



CENTRAL STATES DISTRICT

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

OPERATIONS MANUAL



DISTRICT OPERATIONS MANUAL

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DISTRICT OPERATIONS MANUAL

(The CSD Board of Directors is the approving authority for this document. It is subject to change each year as needed to manage the district and to give individuals a clear idea of what the positions require.)

Board of Directors

The Board of Directors shall consist of the President, Executive Vice President, Secretary, Treasurer, Immediate Past President and such number of Board Members-At-Large (State Vice Presidents) as shall be stated in the bylaws.

President

Duties:

1. Chief executive officer of the District
2. Chair all meetings of the Board of Directors and House of Delegates
3. Lead the Board of Directors in establishing annual priorities and goals for the district and be responsible for achieving them.
4. Develop a district work plan, approve of all financial matters, and report to the Society Board on such plans and budgets, as well as progress toward achieving goals
5. Appoint committees as needed to carry on the business of the District
6. Appoint the Program Administration Team and be fully knowledgeable of all functions and their responsibilities
7. Attend Society-sponsored training seminar(s)

Desired background/capability:

1. Society member for at least five years and member of a chapter in the district other than the Frank H. Thorne chapter
2. Committed to and possessing an understanding of the vision and mission of the Society and District
3. Willing to be accountable for the performance of the Board of Directors
4. Committed to and possessing a demonstrated ability in teamwork
5. Possessing experience, knowledge, talent, leadership, communication skills, judgment, and expertise that will enable them to be an effective president
6. Able to participate in meetings with the Society Board twice a year to provide feedback on what they are experiencing in the district
7. Committed to hands-on responsibility for a team of Administrators that are responsible for carrying the Society's programs and policies to the chapters through hands-on contact

Executive Vice President

Duties:

1. Preside at board meetings in the absence of the President
2. Supervise the Program Administration Teams
3. Perform such other duties as may be assigned by the President or by the Board

4. Assist the President and the Board in establishing priorities and goals for the District
5. Coordinate all awards given by the District, such as, BOTY, Hall of Fame, quartet and chorus recognition
6. Act as liaison between the chapter presidents and the Board

Desired background/capability:

1. Society member for at least five years and member of a chapter in the district other than the Frank H. Thorne chapter
2. Committed to and possessing an understanding of the vision and mission of the Society
3. Willing to give up any current assignment on a committee or Program Administration Team and not be an advocate for any district, chapter, committee, team, or program
4. Willing to be accountable for the performance of the Board of Directors and Program Administration Team
5. Committed to and possessing a demonstrated ability in teamwork
6. Possessing experience, knowledge, talent, leadership, communication skills, judgment, and expertise that will enable them to be an effective president-elect

Secretary

Duties:

1. Participate in establishing priorities and goals for the district
2. Custodian of the district calendar and district documents
3. Issues chapter show clearances and licenses and maintains a list of and publicizes chapter shows
4. Manage and maintain the Credentials for the House of Delegates meetings
5. Calls all the district officials and chapter delegates to their appropriate meetings
6. Prepares minutes on all board actions and distributes them as well as district regulations and statements of policy to chapter delegates
7. Attends all District Board and House of Delegates meetings
8. Use the Society Member Database to provide membership data to Chapter and District Leaders as requested

Desired background/capability:

1. Society member for at least five years and member of a chapter in the district other than the Frank H. Thorne chapter
2. Committed to and possessing an understanding of the vision and mission of the Society
3. Willing to be accountable for the performance of the Board of Directors
4. Committed to and possessing a demonstrated ability in teamwork
5. Possessing experience, knowledge, talent, leadership, communication skills, and computer skills that will enable them to be an effective secretary

Treasurer

Duties:

1. Chief Financial Officer of the district
2. Participate in establishing priorities and goals for the district

3. Prepare the budget, keep complete records of income and disbursements, file Form 990/990-EZ and supporting schedules in a timely manner, and provide reports of District financial condition at Board meetings and House of Delegate meetings and submit copies to the Society Board of Directors as requested.
4. Analyze expenditures and be cognizant of state/federal regulations regarding non-profit organizations
5. Chairman of the Financial Advisory Committee, including developing and maintaining an Investment Policy for District funds and Endowment Funds.
6. Maintain fiscal responsibility for the Program Administration Teams
7. Attend all district board and House of Delegates meetings

Desired background/capability:

1. Society member for at least five years and member of a chapter in the district other than the Frank H. Thorne chapter
2. Committed to and possessing an understanding of the vision and mission of the Society
3. Willing to be accountable for the performance of the Board of Directors
4. Committed to and possessing a demonstrated ability in teamwork
5. Possessing experience, knowledge, talent, leadership, communication skills, computer skills, and specialized accounting and financial expertise that will enable them to be an effective treasurer

Immediate Past President

Duties:

1. Participate in establishing priorities and goals for the district
2. Advise the Board on the historical reasons for past board actions
3. Long range planning coordinator as directed by the President
4. Maintain knowledge of all governing documents
5. Serve on the Nominating Committee
6. Act as senior adviser to the Ethics Committee

Desired background/capability:

1. Past President of the District and member of a chapter in the district
2. Committed to and possessing an understanding of the vision and mission of the Society
3. Willing to be accountable for the performance of the Board of Directors
4. Committed to and possessing a demonstrated ability in teamwork

Board Member at Large (State Vice Presidents)

Duties:

1. Participate in establishing priorities and goals for the district
2. Reflect the membership's needs and desires to the Board by communicating regularly with the chapters in their area
3. Other duties as assigned by the President

Desired background/capability:

1. Committed to and possessing an understanding of the vision and mission of the Society
2. Willing to be accountable for the performance of the Board of Directors
3. Committed to and possessing a demonstrated ability in teamwork

Program Administration Team

The Board of Directors established the following operational units. They are:

- Membership;
- Music & Performance;
- Chapter Support & Leadership Training;
- Contest & Judging;
- Marketing & Public Relations;
- Chorus Director Development;
- Events; and
- Historian.

These operational units will oversee and carry out the functional services and resources that make our District successful. The Program Vice Presidents of these units will work together as a team chaired by the Executive Vice President. The Program Administration Team (PAT) will be the District's working group to carry out its annual goals and strategic planning. The Program Vice Presidents will hold each other accountable for achieving mutual and coordinated successes.

The Program Vice Presidents will coordinate and facilitate the efforts of its team members, meeting face-to-face, or by phone or by e-mail to review and discuss the progress in the operational units, and, if necessary, suggest alternative activities of the participants. The Program Vice Presidents will be accountable to the Executive Vice President and to the Board for overall operational effectiveness. Because we are a volunteer organization, the Executive Vice President may need to provide training and support for some of the Program Vice Presidents in order to improve their performance to keep the effort moving forward. The Executive Vice President may also take corrective action in the event of non-performance of the job.

The Program Vice Presidents will report to the Executive Vice President not only specific results, but also may offer a critique of those results. These reports will be given to the Board as an up-to-date status regarding the success of the original directives as well as information on where the plan was not working optimally.

The Nominating Committee and Board Members will annually recommend individuals for Program Vice President positions no later than September 1st. These recommendations may be continuance or replacement of an individual Program Vice President. The District President will then select Program Vice Presidents for the next year and report to the House of Delegates at the Fall Convention. In the event a position should become vacant during the year, the President will appoint a suitable replacement with the approval of the Board.

- **Vice President of Membership**

Purpose: Provide inspiration and ideas in the district to promote membership recruitment and retention of members and the formation of chapters

Duties:

1. Use, develop, refine, and implement programs that will help chapters stimulate target-marketed members to join the Society
2. Use, develop, refine, and implement a new member orientation program that potentially can be used district wide and will improve retention of new members.

3. Seek out attractive extension sites for new chapters within the district, and use Society extension programs
4. Monitor members' perceptions of services provided by district and Society and report them to the Board of Directors
5. Use the Society Member Database to provide membership data to Chapter and District Leaders as requested
6. Establish and manage an operational unit to administer the goals of the District

Desired background/capability:

1. Society member for at least five years member of a chapter in the district other than the Frank H. Thorne chapter
2. Familiar with programs that can stimulate new members to join the Society and help retention of current members and able to provide inspiration for membership development and retention and the formation of extension sites and new chapters
3. Committed to and possessing an understanding of the vision and mission of the Society and the District
4. Committed to and possessing a demonstrated ability in teamwork

- **Vice President of Music & Performance**

Purpose: Improve and expand the musical knowledge and performance abilities of the membership through quartet and chorus coaching programs, district music education schools focused on quartets and choruses

Duties:

1. Develop and administer coaching cadre program for quartets and choruses
2. Coordinating all arrangements for the annual district HEP School (or equivalent), making arrangements for faculty and classes offered
3. Establish and manage an operational unit to administer the goals of the District

Desired background/capability:

1. Society member for at least five years, member of a chapter in the district other than the Frank H. Thorne chapter
2. Respected musician/performer who is an extraordinarily strong administrator, with an ability to manage people well and follow up effectively
3. Committed to, and possessing an understanding of, the vision and mission of the Society and the District
4. Committed to, and possessing a demonstrated ability in, teamwork

- **Vice President of Chapter Support and Leadership Training**

Purpose: Develop, provide and manage leadership training and promote succession leadership development for District chapters.

Duties:

1. Coordinate, monitor, and maintain an effective chapter advocate program
2. Work to coordinate the recruitment and training of potential chapter advocates and chapter counselor trainers in the District, and communicate and coordinate its policies

3. Manage the annual Leadership Academy making arrangements for faculty and course offerings
4. Coordinate annual needs assessment in conjunction with the Board of Directors
5. Establish and manage an operational unit to administer the goals of the District

Desired background/capability:

1. Society member for at least five years and member of a chapter in the district other than the Frank H. Thorne chapter
2. Familiar with management, leadership, and training theory and techniques
3. Willing to be accountable for the performance of the chapter advocates
4. Committed to and possessing an understanding of the vision and mission of the Society
5. Committed to and possessing a demonstrated ability in teamwork

- **Vice President of Contest and Judging (DCRJ)**

Purpose: Coordinate and communicate Society contest and judging policy within the District.

Duties:

1. Attend Contest and Judging meetings of the Society
2. Communicate with all potential contestants in district contests
3. Promote and handle all applications of judging candidates from the district and schedule practice panels at district contests
4. Ensure that all contest venues have suitable sound and lighting systems for contests and satisfy appropriate Society specifications
5. Participate in training carried out by the Society Contest and Judging Committee
6. Establish and manage an operational unit to administer the goals of the District

Desired background/capability:

1. Society member for at least five years and member of a chapter in the district other than the Frank H. Thorne chapter
2. Certified Society Judge or Contest Administrator
3. Committed to and possessing an understanding of the vision and mission of the Society Contest and Judging Committee and the Board
4. Committed to and possessing a demonstrated ability in teamwork

- **Vice President of Marketing and Public Relations**

Purpose: Communicate and promote all programs of the District

Duties:

1. Responsible for effective communication and promotion of district activities through bulletins and e-mail and encouraging development of informative chapter bulletins and websites
2. Provide programs and materials to enhance public awareness of barbershopping and the value of music education for personal enrichment
3. Provide chapters with guidelines for improving public awareness and appreciation of the Society through support of unified service projects and local charities

4. Promote and maintain the District Website as the primary means of communications
5. Establish and manage an operational unit to administer the goals of the District

Desired background/capability:

1. Society member for at least five years and member of a chapter in the district other than the Frank H. Thorne chapter
2. Demonstrated communications and public relations expertise
3. Committed to and possessing an understanding of the vision and mission of the Society
4. Committed to and possessing a demonstrated ability in teamwork

- **Vice President of Chorus Director Development**

Purpose: Improve and expand the musical knowledge and directing abilities of chorus directors through director coaching programs, Harmony University, district music education schools focused on chorus directors.

Duties:

1. Organize chorus director and music team focused education events.
2. Provide resources to assist chapters with chorus director searches.
3. Engage and collaborate with high school and collegiate music educators to encourage barbershop singing and directing.
4. Establish and manage an operational unit to administer the goals of the district.

Desired background/capability of Administrator:

1. Society member for at least five years and a member of a chapter in the district other than the Frank H. Thorne chapter
2. Respected musician/performer who is an extraordinarily strong administrator with an ability to manage people well and follow up effectively
3. Committed to and possessing an understanding of the vision and mission of the Society and the District
4. Committed to and possessing a demonstrated ability in teamwork
5. Strong organizational skills to manage long-term projects

- **Vice President of Events**

Purpose: Responsible for the effective planning and budgeting, site selection, and operation of all events held within the district, including conventions, music festivals, alternatives to competition, music and leadership training schools, joint events with other a cappella organizations, etc.

Duties:

1. Assure that district convention manuals are up-to-date and used, and with the Director of Contest & Judging assure that Society contest sound and lighting system guidelines are followed
2. Maintain a comprehensive convention history file on past and potential convention sites
3. Work with the Society Events Committee and, when necessary, the Society Marketing and Public Relations Committee

4. Chair meetings of the District Convention/Events Committee
5. Participate in training carried out by the Society Events Committee
6. Report to the District President and Society Events Committee on progress toward achieving Society and district work plans, as requested
7. Attend all district board and HOD meetings
8. Other duties as assigned by District Leadership
9. Establish and manage an operational unit to administer the goals of the District

Desired background/capability

1. Society member for at least five years, and member of a chapter in the district other than the Frank H. Thorne chapter
2. Committed to and possesses an understanding of the vision and mission of the District
3. Willing to be accountable for performance to the district board
4. Committed to and possesses a demonstrated ability in teamwork
5. Possesses experience, knowledge, talent, leadership, communication skills and expertise that will enable them to be an effective leader
6. Willing to develop alternatives to competition, festivals, variety of musical and non-musical events at district conventions, etc.
7. Able to bring fresh perspectives and add diversity to the board

• **Historian**

Purpose: Assemble and preserve the record of activities and accomplishments of the District.

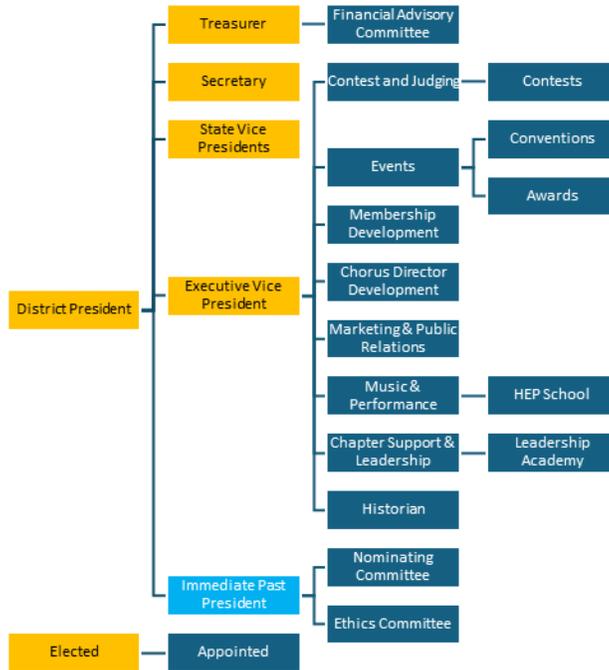
Duties:

1. Digitize current historical artifacts including show and convention programs, history boards, and past convention videos
2. Upload current and future convention videos to the District’s video repository
3. Maintain a page on the District website dedicated to highlighting the history of the District.
4. Submit an article on the history of the District for publication in each issue of The Serenade
5. Establish and manage an operational unit to administer the goals of the District

Desired background/capability:

1. Society member for at least five years and a member of a chapter in the district other than the Frank H. Thorne chapter
2. Ability to manage people well and follow up effectively
3. Committed to and possessing an understanding of the vision and mission of the Society and the District
4. Committed to and possessing a demonstrated ability in teamwork
5. Strong organizational skills to manage long-term projects

Central States District Organizational Chart



Contests and Awards

Contests

The Board of Directors establish the following contest and awards to be held at the conventions.

Central States District - Contest Calendar			
Spring		Fall	
<u>Quartet</u>	<u>Chorus</u>	<u>Quartet</u>	<u>Chorus</u>
International Preliminaries			
International Preliminary [2]	Senior International Preliminary	International Preliminary [2]	International Preliminary
		Seniors International Preliminary	
District Contests			

		District Quartet [2]	District Chorus
		Novice Quartet	District Seniors Chorus
		SuperNovice Quartet	Plateau IV Chorus
		Seniors Quartet	Plateau III Chorus
		Super Seniors Quartet	Plateau II Chorus
		Youth Quartet	Plateau I Chorus
			VLQ - Very Large Quartet
			John Stucker Small Chorus Encouragement
			Most Improved Plateau I Chorus
			Most Improved Plateau II Chorus
			Most Improved Plateau III Chorus
			Most Improved Plateau IV Chorus

Contests denoted above by [2] are two rounds. All others are one round only.

The ten highest scoring CSD quartets in these two contests advance to the Finals round.

- **VLQ = Very Large Quartet** 5-12 on stage (often uses no director)
- **Plateau I** 9-19 on stage
- **Plateau II** 20-29 on stage
- **Plateau III** 30-39 on stage
- **Plateau IV** 40+ on stage

Awards

Any chorus (at least 9 on stage) may compete for the **District Chorus Award**

- **John Stucker Encouragement** Small chorus that has never competed or hasn't competed in the last five years
- **Senior Chorus** All performers (excluding director) are at least 55 at the time of the contest and must be in good standing with BHS, CSD, and Singing Organization (chapter, region, etc.)
- **Novice** At least two quartet members have never competed in a BHS, SAI, or HI contest.
- **SuperNovice** None of the quartet members have ever competed in a BHS, SAI, or HI contest.
- **Seniors** All of the quartet members are at least 55 and the combined age is at least 240.
- **Super Senior** All of the quartet members are at least 65 and the combined age is at least 280.
- **Youth** Maximum age of any quartet member is 25
- **Next Generation** Qualification for the MidWinter and International NextGen contests are via video: <https://www.barbershop.org/next-gen>

Central States District Contest Awards			
Spring		Fall	
<u>Quartet</u>	<u>Chorus</u>	<u>Quartet</u>	<u>Chorus</u>
International Preliminaries			
		Seniors International Preliminary	
District Contests			
		District Quartet - Traveling trophy, lapel pin, and plaque for each quartet member	District Chorus - Traveling trophy and plaque
		Novice Quartet - Traveling trophy and plaque for each	District Seniors Chorus

		quartet member	
		SuperNovice Quartet - plaque for each quartet member	Plateau IV Chorus - Traveling trophy and plaque
		Seniors Quartet - Traveling trophy and plaque for each quartet member	Plateau III Chorus - Traveling trophy and plaque
		SuperSeniors Quartet	Plateau II Chorus - Traveling trophy and plaque
		Youth Quartet - traveling trophy and plaque for each quartet member	Plateau I Chorus - Plaque
			VLQ - Very Large Quartet - Plaque
			John Stucker Small Chorus Encouragement - Plaque
			Most Improved Plateau I - Plaque
			Most Improved Plateau II - Plaque
			Most Improved Plateau III - Plaque
			Most Improved Plateau IV - Plaque

District Secretary's note: The above District Operations Manual was presented to and approved by the CSD House of Delegates in Lawrence KS, October 11, 2024.
 Reformatted by Mark Fuerniss, District Secretary, January 13, 2025.
 Revised, District Board, August 14, 2025

Revision History

August 14, 2025. Changed duties for Chorus Director Development V.P. position.