshine District Board Member Orientation

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

Approval Date: September 3, 2011

Implementation Date: September 3, 2011

Rescission/modification Date: 04/26/13-Title Format

SUNSHINE DISTRICT



A District of the Barbershop Harmony Society

Board Officer Orientation

SUNSHINE DISTRICT OFFICER ORIENTATION-1/20/11

1. Sunshine District Management Team for 2011 - See Attachment #1
2. Sunshine District Operations Team for 2011 – See Attachment #
3. Sunshine District Governance Manual – See Attachment #3
4. Sunshine District Meetings – 2011 – See Attachment #5
5. BHS Address/Phone Number:
Barbershop Harmony Society
110 - 7th Avenue North
Nashville, TN 37203-3704
Phone: 800-876-7464 (SING) or 615-823-3993
Fax: 615-313-7615
6. BHS Staff - See Attachment #4
7. Meeting Dress Code: all meetings business casual unless otherwise specified.
8. General rules about communications
 - a. Assume good intentions on the part of someone with whom you are communicating.
 - b. Assume they are trying to be helpful.
 - c. Email is not a substitution for face-to-face communication or calling someone on the phone. In general, touchy issues or complaints should be handled by telephone or in person, not in an email.
 - d. Sending an email does not mean you have communicated with someone. Good communication occurs only when the intended message was received and understood by the party for whom it was meant. Email is a blunt instrument. If you want to make sure something is very clear, make a phone call.
9. Email etiquette
 - a. Email lacks nuance and body language and inflection. Before you send an email, and especially if you are upset, re-read what you have written to ensure that it says what you want to say in a diplomatic and respectful tone. Better yet, have someone else read it and get their reaction to your tone. Sometimes it's advisable to wait a day to send it, and review it again before sending. You can make more pointed comments by telephone, if necessary, but do not include them in your email.

SUNSHINE DISTRICT



A District of the Barbershop Harmony Society

- b. Be very careful about your audience: write your email with your audience in mind, and do not send your email to folks who do not need to see it. Many times you can respond to the author and not include those who had been copied on the original. Do not send “me, too” posts that merely echo what someone else has said.
- c. “Reply all” is often not appropriate. Make judicious decisions. Be aware of who is going to get the post if you reply to all, and make sure your wording is respectful to all recipients.
- d. Try to cut down on multiple emails to the same individual: if you use “reply all” and notice that someone is listed twice in the “copy” listing, remove the extra email address.
- e. From time to time you will get a post indicating that a particular staff member or committee chair or other Barbershopper is deserving of our praise; do not send a copy of your congratulatory post to every recipient of the email.
- f. Consider if email is the right choice. Maybe a telephone call is better.
- g. You should not forward another person’s email to a third party without his permission unless it is obviously innocuous. Most of us pay attention to the audience for our emails, and we express ourselves with that audience in mind. You can create a lot of heartburn if you send along an email to a different party that was not included in the audience that the original author had in mind.
- h. Be especially careful when sending a post to a staff member or one about a staff member to another party. Be sure that your post is respectful and polite, and that it does not denigrate the staff member. Remember: if you have serious complaints to impart, pick up the telephone rather than put it in an email.

Attachment #1

Attachment #1

SUNSHINE DISTRICT BOARD

1/1/13

John Spang 537 SE 19 th Street Ocala, FL 34471 barbershoppebass@yahoo.com	(Ann)	District President 352-812-5862 (C); 352-620-8484 (W)
Nick Schwob 4713 Goldfinch Zephyrhills, FL 33541 nickschwob@tampabay.rr.com	(Barbara)	District Executive Vice-President 813-862-3565 (H); 813-997-3588 (C)
Keith Hopkins 2550 Highlands Vue Pkwy. Lakeland, FL 33812 Keith.hopkins@fourpart.org	(Pat Nugent)	District Immediate Past President 863-644-3172 (H); 863-258-0184 (C)
Dan Brinkmann	(Barbara)	District Secretary

SUNSHINE DISTRICT



A District of the Barbershop Harmony Society

4399 Wood Haven Drive
Melbourne, FL 32935
brinktenor@aol.com

321-259-7953 (H); 321-544-1195 (C)

Dave Kannberg (Louisa)
13948 Sheffield Court
Wellington, FL 33414
daveatcs@att.net

District Treasurer

561-753-0760 (H); 561-301-6901 (C)

Dick Shaw (Nancy)
35 Vagabond Lane
Winter Haven, FL 33881
Rshaw2@tampabay.rr.com

VP of Financial Development

863-875-4077 (H); 863-258-9233 (C)

Bob Brutsman (Ellen)
14116 Hickory Marsh Lane
Fort Myers, FL 33912
robertbrutsman@comcast.net

Board Member at Large

239-561-5881 (H); 612-865-7371 (C)

Amos Velez (Carter)
1126 Priory Circle
Winter Garden, FL 34787
amosvelez@gmail.com

Board Member at Large

561-255-1144 (C)

John McGoff
P.O. Box 1991
Bellevue, FL 34421
mcgofftenor@centurylink.net

VP of CSLT

352-307-7332 (H); 352-470-6230 (C)

Dave Jacobs (Cassie)
2432 NW 49th Avenue
Gainesville, FL 32605
g8r10r@gmail.com

VP of Chorus Director Development

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

Dan Kannberg (Louisa)
13948 Sheffield Court
Wellington, FL 33414
daveatcs@att.net

Acting VP of Contest and Judging

561-753-0760 (H); 561-301-6901 (C)

Chad Bennett (Kristi)
2001 Rafton Road
Apopka, FL 32703
zdapperdan@yahoo.com

VP of Events

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

Jim Woods (Karen)
609 Madrid Ave.
Venice, FL 34285
jrwoods3@hotmail.com

VP of Marketing and Public Relations

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

Bart Van de Mark (Gail Williamson)
2288 SE Shelter Drive
Port Saint Lucie, FL 34952
roadwarriorbyd@gmail.com

VP of Membership Development

772-349-0149 (H)

Harold Nantz (Judy)
1421 Hendren Drive
Melbourne, FL 32935
hnantz@cfl.rr.com

VP of Music and Performance

321-253-5635 (H); 321-446-6886 ©

Arne Helbig (Denise)
4610 Grainary Avenue
Tampa, FL 33624
chbgh@allstate.com

VP of Youth In Harmony

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

SUNSHINE DISTRICT



A District of the Barbershop Harmony Society

Attachment #3

A copy of the Sunshine District Governance Manual

Attachment #4

Barbershop Harmony Society Staff

Barbershop Harmony Society Staff

Executive Director	Marty Monson	mmonson@barbershop.org
Executive Assistant	Patty Leveille (x2630)	pleveille@barbershop.org
Director of Operations	Rick Spencer (x4123)	rspencer@barbershop.org
Music Staff	Mike O'Neill (x4126)	moneill@barbershop.org
Music Staff	Adam Scott (x4125)	ascot@barbershop.org
Director of finance	Heather Verble (x4133)	hverble@barbershop.org
Director of Events	Dusty Schleier (x4116)	dschleier@barbershop.org
Mgr. Member Services	Caki Watson (x4137)	cwatson@barbershop.org

Attachment #5

SUNSHINE DISTRICT BOD/HOD MEETINGS - 2011

1/20/11

LEADAC – January 4, Ocala, time - Evening

Spring Convention – Friday, April 26, Orlando Airport Marriott, time – 11 AM

LDJ – Saturday, August 31, Orlando Airport Marriott, time – 9 AM

Fall Conventions – Friday, October 11, Orlando Airport Marriott, time – 9 AM

Title: BMAL 2014: BMAL Succession Planning

Policy: It is the policy of the Sunshine District that training and succession planning for the various board positions be the responsibility of the incumbent.

Approval Date: 2 May 2014

Implementation Date: May 2014

Modification Date:

2. RESCINDED POLICIES-DISTRICT BOARD MEMBERS-AT-LARGE (BMAL)

SUNSHINE DISTRICT



A District of the Barbershop Harmony Society

Q. AFFILIATES AND COMMITTEES: RESPONSIBILITIES AND POLICIES

A. SUNSHINE DISTRICT ASSOCIATION OF QUARTET CHAMPIONS (SDAQC)

1. CHARTER: SEPTEMBER 3, 2011 (LDJ BOD)

The Sunshine District adopts the Sunshine District Association of Quartet Champions, (S.D.A.Q.C.), (which membership comprises the members of all the past and current Sunshine District Champion Quartets, as selected annually at Sunshine District Contests) as an affiliated association. Said Association is a self-governing independent body, with its own sources of fund raising, and whose funds shall be separate from those of the Sunshine District, and whose purposes and actions it is agreed between the Sunshine District and the S.D.A.Q.C. shall be consistent with those of the District, and shall not impact on the tax or other liabilities of the District. Said affiliate Association shall make an annual report on its finances and the business conducted by said association to the Sunshine District Board, at the Board's first meeting of the calendar year.

2. POLICIES-SUNSHINE DISTRICT ASSOCIATION OF QUARTET CHAMPIONS

3. RESCINDED POLICIES- SUNSHINE DISTRICT ASSOCIATION OF QUARTET CHAMPIONS

SUNSHINE DISTRICT



A District of the Barbershop Harmony Society

B. RULES AND REGULATIONS COMMITTEE

1. RESPONSIBILITIES:

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

2. POLICIES-RULES AND REGULATIONS COMMITTEE

3. RESCINDED POLICIES-RULES AND REGULATIONS COMMITTEE

SUNSHINE DISTRICT



A District of the Barbershop Harmony Society

C. ETHICS COMMITTEE

1. RESPONSIBILITIES:

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

- Investigating and evaluating all reports received on possible violations of the Society's Code of Ethics.
- Recommending any action indicated to the District Board and/or the Society.
- Filing a report at the Fall House of Delegates meeting.

The Ethics Committee shall be a standing committee consisting of the past three surviving district presidents. The immediate past president shall chair the committee. In the event any member of the Ethics committee is a current member of the Society Board of Directors, that member shall be excused from serving on the committee and the sitting District President shall appoint another person to serve in his stead. If this person is the Ethics committee chair, the next junior surviving past president shall assume the chair.

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

- By regular mail to the Society president at the Society office;
- By certified mail, return receipt requested to the president of the chapter involved; and
- By regular mail to the appropriate district president and Society Board member."

In the above instance, the Committee shall consist of three members, two of whom shall be appointed by the Society president and one of whom shall be appointed by the president of the district involved. All appointments shall be made, and committee members notified of their appointments, within 15 days after the determination to refer the matter to the Hearing Committee; provided, however, that, if the district president fails to make an appointment within such time, the Society president shall also appoint the third member of the Hearing Committee, but such member shall be a member of a chapter in the district involved

2. POLICIES-ETHICS COMMITTEE

3. RESCINDED POLCIES-ETHICS COMMITTEE

SUNSHINE DISTRICT



A District of the Barbershop Harmony Society

D. HALL OF FAME COMMITTEE

1. RESPONSIBILITIES:

2. POLICIES-HALL OF FAME COMMITTEE

Title: Responsibilities and Roles of Hall of Fame Committee 2004

Policy: Paragraph 1 - Membership Eligibility

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

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

Paragraph 11 - Executive Committee

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

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

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

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

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

Paragraph III - Selection Process for Hall of Fame Recipients

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

3.2 The Screening Committee selects three (3) nominees from the candidates and submits them to the Selection Committee by September 1 of each year. The selection should be made by mid-

SUNSHINE DISTRICT



A District of the Barbershop Harmony Society

September to enable all plans be in place to present the new Hall of Fame member or members to the District at the chorus competition in October. A majority vote by the Selection Committee determines the Hall of Fame recipient. The Selection Committee may also vote, by majority, not to receive a new member to the Hall of Fame for a particular year. Posthumous awards may be presented at the same time.

Paragraph IV - Meetings of the Hall of Fame

4.1. Meetings of the Hall of Fame will be called by the Administrator and will, at a minimum, be held at each convention. The Administrator will work with the Recorder well in advance of each meeting in order for an agenda to be prepared and given to each member of the Hall of Fame prior to the meeting.

Rationale: Hall of Fame Manual Draft Oct 22, 2004

Approval Date:

Implementation Date:

Rescission/modification Date:

3. RESCINDED POLICIES-HALL OF FAME COMMITTEE

SUNSHINE DISTRICT



A District of the Barbershop Harmony Society

E. BARBERSHOPPER OF THE YEAR (BOTY) COMMITTEE

1. RESPONSIBILITIES:

Source: BOD meeting 01/96. The “Current” BOTY will be the chairperson for the subsequent BOTY committee. The committee shall consist of the current BOTY and the last TWO (2) District BOTY recipients.

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

3

Approval Date: BOD meeting 01/96

Implementation Date: BOD meeting 01/96

Recession/modification Date; BOD 8 April 2011

SUNSHINE DISTRICT



A District of the Barbershop Harmony Society

2. POLICIES-

Title: BARBERSHOPPER OF THE YEAR PROCEDURES AND FORMS (2015)

COVER LETTER

Committee Chair
Chair 2014 BOTY Selection Committee
Address
City, Florida 33541-7187
[email](#)

Date

TO: Current Chapter Presidents and Former Sunshine District BOTY Members,
Subject: Submittal of the 201X DISTRICT BOTY Candidate Forms

Please find enclosed the **201x District Barbershopper of the Year** Candidate forms. As in the past years, all Chapter Presidents and previous District BOTY recipients are requested to submit their candidate(s) to be considered for our District's most coveted annual award. This award is given because it is related to all of those ingredients that go to make up the complete BARBERSHOPPER during a single calendar year.

Due to broader criteria, the candidates are not necessarily the same as Chapter BOTY winners.

This fact should be kept in mind whenever Chapters prepare to submit one or more candidates. This award is presented annually at our Spring Convention and overseen by a District Committee comprised of the last three Sunshine District BOTY award recipients.

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

Please return all nominations to:

Above address

City, Florida

Nominations may be emailed to: [email address](#)

Yours in Harmony,

201X Sunshine District BOTY

Encl: 2014 Sunshine District BOTY Candidate Forms

SUNSHINE DISTRICT



A District of the Barbershop Harmony Society

BARBERSHOPPER OF THE YEAR SELECTION CRITERIA AND NOMINATION FORM

The purpose of this award is to recognize one individual who has made significant contributions to the Sunshine District during the past calendar year through their long-standing dedication and unselfish devotion to the love of Barbershop Harmony. It is presented annually at the Spring Convention to give credit and recognition to that individual for his or her efforts in supporting the District.

Any Barbershopper who holds membership in and is currently active in a Sunshine District Chapter may be considered for the award. Special consideration should be given to sustained contributions to the District over a period of years, and all current involvement in barbershop activities.

Nominations may be submitted by past BOTY recipients, Chapter Presidents serving in the past calendar year, as well as all past and present Sunshine District Presidents. Submissions will be accepted during a period of time to be determined by the BOTY Committee Chairperson in the first quarter of each calendar year. The Committee consists of the past three BOTY recipients, with the second past recipient acting as Chairperson and the immediate past recipient will present the award. This Committee will review all accepted submissions and determine which nominee will receive the award at its sole discretion.

Submissions should include as much information as possible about the nominee and his or her involvement in each category listed. Please follow all instructions carefully.

MISCELLANEOUS GUIDANCE:

In general, the focus should be on service to the Sunshine District. Activities while a member of another district, or activities performed as part of an affiliate organization, bring honor to our District and should be summarized in Section Five. Committee definitions: Permanent – Identified in official documents like by-laws, Governance Manual, etc; Ad-Hoc – Established by Presidents for their specific term in office.

Please send your completed nomination form to:

Nick Schwob
4713 Goldfinch Drive
Zephyrhills, FL 33541

-OR-

Email:
nickschwob@tampabay.rr.com

SUNSHINE DISTRICT



A District of the Barbershop Harmony Society

NOMINATION FORM

Please read through the entire form before beginning. Sections one and two are focused mainly on the previous calendar year. Section three is for prior year accomplishments. Section four is for activities outside the Sunshine District, and Section five is an essay-style form. Circle all answers that apply and provide as much of the requested information as possible. Feel free to use the back of each sheet if you need more room for answers.

Nominee: _____ Chapter: _____

SECTION ONE – LEADERSHIP AND SERVICE

Previous Calendar Year Only

Chapter Board Member	y n	Office held	_____
District Board Member	y n	Office held	_____
International Board	y n	Office held	_____
HOD Delegate (Circle all that apply)		Fall	Spring

Chorus Director	y n	Paid	Voluntary
-----------------	-----	------	-----------

Bulletin Editor	y n	Chapter	District
-----------------	-----	---------	----------

Chapter Support Representative	y n	Chapter(s)	_____
Convention Chair		District	International Midwinter

Convention Team	Fall	Spring	Position(s)	_____
Committee Member	(Circle all that apply)	Permanent	Ad-Hoc	Other

Committee Name(s) and Position(s) _____

LeadAc Instructor y n Course(s) _____

Harmony U Instructor y n Course(s) _____

Chapter BOTY (previous calendar year only) Chapter(s) _____

Men of Note (previous calendar year only) _____

SUNSHINE DISTRICT



A District of the Barbershop Harmony Society

SECTION TWO – PARTICIPATION AND MUSIC

Previous Calendar Year Only

LeadAc Attendee y n Course(s) _____

Labor Day Jamboree Attendee y n **Panhandle Festival Attendee** y n

Sizzle Attendee y n **SUN District Convention Attendee** Fall Spring

Other SUN Event Attendee Event(s) _____

Currently registered quartets _____

Previous calendar year only

Quartet Competition (circle all that apply) Spring International Fall

More than one per contest y n Group(s) _____

Grapefruit League Novice Quartet Competitor y n

More than one per contest y n Group(s) _____

Chorus Competition Spring International Fall

More than one per contest y n Group(s) _____

Judge y n Category _____ Contest/District(s) _____

Judge Candidate y n Category _____ Contest/District(s) _____

Coaching (circle all that apply) Quartet Chorus Paid Voluntary

How many voluntary sessions? _____ Group(s) _____

SUNSHINE DISTRICT



A District of the Barbershop Harmony Society

SECTION THREE – PRIOR ACCOMPLISHMENTS

Achievements and Service before the previous calendar year

Chapter Board Member office(s) held with service years

District Board Member office(s) held with service years

International Board Member office(s) held with service years

LeadAc/Sizzle Instructor Year(s) and Course(s) _____

Harmony College/University Instructor Year(s) and Course(s) _____

International/Midwinter Convention Chair Year(s) _____

District Convention Chair Year(s) _____

Convention Team Year(s) and Position(s) _____

Other Committee Chair Name(s) and Year(s) _____

Previous Sunshine District BOTY Nominee Years _____

SUNSHINE DISTRICT



A District of the Barbershop Harmony Society

Previous Chapter BOTY Recipient Chapter(s) and Year(s) _____

District Quartet Championships Year(s) _____

International Quartet Competitor Year(s) _____

International Chorus Competitor Year(s) _____

Chorus Director Years of Service _____

Judge Years of Service _____

SECTION FOUR – OUT OF DISTRICT ACCOMPLISHMENTS

Please include any items of note regarding service to other Districts, affiliates, and organizations related to Barbershop Harmony, past and present. Use the back of this form if needed.

Harmony/Extreme Quartet Brigade Attendee Year(s) and Location(s) _____

AHSOW Member y n PROBE Member y n BQPA Festival Attendee y n

Other Accomplishments _____

SECTION FIVE – ESSAY

This is, perhaps, the most important part of this form. Please describe in your own words why you believe this nominee should be recognized as the new Sunshine District BOTY. Your main focus should be activities within the District during the previous calendar year, but please feel free to include relevant past history, including out-of-District accomplishments. This is your opportunity to tell the selection committee exactly why your

SUNSHINE DISTRICT



A District of the Barbershop Harmony Society

nominee deserves to be named Barbershopper of the Year. Use the back of this form or additional pages if needed.

Title: 2011 Change in Chair of BOTY

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

Responsibilities/Procedure:

- The “first past” BOTY will be the chair for the subsequent BOTY committee. The committee shall consist of the “first past” BOTY and the two previous District BOTY recipients.
- Each District Chapter President and each previous winner of the District BOTY award is eligible to nominate a Sunshine District Barbershopper for the BOTY award.
- The “first past” BOTY will have these additional responsibilities:
 - Arrange for the BOTY reception during the convention week end.

SUNSHINE DISTRICT



A District of the Barbershop Harmony Society

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

Title: District Purchase of BOTY Pins 2007

Policy: It is the policy of the Sunshine District to purchase Barbershopper of the Years lapel pins for all past and future BOTY recipients. Dan Brinkmann reported on Barbershopper of the Year (BOTY) Pins. The initial recommendation was to purchase BOTY lapel pins for past BOTY recipients. Upon further discussion, it was decided to let past BOTY's purchase their own pins

Approval Date:

Implementation Date:

Rescission/modification Date:

SUNSHINE DISTRICT



A District of the Barbershop Harmony Society

1. RESCINDED POLICIES-

Title: BOTY Selection 2006

This policy was replaced with the policy and selection process of 2015

Title: BARBERSHOPPER OF THE YEAR (BOTY) COMMITTEE

COVER LETTER

(Using Sunshine District Letterhead)

Current BOTY

Date

Chair 2006 BOTY Selection Committee

Address

City, State

[Email](#) address

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

Subject: Submittal of the 200X DISTRICT BOTY Candidate Forms

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

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

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

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

Please return all nominations to:

Current BOTY

Street Address.

City, State, Zip

Yours in Harmony,

Signature

SUNSHINE DISTRICT



A District of the Barbershop Harmony Society

Current BOTY
200X Sunshine District BOTY

Encl: 200X Sunshine District BOTY Candidate Forms.

SCORING CRITERIA

BARBERSHOPPER OF THE YEAR SUNSHINE DISTRICT SCORING CRITERIA

PLEASE READ AND FOLLOW!!

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

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

MISCELLANEOUS GUIDANCE:

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

COMMITTEE DEFINITIONS

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

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

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

Note:

SUNSHINE DISTRICT



A District of the Barbershop Harmony Society

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

BARBERSHOPPER OF THE YEAR SUNSHINE DISTRICT CANDIDATE INFORMATION

OBJECTIVE EVALUATION:

CANDIDATE: _____

ADDRESS: _____

CITY: _____ **STATE:** _____ **ZIP:** _____

MEMBER IN GOOD STANDING OF: _____ **CHAPTER** _____

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

CATEGORY FOR POINTS	INTERNATIONAL	+ DISTRICT	+ CHAPTER	TOTAL
President	200	150	75	_____
Vice President/ Board Member	100	75	35	_____
Secretary	100	100	50	_____
Treasurer	100	100	50	_____
HOD Delegate (per meeting)	--	25	--	_____
Chorus Director (Voluntary)	--	--	75	_____
Chorus Director (Paid)	--	--	35	_____
Bulletin Editor	--	100	50	_____
Chapter Support Represent.	--	75	35	_____
Convention Chair	--	100	--	_____
Other Committee Chair (Name: _____)	75	50	25	_____
Permanent Committee Member (Name: _____)	25	75	25	_____
Ad Hoc Committee Member (Name: _____)	50	25	--	_____
LEADAC Attendee	--	--	25	_____

SUNSHINE DISTRICT



A District of the Barbershop Harmony Society

LEADAC Instructor (Max 200)	--	50	--	_____
Harmony University/Director's College Attendee	25	--	--	_____
Harmony University Instructor	75	--	--	_____
Sizzle Attendee	--	25		_____
Sizzle Instructor/Staff	--	50	--	_____
Chapter BOTY (Current Year)	--	--	75	_____
Men of Note (Current year/man)	25	--	--	_____
Musical Activities-participation	--	--	--	_____
Registered Quartet (per quartet)	--	--	50	_____
Quartet Competition-Each	75	50	--	_____
Chorus Competition-Each	50	25	--	_____
Coaching-Voluntary-competition units	50	25	--	_____
Judge or Candidate (Max 200)	50	25	--	_____

BARBERSHOPPER OF THE YEAR SUNSHINE DISTRICT CANDIDATE INFORMATION

SUBJECTIVE EVALUATION:

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

SUNSHINE DISTRICT



A District of the Barbershop Harmony Society

Previous nominations for Sunshine District B.O.T.Y.:

What Years? _____ No. _____ X 25 = _____

Submitted By: _____ Title: _____
(Print or Type Name) President/Year BOTY

Total Subjective Points: _____

Total Objective Points: _____

Grand Total: _____

Send this Form to:

Approval Date: 2006

Implementation Date : January 2007

Rescission/modification Date: December 2014

SUNSHINE DISTRICT



A District of the Barbershop Harmony Society

F. NOMINATING COMMITTEE

1. RESPONSIBILITIES

2. POLICIES-NOMINATING COMMITTEE

Title: 1996 Nominating Committee Responsibilities

Policy:

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

Approval Date:

Implementation Date:

Rescission/modification Date:

3. RESCINDED POLICIES-NOMINATING COMMITTEE

SUNSHINE DISTRICT



A District of the Barbershop Harmony Society

G. PAST PRESIDENT'S ADVISORY COMMITTEE

1. RESPONSIBILITIES

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

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

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

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

2. POLICIES-PAST PRESIDENT'S ADVISORY COMMITTEE

Title: 1996 Past Presidents Advisory Committee

Policy:

Responsibilities/Procedures:

Members:

- The past 3 immediate past presidents
- The immediate Past President will reside as Chairperson

Procedures:

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

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

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

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

Purpose:

- Provide guidance and direction as requested to the current District President.
- Act as a resource for gathering information for the current Board of Directors

Approval Date:

Implementation Date:

Rescission/modification Date:

3. RESCINDED POLICIES-PAST PRESIDENT'S ADVISORY COMMITTEE

SUNSHINE DISTRICT



A District of the Barbershop Harmony Society

H. CHAPTER MENTOR PROGRAM

1. RESPONSIBILITIES

2. POLICIES-CHAPTER MENTOR PROGRAM

3. RESCINDED POLICIES-CHAPTER MENTOR PROGRAM

I. HISTORIAN

The historian is an important supplemental position which is appointed annually by the President at the start of each tenure

1. RESPONSIBILITIES:

- a. Maintain accurate and complete list of District dignitaries and awardees:
 - i. Quartet Champions
 - ii. Chorus Champions
 - iii. District representatives to International competitions including Senior Quartets, Quartet competitions and Chorus competitions
 - iv. Barbershop of the Year Awardees
 - v. Hall of Fame awardees
 - vi. Directors of Distinction awardees
 - vii. President Award winners
 - viii. District Officers
 - ix. District Officers serving on Society Boards and Committees
- b. Be responsible for updating and maintaining accurate the lists on the District Web Page
- c. Maintain historical photos and memorabilia in a secure location
- d. Convert records to digital format and maintain in a secure location

2. POLICIES-HISTORIAN

3. RESCINDED POLICIES-HISTORIAN

J. LABOR DAY JAMBOREE

1. RESPONSIBILITIES

SUNSHINE DISTRICT



A District of the Barbershop Harmony Society

2. POLICIES-LABOR DAY JAMBOREE

3. RESCINDED POLICIES-LABOR DAY JAMBOREE

K. DISTRICT GENERAL POLICIES

1. POLICIES- DISTRICT GENERAL

Title: 1985 District International President Member of HOD

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

Approval Date: BOD meeting 09/85

Implementation Date: BOD meeting 09/85

Rescission/modification Date:

Title: 2011 Implementation of Governance Structure

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

Approval Date: BOD meeting 01/03/2011

Implementation Date: BOD 01/03/2011

Rescission/modification Date:

2. RESCINDED POLICIES-DISTRICT GENERAL

Title: Extravaganza Fund Raiser-2011

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

Approval Date: BOD April 8, 2011

Implementation Date: BOD April 8, 2011

Rescission/modification Date: July 1, 2011

Title: 2012 Central Florida Extravaganza Fund Raiser

Policy: It is the policy of the Sunshine District that, if money is available at the time of the 2012 event, the District will provide \$1,500 as seed money to the Central Florida Chapter to hold the

SUNSHINE DISTRICT



A District of the Barbershop Harmony Society

Barbershop extravaganza to help raise travel funds for district competitors to the 2012 International Convention in Portland.

Approval Date: BOD September 23, 2011

Implementation Date: BOD September 3, 2011

Rescission/modification Date: July 1, 2012

Title: 2012 Ocala Extravaganza Fund Raiser

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

Approval Date: BOD September 3, 2012

Implementation Date: BOD September 3, 2012

Rescission/modification Date: July 1, 2013

SUNSHINE DISTRICT



A District of the Barbershop Harmony Society

VIII: PROCEDURES

APPENDIX B: BOARD OFFICER ORIENTATION

SUNSHINE DISTRICT OFFICER ORIENTATION-1/20/11

Sunshine District Management Team for 2011 - See Attachment #1

Sunshine District Operations Team for 2011 – See Attachment #

Sunshine District Governance Manual – See Attachment #3

Sunshine District Meetings – 2011 – See Attachment #5

BHS Address/Phone Number:

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

BHS Staff - See Attachment #4

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

General rules about communications

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

Email etiquette

- a. Email lacks nuance and body language and inflection. Before you send an email, and especially if you are upset, re-read what you have written to ensure that it says what you want to say in a diplomatic and respectful tone. Better yet, have someone else read it and get their reaction to your tone. Sometimes it's advisable

SUNSHINE DISTRICT



A District of the Barbershop Harmony Society

to wait a day to send it, and review it again before sending. You can make more pointed comments by telephone, if necessary, but do not include them in your email.

- b. Be very careful about your audience: write your email with your audience in mind, and do not send your email to folks who do not need to see it. Many times you can respond to the author and not include those who had been copied on the original. Do not send “me, too” posts that merely echo what someone else has said.
- c. “Reply all” is often not appropriate. Make judicious decisions. Be aware of who is going to get the post if you reply to all, and make sure your wording is respectful to all recipients.
- d. Try to cut down on multiple emails to the same individual: if you use “reply all” and notice that someone is listed twice in the “copy” listing, remove the extra email address.
- e. From time to time you will get a post indicating that a particular staff member or committee chair or other Barbershopper is deserving of our praise; do not send a copy of your congratulatory post to every recipient of the email.
- f. Consider if email is the right choice. Maybe a telephone call is better.
- g. You should not forward another person’s email to a third party without permission unless it is obviously innocuous. Most of us pay attention to the audience for our emails, and we express ourselves with that audience in mind. You can create a lot of heartburn if you send along an email to a different party that was not included in the audience that the original author had in mind.
- h. Be especially careful when sending a post to a staff member or one about a staff member to another party. Be sure that your post is respectful and polite, and that it does not denigrate the staff member. Remember: if you have serious complaints to impart, pick up the telephone rather than put it in an email.

Attachment #1
2014 SUNSHINE DISTRICT BOARD
1/1/14

Nick Schwob 4713 Goldfinch Zephyrhills, FL 33541 nickschwob@tampabay.rr.com	(Barbara)	District President 813-862-3565 (H); 813-997-3588 (C)
Open		District Executive Vice-President

John Spang 537 SE 19 th Street Ocala, FL 34471	(Ann)	District Immediate Past President 352-812-5862 (C); 352-620-8484 (W)
--	--------------	---

SUNSHINE DISTRICT



A District of the Barbershop Harmony Society

barbershoppebass@yahoo.com

Dan Brinkman 4399 Wood Haven Drive Melbourne, FL 32935 brinktenor@aol.com	(Barbara)	District Secretary 321-259-7953 (H); 321-544-1195 (C)
Dave Kannberg 13948 Sheffield Court Wellington, FL 33414 daveatcs@att.net	(Louisa)	District Treasurer 561-753-0760 (H); 561-301-6901 (C)
Bob Brutsman 14116 Hickory Marsh Lane Fort Myers, FL 33912 robertbrutsman@comcast.net	(Ellen)	Board Member at Large 239-561-5881 (H); 612-865-7371 (C)
Amos Velez 1126 Priory Circle Winter Garden, FL 34787 amosvelez@gmail.com	(Carter)	Board Member at Large 561-255-1144 (C)
John McGoff P.O. Box 1991 Bellevue, FL 34421 mcgofftenor@centurylink.net		VP of CSLT 352-307-7332 (H); 352-470-6230 (C)
Dave Jacobs 2432 NW 49th Avenue Gainesville, FL 32605 g8r10r@gmail.com	(Cassie)	VP of Chorus Director Development 352-373-8133 (H); 352-318-7608 (C)
Steve Janes 5567 Sea Forest New Port Richey, FL 34652 janesbari@outlook.com		VP of Contest and Judging 802-233-3376 (C)
Chad Bennett 2001 Rafton Road Apopka, FL 32703 zdapperdan@yahoo.com	(Kristi)	VP of Events 407-886-2221 (H); 407-758-5366 (C)
Dave Roberts 5519 Cannonade Drive Wesley Chapel, FL 33544 Daver1103@aol.com	(Dianne)	VP of Financial Development 813-546-8953
Ron Carnahan 2018 SE Kimallie Court Port St. Lucie, FL 34952-6064 Rcarnahan41@comcast.net	(Pat)	VP of Harmony Foundation 772-335-5765 (H); 772-349-6164 (C)
Jim Woods 609 Madrid Ave. Venice, FL 34285 jrwoods3@hotmail.com	(Karen)	VP of Marketing and Public Relations 941-480-1933 (H); 941-223-8664 (C)
Bart Van de Mark 2288 SE Shelter Drive Port Saint Lucie, FL 34952 roadwarriorbvd@gmail.com	(Gail Williamson)	VP of Membership Development 772-349-0149 (H)

SUNSHINE DISTRICT



A District of the Barbershop Harmony Society

Ron Bower 1084 Celebration Dr. Sebring, FL 33872 Ronbo1084@yahoo.com	(Mary)	VP of Music and Performance 863-314-8673 (H); 963-214-8152 (emergency cell)
---	--------	---

Arne Helbig 4610 Grainary Avenue Tampa, FL 33624 chbgh@allstate.com	(Denise)	VP of Youth In Harmony 813-961-8002 (H); 813-310-6914 (C)
---	----------	---

ATTACHMENT #2

SUNSHINE DISTRICT MEETINGS - 2014

1/1/14

LEADAC – Friday, January 10, Ocala, time – 7 PM

Spring Convention – Friday, May 2, Orlando Airport Marriott, time – 10 AM

LDJ – Saturday, August 30, Orlando Airport Marriott, time – 9 AM

Fall Conventions – Friday, October 10, Orlando Airport Marriott, time – 10 AM

ATTACHMENT #3

BARBERSHOP HARMONY SOCIETY STAFF

Executive Director	Marty Monson	mmonson@barbershop.org
Executive Assistant	Patty Leveille (x2630)	pleveille@barbershop.org
Director of Operations	Rick Spencer (x4123)	rspencer@barbershop.org
Music Staff	Mike O'Neill (x4126)	moneill@barbershop.org
Music Staff	Adam Scott (x4125)	ascot@barbershop.org
Director of finance	Heather Verble (x4133)	hverble@barbershop.org
Director of Events	Dusty Schleier (x4116)	dschleier@barbershop.org
Mgr. Member Services	Caki Watson (x4137)	cwatson@barbershop.org

SUNSHINE DISTRICT



A District of the Barbershop Harmony Society

IX: PAGE CHANGES

Date	Page	Subject
01/07/05	Title Page	Add date
01/11/05	TOC and pg 41	Add change page
01/11/05	All	Changed to new logo
01/11/05	Cover Page	Added Logo
01/11/05	several	Added Policies
02/03/05	Several	Created Policy section and moved policies to it, added policies of committees. Changed date
04/18/05	Page 30	Added task for IPP
04/18/05	Pages 54-55	Detailed task for IPP
04/18/05	Page 40	Added Process for e-mail voting
04/18/05	Page 47	Policy for paying tuition for judge candidates
04/18/05	Page 51	Chapter President's name inserted for any required position not filled by chapter
04/18/05	Page 46	Logos for Trophies and ribbons
08/21/05	Page 26 (Para C.X.I)	Added task to VP, Marketing and PR
08/21/05	Page 38 (Para E.V.)	Added task to VP, Marketing and PR
09/06/05	Page 26 (Para C XI)	Added additional responsibilities for M&PR
09/06/05	Page 38 (Para E.V.)	Added additional responsibilities for M&PR regarding MegaStore
09/06/05	Page 48 (Para GV)	Spelling and grammar corrections
09/22/05	Page 9	District Committee personnel changes
09/22/05	Page 11	Added Elections for Board of Directors

SUNSHINE DISTRICT



A District of the Barbershop Harmony Society

09/22/05	Page 31-32 D IV Secretary	Added Secretary responsibilities
09/22/05	Page 43	Change to Travel Expense Policy 0.20¢/mile
09/22/05	Page 52 H V	Added Nominating Committee responsibility
09/01/07	Page 24 (Para CIII)	Added IPP Responsibilities
09/01/07	Page 30 (Para DIII)	Added IPP Responsibilities
09/01/07	Page 41 (Para FIII)	Added Proposed Charter for Past President's Council
09/01/07	Page 8, 9, 10	Update members
09/01/07	Page 13	Delete Appendix A-Renumber pages
09/01/07	Page 14	Delete Appendix B-Renumber Pages
09/01/07	Page 15	Delete Appendix C-Renumber Pages
09/01/07	Page 17 (Para DIII)	Added IPP Responsibilities (HOF Contact)
09/01/07	Page 17 (Para DIII)	Added IPP Responsibilities (Chair of Ethics Committee)
09/01/07	Page 28 (paragraph FIII)	Added IPP Responsibilities (HOF Contact)
09/01/07	Page 28 (paragraph FIII)	Added IPP Responsibilities (Chair of Ethics Committee)
09/01/07	Page 37 (Paragraph HII)	Changing Formation and composition of Ethics Committee
05/16/10	Complete Rewrite	Complete rewrite adding policies to areas of responsibilities and updating board policy actions
10/03/10	Correct Formatting errors	
03/03/11	C and J Policies*	Motion adopted Jan 7,2011 for deadline for entry into district contests
03/03/11	VP Financial Development Policies*	Motion adopted Jan 7,2011 to continue incentive of free conventions for one year when enrolling in Ambassadors of Song Program

SUNSHINE DISTRICT



A District of the Barbershop Harmony Society

03/03/11	District Governance Structure Page 10	Motion adopted Jan 7, 2011 to implement new board structure presented by the committee and contained in the committee report. This is in compliance with the new structure contained in the Society Operations Manual
03/03/11	VP, Events Policies*	Motion adopted Jan 7, 2011 to allow SDAQC to run a 1 hour show on convention Friday nights
03/03/11	Treasurer Policies*	Motion adopted Jan 7, 2011 outlining capital expenditure limits and approvals
04/26/13	All Non Rescinded Policies	Change title format to include OPR

*Pending HOD Ratification