

**SEQUOIA PACIFICA REGION 11**  
**SWEET ADELINES INTERNATIONAL**  
**STANDING RULES**

**SECTION I - REGIONAL MANAGEMENT TEAM**

The Regional Management Team (RMT) 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 RMT 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 RMT member shall be for two years or until her successor shall be appointed. The terms of office and duties of the new RMT members shall begin on May1 subsequent to their appointment or election.
- C. No member may serve more than three consecutive two-year terms on the RMT.

(See Standard Form Regional Bylaws, Article IV, Section 1 and 2.)

**SECTION II - REGIONAL MANAGEMENT TEAM MEETINGS**

**A. INITIAL MEETING/LONG RANGE PLANNING:**

The initial meeting of the new RMT shall be held as soon as possible after elections/appointments have been completed each year. The RMT shall determine the time and place of such meeting.

**B. MIDYEAR MEETINGS:**

There shall be two (2) midyear meetings, the time and place of which shall be determined by the RMT.

**C. ANNUAL MEETING:**

The Annual Meeting of the RMT (with the newly appointed/elected management team members observing) shall be held prior to the Regional Annual Membership 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 RMT 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 RMT.
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 Team Coordinator and Regional Nominating Committee.

#### **E. SPECIAL MEETINGS**

1. The RMT may call special meetings 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 to any action to be taken by the Region, such action shall be as valid a regional action as though it had been authorized at a meeting of the RMT.
2. All actions by mail or email shall be presented for ratification at the next meeting of the RMT.

#### **G. VACANCIES**

1. A vacancy in the position of Education Coordinator shall be filled by appointment by the Regional Leadership Committee with approval of the Education Direction Committee.
2. The RMT shall appoint a member within thirty (30) days to fill a vacancy on the RMT for a position appointed by the RMT or elected by the regional membership, or

the regional chorus directors, said action shall be presented for ratification at the next meeting of the RMT.

3. Time served completing an unexpired term will not be included as part of the term limits as defined in Standard Form Regional Bylaws, Article IV, Section I.

## **H. QUORUM**

1. A majority of the members of the RMT shall constitute a quorum.

## **SECTION III - DUTIES OF THE REGIONAL MANAGEMENT TEAM**

Job descriptions of the members of the RMT are included in the Corporate Policy Book. Exceptions noted in Addendum A.

## **SECTION IV - COMMITTEES**

### **A. STANDING COMMITTEES/APPOINTMENTS** (See Regional Bylaws, Article VII, Section I.)

1. Finance Committee
2. Education Advisory Committee (EAC)
3. Bylaws and Rules Chair
4. Other standing committees are: Regional Seminar Steering Committee (RSSC), Regional Convention Steering Committee (RCSC)

All committee members shall be members in good standing of a chapter that is in good standing with the Region and the International Organization.

### **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 the Standard Form Regional Bylaws (Article VII, Section II).

**D. NOMINATING COMMITTEE** (See Standard Form Regional Bylaws, Article VII, Section 3.)

**SECTION V - REGIONAL SEMINARS - SUMMER SIZZLER/FALL FESTIVAL**

**A. STEERING COMMITTEE**

1. The RSSC, under the direction of the CRS and the RMT, shall carry out planning, preparation and implementation of the seminars.
2. The RSSC shall be comprised of the following: CRS, Assistant CRS, Education Coordinator, Events Coordinator, Finance Coordinator, Novice Event Registrar, Novice Events Awards Chair, Seminar Registration Chair, Housing Chair, and Regional Sales Chair.

**B. ASSISTING CHORUS**

1. Chapters shall be notified of the dates and place of seminars according to the rotating list of all chapters and be offered the opportunity to be the Assisting Chorus.
2. Assisting Chorus will perform on-site registration, serve as host for competitors, and provide workers as required by the RSSC.
3. No chorus may host more than one (1) event (Seminar or Convention) in a twelve (12) month period.

**C. REQUIRED FUNCTIONS**

1. A Novice Quartet Competition shall be held annually in conjunction with Summer Sizzler.
2. A Double Quartet Competition shall be held annually in conjunction with Fall Festival.
3. Musical and administrative classes shall be the responsibility of the Education Coordinator in consultation with the RMT.
4. Love Gift presentations will be presented during Summer Sizzler to the Region 11 representatives who will be competing in the upcoming International contest.
  - a. All chapters are encouraged to participate in the presentations (e.g. cards, gifts, money, etc.).
  - b. If there is a regional meal function, complimentary dinners will be provided for all International competing quartet members and for the director and president/team coordinator for the International competing chorus.

5. A reception dinner will be held at Fall Festival to honor the International competitors.

#### **D. FINANCES**

1. Each person attending the seminars will pay registration fee as determined by the RMT.
  - a. Effective May 1, 2015: The seminar registration fee is included in the Regional Assessment for all members, including Chapter-at-Large, and is no longer payable separately.
2. Complimentary registration is provided to each attendee under the age of 26 at the time of the event, including YWIH competitors.
  - a. Effective May 1, 2015: The seminar registration fee is included in the Regional Assessment for all members and is no longer payable separately.
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 general 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 (\$2) per registration, up to 300 registrants, plus three dollars (\$3) for any registrants over 300, will be paid to the Assisting Chorus within thirty (30) days following the seminar.

### **SECTION VI - REGIONAL FINANCE**

#### **A. INCOME SOURCES**

1. Regional Assessments
  - a. Each chapter shall remit to the Regional Finance Coordinator, prior to Fall Festival, forty-two dollars (\$42) for each adult member, or dual member, and twenty-one dollars (\$21) for each member or dual member under age 26. This includes the two dollar (\$2) insurance fee.
    - (1) It is the responsibility of each Chapter Finance Coordinator to ensure that Regional Assessments have been transmitted to the Regional Finance Coordinator for all members listed for Competition (including Novice competitions). If the Regional Finance Coordinator has not received a member's Regional Assessment prior to Novice competitions or the Spring Regional Quartet and Chorus competitions, the member in arrears will be considered Not in Good Standing and will be ineligible to perform or compete in the corresponding competition(s).
    - (2) Effective 5-1-15: Regional Assessment will be increased to one hundred thirty-two dollars (\$132) per adult member (including dual members from

other Regions) and sixty-six dollars (\$66) for each member (including dual members from other Regions) under the age 26. This includes registration for Regional Contest, Summer Sizzler, and Fall Festival as well as the two dollar (\$2) insurance fee.

- b. Those who have been a member of Sweet Adelines International for 50 years or more (effective date of Fall Festival) shall be exempt from paying the Regional Assessment. (Effective 12-03)
    - (1) Effective 5-1-15: Regional Assessment will be increased to sixty-six dollars (\$66) for each member (including dual members from other Regions) who has been a member of Sweet Adelines International for 50 years or more. This includes registration for Contest, Summer Sizzler, and Fall Festival as well as the two-dollar (\$2) insurance fee.
  - c. Members unaffiliated with a chapter (Chapter-at-Large members) shall remit to the Regional Finance Coordinator (or the appointed Chapter-at-Large Liaison), prior to Fall Festival, forty-two dollars (\$42) for each adult member, or dual member, and twenty-one dollars (\$21) for each member or dual member under age 26. This includes the two dollar (\$2) insurance fee.
    - (1) If the Regional Finance Coordinator has not received a Chapter-at-Large member's Regional Assessment prior to Novice competitions or the Spring Regional Quartet and Chorus competitions, the member in arrears will be considered Not in Good Standing and will be ineligible to perform or compete in the corresponding competition(s).
    - (2) Effective 5-1-15: Regional Assessment will be increased to one hundred thirty-two dollars (\$132) per adult member (including dual members from other Regions) and sixty-six dollars (\$66) for each member (including dual members from other Regions) under the age 26. This includes registration for Regional Contest, Summer Sizzler, and Fall Festival as well as the two dollar (\$2) insurance fee.
  - d. As Chapter Treasurers notify the Region of new and renewing members throughout the year, the Finance Coordinator will collect payments from the Chapters for these additional members.
2. Income of registrations for seminars as provided in Section V.
  3. Ways and Means projects.
  4. Other sources as approved by the RMT.

## **B. DISBURSEMENTS**

1. Expense vouchers for reimbursement of budgeted items, and funding for designated attendees, shall be submitted to the appropriate RMT coordinator member for approval and forwarded to the Finance Coordinator for payment. Funding for designated attendees shall be in accordance with the guidelines established by the RMT as outlined in Addendum B.

2. The official Region 11 Young Women in Harmony quartet, competing at the International Rising Star Competition will be reimbursed (finances permitting) for up to thirty-five hundred dollars (\$3,500) for the four quartet members only. No funding will be available for chaperones and/or coaches.
3. International Convention
  - a. Each RMT member attending International Convention will be given a stipend of two hundred fifty dollars (\$250).
4. International Competitors
  - a. The Champion Chorus competing at International shall receive one thousand five hundred dollars (\$1,500).
  - b. The Wild Card Chorus competing at International shall receive five hundred dollars (\$500).
  - c. The current Regional Champion Quartet competing at International shall receive five hundred dollars (\$500).
  - d. Any additional competing quartets, including Wild Card quartets, shall receive two hundred fifty dollars (\$250).
  - e. An out-of-region competing quartet with at least one member from Region 11 shall receive one hundred dollars (\$100).
  - f. In order to receive financial assistance, a quartet must notify RMT of its intent to compete no later than forty-five (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 for hosting the Annual Convention as per Section VII of Standing Rules.
5. Chapter Visits
  - a. Each chartered chorus will be offered a \$250 coaching allotment from Region 11, effective on May 1 of each year. Prospective chapters become eligible for the full \$250 coaching allotment upon chartering.
  - b. Chorus may use the funds to hire any coach they wish (local or not) – vocal, showmanship, acting, membership/marketing, administration, etc. However, the funds may be applied only to the coach's fee (no meals, travel, lodging, etc.). Funds may not be applied to non-coaching chapter activities (costumes, music, etc.).
  - c. Coach and chorus must complete a Funding Form giving a brief summary of what was addressed during the visit, and signed by the coach. The completed Funding Form is submitted to the Region 11 Education Coordinator for approval. The Education Coordinator then forwards the Funding Form to the Finance Coordinator for payment.
  - d. Funds cannot be used for coaching at retreat – coaching must be conducted on a separate night/weekend during the year.

- e. Unused funds do not roll over into the next fiscal year.
- 6. Regional Insurance
  - a. Premiums for insurance shall be paid each year as necessary to obtain Comprehensive Liability Coverage.
- 7. Operating Expenses
  - a. Expenses incurred in the course of doing the necessary business of the Region will be reimbursed by submitting receipts, with an expense voucher to the Finance Coordinator.
- 8. Awards
  - a. 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 RMT, with the Finance Coordinator serving as chair.
- 2. The prepared budget will be presented at the Annual Team Meeting for review and approval.

### **D. YOUNG WOMEN IN HARMONY FUND**

- 1. A Regional Young Women in Harmony (YWIH) Fund has been established to support the YWIH 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 RMT.
- 3. Section VI, B, 3 for disbursement of funds for official Region 11 YWIH competitors going to the International Rising Star Competition.

## **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 Handbook, Region 11 Procedures and Standing Rules, under direction of the RMT.



The RCSC shall be comprised of core members: Chair of the Regional Convention (CRC), Assistant CRC, Assisting Chorus Coordinator (ACC), Competition Coordinator (CC), Official Panel Liaison (OPL), RCSC Communications/Program Chair, RMT Events Coordinator (EVC), RMT Finance Coordinator (FC); and non-core members: Registration Manager, Housing Manager, Transportation Manager, Awards Manager, Regional Sales, and Secretary.

## 2. 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 Guidebook for Regional Conventions Handbook.
- c. The Post-Convention meeting will be held on Sunday afternoon of Convention weekend.

## 3. 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 indicated 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 RMT 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 the chorus must be received by the RMT within thirty (30) days following the last Regional Convention.

2. If the champion chorus declines to be the Assisting Chorus, the RMT Team Coordinator (TC) 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 TC, and received no later than thirty (30) days prior to the date of Summer Sizzler. The RMT 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. Regional Quartet Competition
  - a. The Regional Quartet Competition shall be held on Friday of Convention weekend.
  - b. Rules and policies as established by the International Board of Directors shall be followed.
2. Regional Chorus Competition
  - a. The Regional Chorus Competition shall be held on Saturday of Convention weekend.
  - b. Rules and policies as established by the International Board of Directors shall be followed.
3. Parade of Champions
  - a. The Parade of Champions shall be held on Saturday evening of Convention weekend in a format established by the RMT.
4. Installation Brunch/Annual Awards Meeting
  - a. A brunch shall be held on Sunday morning of Convention weekend for the purpose of installation of the RMT and recognition of regional leaders, chapter achievements, and other recognition deemed appropriate by RMT.

#### **E. FINANCES**

1. Each person attending the Convention, if a member of a Region 11 chapter, shall purchase an All Events Registration.

- a. Effective 5-1-15: The AET is included in the Regional Assessment of Region 11 chapter members and Chapter-at-Large members and a separate Registration fee will not be collected.
2. All Events Registration and Single Event Registrations shall be made available for purchase by guests, and Sweet Adelines members 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 five hundred dollars (\$3,500) from the Region.
  - b. If the Champion Chorus declines the opportunity to be Assisting Chorus, they will receive one thousand dollars (\$1,000) from the Region.
  - c. When another chorus is the Assisting Chorus, they will receive two dollars (\$2) per registrant at the Convention from the Region.

## **F. AWARDS AND PRESENTATIONS**

1. Chorus
  - a. Each competing chorus member of the Regional Champion Chorus shall be presented the official medal available from International.
  - b. Each competing member of the second, third, fourth, and fifth place overall choruses, Small and Midsize chorus champions and Most Improved chorus shall be presented the official medal available from International.
  - c. The Regional Convention Awards Chair shall order medals and certificates.
  - d. Accounting for medals shall be the responsibility of the Regional Awards Chair.
  - e. Certificates shall be presented to the top five (5) choruses, as provided by International.
  - f. Trophies, Plaques and Awards

- (1) Traveling Chorus Champion plaque presented to the Region and paid for by International.
- (2) Traveling Chorus Champion trophy originally presented to the Region by the West Valley Chapter in memory of Joni Bescos.
- (3) The Reach for the Top Award will be presented to the three (3) directors whose choruses have had the largest point increases from the previous year's contest. The director must have directed the same chorus at the previous year's contest and be a certified director or be active in the DCP Program, having taken at least one test during the year leading up to Contest. In the case of co-directors, both will be recognized equally if remaining criteria are met. The Directors' Coordinator will present this award. Conventions Awards Chair is responsible for purchasing and maintaining awards.
- (4) The Novice Director Award will be presented by the Directors' Coordinator to the highest scoring novice chorus director that has not previously directed a Sweet Adelines chorus in any region (must score above C level).

## 2. Chorus - Division A - Small Chorus

- a. Each competing chorus member of the chorus winning the First Place Division A (Small Chorus) shall be presented the official medal available from International.
- b. A traveling trophy, known as the Bobbie Dollins Award, donated by the Southland Harmony Chorus, shall be presented to the First Place Division A chorus.
- c. Each competing member of the second and third place Division A choruses shall be presented the official medal available from International.
- d. Certificates shall be presented to the top three (3) Division A choruses, as provided by International.
- e. The Regional Awards Chair shall order medals and certificates.

## 3. Chorus - Division AA - Mid-Size Chorus

- a. Each competing chorus member of the chorus winning the First Place Division AA (Mid-Sized Chorus) shall be presented the official medal available from International.
- b. A traveling trophy, donated by Verdugo Hills Chorus 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 choruses shall be presented the official medal available from International.
  - d. Certificates shall be presented to the top three (3) Division AA choruses, as provided by International.
  - e. The Regional Convention Awards Chair shall order medals and certificates.
4. Audience Choice Award
- a. The chorus competing in the Open Division that receives the most votes from designated members of the audience shall be presented the official award available from International.
5. Quartets
- a. Each member of the Regional Champion Quartet shall be presented the official medal available from International.
  - b. Each competing member of the second, third, fourth, and fifth place quartets shall be presented the official medal available from International.
  - c. The Regional Awards Chair shall order medals and certificates.
  - d. Accounting for medals shall be the responsibility of the Regional Awards Chair.
  - e. Certificates shall be presented to the top five (5) quartets, as provided by International.
  - f. 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.
  - g. A traveling trophy officially presented to the Region by the 1976 Regional Champion Quartet "Senter Stage" shall be presented to the Regional Champion Quartet.
  - h. The quartet competing in the Open Division that receives the most votes from designated members of the audience shall be presented the official Audience Choice Award available from International.
  - i. The Winners' Circle will present the Most Promising Novice Tenor, Lead, Baritone, and Bass Awards, the Sizzle Award, and the Most Improved Quartet Award at the Parade of Champions.
6. Chapter Recognition Awards

a. Membership Growth (G.R.E.A.T. Award)

- (1) A plaque shall be presented to the chapter achieving the highest percentage increase in membership during the year, May 1 – April 30, to which the Convention pertains. Said award shall be presented at the Summer Sizzler.

7. Noteworthy Award

- (1) Noteworthy Award may be presented to an individual(s) for outstanding contribution to Region 11. Nominations for this award must be made in writing by chapter or individuals and must be received by the RMT Team Coordinator at least thirty (30) days prior to Convention weekend. Final decision shall be by a consensus of the RMT.

## **SECTION VIII - MISCELLANEOUS**

### **A. PUBLIC APPEARANCES**

1. Any chorus, quartet, or other group wishing to represent Sweet Adelines International on radio, television, or other public/social media, 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 RMT Finance Coordinator.
2. Authorization from the RMT 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 RMT.
2. The disposal of any regional property shall require the prior approval of the RMT.

## **SECTION IX - AMENDMENTS**

- A.** These Standing Rules may be amended or rescinded as follows:

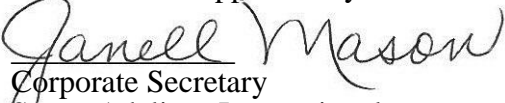
1. By consensus of the RMT members present at any meeting of the RMT.
2. By two-thirds (2/3) affirmative vote by email of the RMT, with ratification at the next RMT meeting.

Adopted: Sequoia Pacifica Region 11, on the \_\_\_\_ day of \_\_\_\_ 2015.

Signed:

Viena Zeitler  
RMT Team Coordinator  
Region 11

Reviewed and approved by:

  
Corporate Secretary  
Sweet Adelines International

## ADDENDUM A

### **Coordinator duties that differ from SAI RMT Handbook**

#### **RMT Secretary**

- Maintains a complete record of regional meetings and activities.
- Is responsible for recording and preparing minutes of all meetings of the Regional Management Team.
- Distributes copies of minutes to the team, regional chapters, and the Corporate Secretary at International Headquarters.

#### **Team Coordinator**

- Distributes copies of minutes to the team.



ADDENDUM B

**Sequoia Pacifica Region 11 Funding Guidelines**  
Revised 1/2015

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**FOR SEMINARS:**

Position/Committee	Comped Registration	Funded for Housing	Per diem @ \$45	Mileage @ \$0.575
Regional Management Team (RMT) <i>(Including RMT Secretary)</i>	YES	YES 3 NIGHTS	YES 3 DAYS	NO
Chair of Regional Seminars (CRS)	YES	YES 3 NIGHTS	YES 3 DAYS	NO
Regional Seminars Steering Committee (RSSC)	YES	YES 3 NIGHTS	YES 3 DAYS	NO
Chair of Regional Convention (CRC)	NO	YES 1 NIGHT	YES 1 DAY	NO
Regional Competition Steering Committee (RCSC)	NO	YES 1 NIGHT	YES 1 DAY	NO
Competition Coordinator (CC)	NO	YES 1 NIGHT	YES 1 DAY	NO
Novice Contest Judging Panel Staff	NO	YES 1 NIGHT	YES 1 DAY	NO
Seminar Facilitator	YES	YES*	YES*	NO
Seminar Facilitator Hospitality	YES	YES 3 NIGHTS	YES 3 DAYS	NO
Harmony Bazaar Manager	YES	YES 2 NIGHTS	YES 2 DAYS	NO
Awards Manager	YES	YES 1 NIGHT	YES 1 DAY	NO

*\*Number of days funded depends on the number of classes being facilitated and how many days required to be in attendance*

**FOR CONVENTION/COMPETITION:**

Position/Committee	Comped Registration	Funded for Housing	Per diem @ \$45	Mileage @ \$0.575
Regional Management Team (RMT) <i>(Including RMT Secretary)</i>	YES	YES 3 NIGHTS	YES 3.5 DAYS	NO
Chair of Regional Convention (CRC)	YES	YES 3 NIGHTS	YES 3.5 DAYS	NO
Regional Competition Steering Committee (RCSC) <i>(Core Members only)</i>	YES	YES 3 NIGHTS	YES 3.5 DAYS	NO
Competition Coordinator (CC)	YES	YES 3 NIGHTS	YES 3.5 DAYS	NO
Contest Judging Panel Staff	YES	YES 3 NIGHTS	YES 3 DAYS	NO

Housing Manager	YES	YES 3 NIGHTS	YES 3 DAYS	NO
Riser Transportation Manager	YES	YES 3 NIGHTS	YES 3 DAYS	NO
Non-Core RCSC Members <i>(Registration, Transportation, and Harmony Bazaar Managers)</i>	YES	YES 2 NIGHTS	YES 2 DAYS	NO
Awards Manager	YES	YES 1 NIGHT	YES 1 DAY	NO

## FOR SPECIAL MEETINGS:

Position/Committee	Comped Registration	Funded for Housing	Per diem @ \$45	Mileage @ \$0.575
Regional Management Team (RMT) <i>(Including RMT Secretary)</i>	N/A	YES*	YES*	YES
Chair of Regional Seminars (CRS)	N/A	YES*	YES*	YES
Regional Seminars Steering Committee (RSSC)	N/A	YES*	YES*	YES
Chair of Regional Convention (CRC)	N/A	YES*	YES*	YES
Regional Competition Steering Committee (RCSC)	N/A	YES*	YES*	YES
Competition Coordinator (CC)	N/A	YES*	YES*	YES

*\*Number of days funded depends on the number of days required to be in attendance*

## EXPLANATIONS OF TERMS

- ◆ Registration is complimentary where indicated.
- ◆ Funding for Housing is for actual room charge up to ½ double room charge per night stayed.
- ◆ Mileage is reimbursed at current IRS reimbursement rate
- ◆ Per diem is as follows:
  - \$45 per full day
  - \$22.50 per ½ day
- ◆ Special Meeting is defined as a meeting held at times other than seminar/convention (i.e.: pre-convention RCSC, Strategic Planning session, etc.)
- ◆ Judging Panel Staff refers to Computer Assistant and Page

## VIP SEATING AT CONVENTION/COMPETITION

All current and past RMT members	Queens of Harmony
All current RCSC members	Mic testing quartet

<b>All current RSSC members</b>	<b>Current reigning Region 11 quartet champs</b>
<b>All current International Faculty</b>	<b>Visiting dignitaries from other regions (i.e. current RMT members)</b>
<b>Past Regents</b>	<b>International Board of Directors members (IBOD)</b>
<b>Past Membership Development Representatives (MDRs)</b>	<b>Current OPL staff (names submitted by OPL)</b>
<b>Past Director of Musical Activities (DMAs)</b>	<b>Noteworthy Award recipients</b>
<b>Members with 50 or more years of SAI membership</b>	<b>International Judges</b>
<b>Education Advisory Committee (EAC)</b>	<b>Certified Musical Arrangers (CMAs)</b>
<b>Current Winners' Circle President and Director</b>	<b>Installation Brunch Installing Officer(s)</b>
<b>Members of the reigning International Champion Chorus</b>	<b>Off-Committee Chairs (i.e. YWIH Chair, Webmaster, etc.)</b>