



# CENTRAL STATES DISTRICT

Association of Chapters of  
The Society for the Preservation and Encouragement of Barber  
Shop Quartet Singing In America, Inc.

## Code of Regulations



# DISTRICT CODE OF REGULATIONS

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## CSD CODE OF REGULATIONS

### 1. DUES

1.1. District dues are established by the Board and paid upon entering the Society and upon membership renewal. Members transferring into the District will have their dues prorated for the entire year.

1.2. District dues for members who qualify for reduction of Society dues are established at half regular dues for seniors and youth as defined by the Society.

1.3. District dues for members entering their 51st year of membership and thereafter are waived.

1.4. Chapters may adopt Society and District policies regarding chapter dues for members who qualify for reduced Society dues and for members who are entering their 51st year of membership. Chapter presidents, secretaries, or treasurers shall update chapter dues on BHS Member Center.

### 2. DUTIES OF OFFICERS

2.1. The duties of all officers shall be as described in the District Operations Manual and as directed by the President.

2.2. The Board of Directors shall establish a Program Administration Team (PAT) chaired by the Executive Vice President. The duties of the PAT shall be described in the District Operations Manual.

### 3. TERMS OF OFFICE

3.1. Elected board members shall serve for terms of two years with half of the board members elected on odd numbered years and half elected on even numbered years with President and Executive Vice President elected in the same years. The Secretary and Treasurer shall be elected in the years that alternate with the President and Executive Vice President. The District President and District Executive Vice President being elected to begin their terms in the odd numbered years, and the District Treasurer and District Secretary being elected to begin their terms in the even numbered years. The District Secretary and District Treasurer are not term limited.

#### 3.2. State Vice Presidents

3.2.1. State Vice Presidents shall be elected for a two-year term on a rotating basis, with the state vice presidents for Missouri-Arkansas, Nebraska, and South Dakota being elected to begin their terms in the odd numbered years, and the

state vice presidents for Iowa and Kansas being elected to begin their terms in the even numbered years. The state vice presidents will be elected by the chapters' HOD delegate in each of the respective state areas by no later than 14 days prior to the fall HOD meeting, in accordance with the rotating terms outlined above.

3.2.2. The District Nominating Committee, 90 days prior to the respective elections, will request recommendations from the chapters in each of the state areas for candidates for the state vice president positions for their respective state area. From those recommendations, the District Nominating Committee will endeavor to present a slate of at least two nominees – but at least one nominee – for each state vice president position to be elected by the respective chapters' HOD delegates as provided above.

3.2.2.1. In each state area, 60% of the respective delegates must cast votes for the election of the state vice president for the state area to be considered valid and binding.

3.2.2.2. If less than 60% of the chapters in a state area submit votes, the vote will be declared invalid. If the vote is declared invalid, or if the election(s) ends in a tie vote, the state vice president shall be selected by a vote of the District Board of Directors at the fall meeting.

3.2.3. If a vacancy occurs during the term of a state vice president, the position will be filled by District President appointment and ratified by the District Board.

3.2.4. State vice presidents shall serve for no more than two consecutive terms. A state vice president appointed to fill an unexpired term for less than one year shall be eligible for the two succeeding terms.

#### 4. DISTRICT HOUSE OF DELEGATES

4.1. Actions taken by the Board of Directors and Program Administrators are subject to ratification by the District House of Delegates at its meetings. This process will take place during the reports of officers and committees.

4.2. Each Chapter President shall serve as Chapter Delegate to the District House of Delegates.

4.3. In the event that the Chapter President is unable to attend a meeting of the House of Delegates, the Chapter President may designate an Alternate Delegate by letter or email to the District Secretary or Credentials Chairman. The Alternate shall present such documentation by the Chapter President in writing when the alternate requests to be seated.

## 5. STANDING COMMITTEES

5.1. Nominating Committee. At the beginning of each calendar year, the President shall appoint a nominating committee of at least three members, chaired by the Immediate Past President, who shall prepare a slate of officers to be approved and presented to the House of Delegates at the fall meeting.

### 5.2. Awards Committees.

5.2.1. Barbershopper of the Year Committee (BOTY). The President shall appoint not more than three of the recent living recipients of the BOTY to the committee and two current CSD Board members, to be chaired by one of the appointees selected by the committee. The District President also serves as a non-voting member of the committee. The purpose of the BOTY is to give recognition to those individuals who have made exceptional, longstanding, unselfish, dedicated, and devoted contributions to the district. See 11.2.1.1 for BOTY qualifications.

5.2.2. Hall of Fame Committee. The President shall appoint not more than five of the recent living inductees into the Hall of Fame to the committee, to be chaired by one of the appointees selected by the committee. The purpose of the Hall of Fame is to give recognition to those individuals who have made exceptional, longstanding, unselfish, dedicated, and devoted contributions to the district over an extended period of time. See 11.2.2.1 for Hall of Fame qualifications.

5.3. Financial Advisory Committee. The President shall appoint a Financial Advisory Committee of not more than 5 members to be chaired by the Treasurer. The Financial Advisory Committee shall study such financial policy issues as referred to it by the Board of Directors. The Committee may also initiate such financial policy studies as it chooses. Results of these studies shall be presented to the Board of Directors as requested.

5.4. Association of Central States Champions (ACSC). The ACSC, consisting of all Central States District Quartet Champions, shall function as a committee of the Board of Directors. The District Treasurer shall administer all financial assets of the ACSC. Officers of the ACSC will be elected as provided by the bylaws of the ACSC.

5.4.1. The ACSC shall present a Past Champions Show during the fall convention.

5.5. Ethics Committee. The President shall appoint a standing committee of not less than three members, chaired by the Immediate Past President to investigate all reports of any suspected or alleged violations of the Society's Code of Ethics and to report the results of their investigation to the President for proper disposition and action.

## 6. FINANCES

6.1. Budget Cycle. The Board of Directors shall constitute the Budget Committee and will prepare a budget for each fiscal year to be presented to the House of Delegates for approval at the fall meeting prior to the fiscal year.

6.2. The Treasurer shall prepare a financial statement to be presented to the Board of Directors and at each meeting of the House of Delegates. The treasurer shall make a budget analysis and report at the end of each fiscal year stating the net worth and profit and loss for the year.

6.3. The financial records for each fiscal year shall be formally reviewed not more than 90 days following the closing of the books for the fiscal year. The report of the financial review shall be presented to the Board of Directors and to the House of Delegates at the spring meeting. Special audits or financial reviews may be requested as deemed necessary by the Board of Directors or the House of Delegates. No board member or program administrator may be assigned to the audit committee.

6.4. Chorus and Quartet Travel Fund. The Board of Directors shall annually establish a budget for support of competing choruses and quartets attending International. The District shall draw from the C&Q Travel Fund for the district chorus and quartet travel subsidies to International contests. If sufficient funds are not available in the C&Q Travel Fund, funds from the General Fund may be used to meet the funding obligation as stated in paragraph 6.4.1 below.

6.4.1. Disbursements from C & Q Travel Fund. The Board of Directors shall disburse financial support to competing choruses and quartets attending International, not to exceed \$3000 per chorus and \$1000 per quartet provided funds are available.

6.5. Reimbursement of expenses incurred by District officials in their conduct of official business:

6.5.1. Lodging Expenses. Expenses for lodging incurred in connection with official travel shall be reimbursed in full provided that travel one way exceeds 100 miles and the beginning time of appointments is earlier than 9 am or concludes later than 9 pm.

6.5.2. When travel is in conjunction with meetings and conventions and when otherwise possible, travelers shall share rooms. Reimbursement for lodging will be at 50% of the room rate unless otherwise justified.

6.5.3. Miscellaneous Expenses. Costs of materials and services required for official business shall be reimbursed.

6.5.4. Travel Expenses. Travel expenses will be reimbursed at a rate per mile set by the Board of Directors using actual or map mileage or the actual cost of coach airfare when travel by air is approved.

6.5.5. Vouchers and receipts. All requests for reimbursement of expenses must be submitted on vouchers with receipts substantiating lodging, travel, telephone, postage and miscellaneous expenses. Electronic transmission of vouchers and receipts may be used to substantiate lodging, travel, telephone, postage and miscellaneous expenses.

6.5.6. Expenses for Society Representative (SR) to district conventions. Travel expenses for Society Representative shall be borne by the Society. CSD will cover expenses for lodging and registration.

6.5.7. Travel by Contest Judges and Leadership Academy Faculties traveling by private auto to CSD conventions and Leadership Academies will be reimbursed at the Society designated mileage rate.

6.5.8. Officers and Program Vice Presidents may not obligate funds above the budgeted amounts without specific authorization by the Board of Directors.

6.5.9. The District may match up to \$100 of expenses that a chapter reimburses its attendees participating at Director's College.

6.5.10. Tuition for the District President or their designated representative to attend Harmony University is an authorized District expense.

6.5.11. Mid-Winter and International Convention travel and lodging by the president and executive vice president will be reimbursed.

6.5.12. The District will pay a stipend to the District Representative for Contest and Judging for them to attend the meeting of the Society Contest and Judging Committee at the International Convention..

## 7. CONVENTIONS

7.1. The District may hold at least two conventions a year; one in spring and one in fall.

7.2. Management. The administrative management of all conventions will be the responsibility of the District Events Vice President. The District Events Vice President has responsibility for receiving, reviewing, and if warranted, accepting bids from Host Chapters and recommending registration fees to the Board of Directors. The District

Events Vice President also has fiduciary responsibility for convention income and expenses.

7.2.1. The District Events Vice President shall exercise authority over all convention affairs and shall assemble a District Convention Team, assisted by the Host Chapter Team, which will carry out the functions of operating the conventions using the policy guidelines established by the District Events Vice President.

7.2.2. Host Chapter. Prospective Host Chapters shall submit detailed bids to host specified conventions. The District Events Vice President shall determine adequacy of bids and recommend acceptance by the Board of Directors.

7.2.3. Registration fees shall be recommended by the District Events Vice President to the Board of Directors based on income and expenses projected for each convention. The Board of Directors may override fee levels if necessary to preserve financial stability.

7.2.4. Proceeds from conventions are shared between the Host Chapter and the District on the basis of 40%/60% for spring conventions and 30%/70% for fall conventions. The Host Chapter is guaranteed a minimum of \$1,500 income from the proceeds of the convention.

7.2.5. All actions by the Convention Team are subject to approval by the Board of Directors.

7.2.6. Recordings of competitors' performances.

7.2.6.1. The District Events Vice President shall arrange for professional quality recordings of each performance by competitors to be made. The recording fee shall be paid from the General Fund.

7.2.6.2 The master recordings of each contest shall be preserved and maintained by the District Representative for Contest and Judging Vice President with assistance from the District Historian for archival purposes.

7.2.7.3 Competitors may purchase copies of the recordings from the District for a fee established by the Board.

## 8. CONTESTS

8.1. The District will host contests at the spring and fall conventions as described in the Operations Manual.



## 9. COMMUNICATIONS

9.1. Serenade. The Serenade is the District Bulletin, which will be distributed to each member in the District periodically by email and on the District website. It shall be considered an official publication of the District and shall reflect the policies of the District.

9.2. Website. The District shall maintain a website that can be accessed by any member of the District except where certain restrictions are prescribed by the Board of Directors. The Marketing and Public Relations Vice President shall be the approving authority for materials to be included on the site. The President shall designate a person to be Webmaster who will maintain the site. The District Website will be an official instrument for informing members and chapter officials on policies and procedures

## 10. CHAPTER SHOW DATE CLEARANCE, BMI/SESAC, AND ASCAP LICENSES

10.1. Chapters sponsoring a public performance or chapter show, at which copyrighted music is performed for the general public, are required to obtain show clearance and performing or performance licenses. The Society has agreements in place with BMI (Broadcast Music, Inc.) and SESAC (Society of European Stage Authors and Composers) for these licenses. The District Secretary is responsible for clearing chapter show dates and issuing the BMI/SESAC License. No Chapter show date that conflicts with a scheduled District or Society event or activity can be cleared.

10.2. Chapters in the same geographic area are encouraged to maintain good communication with adjacent chapters to assure that no two chapter shows are scheduled on the same date where both chapters would be competing for the same audience. When the District Secretary receives a conflicting show date clearance application, the District Secretary will withhold clearance until all efforts to resolve the conflict have been exhausted.

10.3. It is the responsibility of the Chapter Secretary to complete a current Application for Show Clearance and BMI/SESAC license and to submit the application to the District Secretary along with the appropriate license fees as determined by the license fee schedule. The application is to be submitted as soon as the desired show date has been selected.

10.4. Upon satisfactory clearance of the show date, the District Secretary shall execute the BMI/SESAC license and return the license to the requesting Chapter Secretary. A copy of the endorsed clearance form will be made for District files. A copy of the endorsed application will be forwarded to the Society along with the proper fee payment. The endorsed, original application, returned to the requesting chapter secretary, is the chapter's official show clearance and BMI/SESAC performance license.

10.5. After a chapter performance date has been cleared and BMI/SESAC performance license has been issued, the District Secretary will

- list the event on the Society and District Google calendars and on the BHS Member Center calendar.
- notify the Serenade Editor, the Facebook coordinator, and the District Webmaster that a chapter performance has been cleared so that the show date and description can be listed in the Serenade, on Facebook, and on the website.
- notify the Standing Ovation Program (SOP) Coordinator so that the SOP Coordinator may arrange for a review of the chapter show or other performance.

10.6. No chapter performance date should be listed or advertised in Society or District media, including convention ads, until proper clearance and BMI/SESAC license has been issued.

10.7. At the end of the year, when all revenue from chapter produced performances and shows from the calendar year has been determined, the chapter will submit a current ASCAP Report Form, with appropriate fees, to the Society. (Amended 10/08/04)

## 11. AWARDS

11.1. Performance Awards will be made according to scoring achieved during competition at the spring and fall contests as described in the Operations Manual.

### 11.2. Awards of Merit

11.2.1 The BOTY award shall be presented at the spring convention, time to be determined by the convention chairman and should be a point of pride for the district.

11.2.1.1 Consideration for the BOTY shall be limited to persons, whose contributions to the District have spanned not less than ten years and may have been musical and/or administrative at the Chapter, District and, Society level.

11.2.1.2 Qualification criteria may be in, but not limited to, quartetting, chorus directing, coaching, contest judging, composing, arranging, publishing, teaching, administration, philanthropy, etc., and preferably in some combination of these. This shall be marked by dedicated and devoted service.

11.2.1.3 The effect of this service shall have been of benefit to the CSD, Society and the craft in general.

11.2.2. The Hall of Fame induction shall be presented at the fall convention, at a time to be determined by convention chair, and should be a point of pride for the district.

11.2.2.1 Induction into the Hall of Fame shall be limited to persons, living or dead, whose contributions to the District have spanned not less than ten (10) years. These contributions may have been musical and/or administrative at the Chapter, District and Society level. Recognition need not be limited to current Society members, but the recognized service shall have been performed while the individual was a member of the Society and the District.

11.2.2.2 Qualification criteria may be in, but not limited to, quartetting, chorus directing, coaching, contest judging, composing, arranging, publishing, teaching, administration, philanthropy, etc., and preferably in some combination of these. This shall be marked by dedicated and devoted service.

11.2.2.3 The effect of this service shall have been of benefit to the Society and the craft in general.

## 12. DISTRICT ENDOWMENT FUND

12.1. A fund is established so that proceeds from the fund may be used to provide an additional source of non-dues income. District members, quartets and chapters may make donations to the fund in cash or pledge assets to the fund through wills or trusts. The share of the member's contributions to the Harmony Foundation that is returned to the District is placed in the District Endowment Fund, its use to be determined by the District Board of Directors. Assets of the Fund are to be managed in the manner prescribed by the Trustees of the Fund, who shall be appointed by the Board of Directors. Income from the investments of the Fund only may be expended for special purposes as designated by the Board of Directors.

## 13. CHAPTERS IN GOOD STANDING

13.1. Chapters in good standing may participate in District activities and contests. A chapter is no longer in good standing whenever:

- its state incorporation lapses for more than six months; or
- its membership falls below five dues paying members for more than one calendar year; or
- the chapter is in arrears on its financial obligations to the Society for more than one calendar year.

Chapters not in good standing may also have their charters revoked.

#### 14. NAME BADGES AND LAPEL PINS

14.1. The District Secretary shall cause a Society name badge to be made for each officer upon their election to the Board of Directors. Badges shall designate the officers' official positions.

14.2. The District Secretary shall obtain appropriate Society lapel pins for the District President, District Executive Vice President, District Secretary, and District Treasurer. Such pins shall be considered to be traveling lapel pins and shall be presented to each succeeding officer by the officer's predecessor.

14.3. The District Secretary shall obtain a Past District President lapel pin to be presented to the District Immediate Past President upon their retirement from office.

14.4. The District Secretary shall cause an appropriate Society name badge to be made which will designate the recipient of the Hall of Fame and the Barbershopper of the Year award.

#### 15. DISTRICT BOARD OF DIRECTORS AND COMMITTEE MEETINGS

15.1 Members will be considered present at a scheduled meeting if they maintain a phone, video conference, e-mail, or internet connection to the meeting and can read, see, or hear, and can respond to all of the proceedings.

15.2 The members present at a duly called and held meeting at which a quorum is initially present may continue to do business notwithstanding the loss of a quorum at the meeting due to a withdrawal of members from the meeting provided that any action taken after the loss of a quorum must be approved by at least a majority of the members required to constitute a quorum.

CSD Code of Regulations, 2024 was approved by the District Board and House of Delegates at the Fall Convention in, Lawrence, KS, October 13, 2024.

Reformatted by Mark Fuerniss, CSD Secretary, January 14, 2025.