

SEQUOIA PACIFICA REGION 11
SWEET ADELINES INTERNATIONAL
STANDING RULES

SECTION I - REGIONAL MANAGEMENT TEAM

The Regional Management Team shall be the policy-making body of the region and, as such, shall establish rules for carrying out regional business, provided that none of the acts of the Regional Management Team conflict with policies established by the International Board of Directors.

- A. The number of management team members of the region shall be eight appointed/elected as hereinafter provided.
- B. The term of office of each Regional Management Team member shall be for two years or until her successor shall be appointed. The terms of office and duties of the new Regional Management Team members shall begin on May 1 subsequent to their appointment or election.
- C. No member may serve more than three consecutive two-year terms on the regional management team.

SECTION II - REGIONAL MANAGEMENT TEAM MEETINGS

A. INITIAL MEETING/LONG RANGE PLANNING:

The initial meeting of the new Regional Management Team shall be held as soon as possible after May 1 of each year. The Regional Management Team shall determine the time and place of such meeting.

B. SUMMER AND FALL/WINTER MEETINGS:

There shall be a summer meeting and a fall/winter meeting of the Regional Management Team, which shall be held in conjunction with Summer Sizzler and Fall Festival, respectively.

C. ANNUAL MEETING:

The Annual meeting of the Regional Management Team (with the newly appointed/elected management team members observing) shall be held prior to the Regional Annual Meeting. This meeting shall include, but not be limited to, concluding the business of the fiscal year and identifying any unfinished business. A proposed budget for the coming fiscal year will be presented.

D. ATTENDANCE REQUIREMENTS

1. Each management team member is expected to be in attendance at each Regional Management Team meeting.
2. Any management team member absent from two regularly scheduled meetings within a fiscal year, regardless of cause, shall be expected to tender her resignation from the Regional Management Team.
3. If a management team member has prior knowledge that she will be absent from the second meeting within the fiscal year, she is expected to advise the Team Coordinator in sufficient time so that a successor may be selected.
4. Each potential nominee must agree to comply with this attendance requirement at the time her qualifications are submitted to the Communications/Technology Coordinator and Regional Nominating Committee.

E. SPECIAL MEETINGS

1. The Regional Management Team may call special meetings of the Regional Management Team provided that written notice of the time, place and purpose thereof is issued to each management team member at least ten (10) days prior to the date of the called special meeting.
2. Action taken at any special meeting shall not be invalidated for want of such notice if all management team members shall waive such notice.

F. ACTION IN LIEU OF MEETING

1. If and when a majority of the management team members shall severally or collectively consent in writing (letter, fax or e-mail) to any action to be taken by the Region, such action shall be as valid action as though it had been authorized at a meeting of the Regional Management Team.
2. All actions by mail, fax, or e-mail shall be presented for ratification at the next meeting of the Regional Management Team.

G. VACANCIES

1. A vacancy in the position of Education Coordinator, Marketing and Membership Coordinator, or Communications and Technology Coordinator shall be filled by appointment by the International Regional Leadership Coordinators with approval of the Education Direction Committee.
2. The Regional Management Team shall appoint a member within thirty (30) days to fill a vacancy on the Regional Management Team for any position appointed by the Regional Management Team or elected by the regional membership, said action to be ratified by consensus of the Regional Management Team at its next meeting.

H. QUORUM

A majority of the members of the Regional Management Team shall constitute a quorum.

SECTION III - DUTIES OF THE REGIONAL MANAGEMENT TEAM

A. CHAPTER COORDINATOR (elected by regional membership)

1. Represents the interests of chapter management and membership on the Regional Management Team.
2. Communicates with presidents/team coordinators to assess their needs and the needs of their chapters.
3. Communicates the needs and concerns of the presidents/team coordinators and chapters to the Regional Management Team.
4. Provides and facilitates a forum for presidents/team coordinators at regional seminars.
5. Maintains contact with appropriate staff members at international headquarters.

B. COMMUNICATIONS/TECHNOLOGY COORDINATOR (an international appointment)

1. Maintains the communications link between the international organization and the region.
2. Develops and maintains the regional leadership database.
3. Oversees the nominating committee which prepares the slate of candidates for election to the positions of Team Coordinator, Director Coordinator and Chapter Coordinator.
4. Oversees production and distribution of regional publications such as newsletters and membership directories.
5. Oversees printing and duplicating services.
6. Maintains communication links with appropriate individuals within the region.
7. Develops staff to assist in implementing responsibilities such as: leadership database and regional newsletter.
8. Maintains contact with appropriate staff at international headquarters.

C. DIRECTORS COORDINATOR (elected by the chorus directors)

1. Communicates with directors in region to assess their needs.
2. Communicates the needs of directors and their chapters to the Regional Management Team.
3. Provides and facilitates a forum for directors at regional events.
4. Maintains contact with appropriate staff members at international headquarters.

D. EDUCATION COORDINATOR (an international appointment)

1. Develops, coordinates, and monitors education programs.
2. Plans curriculum for educational events such as seminars, workshops, etc.
3. Coordinates education needs for quartets and choruses.
4. Coordinates regional faculty visits to choruses.
5. Develops a plan, in conjunction with Marketing/Membership Coordinator, for maintaining the musical product and administrative processes of chapters in revitalization.
6. Approves chapters and prospective chapters for public performances.
7. Approves chapter-at-large quartets for public performance.
8. Develops a faculty or staff to assist in implementing programs such as:
 - Faculty Training
 - Young Women in Harmony
 - Arranger Training
 - Quartet training
 - Director Certification Program.
9. Maintains contact with appropriate staff members at international headquarters.

E. EVENTS COORDINATOR (a regional appointment)

1. Coordinates the physical aspects of all regional meetings and events, including regional competitions
2. Serves and oversees the work of the chair of the regional convention (CRC) and chair of the regional seminars (CRS).
3. Oversees registration for all regional events
4. Develops appropriate forms and mailings regarding regional events

5. Develops a staff to assist in implementing responsibilities such as:
 - Regional Convention Steering Committee (including CRC)
 - Regional Seminars Steering Committee (including CRS)
6. Maintains contact with appropriate staff members at international headquarters

F. FINANCE COORDINATOR (a regional appointment)

1. Prepares and submits to the Regional Management Team the annual budget for the region.
2. Manages bank accounts and investments and keeps accurate and current records of all financial transactions, and ensures that the current Team Coordinator is a signator on the banking funds.
3. Receives all funds paid to the region and issues all payments.
4. Has the sole authority to sign contracts on behalf of the region.\
5. Participates in long-range financial planning.
6. Coordinates ways and means (non-dues income) projects.
7. Reports the region's financial condition at meetings of the Regional Management Team and prepares an annual financial statement for the Director of Administrative Services at Sweet Adeline headquarters.
8. Submits accounting records for audit at the close of the fiscal year to a qualified person or persons selected by the management team or for examination or audit at any time as directed by the management team.
9. Provides advice and training to chorus treasurers and serves as financial consultant to choruses with financial questions.
10. Provides financial information necessary to complete applications for corporate gifts and grants.
11. Negotiates contracts for services and equipment.
12. Develops a support staff to assist in implementing responsibilities such as:
 - Regional Ways and Means
 - Young Women in Harmony Fund
 - Grant applications
13. Maintains contact with appropriate staff members at international headquarters

G. MARKETING/MEMBERSHIP COORDINATOR (an international appointment)

1. Develops, uses and teaches communications skills and tools that identify, establish and maintain relationships among the region, its chapters and target public.
2. Develops curricula and tools in public relations/marketing and trains targeted public at the regional and chorus levels.
3. Serves as the primary media contact for the region.
4. Instills within the members of her region an awareness of their relationship to the organization, to the region, and to other choruses.
5. Plans and implements programs in the areas of membership growth and retention.
6. Provides marketing and public relations support for regional events, products and programs.
7. Develops a plan, in coordination with the Education Coordinator, to assist chapters in revitalization.
8. Visits chartered chapters to promote membership growth and retention.
9. Guides prospective chapter(s) through the STEPS program.
10. Develops support staff to assist in the planning and implementation of programs such as:
 - Publicity
 - STEPS Program
 - Membership recruitment
 - Membership retention
 - Chapters in revitalization
 - Chapter at Large
11. Maintains contact with appropriate staff members at international headquarters.

H. TEAM COORDINATOR (elected by regional membership)

1. Facilitates the meetings of the Regional Management Team.
2. Coordinates the agenda for management team meetings with input from team members.
3. Maintains clear and complete record of regional meetings and activities.
4. Prepares for, records and distributes minutes of all meetings of the Regional Management Team to members of the team, chapters within her region, the International Bylaws and Rules Specialist, and the Director of Corporate Services at international headquarters.
5. Prepares correspondence for the Regional Management Team.

6. Reviews and approves all chapter standing rules and job descriptions, and makes recommendations to the team for necessary revisions, submits revisions of regional standing rules to the Director of Corporate Services for approval.
7. Monitors implementation of the region's long-range plan.
8. Maintains the regional calendar
9. Develops a support staff to assist in implementing responsibilities such as:
 - Chapter standing rules review
 - Regional calendar
10. Maintain contact with appropriate staff members at international headquarters.

SECTION IV - COMMITTEES

A. STANDING COMMITTEES/APPOINTMENTS (See Regional Bylaws, Article VII, Section 1)

1. Finance Committee
2. Bylaws and Rules Chair
3. Other standing committees are: Seminar Steering Committee, Convention Steering Committee, Printing and Publicity, Ways and Means

B. DUTIES OF STANDING COMMITTEE CHAIRS

1. Standing committee chairs will appoint the necessary members to their committees.
2. Standing committee chairs will meet with their designated Coordinator of the management team at each regional seminar to report on their activities and plans and to receive information.

C. SPECIAL COMMITTEES

Special committees shall be appointed in accordance with Regional Bylaws (Article VII, Section 2)

D. NOMINATING COMMITTEE (see Regional Bylaws, Article VII, Section 3)

SECTION V - MEETINGS – SUMMER SIZZLER, FALL FESTIVAL

A. STEERING COMMITTEE

1. The Regional Seminar Steering Committee, under the direction of the Chair of Regional Seminars (CRS) and the Regional Management Team, shall carry out planning, preparation and implementation of the seminars.
2. The Steering Committee shall be comprised of the following: Chair of Regional Seminars (CRS), Assistant CRS, Education Coordinator, Regional Events Coordinator, Finance Coordinator, Regional

Meeting Sites Chair, Special Events Chair, Novice Event Registrar, Novice Events Awards Chair, Registration Chair, Housing Chair and Regional Sales Chair.

B. ASSISTING CHORUS

1. Chapters shall be notified of the dates and place of meetings and be offered the opportunity to bid to be the assisting chorus.
2. Assisting chorus will perform on-site registration, serve as host for competitors, and provide manpower as required by the Seminar Steering Committee.
3. No chorus may host more than one (1) event (Seminar or Convention) in a twelve (12) month period.

C. REQUIRED FUNCTIONS

1. A Double Quartet Competition shall be held annually in conjunction with the Fall Festival. (formerly Fall/Winter Seminar)
2. A Novice Quartet Competition shall be held annually in conjunction with the Summer Sizzler (formerly Summer Seminar).
3. Musical and administrative classes shall be the responsibility of the Education Coordinator in consultation with the Regional Management Team.
4. Love Gift presentations will be presented to the competitors of the coming International competition during the Summer Sizzler.
 - a. All chapters are encouraged to participate in the presentation (i.e., cards, gifts, money, etc.)
 - b. If there is a regional meal function, complimentary dinners will be provided for all competing quartet members and for the director and president/team coordinator of the competing chorus.
5. A reception dinner will be held at the Fall Festival to honor the International competitors.

D. FINANCES

1. Each person attending the seminars will pay the registration fee as determined by the Regional Management Team.
2. Complimentary registration is provided to each attendee under the age of 25 at the time of the event, including YWIH competitors.
3. Registration shall be made available to guests upon payment of fees, provided the capacity of the facility is adequate.
4. A single registration fee separate from the registration fee will handle any other event such as meal functions or afterglows.

5. Complimentary registrations shall be provided to any member of the International Faculty.
6. Two dollars per registration, up to 400 registrants, plus three dollars for any registrants over 400, will be paid to the assisting chorus within thirty (30) days following the seminars.
7. Any member of the champion chorus who is able to attend only the Sunday coaching session at Summer Sizzler, when one is scheduled, shall be exempt from the All Events registration.

E. AWARDS

1. A traveling trophy, known as the Dot Calvin Double Quartet Trophy, will be presented to the double quartet placing first at the Fall Festival
2. A traveling trophy, known as the Rising Star Trophy, in memory of Melissa Farrell, will be presented to the novice quartet placing first at the Summer Sizzler
3. A Seminar Participation Award, (formerly PMA) in the amount of \$50, shall be presented by the Regional Awards Chair, based on the percentage of members in attendance of those chapters represented at each regional seminar. (eff. 8-12-05)
4. The Novice Arrangers Award Certificates may be presented at either the Summer Sizzler or Fall Festival.
5. Medals, ribbons and certificates will be provided by the region for participants, consistent with Regional Competition.
6. Winners of traveling awards/plaques shall be reminded by the Awards Chair to bring said awards to the appropriate meeting.
7. When all space has been filled on a traveling trophy, the trophy will be presented to the chorus or quartet whose name appears most often on the trophy.
8. The Regional Management Team shall determine the approval of any new regional trophy (including size).

SECTION VI - REGIONAL FINANCE

A. INCOME SOURCES:

1. Regional Assessment: Each chapter shall remit to the Regional Finance Coordinator, prior to Fall Festival, twenty- five (\$25) dollars for each adult member, or dual member, and twelve dollars and fifty cents (\$12.50) for each member or dual member, under age 25. This includes the \$2 insurance fee. (Effective 5-1-06)
2. Members who have been a Sweet Adeline for 50 years or more (effective with the date of Fall Festival), shall be exempt from paying the regional assessment. (effective 12-03)
3. As International notifies the Region of new and renewing members throughout the year, the Finance Coordinator will bill the chapters for these additional members.

4. Chapters will be considered not in good standing, and therefore their members will not be eligible to perform in novice competitions or in Regional quartet and chorus competitions, if the Finance Coordinator has not received such dues prior to these events.
5. Income of registrations for seminars as provided in Section V.
6. Ways and Means projects.
7. Other sources as approved by the Regional Management Team.

B. DISBURSEMENTS

1. Expense vouchers for reimbursement of budgeted item, and funding for designated attendees shall be submitted to the appropriate RMT coordinator for approval and forwarded to the Finance Coordinator for payment. Tiered funding for designated attendees shall be in accordance with the guidelines established by the Regional Management Team, outlined below.

- (1) **Tier 1:** Responsibility for the event. Fully funded for all official events, includes registration plus ½ double room charge, \$35 per diem, \$.0325 mileage-event fees will be deducted from per diem. VIP seating for Competition
- (2) **Tier 2:** Workers/Teachers for the event. Funded for registration, ½ double room charge, \$35 per diem, VIP seating for Competition
- (3) **Tier 3:** Official meeting, but not working the event. Funded for registration ¼ double room charge. VIP seating for Competition
- (4) **Tier 4:** Non-event related meetings: Meeting held at times other than regular seminar or Convention (i.e., pre-convention RCSD, Budget); all attendees receive mileage and per Diem.

2. IES

- a. The Finance Coordinator will pay any expenses billed by International for Regional Management Team attendees at the International Education Symposium (IES).
- b. The official Region 11 Young Women in Harmony quartet competing at IES will be reimbursed (finances permitting) for up to \$3,500.00, for the four quartet members only. No funding will be available for chaperones and/or coaches.

4. International Convention

- a. The Regional Management Team members will be authorized to attend the International Convention on the following schedule, to fulfill the Regional responsibilities relative to the competitors:

Even years: Communication/Technology Coordinator, Finance Coordinator, Director Coordinator, Team Coordinator

Odd years: Chapter Coordinator, Education Coordinator, Events Coordinator, Marketing/Membership Coordinator. (Substitutions permissible)

- b. Reimbursement will be made for the following expenses:

- Actual transportation if by air; if by automobile as per International rate.

- Actual housing up to two dual occupancy rate for up to 5 days of convention.
- Per diem allowance of fifty dollars (\$50.00) for up to 5 days of convention.
- Reimbursement for items presented to competitors on behalf of the Region.

5. International Competitions

- a. The Champion Chorus competing at International shall receive one thousand (\$1,000) dollars
- b. A Wild Card Chorus competing at International shall receive five hundred (\$500.00) dollars.
- c. The current Regional Champion Quartet competing at International shall receive four hundred (\$400.00) dollars.
- d. Any additional competing quartets, including Wild Card quartets, shall receive two hundred (\$200.00) dollars.
- e. An out-of-region competing quartet shall receive one hundred (\$100.00) dollars.
- f. In order to receive financial assistance a quartet must notify the Regional Management Team of its intent to compete no later than 45 days prior to the date of competition.
- g. If, after receiving assistance, a quartet should for any reason fail to compete, the total sum shall be reimbursed to the Region.
- h. The Champion Chorus will receive funds from hosting the Annual Convention as per Section VII of the Standing Rules.
- i. Any chorus competing at IES shall receive five hundred (\$500) dollars.

6. Chapter Visits

- a. Chapters requesting administrative assistance will receive one regionally funded visit.
- b. Liaison travel shall be funded for one visit.

7. Regional Insurance

Premiums for insurance shall be paid each year as necessary to obtain Comprehensive Liability coverage.

8. Operating Expenses

Expenses incurred in the course of doing the necessary business of the region, such as postage, telephone, supplies, etc., will be reimbursed by submitting receipts with an expense voucher to the Finance Coordinator.

9. Awards

Engraving of all awards, whenever presented, is a regional expense with the exception of the International Chorus Plaque, which is reimbursed by International. Engraving must conform to International or regional requirements. Award recipients shall have the engraving done as soon as possible following competition, and present the bill to the Finance Coordinator for reimbursement.

C. ANNUAL BUDGET

1. The Budget Committee shall be comprised of the Regional Management Team, with the Finance Coordinator serving as chair.
2. The prepared budget will be presented at the annual team meeting.

D. YOUNG WOMEN IN HARMONY FUND

1. A Regional Young Women in Harmony Fund has been established to support the YWIIH program in the region.
2. Money will be collected by donation from anyone wishing to contribute to the fund, with distribution of funds to be determined by the Regional Management Team.
3. See Section VI, B, 3, b for disbursement of funds for official Region 11 YWIIH competitors going to IES.

SECTION VII - REGIONAL COMPETITION

A. REGIONAL CONVENTION STEERING COMMITTEE (RCSC)

1. Competition shall be carried out by the RCSC in accordance with the *Guidelines for Regional Convention*, Region 11 Procedures and Standing rules, under direction of the Regional Management Team.
2. The Steering Committee shall be comprised of the Chair of Regional Convention (CRC), Assistant CRC, Official Panel Liaison (OPL), Special Events Chair, Registration Chair, Housing Chair, Publications/Programs Chair, Transportation Chair, and Secretary, appointed by the CRC.
3. Meetings:
 - a. The RCSC shall meet on Thursday evening of the Regional Seminar and Convention weekends.
 - b. One month prior to convention, the committee shall meet to report the status of duties as prescribed in the *A Guidebook for Regional Conventions*.
 - c. The post-convention meeting will be held on Sunday afternoon of convention weekend.
4. Finances
 - a. Committee members shall provide budget requirements as requested by the Budget Committee and review proposed budget.
 - b. Monitor ongoing expenses. Approval for any expenses beyond budgeted amounts shall be obtained in advance from the CRC.
 - c. Submit all expenses (with appropriate documentation) to the CRC for approval and disbursement.
 - d. Members will be reimbursed as in Section VI, B, 1.

B. SITE SELECTION

1. The Regional Events Coordinator shall inspect proposed convention sites.
2. Convention sites shall be presented to the Regional Management Team at least three (3) years in advance for final approval.

C. ASSISTING CHORUS

1. The chorus winning the regional championship shall be invited by the CRC to be the assisting

chorus for the next regional convention. A letter of intent to assist from that chorus must be received by the Regional Management Team within thirty (30) days following the last regional convention.

2. If the champion chorus declines to be the assisting chorus, the Team Coordinator shall notify all chapters immediately that the opportunity to be the assisting chorus for the next regional convention is open for bid. Chapters wishing to bid may submit a letter of intent, addressed to the Team Coordinator, and received no later than thirty (30) days prior to the date of the summer seminar. The Regional Management team will approve final selection of the assisting chorus.
3. The regional convention will be administered by the RCSC, and the distribution of funds will be the same as for seminars.

D. REQUIRED FUNCTIONS

1. Annual meeting of the Regional Management Team.
2. Regional Quartet Competition
 - a. The Regional Quartet Competition shall be held on Friday evening of the convention weekend.
 - b. Rules and policies as established by the International Board of Directors shall be followed
3. Regional Chorus Competition
 - a. The Regional Chorus Competition shall be held on Saturday of the convention weekend.
 - b. Rules and policies as established by the International Board of Directors shall be followed.

4. Show of Champions

The Show of Champions shall be held on Saturday evening of convention weekend in format as established by the Regional Management Team.

3. Installation Brunch/Annual Awards Meeting
 - a. A brunch shall be held on Sunday morning of the convention weekend for the purpose of installation of the Regional Management Team and recognition of regional leaders.
 - b. Chapter achievements will be acknowledged at this meeting. The Education Coordinator will present cash awards.

E. FINANCES

1. Each person attending the convention, if a member of a Region 11 chapter, shall purchase an All Events Registration.
2. All Events Registrations and single event registrations shall be made available for purchase by guests and by Sweet Adelines from other regions, provided the capacity of the auditorium is adequate.
3. Installation brunch tickets shall be sold separately.

4. Expenses submitted by the Judging Panel and host expenses will be borne by the Region.
5. Distribution of funds:
 - a. If the champion chorus is the assisting chorus, they will receive three thousand (\$3,000) from the Finance Coordinator.
 - b. If the champion chorus declines the opportunity to be assisting chorus, they will receive one thousand (\$1,000) from the Finance Coordinator.
 - c. When another chorus is the assisting chorus, they will receive from the Finance Coordinator two dollars (\$2.00) per registrant at the convention.

E. AWARDS AND PRESENTATIONS

1. Chorus

- a. Each competing member of the regional champion chorus shall be presented the official medal available from International Headquarters. The regional awards chair shall order medals.
- b. Each competing member of the second, third, fourth, and fifth place choruses shall be presented the official medal available from International headquarters. The regional awards chair shall order medals.
- c. Accounting for medals shall be the responsibility of the regional awards chair.
- d. Certificates shall be presented to the top five (5) choruses, as provided by International Headquarters.
- e. Trophies and Plaques:
 - 1) Traveling chorus champion plaque presented to the region and paid for by International.
 - 2) Traveling chorus champion originally presented to the region by the West Valley Chapter in honor of Joni Bescos.
 - 3) Permanent Director Of The year trophy purchased by the regional awards chair at Regional expense.
- f. The **Reach for the Top Award** will be presented to the three directors whose choruses have had the largest point increases from the previous year's contest. The director must be in at least his/her second year of directing and must have directed the same chorus at the year's contest and must have completed or be enrolled in the DCP Program. In the case of co-directors, both would be recognized equally if remaining criteria were met. The Directors Coordinator shall present this award.

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2. Chorus - Division A – Small Chorus

- a. Each competing member of the chorus winning the First Place Division A (Small Chorus) Award shall be presented an official ribbon available from International Headquarters
- b. A traveling trophy, to be known as the Georgia Ortman Award, originally presented to the region by Marie McArtor, shall be presented to the First Place Division A chorus.
- c. Each competing member of the second and third place Division A choruses shall receive the official ribbons available from International headquarters.
- d. Certificates provided by International Headquarters shall be presented to the top three Division A choruses.
- e. The regional awards chair shall order ribbons and certificates.
- f. Cash award of \$100.00 each will be presented to each of the top three choruses.

3. Division AA (Mid-size Chorus)

- a. Each competing member of the chorus winning the First Place Division AA Chorus Award shall be presented an official ribbon available from International Headquarters.
- b. A traveling trophy, presented to the region by the 1998-99 Board of Directors in memory of Carolyn and Bill Butler, shall be presented to the First Place Division AA Chorus.
- c. Each competing member of the second and third place Division AA chorus shall receive the official ribbons available from International Headquarters.
- d. Certificates provided by the International Organization shall be presented to the top three Division AA choruses.
- e. Cash awards of \$100.00 each will be presented to each of the top three choruses.

4. **Quartets**

- a. Each member of the Regional Champion Quartet shall be presented the official medal provided by the International Organization at its expense.
- b. Each member of the second, third, fourth and fifth place quartets shall be presented the official medals provided by the International Organization at its expense.
- c. Certificates will be presented to each member of the quartets placing first through fifth, and shall be provided by the International Organization.
- d. Each member of the Regional Champion Quartet shall be presented a permanent engraved trophy to be purchased by the regional awards chair at regional expense.
- e. A traveling trophy officially presented to the region by the 1976 Regional Champion Quartet "Senter Stage" shall be presented to the champion quartet.
- f. The Most Improved Quartet Trophy, in honor of Angel City Quartet, will be awarded by Winners Circle at their show at Summer Sizzler.

5. **Chapter Recognition Awards**

a. **MEMBERSHIP GROWTH AWARD (formerly GREAT)**

A check in the amount of fifty (\$50.00) dollars shall be presented to the chapter achieving the highest percentage gain in membership during the year to which the convention pertains. Said awards shall be presented at the Sunday brunch.

b. **Chapter Achievement Regional Participation**

- 1) Certificates of Award shall be presented to the chapter accumulating the highest number of points in each of several categories. These awards are calculated and presented by the regional awards chair at regional expense.
- 2) The period of assessment for these awards shall encompass the period of one (1) month prior to regional competition to one (1) month prior to the next regional competition.

c. **Noteworthy Award**

Noteworthy Award may be presented to an individual for outstanding contribution to Region 11. Nominations for this award must be made in writing by chapters or by individuals and must be received by the Regional Team Coordinator thirty (30) days prior to the Fall/Winter regional seminar. Final decision shall be by a consensus of the Regional Management Team.

SECTION VIII - MISCELLANEOUS

A. PUBLIC APPEARANCE

- 1. Any chorus, quartet, or other group wishing to represent Sweet Adelines International on radio and/or television, shall give notification to the Education Coordinator.

2. Approval may require an audition at the discretion of the Education Coordinator.

B. REGIONAL SALES POLICY

1. Any sales items bearing the name of Sequoia Pacifica Region 11 and/or the Regional logo shall require permission from the Regional Finance Coordinator.
2. Authorization from the Regional Finance Coordinator shall be required for the sale of any ways and means items by a chapter or quartet at regional seminars and/or activities, if these items are potentially in conflict with the regional ways and means items.

C. REGIONAL PROPERTY

1. Storage and care of any regional property shall be at the direction of the Regional Management Team.
2. The disposal of any regional property shall require the prior approval of the Regional Management Team.

SECTION IX - AMENDMENTS

- A. These standing rules may be amended or rescinded as follows:
 1. By consensus of the Regional Management Team members present at any meeting of the Regional Management Team.
 2. By a two-thirds (2/3) affirmative vote by mail/email of the Regional Management Team, with ratification at the next Regional Management Team meeting.

Adopted: Sequoia Pacifica Region 11, on the 29th day of October, 2005

Signed: Cathy Lee
Team Coordinator, Region 11

Reviewed and approved by: Kathy D. Hays
Director of Corporate Services
Sweet Adelines International