

Reports of the

**Far Western District Officers  
District Management Team &  
Other Committee Chairmen**

POSTED AS OF : 6/7/17

**Holiday Inn Hotel & Suites Anaheim – Fullerton**

- 2932 Nutwood Ave
- Fullerton, CA 92831
- 714-579-7400

**Society for the Preservation and Encouragement of  
Barber Shop Quartet Singing in America, Inc.**

d/b/a

**Barbershop Harmony Society**



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Gordon Bergthold, FWD President

## **President – Summer Board Meeting Report**

It's hard to believe that 2017 is half over but the FWD is running full steam ahead with the Spring Convention and division conventions completed. We have the District Convention in Bakersfield coming up in October and once again we will determine our International Chorus competitor(s) and crown the FWD Quartet Champions to represent us during 2018. It would be great to have an outstanding attendance of chorus and quartet members along with many guests for this year-ending event. Bakersfield is a fairly centralized location for a convention and it's a way to end the FWD barbershop contest cycle and to see friends from throughout the district.

Your district board and management team met in Fullerton for the summer planning meeting and we are preparing for the new administration to pick up the pace and continue the improved communication with the district chapters and its members. Our mantra for the past couple of years has been COMMUNICATION and if we've failed we need to hear from you. We know that listening is 95% of communication and we've tried to improve on that aspect of leadership both here in the district and the society as a whole. The FWD leadership is charged with overseeing the management of 74+/- chapters throughout California, Arizona, Nevada, So. Utah and Hawaii but we depend on the chapter leadership to help guide us in our endeavors.

Over the past couple of years, the Barbershop Harmony Society has made a real effort to improve on the communication with the districts and the effort has paid off with the Harmonizer, Livewire and numerous other communication tools either implemented or greatly improved. We have online educational aids available and the society has begun sending a representative to our major conventions to make them available to both the chapter and district leaders. They are also making themselves available to every member of the society through this effort. We've also been paid visits by the Society Foundation representatives who continue to help educate us in the relationship between the Barbershop Harmony Society and the Harmony Foundation.

The Society has developed a Facilitator program and has qualified men, who have been trained to assist where requested in the many areas of discipline in running a chapter. If you have a need all you need do is to contact BHS and ask for help. This is another of the ways that the society is improving communication with the seventeen districts that make up our singing organization. Read about the Healthy Chapter Initiative and get involved with its goals. It will strengthen your chapter and give you some focus on where you're headed in the future.

Once again, the bottom line is this! Your district leadership and the society headquarters are in constant communication trying to make the barbershop experience one that makes you proud and wanting to bring our music to others throughout the communities in the FWD and the world.

Gordon "Mongo" Bergthold

President FWD

# Board of Directors Agenda

## FAR WESTERN DISTRICT

### Board Meeting Agenda 9 AM

**Holiday Inn, 2932 Nutwood Ave. Fullerton, CA**

**June 17, 2017**

- |  |                          |
|--|--------------------------|
| 1. Call to Order                             | Gordon Bergthold         |
| 2. The Old Songs                             | Ron Black                |
| 3. Invocation                                | Bill Rosica              |
| 4. Roll Call                                 | Bob Gray                 |
| 5. Opening Remarks                           | Gordon Bergthold         |
| 6. Approval of Agenda                        | Gordon Bergthold         |
| 7. Approval of minutes of previous meetings. | Gordon Bergthold         |
| 8. Vice President Reports                    |                          |
| • Division 1 Southwest                       | Brent Anderson           |
| • Division 2 Southeast                       | Nick Papageorge          |
| • Division 3 Northwest                       | Bill Rosica              |
| • Division 4 Northeast                       | Richard Lund             |
| • Division 5 Arizona                         | John Bloomquist          |
| • Contest & Judging                          | Ron Black                |
| • Music & Performance                        | Craig Ewing              |
| 9. District Management Team                  | Craig Hughes             |
| • Chapter Support & Leadership               | Steve Salmon             |
| • Membership                                 | Bill Rosica              |
| • Chorus Director Development                | Royce Ferguson           |
| • Events/Convention Manual                   | Bryan Forbes             |
| • Marketing & Public Relations               | David Melville           |
| • Youth in Harmony                           | TBD                      |
| 10. Old Business                             |                          |
| • SOP Edits                                  | Allan Webb               |
| 11. New Business                             |                          |
| • Nominating Committee                       | Allan Webb               |
| • Finance Review                             | Rich Owen                |
| • Leadership Academy/ HCW                    | Steve Salmon/Craig Ewing |
| • Production Team/Ethics Issues              | Russ Young               |
| • Various issues                             | Gordon Bergthold         |
| 12. 2017 Budget Planning                     | Rich Owen & Board        |
| 13. For the good of the order                | All                      |
| 14. Keep the Whole World Singing             | Nick Papageorge          |

**Adjourn (to Bryan Forbes Home for Dinner)**



Craig Hughes, FWD EVP

**Craig Hughes, District Executive Vice President**

To paraphrase John Donne, ***“No Chapter is an island entire of itself; every Chapter is a piece of the music, a part of the score”***. Just like the personal impact we have on our Quartet and Chorus, our Chapters impact the joy and love of barbershop in our community and our world. The job, as I see it, of the District Board and Management Team is to facilitate the best possible experience for our members through their Chapters while closely managing our finances.

We have wrapped up some outstanding Division Contests and our Spring Convention in Sacramento. Great singing and lots of fun. These events are much more than contests. In fact they *can be more fun* without the constraint of competition. Our District Events Team along with the host chapters put on the best “parties” in Barbershop. We are getting a much better handle on the expense side of the events. We need to continue to grow the income (attendance) side of the ledger. Our DVPs promoted and encouraged attendance in creative and effective ways this year. Momentum is building. We need to keep it up.

Summer is show time for many Chapters. There were eight shows on the [events calendar](#) for the month of May and three more in June. We need to encourage Chapters to list their shows and check out what else is happening in the back half of the year. It is a great way to support one another and enjoy some great music. Remember: ***“No Chapter is an island entire of itself; every Chapter is a piece of the music, a part of the score”***. There is harmony and magic in the music. It is a score that is too good not to share. On that note, check out the excellent resources Antonio Lombardi and the staff in Nashville are developing to support the [Healthy Chapter Initiative](#). The content is constantly growing and evolving through the financial support of the Harmony Foundation.

[Midwinter Orange County](#) - January 16-21 - is coming to the Segerstrom Center for the Arts in Costa Mesa, California. Midwinter is the venue for the International Youth Chorus Festival. This year there were 20 Choruses (five from FWD) and 599 singers. Our District recognized the magic by approving a ***motion to sponsor (\$10,000) Youth Chorus Festival through donations by the chapters or by the district through an amended budget should chapter donations fall short*** at our fall 2012 House of Delegates. This year’s commitment was filled by generous donations from 24 Chapters, 1 Quartet, and 3 individuals with the support of our own John and Sharon Miller. The generosity of the men and women of the District was recognized by the young singers. There were more than a few tears as the almost 600 young performers joined in song to *“make the music that makes a difference”*. Please start encouraging chapter participation so we can meet and exceed our commitment for 2018. Let’s shoot for a larger number of participating chapters. Note: It is very important that the individual and family donations continue. Dropping spare change in a bucket every week adds up as well.

Midwinter Orange County will also include a Senior Chorus Festival. Craig Ewing, VP for Music & Performance, is working on the details. It will be an awesome opportunity to show off the “timeless talent” in the Far West.

Our Summer Meeting is critical to the success of the following year. The Board and Management Team meet to not only discuss our year to date but to lay the foundation for next year's accomplishments. Steve Salmon, Chapter Support & Leadership Training, has been developing a business plan and a forward-thinking strategy. We all need to contribute to and support these efforts with suggested programs and the supporting budget requests. While the business of the District has been, and will continue to be reactive in many instances, we should strive to be proactive in our plans and budget. This meeting sets the table for 2018 and beyond.

Thank you for all you do for the District.

In Harmony,



Craig Hughes, EVP  
chughes2@cox.net

## **District Management Team Agenda**

### **FAR WESTERN DISTRICT**

**District Management Team Meeting Agenda 8 AM**

**Holiday Inn, 2932 Nutwood Ave. Fullerton, CA**

**June 17, 2017**

- |  |                           |
|--|---------------------------|
| 1. Call to Order & Opening Remarks:      | Craig Hughes – EVP        |
| 2. Reports – Discussion – Action Items:  |                           |
| • Chapter Support & Leadership Training: | Steve Salmon              |
| • VP Music & Performance:                | Craig Ewing               |
| • Chorus Director Development:           | Royce Ferguson            |
| • VP Contest & Judging:                  | Ron Black                 |
| • Membership:                            | Bill Rosica               |
| • Marketing & Public Relations:          | David Melville            |
| • Events:                                | Bryan Forbes              |
| • Youth in Harmony:                      | Mark Freedkin, Consultant |

Adjourn: Craig Hughes

# Minutes of Spring Board of Directors Meeting:

## Spring 2017 Far Western District BOD Meeting Minutes

March 9, 2017, in Sacramento, CA

### Call to Order - Gordon Bergthold

- President Gordon Bergthold called the meeting to order at 2pm,

### The Old Songs - Ron Black

- Ron Black directed "The Old Songs"

### Invocation - Richard Lund

- Richard Lund led the invocation.

### Roll Call - Allan Webb

Allan Webb executed the Roll Call

.

President	Gordon Bergthold
Executive Vice President	Craig Hughes
Secretary	Bob Gray (Absent)
Treasurer	Rich Owen
Division 1 Southwest VP	Brent Anderson
Division 2 Southeast VP	Nick Papageorge
Division 3 Northwest VP	Bill Rosica
Division 4 Northeast VP	Richard Lund
Division 5 Arizona VP	John Bloomquist
Contest & Judging VP	Ron Black
Music & Performance VP	Craig Ewing
Immediate Past-President	Allan Webb

11 BOD members reported "Present", constituting a valid quorum

### Introduction of Special Guests - Gordon Bergthold

- Antonio Lombardi - BHS Staff
- Robert Rund - HFI

### Past Presidents also in attendance

- Sam Barger
- Russ Young
- Bill Cale
- Chuck Hunter

### Opening Remarks - Gordon Bergthold

▼

### Approval of Agenda - Gordon Bergthold

- Motion: Papageorge Second: Hughes Motion passed

### Approval of Minute of Fall 2016 BOD Meeting - Gordon Bergthold

- Motion: Webb Second: Papageoe Motion passed

### District Vice Presidents' Reports

- Division 1 Southwest - Brent Anderson
- See HOD Brochure
- Discussion of Chapters in danger of dissolution. Los Angeles, Lompoc, San Fernando Valley (18-20) may be able to absorb the other two.

- • Santa Barbara tried reconstituting under Mike McGee, but the environment was not conducive to that effort. At this point the Chapter is below the threshold of membership required by the Society. Long Beach has only 4 members on the books, but is meeting as a mixed group at Leisure Village with off books people.

#### **Division 2 Southeast - Nick Papageorge**

- • See HOD Brochure
- • Inland Cities Chapter sang on PBS due to being seen at a mall performance.
- • Laguna Hills is attempting to get the minimum number of officers. Apple Valley has no officers, no federal nor state paperwork up to date.

#### **Division 3 Northwest - Bill Rosica**

- • See HOD Brochure
- • Conducting surveys of Chapters asking about what kind of Chapter they are and what kind of Chapter they want to be. Don Shively will take on Westunes NW Division editor duties.

#### **Division 4 Northeast - Richard Lund**

- • See HOD Brochure
- • Carson City is working on dissolution of the Chapter, but Richard is meeting with them to discuss. Visalia is very healthy with their new director.
- • Stockton is singing mixed barbershop at this point.
- • Reno's new director is doing good things with the Chapter. Central California doing well with Bruce Sellnow.
- • Folsom Chapter knows who they are and what they want to do.
- • Leadership Academy mini-event did well, with some new faces there who had not attended that kind of event before.

#### **Division 5 Arizona - John Bloomquist**

- • See HOD Brochure
- • Casa Grande Chapter is dissolving. BHS is working with the one remaining member to ensure that communication to state and federal bureaucracies happens.
- • Phoenix and Tucson both lost their shared director, and are being directed by assistant directors during a director search.
- • Mesa doing well, with almost twice the men on stage year over year.

#### **Contest & Judging - Ron Black**

- • See HOD Brochure
- • More senior quartets should get involved.

#### **Music & Performance - Craig Ewing**

- • Lack of attendees at schools like HCW
- • Craig pursuing a zero cost venue option at Cal State Fullerton to put on an educational event with low financial risk to the District. Waiting on date confirmation. Looking at material sent by Donny Rose to determine how we can implement various M&P engagement programs coming from Staff.
- • Looking to engage SAI in joint educational event efforts

#### **District Management Team**

#### **Chapter Support & Leadership - Steve Salmon**

- • See HOD Brochure



## **Chorus Director Development - Royce Ferguson**

- See Westunes article

## **Events - Bryan Forbes**

- See HOD Brochure
- 2016 Fall District Net Income (to the District): \$11365. This represents a shortfall vs. budget of about \$5000, and is attributable completely to lower revenue. Costs were right on budget.
- Looking for two long term rotating venue options for the Spring Convention, at a theater-driven venue at the right size and price. Similarly, Division conventions also need to be held to the same theater-driven standard.
- Calendar conflict fixes requested per document sent by Bryan: Get doc presented by Bryan for minutes.

## **Marketing & Public Relations - David Melville**

- See HOD and addendum reports.

## **Membership - Bill Rosica**

- See HOD Brochure
- Bill has 500 buttons with his membership tagline available for distribution: Each One Brings One, We Won. The drive is for every member to bring in one new member this year.

## **Youth In Harmony**

- Chairman position is open.
- Push for more high school quartet participation. There is a lot of discussion, policy framework, and risk management to work through, but the potential of co-ed high school quartet participation is being discussed.

## **New Business**

### **Financial Review & Budget - Rich Owen**

- See documents sent out by Rich
- Motion: Rosica
- Second: Black
- Motion passed

## **LA/HCW Discussion - Steve Salmon**

- SoCal: 11/4/17 Colony High School, Ontario, CA NorCal: 11/18/17 St. Mark's Methodist, Sacramento, CA
- Arizona: No date firm yet, but possibly 1/13/18 St. Mark's Episcopal, Mesa, AZ
- Int'l Healthy Chapter Initiative leadership facilitators will be invited in to participate.
- Chapters can initiate their own participation in the Healthy Chapter Initiative immediately by simply calling Antonio Lombardi at Society HQ
- Focus also on using the academy as a Division Council where experienced Chapter leaders also have a way to participate in a way which is valuable to both the experience leader as well as new participants

## **Five-Year Plan - Steve Salmon**

- **Committee:** Steve Salmon, Craig Hughes, Russ Young, Bill Tieberg
- See initial business plan sent out by Steve on 3/8/17
- 
- 
-

▼ **Senior Chorus - Craig Ewing**

- • See document distributed by Craig Ewing for details.
- • Discussion ensued as to the relative benefits of forming a senior chorus for this purpose. Craig and DVPs will contact Chapters and gauge interest for fielding a chorus which would sing in October for a qualification score to MidWinter.

▼ **Succession Planning - Gordon Bergthold**

- • Reiterated that succession planning needs to be a priority for all District leaders.

▼ **Chapter Compliance and Status Reports - Gordon Bergthold**

- • Antonio Lombardi will be sending an update as of 3/1/17. Six Chapters are currently in danger of being suspended, one licensed Chapter (Citrus Valley) has asked to extend their license, and 7 Chapters are already suspended and potentially subject to dissolution.

▼ **SOP Review and Edit - Allan Webb**

- • Details on FWD BOD Forum
- • Discussion and further fleshing out of proposed changes to be accomplished by the June 2017 BOD meeting, at which time BOD will adopt a recommendation on proposed SOP changes, to be presented to the HOD at the Fall 2017 HOD meeting.

▼ **Awards - Chuck Hunter**

▼ **Committee** Chuck Hunter Bill Cale Bill Tieberg

- •
- • Motion: Bloomquist: Approve recommendation by Awards Committee for the Gassman brothers to be Fall 2017 Convention Dedicatees Second: Rosica
- • Motion passed

▼ **Harmony Foundation Update - Robert Rund**

- • Perry White starting as HFI CEO 4/3/17
- • Congratulations on fulfilling Youth Chorus Festival pledge for the 2017 MidWinter, and encouraged us to continue the pledge for 2018
- • HFI provided a 2016 accounting of the performance of the Far Western District Outreach Endowment Fund, which has been turned over to Treasurer Rich Owen.

▼ **Exploratory committee to investigate an opt-in limited printing option for Westunes**

• Ray Rhymer, Bill Rosica, Ron Black

• **For the Good of the Order - Board Members**

▼ **Keep The Whole World Singing - Allan Webb**

- • Allan Webb directed Keep The Whole World Singing

▼ **Adjourn - Gordon Bergthold**

- • Motion: Papageorge Second: Anderson Motion passed
- 
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Respectfully Submitted

Allan Webb

Immediate Past President

## Board of Directors Reports



### Bob Gray, Secretary

I would like to Congratulate Eighteen Chapters in the Far Western District. Out of the 75 District Chapters, these deserve our “**Thanks**” for having all of their required postings up to date. Part of the job is posting on Ebiz. **Thank You: Santa Rosa, Conejo Valley, Palo Alto, San Diego, South Orange County, Nevada-Placer, Stockton, Chico, Central California, Mesa, Westminster, Las Vegas, Napa Valley, Eureka, San Luis Obispo, San Mateo County, Sun Cities, and Sedona.** Thirty-Four Chapters have NOT filed their IRS-990-N, forty-six have not completed their Financial Review, and Thirty-Six have not completed filing with their State. On May 30, 2017 four chapters received notification that their Charters had been Suspended. They are Monterey Peninsula, San Fernando Valley, and Apple Valley all in California. Also Canada Del Oro in Arizona. The Chapters now have the opportunity to work to correct the items that caused the Suspension. Several Chapters are already working along those lines and getting everything corrected.

Your District leaders, along with the Staff from BHS are focusing on improving these results, and communicating with the Chapter Leadership the need for compliance. There are Five Chapters in the District that are Pending Suspension. There are Six that have Pending Revocation of their Charters, and two Chapters have decided to start the process for Voluntary Dissolution. Two of the Chapters listed for Pending Suspension have already completed most of the required items, and are nearly complete on the third. Thanks Guys, your work is noted and appreciated. The complete District report is attached.

Your District Board is here to help. Talk to your Division Vice Presidents, District Secretary, or District Treasurer. All of our contact information is available on the Far Western District website. <http://farwesterndistrict.org/about/officers>

Thank You in advance for your work in getting your Chapter up to date.

***Good News San Fernando Valley had their suspension removed on June 1<sup>st</sup>.***

***Canada Del Oro in Arizona had their suspension removed on June 5<sup>th</sup>. Good Job guys. Thank you for the extra effort!***

## Chapter Status Report

FWD #	Name	IRS 990-N Filing	Financial Review	State Filing	Number Members	Notes
D001	Lompoc	NO	NO	EXP	1	Pending Revocation
D002	Phoenix	NO	NO	EXP	72	State Expired 4/23/17
D003	Tucson	YES	NO	YES	46	
D005	Bakersfield	YES	NO	EXP	25	State Expired 12/31/16
D006	Walnut Creek	NO	NO	EXP	43	No Irs, No Review, State 3/31/15
D008	Santa Rosa	YES	YES	YES	39	
D009	Placerville	NO	NO	EXP	25	State Expired 12/31/16
D012	South Bay	YES	NO	YES	58	
D013	Long Beach	NO	NO	EXP	5	Pending Revocation
D014	Conejo Valley	YES	YES	YES	20	Pending Merger with Ventura
D015	Hemet	NO	NO	YES	20	
D018	Pasadena	NO	NO	NO	27	State Expired 5/14/15
D019	Inland Empire	NO	NO	YES	41	
D020	Davis-Vacaville	NO	NO	NO	31	State Expired 12/2/15
D021	Sacramento	NO	NO	YES	42	
D022	Palo Alto	YES	YES	YES	54	
D023	San Diego	YES	YES	YES	38	
D024	San Francisco	NO	NO	NO	23	NO Reporting
D026	Bay Area	YES	NO	YES	71	
D028	Santa Maria	NO	NO	NO	46	State Expired 5/2/16
D029	Visalia	YES	NO	YES	37	
D030	Barbary Coast	NO	NO	NO	40	NO Reporting
D031	Aloha	YES	NO	YES	71	
D033	Carson City	YES	YES	NO	11	Process Started for Voluntary Dissolution
D036	Ventura	NO	NO	NO	11	Pending Merger with Conejo Valley
D037	South Orange Co	YES	YES	YES	45	
D039	Marin	NO	NO	YES	36	
D040	Nevada-Placer	YES	YES	YES	27	
D041	Palomar Pacific	NO	YES	NO	25	State Expired 9/2/14
D042	Stockton	YES	YES	YES	33	
D043	Santa Clarita	YES	NO	YES	14	
D044	Prescott	YES	NO	EXP	24	State Expired 4/1/17

D046	Santa Fe Springs	NO	NO	YES	193	
D049	Monterey Peninsula	NO	NO	NO	13	Suspended 5/30/17
D050	Cresenta Valley	YES	NO	YES	9	Pending Revocation
D051	Reno	NO	NO	EXP	49	State Expired 4/1/17
D052	Chico	YES	YES	YES	13	
D054	Santa Barbara	NO	NO	NO	8	Process Started for Voluntary Dissolution
D055	Orange	YES	NO	EXP	37	State Expired 3/31/16
D056	Fullerton	NO	YES	EXP	80	State Expired 2/17/16
D057	Central California	YES	YES	YES	35	
D058	Santa Monica	YES	NO	EXP	61	State Expired 4/21/17
D059	Fresno	YES	NO	YES	31	
D063	Yuma	NO	NO	NO	11	
D066	San Fernando Valley	NO	NO	NO	29	Suspended 5/30/17
D069	Mesa	YES	YES	YES	67	
D072	Central AZ Quartet	NO	NO	EXP	21	State Expired 5/8/17
D074	Westminster	YES	YES	YES	83	
D075	Las Vegas	YES	YES	YES	85	
D076	Napa Valley	YES	YES	YES	17	
D081	Eureka	YES	YES	YES	33	
D085	San Luis Obispo	YES	YES	YES	38	
D086	El Cajon	YES	YES	NO	18	No State Registration
D087	Coachella Valley	YES	NO	EXP	42	State Expired 2/28/17
D092	San Mateo Co.	YES	YES	YES	26	
D093	Los Angeles	YES	YES	YES	5	Pending Revocation
D095	Apple Valley	NO	NO	NO	12	Suspended 5/30/17
D098	Folsom	NO	YES	NO	27	State Expired 4/15/16
D099	Santa Cruz	YES	YES	EXP	26	State Expired 2/21/16
D101	Sun Cities	YES	YES	YES	58	
D102	Fremont-Hayward	YES	YES	EXP	19	State Expired 12/31/16
D103	Rincon Beach	YES	NO	EXP	33	State Expired 10/2/16
D106	San Francisco	NO	NO	YES	14	
D107	Canada Del Oro	NO	NO	NO	14	Suspended 5/30/17
D110	White Mountains	NO	NO	EXP	13	State Expired 5/1/16
D111	St. George	YES	NO	YES	30	
D113	Sedona	YES	YES	YES	22	
D116	Brea	NO	YES	YES	42	
D117	LaJolla	YES	YES	NO	44	State Expired 5/15/15
D119	Casa Grande	NO	NO	NO	3	Pending Revocation
D120	Laguna Hills	NO	NO	NO	7	Pending Revocation
D122	Temecula	YES	NO	YES	36	Pending Suspension
D123	California Delta	YES	NO	YES	106	
D125	Salt River	NO	YES	YES	25	
D126	Citrus Valley	NO	NO	NO	5	

Below you will find a copy of the Standard District By-Laws as revised July, 2016. After adoption by the Board, they need to be posted on the FWD Website.

Also, below are the proposed changes in the FWD SOP. These are changes that Allan has been working on. The items in RED are the additions, and the “Strikethrough” are the items to be removed. After the BOD has approved the changes, the document will be sent to the BHS Governance Committee for approval. It will then be presented to the HOD with the recommendation for approval.

### Standard District Bylaws

## **BARBERSHOP HARMONY SOCIETY *STANDARD DISTRICT BYLAWS***

Revisions through July 5, 2016

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## **ARTICLE I      Name-Organization**

### **1.01 Name; organization**

The name of this organization shall be **Far Western** District of SPEBSQSA, Inc., (hereinafter called the "District"). The District is organized and exists pursuant to the provisions of Article X of the Bylaws of the Society for the Preservation and Encouragement of Barber Shop Quartet Singing in America, Incorporated, a not-for-profit corporation, (sometimes called SPEBSQSA, Inc., and hereinafter called the "Society") and is incorporated under the laws of the State of **California**.

## **ARTICLE II      Purposes and scope**

### **2.01 Purposes**

To perpetuate the old American institution, the barbershop quartet, and to promote and encourage vocal harmony and good fellowship among its members throughout the **Far Western** District by the formation in every city, town and hamlet, of local chapters, composed of members interested in the purposes of this corporation, which shall be the same as the purposes of the Society; to hold annual, local and district contests in quartet and chorus singing; to encourage and promote the education of its members and the public in music appreciation; to initiate, promote and participate in charitable projects; and to promote public appreciation of barbershop quartet and chorus singing by publication and dissemination thereof.

The District activities shall be conducted without personal gain for its individual members and any profits or other inurements to the District shall be used in promoting the purposes of the Society or the District.

### **2.02 Scope**

These bylaws in their entirety, both in form and substance as well as the Society Bylaws, shall be mandatory and binding upon all districts, except that a change in terminology, form and/or substance may be permitted, subject to approval by the Society Governance and Bylaws Committee acting on behalf of the Society Board of Directors ("Society Board"), when necessary to comply with the laws of any nation, state or province, or when consistent with rules, regulations, policies, and operational procedures established by the Society Board.



## **ARTICLE III      District territorial area; membership; revenue**

### **3.01 District territorial area**

The geographical areas of the Far Western District shall be California, Nevada, Hawaii, Arizona, & St. George Utah

### **3.02 Membership**

Each chartered chapter situated within the territorial limits of the District shall be a member of the District.

### **3.03 Revenue**

The District House of Delegates shall fix the District dues, fees and assessments payable to the District by member chapters of the District and/or by the members of such chapters, including members of the Frank H. Thorne Chapter who reside in the District. Members holding membership in two or more chapters in the District shall not be required to pay multiple District dues, but members holding membership in chapters in two or more districts shall be obligated to pay dues to each of those districts.

## **ARTICLE IV      District House of Delegates**

### **4.01 How Constituted**

The District House of Delegates shall be the supreme legislative and governing body of the District and shall consist of (a) the duly designated delegate, or delegates, from each duly chartered District chapter; (b) each member of the District Board of Directors; (c) any number of past District presidents, at the option of the District House of Delegates, who are members of the Society, available and willing to serve, and whose principal barbershopping activity is in a chapter of the District. Each of the above-named shall be a "Delegate." Such House of Delegates shall be subject to the rules and regulations of the Society and the Society Bylaws and shall have discretionary powers in all District affairs.

### **4.02 Quorum**

A quorum for the transaction of business by the District House of Delegates shall be 30% of the Delegates or alternates.

#### **4.03 Rules of order**

All meetings of the District House of Delegates shall be conducted in accordance with *Robert's Rules of Order (Current Edition)*.

#### **4.04 Order of business**

The order of business at the District House of Delegates meetings shall be as follows:

1. Roll call, checking of credentials and establishing a quorum.
2. Minutes of previous meeting.
3. Reports of officers and committees.
4. Unfinished business.
5. New business.
6. Report of Nominating Committee (fall meeting only).
7. Election of officers (fall meeting only).
8. Adjournment.

### **ARTICLE V   Officers and elections**

#### **5.01 Officers**

The officers of the District shall be a president; executive vice president; such number of vice presidents or other officers as deemed necessary to carry on the business of the District; secretary; treasurer; and immediate past president.

#### **5.02 Qualification**

Each officer of the District shall be an active member in good standing of a member chapter situated within the District.

#### **5.03 Election of officers**

(a) District officers shall be elected by the District House of Delegates, except that the retiring District president shall automatically succeed to the

office of immediate past president. A president who resigns or is removed during his term of office does not thereby become the immediate past president. Each delegate shall be entitled to one vote for one of the nominees for each office. Officers shall take office on January 1 of the year following their election. Officers shall serve for a term (as fixed by District regulation or statement of policy) of either one or two years; provided however, that all officers shall serve until their successors are elected and take office. No District president having served a term of two years (or two consecutive terms of one year) shall be eligible to succeed himself.

(b) In the event that the District president, elected by the Board of Directors to fill a vacancy under the provisions of Section 5.04 below, shall serve more than nine months of a one-year term, or more than one year and nine months of a two-year term in such office, it shall be considered a full term for the purposes of determining his eligibility for election to a successive term.

#### **5.04 Vacancies in office**

In the event that an elective District office or District Board of Directors position shall become vacant, or be about to become vacant, for any reason, the District Board of Directors shall elect a qualified member of the District to fill such vacancy, and the person so elected shall hold office until his successor is elected and qualified. In the event of a vacancy in the office of immediate past president, a successor may be elected from among those qualified past presidents who are able and willing to serve.

#### **5.05 Duties of officers**

District officers shall perform such duties as are usually associated with their particular office or as more particularly prescribed in the District code of regulations.

#### **5.06 Society Board directors at-large**

In accordance with the provisions of Sections 7.01(c)(iii) and (iv) of the Society bylaws the District president shall annually obtain and report to the Society nominating committee the recommendation of the District as to the pool of candidates under consideration by the Society nominating committee for nomination for the position(s) of Society Board directors at-large. The District president shall obtain the recommendation of the District through the District Nominating Committee, Board of Directors, House of Delegates, or any other body/individual as specified by the District in these bylaws or in

other District governing documents. The recommendation of the District shall be made by approval voting whereby a single vote may be cast for each candidate in the pool who would be acceptable to the District if nominated by the Society nominating committee and elected by the Society Board.

## **ARTICLE VI    District Board of Directors**

### **6.01 Composition**

There shall be a District Board of Directors consisting of the president, executive vice president, secretary, treasurer, immediate past president, and such number of board members at large as the District House of Delegates shall, by resolution adopted from time to time, determine. The Board members at large shall be elected at the same time and in the same manner as the election of officers as provided in section 5.03 of these bylaws.

### **6.02 Duties**

The District Board of Directors shall be the responsible administrative agency of the District and shall have the power and authority to transact all business of the District during the interval between District House of Delegates meetings. The District Board of Directors shall be authorized to make budgeted expenditures and emergency expenditures and is empowered to take such emergency action as may be in the best interest of the District. It shall also enforce Society and District rules and regulations.

### **6.03 Meetings.**

The District Board of Directors shall meet at least twice a year. Special meetings of the Board may be held on the call of the District President, or as otherwise provided by applicable corporate law.

### **6.04 Quorum**

A majority of the membership of the District Board of Directors constitutes a quorum.

## **6.05 Rules of Order**

All meetings of the District Board of Directors shall be conducted in accordance with *Robert's Rules of Order* (Current Edition), or the District Board may, by resolution adopted by the Board, adopt the Small Board Rules as the same that are set out in the most recent edition of Robert's Rules of Order

## **ARTICLE VII District House of Delegates meetings**

### **7.01 Time and place**

The District House of Delegates shall hold at least two meetings a year at times specified by resolutions adopted by the District Board or House of Delegates.

### **7.02 Delegates and voting**

Each District chapter shall be entitled to representation in the District House of Delegates by one or more Delegates or alternates in accordance with rules or policies adopted by the House of Delegates and set forth in a District code of regulations or statement(s) of policy. Each delegate and alternates shall be a member in good standing of the chapter he represents. Each Delegate shall be entitled to one vote on any question submitted for vote at the House of Delegates meetings, and no person shall be entitled to more than one vote regardless of the offices or representative positions held. No proxy or absentee votes shall be permitted.

## **ARTICLE VIII District committees**

### **8.01 Appointment**

Prior to January 1 following his election, the District president-elect shall appoint a District Ethics Committee, a District Nominating Committee and such other committees and task forces as may be required to carry on the business of the District.

## **8.02 Ethics Committee**

- (a) The District Ethics Committee shall be comprised of not less than three members (including the chairman).
- (b) The committee shall receive, investigate and take any necessary action relating to alleged violations of the Society Code of Ethics which have been referred to the committee pursuant to the Society ethics complaint policies, procedures and regulations.

## **8.03 Nominating Committee**

- (a) The District Nominating Committee shall consist of three or more members, a majority of whom shall be past District officers. All members of the committee shall be required to have demonstrated knowledge of District affairs and experience in the governance of the District.
- (b) The committee shall present a slate of eligible candidates for each District office and District board member at large position at such time and in such manner as prescribed by District regulations or statements of policy. The committee shall also be responsible for making recommendations to the Society nominating committee for potential candidates for the positions of Society Board director at-large.
- (c) The term of office for members shall be for one year, but members may serve successive terms through reappointment by the district president.

## **ARTICLE IX    Area and division organization**

### **9.01 Areas and Divisions**

The District may organize chapters of the District into areas or divisions, the number and boundaries of which shall be determined by the District Board of Directors subject to approval by the District House of Delegates.

## **ARTICLE X    Disciplinary powers**

### **10.01 Authority**

Subject to the power and authority of the Society Board, and provisions of Society Bylaws and other governing documents, the District Board of Directors shall have the authority to regulate and discipline District chapters in such manner as may be proper and just under the circumstances.

## **ARTICLE XI     Dissolution**

### **11.01 Asset disposition**

In the event of the dissolution or winding up of the District, voluntarily or otherwise, all of its assets remaining after payment, or provision for the payment, of all debts and liabilities of the District shall be distributed to the Society if it is then existing and organized and operated exclusively for charitable and/or educational purposes and exempt from taxation under Section 501(c)(3) of the Internal Revenue Code. If the Society is not then existing and so organized, operating and exempt, then such remaining assets shall be distributed to another existing organization that is so organized and operating exclusively for one or more of the purposes for which the Society and District were formed, and which is exempt from taxation under Section 501(c)(3) of the Internal Revenue Code. [In the event of the dissolution of a Canadian district, such distribution shall be made to one or more registered Canadian charitable organizations.]

### **11.02 Procedure for Dissolution.**

In the event a district decides to dissolve for any reason, it shall first offer a motion of dissolution to the House of Delegates, and said motion must be passed by two-thirds of the authorized delegates present and voting. After passing by the required two-thirds vote, the request for dissolution shall be presented to the Society Board for consideration and action. The request for dissolution shall be accompanied by a statement of the districts assets, liabilities, and financial accounting for the previous two years.

## **ARTICLE XII     Amendments**

### **12.01 By Society Board**

The Society Board may amend these bylaws under its power given in the Society bylaws, and any such amendments shall become binding upon this District.

## **12.02 By District**

(a) Amendment by District: These bylaws may be amended by this District only as may be necessary to comply with the laws of any nation, state or province, or otherwise as approved by the Society Governance and Bylaws Committee, acting on behalf of the Society Board. Any such amendment shall not become effective until approved by the Society Governance and Bylaws Committee.

(b) Notice and voting: Proposed amendments shall be in writing and shall be mailed, together with notice of the meeting of the District House of Delegates, to each District delegate at least two weeks prior to the meeting at which they are to be voted on. Amendments may be considered at any regular or special meeting of the District at which a quorum is present, and shall be adopted upon two-thirds vote of the delegates present.

### **History of revisions:**

July 5, 2016 added the last sentence to Section 6.01 to clarify when board members at large are elected.

SOCIETY FOR THE PRESERVATION AND ENCOURAGEMENT OF  
BARBER SHOP QUARTET SINGING IN AMERICA, INC.  
D/B/A BARBERSHOP HARMONY SOCIETY



## Statement of Policy

### *Far Western District*

### **STATEMENT OF POLICY 2014**

~~The Far Western District Association of Chapters is incorporated in the State of California.~~

**"The Far Western District Association of Chapters is organized and exists pursuant to the provisions of Article X of the Bylaws of the Society for the Preservation and Encouragement of Barber Shop Quartet Singing in America, Incorporated, a not-for-profit corporation, (sometimes called SPEBSQSA, Inc., and hereinafter called the "Society") and is incorporated under the laws of the State of California."**

Each of the many chapters and their members, as well as the entire district, is subject to the provisions of the Society Bylaws, Society Statement of Policy, Code of Ethics, and the Standard District Bylaws as produced and distributed annually by the Society.

This Statement of Policy is established to identify details that are not contained in the foregoing and, however, are part of the necessary governance of the Far Western District.

This document has been reviewed by the Society's Governance and Bylaws Committee and has been approved for use. It has been adopted by the Far Western District Board of Directors and approved for issue. It shall remain in force until revised or rescinded.

Adopted by the FWD Board and HOD:

**March 14, 2014**

Approved by the Society

Allan Webb, President

Far Western District

Chris Buechler

Society Governance &

Bylaws Committee

**10/29/2014**



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## FWD Statement of

### Policy Revision Record

Revision/Date	Pages Affected	Reason	Authority/by
Rev. 9/96	All	In accordance with the new Society governance system.	FWD BOD R. Girvin
Rev. 9/97	Pgs: ii, vi, paras 8.3.1.5a, 13.2 and 14.11	In accordance with Board action 6/7/97 and approval 10/11/97	FWD BOD R. Girvin
Rev. 11/22/98	Pgs: 6, 7, 9, 11, 16, 17, 19 and 20	In accordance with Board actions and approval 11/22/98	FWD BOD R. Girvin
Rev. 10/8/99	Pgs: 6, 8, 9, 10, 11, 12, 13 and 17.	In accordance with Board actions and approval	FWD BOD R. Girvin
Rev. 3/24/00	Pgs 9, 10 and 11	In accordance with Board and HOD approval	FWD BOD R. Girvin
Rev. 6/02/00	Pgs: 4, 6, 8, 9, 10, 11 and 12	In accordance with Board action and approval	FWD BOD R. Girvin
Rev. 10/13/00	Paras: 2.5, 4.1.9, 4.3.2, 8.2, 8.2.1, 8.2.2, 8.2.3, 8.3.1, 8.3.1.1, 8.3.1.1.a., 8.3.2.4, 8.3.2.5, 8.3.2.6, 8.5.1, 8.5.2 and 8.6.	In accordance with Board action and approval	FWD BOD R. Girvin
Rev. 10/12/2001	iv, v, vi, and paras: 2.2, 2.2.3, 2.2.4, 2.2.5, 4.1, 4.1.9, 4.3.2, 8.2, 8.2.1, 8.2.3, 8.3.1.1, 8.3.2.4, 8.3.2.6, 8.4.2, 10.9, 11.2.5 and 14.7	In accordance with Board action and approval	FWD BOD R. Girvin
Rev. 10/4/2002	8.3.1.1, 8.3.2.4, 8.3.2.5, 8.3.2.6	In accordance with Board action and approval	FWD BOD R. Girvin
Rev. 3/19/04	iv, vi, Paras: 1.2, 2.3, 4.1, 4.1.2, through 4.1.11, 4.3.1, 4.3.1.1, 4.3.1.2, 4.3.2, 4.3.2.1 through 4.3.2.7, 4.3.3, 5.1, 6.1, 6.4, 6.4.1, 6.6, 7.2, 8.2, 8.3, 8.3.1, 8.3.1.1, 8.3.1.5, 8.3.2.2, 8.3.2.3 through 8.3.2.5, 8.4.2, 8.5.1, 8.5.2, 8.7, 9.4, 10.5, 10.6, 11.1.4, 11.2.4, 11.2.6, 12.2, 13.2., 14.3.2.2,	In accordance with Board action and approval BOD Motion #4. 3/19/04	FWD BOD R. Girvin
Rev 10/6/04	4.1.2, 4.1.10, 7.1, 7.3, 8.3.1.d, 8.3.1.1, 8.3.2.4, 8.3.2.5, 9.4, 14.2.1.c	In accordance with BOD recommendation and HOD approval	FWD BOD/HOD R. Girvin
Rev 3/18/05	4.1.3, 4.1.4, 4.1q.5, 4.1.6, 4.1.7, 4.3.2.4, 8.3. 1c., 8.3.1.1.b, 8.3.1.5,, 8.3.1.1, 8.3.2.3, 8.3.2.5, 10.8.1.2	In accordance with BOD recommendation and HOD approval	FWD BOD/HOD R. Girvin
Rev 6/11/05	Fig 2: removed Pomona Valley and Inland Cities, inserted Inland Empire. Changed SCE to 17 chapters	In accordance with BOD action	FWD BOD R. Girvin
Rev 9/12/05	14.2.1.C Plateau System 14.3.2.1. Add section C	Proposed to HOD 9/14/05	FWD HOD
March 14, 2006	Approved as modified to date	James Warner, Chair	Society L&R
March 17, 2006	8.3.1.1, 5; 8.3.1.5 c	Proposed to HOD 3/17/06	FWD HOD
10/6/2006	3.1, 6.3, 7.2, 8.3.2.5 10.6.3. , Fig 2.1, 11.2.5	Proposed to HOD 10/6/06	FWD HOD
February 27, 2007	Approved as modified to date	James C Warner, Chair.	Society G&B

9/28/2007	1.1, 1.2. 4.1 (Fig 2),, 4.1.3 to 4.1.7 added paragraph; 4.1.8 Deleted line, 4.3.1.2, ,4.3.2.5 Corrected title, 4.3.2.8,6.5, 8.2, deleted 8.2.1,8.2.2,8.2.3; 8.3.1 inserted paragraph. Removed Dana Point Harbor, 8.3.1.5 8.3.2.5 b (2) Removed para Replaced text. 8.7,, 9.2, 10.4 Removed lines and replaced text,, 0.8.2.1 ,c,11.2. 1c,11. 2.4bcef, 12.2, 12.3 (added), 12.4, 13.2, 14.10, ART XVIII (lost—and replaced)	Approved by BOD and HOD September 28, 2007	FWD BOD & HOD
2/9/2008	All	Approved by Society G and BLI Committee	Society G and BLI Committee
2008 Changes	Modified para 2.2.2, removed part of .2.5.. Changed ASNSU to ARIZ throughout Changed SCE to Southeast throughout. Updated Fig 2.0 Added para 4.3.2.7. Added para; 8.3.1.4,, 8.3.(a) ,8.3.1.4,,8.3.2.1.1, 8.3.2 1 2, 8.3.2.2.1. 8.3.2.2.1,2 and 3 (renumbered) 3.1 (moved from 8.6) 8.6, renumbered. 10.1.4 ( moved from 8.7) COTS changed to "Leadership Academy" throughout District Director of Contest and Judging (DDC&J) changed throughout to the current acronym: DRCJ (District Representative for Contest and Judging)	Approved by FWD HOD Oct 10, 2008	Approved G&BL Jan 16, 2009
2009 Changes	Southwest (Division 1), Southeast (Division 2) Northwest (Division 3), Northeast (Division 4) and Arizona Div. 5. 1.2 Adding governing documents,, 2.0 updating Org chart. 4.1.11 Nom of SBC 9.2.b reducing waiver miles deleted. 4.2.3.9 Financial Development Committee Job Description added. 4..11 deleted. 5.2 Delegates Brochure . 8.3.1.6 added, 8.3.2.2.3 added material, 10.2.1 added electronic means 11.2.5 modified 11.2.6, modified 14.9 Convention Dedicatee		
2010 Changes	4.3.2,, 4.3.2.1-4.3.2.9, 9.5, 10.1.1, 11.2.5, 8.3.1.1, 8.3.1.d, 8.3.2.2.1.e, 8.3.2.2.3.c	In accordance with approval by the FWD HOD (Oct. 2010) upon recommendation of the FWD Board.	FWD HOD
2011 Changes		Approved by HOD Oct. 2011	FWD HOD
2012 Changes	1.2 Other Governance Documents 8.3.2.1.2. HIGH SCHOOL CONTESTS 9.2 Show Clearance Procedure	To change policy to improve procedures for shows and contests.	Approved by the FWD HOD October 2012 in Mesa, AZ
2013 Changes	Page 23 [8.3.1.6.4.a & b]	To add back rails for safety.	Approved by the FWD HOD October 2013.
2014 Changes	Page 9 , 11 (4.1.11 & 4.1.12) Page 21, (8.3.1 c) Page 33 (11.2.6.c)	Add VP Music & Performance & VP Contest & Judging	Approved by the FWD HOD March 2014
2014 Changes	Page 33, 34 (13.2)	Change "District Youth Education Fund" to "District Outreach Endowment Fund"	Approved by the FWD HOD October 10, 2014

2017 Changes	Page 37 14.6	Added Information from FWD Hall of Fame Members. Submitted by Ray Rhymer & Richard Lund	Approved by FWD President Gordon Bergthold 1/20/17
2017 Proposed Changes	Cover Page Section 1.1 Section 2.2 Section 2.4 Section 3.1 Section 3.2 Section 3.3 Section 3.4 Section 3.7 Add New Section 3.8 Section 4.1 Section 4.3.1.1 Add New Section 10.10 Remove Section 11.2.2 Remove Section 11.2.6(b)	Submitted By Allan Webb	



## FAR WESTERN DISTRICT STATEMENT OF POLICY

### ARTICLE I: PURPOSE

#### 1.1 THE NEED FOR A STATEMENT OF POLICY

From time to time, the Far Western District House of Delegates (FWD HOD and the Far Western District Board of Directors (FWD BOD) shall determine policy for the conduct of district affairs, which, upon approval of the BOD, HOD and Society Governance and Bylaws Committee (See Section 17.03), becomes binding upon the District and the individual chapters as appropriate. (See Standard District Bylaws (Art. 10.01)). These actions shall be readily available to all members serving in a district administrative capacity. To fulfill this need, the Board of Directors has adopted this Statement of Policy

- [FWD Directory](#)
- **Score Based Plateau List (AAA, AA, A)**
- **District Youth Outreach Manual**
- **FWD Youth Medical/Parental Release Form**
- **Far Western District Youth Activity Code of Conduct for Adults,”**
- **FWD Convention Regulations.**

#### 1.2 Other Governance Documents

Other documents relating to the conduct of district affairs and referenced in this Statement of Policy include the Standard District Bylaws, Society Contest Rules, Society Statements of Policy, Society Operations Manual, WESTUNES Operations Manual and the FWD Directory. ***In addition, the following documents, which may be amended from time to time by the BOD without ratification by the HOD, are referenced in this Statement of Policy:***



The following documents, which can be amended only by action of the Society Board of Directors or the Society Executive Director, are referenced in this Statement of Policy:

- Society Contest Rules
- Society Statements of Policy
- Society Operations Manual

~~These documents are available either through the district website and/or the District Secretary's files.~~

"These documents are available through the Society website."

~~To the extent that the provisions of this District Statement of Policy conflict with the~~

~~FWD Convention Regulations the rules set forth in this Statement of Policy shall prevail.~~

All policy matters adopted by either the Board of Directors or the House of Delegates in the future will be incorporated herein. Amendments/revisions shall be made by additions to, or reprinting of, the affected page(s), and the reprinting of the table at the front of this document showing the following: date of the amendment, pages amended, reason for amendment, the authority for the change (HOD, FWD BOD etc.) and person responsible for making the change.

Society Governance and Bylaws Committee approval must be obtained for any amendment/revision to this Statement of Policy document. (See Section 17.03)

## ARTICLE II: GEOGRAPHICAL BOUNDARIES OF THE DISTRICT AND DIVISIONS

### 2.1 FAR WESTERN DISTRICT.

The Far Western District boundaries are established by the Society Board of Directors. The District consists of the states of Arizona, California, Hawaii, Nevada and Southern Utah.

## 2.2 DIVISIONS

There shall be five Divisions within the District. They are:

- Division 1      SOUTHWEST
- Division 2      SOUTHEAST
- Division 3      NORTHWEST
- Division 4      NORTHEAST
- Division 5      ARIZONA

Chapters have been, or new chapters will be, assigned to the geographical division that is identified with their normal meeting place as shown below. **"Each chartered chapter situated within the territorial limits of the District shall be a member of the District."**

### 2.2.1 DIVISION 1, SOUTHWEST DIVISION

California counties as follows: San Luis

Obispo, Kern, Santa Barbara, Ventura and Los Angeles County. Santa Barbara County includes the islands of

San Miguel, Santa Rosa and Santa Cruz. Ventura County includes San Nicolas Island and Los Angeles County includes Santa Catalina and San Clemente Islands.

### 2.2.2 DIVISION 2, SOUTHEAST DIVISION

California counties as follows: San Bernardino, Riverside, San Diego, Imperial, Orange County and that portion of Nevada that lies south of the 37<sup>th</sup> parallel and Washington County, Utah

### 2.2.3 DIVISION 3, NORTHWEST DIVISION

The State of Hawaii and the California counties west of the Coastal Range: Del Norte, Humboldt, Trinity, Mendocino, Lake, Sonoma, Napa, Marin, Contra Costa and Alameda, as well as the counties of San Francisco, San Mateo, Monterey, Santa Cruz and Santa Clara.

### 2.2.4 DIVISION 4, NORTHEAST DIVISION

That portion of Nevada which lies north of the 37<sup>th</sup> parallel and the following California counties: Kings, Tulare and Inyo (whose common southern boundaries form an east-west line forming the southern boundary of this division), Fresno, San Benito, Merced, Madera, Stanislaus, Mariposa, San Joaquin, Calaveras, Tuolumne, Mono, Sacramento, Amador, Alpine, Yolo, El Dorado, Colusa, Sutter, Placer, Yuba, Nevada, Glenn,

Butte, Sierra, Tehama, Plumas, Shasta, Lassen, Siskiyou, Modoc and Solano.

### 2.2.5 DIVISION 5, ARIZONA

The State of Arizona.

## 2.3 ESTABLISHMENT OF NEW CHAPTERS

District Chairman for Member Services Committee and the Board of Directors shall work with extension groups, license groups, and newly formed chapters in

conformance with Society Rules and Regulations regarding the establishment of such chapters.

## 2.3 DISSOLUTION OF CHAPTERS

~~The Board of Directors shall have the power to dissolve chapters in accordance with the Standard Chapter Bylaws Art. XI, which states:~~

~~"In the event of the dissolution of this chapter, voluntarily or otherwise, the person or persons having custody of the chapter funds, property and assets, after payment of all obligations, within 30 days of such dissolution, shall give convey, assign transfer and set over to the district association of chapters of which it is a member, all of said chapter funds, property and assets. All such property accruing to said district shall be used to promote the aims and purposes of the Society..."~~

~~The funds, property and assets will be turned over to the District Secretary for inventory and recommended disposition to the FWD BOD.~~

**"The Board of Directors shall have the power to dissolve chapters in accordance with the Standard Chapter Bylaws Art. XI, Section 11.01, which states: In the event of the dissolution or winding up of this chapter, voluntarily or otherwise, all of its assets remaining after payment, or provision for the payment, of all debts and liabilities of the chapter shall be distributed to the District if it is then existing and organized and operated exclusively for charitable and/or educational purposes and exempt from taxation under Section 501(c)(3) of the Internal Revenue Code. If the District is not then existing and so organized, operating and exempt, then such remaining assets shall be distributed to the Society if it is then existing and so organized, operating and exempt; but if neither the District or the Society is then existing and so organized, operating and exempt, then such remaining assets shall**

**distributed to another existing organization that is organized and operating exclusively for one or more of the purposes for which the District and the Society were formed, and which is exempt from taxation under Section 501(c)(3) of the Internal Revenue Code."**

## 2.5 CHAPTER NAME SELECTION

When selecting or changing a chapter name, new and existing chapters will be guided by the Society Rules and Regulations *Section III, Chapter Charters, A. Active Chapters, and Society Bylaws, Art. III, Para 3.03.*

Further, it is required that the name selection be favorably acted upon by the FWD BOD prior to the endorsement by the district president and the subsequent submission of the request to the Society for approval.

## ARTICLE III: HOUSE OF DELEGATES

### 3.1 HOUSE OF DELEGATE MEMBERS

~~Voting members of the Far Western District HOD are the following:~~

- ~~• Chapter Delegates (one per chartered chapter).~~
- ~~• District Board Members (see Art. IV. Sect. 4.1)~~
- ~~• Past District Presidents.~~

~~A quorum shall consist of 30% of the delegates or alternates, no proxy votes accepted (in accordance with Sections 4.02 and 7.02 of the Society Bylaws).~~

**"The District House of Delegates shall be the supreme legislative and governing body of the District and shall consist of (a) the duly designated delegate (traditionally the Chapter President, unless the Chapter President names an alternate delegate) from each duly chartered District chapter; (b) each member of the District Board of Directors; (c) any number of past District presidents, at the option of the District House of Delegates, who**

are members of the Society, available and willing to serve, and whose principal barbershopping activity is in a chapter of the District. Each of the above-named shall be a "Delegate." Such House of Delegates shall be subject to the rules and regulations of the Society and the Society Bylaws and shall have discretionary powers in all District affairs."

### 3.2 HOUSE OF DELEGATES MEETINGS

The Far Western District House of Delegates meets twice annually during district Spring and Fall convention weekends. The official Delegate Call, stating dates, location, quorum requirements, etc. relative to HOD meetings for District Conventions must appear in *WESTUNES* no later than 45 days prior to meetings for District conventions. In addition, the District Secretary will provide, via mail, or provided by electronic means, a brochure containing reports of all district officers and committee chairmen. This brochure shall be in the hands of all delegates no later than 30 days before each HOD meeting.

The official "credential card" issued with the HOD brochure is mailed/or provided by electronic means to chapter president. It shall be signed by the chapter secretary and chapter president and presented by the Chapter delegate when registering at the HOD meeting. **"A quorum for the transaction of business by the District House of Delegates shall be 30% of the Delegates or alternates. All meetings of the District House of Delegates shall be conducted in accordance with Robert's Rules of Order (Current Edition)."**

### 3.2 CHAPTER DELEGATE TO THE HOUSE OF DELEGATES

~~Representation of each chapter in FWD is expected at the annual House of Delegates (HOD) meetings. The chapter president is normally the delegate to the District House of Delegates annual meetings. The chapter president, however, may delegate the duty to any regular chapter member at his discretion.~~

"Each Delegate shall be a member in good standing of the chapter he represents. Each Delegate shall be entitled to one vote on any question submitted for vote at the House of Delegates meetings, and no person shall be entitled to more than one vote regardless of the offices or representative positions held. No proxy or absentee votes shall be permitted."

### 3.2 HOD MANDATORY ACTIONS

It is mandatory that the HOD act on the following matters:

Election of district officers

~~Revision of dues~~

**"The District House of Delegates shall fix the District dues, fees and assessments payable to the District by member chapters of the District and/or by the members of such chapters, including members of the Frank H. Thorne Chapter who reside in the District. Members holding membership in two or more chapters in the District shall not be required to pay multiple District dues, but members holding membership in chapters in two or more districts shall be obligated to pay dues to each of those Districts."**

~~Awarding of District convention bids~~

Amendments to FWD Statement of Policy

Agenda items submitted by chapters, delegates or BOD

Approval of the District budget

Any other matters acted upon by the Board of Directors when deemed proper or necessary by the District President and included as agenda items.

**"The order of business at the District House of Delegates meetings shall include the following:**

- 1. Roll call, checking of credentials and establishing a quorum.**
- 2. Minutes of previous meeting.**
- 3. Reports of officers and committees.**
- 4. Unfinished business.**
- 5. New business.**
- 6. Report of Nominating Committee (fall meeting only).**
- 7. Election of officers (fall meeting only).**
- 8. Adjournment."**

### 3.3 RECEIPT OF AGENDA ITEMS

Agenda items for the HOD from District Delegates must be received by the District Secretary 45 days prior to the HOD meeting. The chapter presidents must receive the agenda and other reports from the District Secretary not later than 30 days prior to the meeting unless such item is an appeal or call for

ratification of a FWD BOD action by the HOD as outlined in Article III, Sec. 3.6 below.

### 3.32 PUBLICATION OF MINUTES

Timely publication of the actions of the HOD and FWD BOD meetings in the district bulletin, *WESTUNES*, is mandatory.

### 3.3 APPEAL/RATIFICATION OF BOD ACTIONS

**"The District Board of Directors shall be the responsible administrative agency of the District and shall have the power and authority to transact all business of the District during the interval between District House of Delegates meetings. The District Board of Directors shall be authorized to make budgeted expenditures and emergency expenditures and is empowered to take such emergency action as may be in the best interest of the District. It shall also enforce Society and District rules and regulations."**

All business conducted by the FWD BOD in the absence of appeal or call for ratification by the House of Delegates, will be considered final. Such appeal may be presented to the HOD by any delegate and may be placed on the agenda of that HOD meeting for discussion and vote by a majority vote of the members present.

### 3.4 Procedure for Dissolution

**In the event the district decides to dissolve for any reason, it shall first offer a motion of dissolution to the House of Delegates, and said motion must be passed by two-thirds of the authorized delegates present and voting. After passing by the required two-thirds vote, the request for dissolution shall be presented to the**

**Society Board for consideration and action. The request for dissolution shall be accompanied by a statement of the districts assets, liabilities, and financial accounting for the previous two years."**

### ARTICLE IV: DISTRICT OFFICERS

#### 4.1 ELECTED OFFICERS

Each officer of the District shall be an active member in good standing of a chapter within the District other than the Frank H. Thorne Chapter. FWD Officers are nominated by the FWD Nominating Committee, or properly nominated from the floor (see Art. XI, Para

~~.11.2.6) and duly elected by the House of Delegates at their Fall meeting.~~

**"District officers shall be elected by the District House of Delegates, except that the retiring District president shall automatically succeed to the office of immediate past president. A president who resigns or is removed during his term of office does not thereby become the immediate past president. Officers shall take office on January 1 of the year following their election. Officers shall serve for a term (as fixed below in this statement of policy) of either one or two years; provided however, that all officers shall serve until their successors are elected and take office. No District president having served a term of two years (or two consecutive terms of one year) shall be eligible to succeed himself.**

**In the event that an elective District office or District Board of Directors position shall become vacant, or be about to become vacant, for any reason, the District Board of Directors shall elect a qualified member of the District to fill such vacancy, and the person so elected shall hold office until his successor is elected and qualified. In the event of a vacancy in the office of immediate past president, a successor may be elected from among those qualified past presidents who are able and willing to serve.**

**In the event that the District president, elected by the Board of Directors to fill a vacancy under the provision set forth above, shall serve more than nine months of a one-year term, or more than one year and nine months of a two-year term in such office, it shall be considered a full term for the purposes of determining his eligibility for election to a successive term."**

The elected officers shall be as follows:

President

Executive Vice President

~~Immediate Past~~

~~President~~

District Vice President Southwest Division

District Vice President Southeast Division

District Vice President Northwest Division

District Vice President Northeast Division

District Vice President Arizona Division

District Vice President Music &

Performance

District Vice President Contest & Judging

Secretary

Treasurer

#### 4.1.1 DISTRICT PRESIDENT

The District President is the chief executive officer of his district. He manages officers and committee chairmen, who are charged to ensure that Society and district programs and policies are implemented at the chapter level.

Further, he:

- a) Supervises and monitors all administrative functions and activities of his district.
- b) Maintains knowledge of all governing documents.

- c) Establishes annual priorities and goals for his district, sets the pace to promote their success and is responsible for achieving them.
- d) Reports progress toward achieving goals to the Society Board through the Society Executive Vice-President.

e) Chairs all meetings of the BOD and HOD. He will be the chairman of the district board of directors and officiate at all FWD BOD and HOD meetings. He shall be the district spokesman, direct all programs, appoint chairmen for activity functions, appoint committee as needed to study new concepts, review policy, and to deliberate on speculative initiatives. He will supervise and monitor all work activity and be fully knowledgeable of all functions and charges. He shall communicate with his district officers with written reports, verbally, by mail, e-mail, and/or telephone, and in any other manner to ensure activity progress in the interim between FWD BOD meetings. He shall develop a district work plan, approve of all financial matters and report to the Society Board on such plans and budgets semi- annually.

He directly communicates with: FWD BOD, committee chairmen, Society leadership, and Society Headquarters.

#### 4.1.2 DISTRICT EXECUTIVE VICE-PRESIDENT Reporting directly to the District President, the duties of the District Executive Vice-President are:

1. Preside at BOD meetings in the absence of the President
2. Preside at meetings of the District Management Team.
3. And perform such other duties as assigned by the President.
4. Attends all FWD HOD and BOD meetings.

#### 4.1.3 DISTRICT VICE-PRESIDENT FOR SOUTHWEST DIVISION (DIV. 1)

Reporting directly to the District President, the District Vice-President for the Southwest Division,

Division 1 (see Sec. 2.2.1), as the on-site division manager, is responsible for:

- a) Providing active, managerial liaison between the chapters in Southwest Division and the District President and the point-contact in the division for district matters.
- b) Establishing a work plan in coordination with the District over-all work plan and maintaining cognizance of the ongoing status of the objectives.
- c) Actively encouraging chapters in Southwest Division to support and participate in divisional opportunities (Leadership Academy, Harmony College West, etc) as provided by the district.
- d) Providing coordination, and communications with the chairmen of the Standing Functional Committees in the matters of Chapter Support and Leadership training, Chorus Director Development, Contest and Judging, Events, Marketing and PR, Member Services and Youth in Harmony. He actively assists these chairmen in the recruiting of men to help the chairmen facilitate their programs within the division. The DVP specifically helps to recruit, assign and supervise the support within the division.
- e) Assuring that the individual chapters of the division have ready access to advice and counsel from district specialists and are receiving resources that are needed and requested and that their "voices" are being heard at district level.
- f) Annually, in advance, locates suitable venues for divisional Leadership Academy) and coordinates the activity with the Chairman of CSLT and the District Leadership Academy Coordinator.
- g) Providing timely reports to the District President and the BOD concerning the on- going health of the division identifying needs and or examples of superior performance against the established work plan.



- h) Attends all FWD HOD and BOD meetings.

#### 4.1.4 DISTRICT VICE-PRESIDENT FOR SOUTHEAST DIVISION (DIV. 2)

Reporting directly to the District President, the District Vice-President for the Southeast Division, Division 2 (see Sec. 2.2.2), as the on-site division manager, is responsible for:

- a) Providing active, managerial liaison between the chapters in Southeast Division and the District President and the point-contact in the division for district matters.
- b) Establishing a work plan in coordination with the District over-all work plan and maintaining cognizance of the ongoing status of the objectives.  
Actively encouraging chapters in Southeast Division to support and participate in divisional contests, district events and educational opportunities of Leadership Academy, Harmony College West, etc.)
- c) Providing coordination, and communications with the chairmen of the Standing Functional Committees in the matters of Chapter Support and Leadership training (s), Chorus Director Development, Contest and Judging, Events, Marketing and PR , Member Services and Youth in Harmony. He actively assists these chairmen in the recruiting of men to help the chairmen facilitate their programs within the division. The DVP specifically helps to recruit, assign and supervise the s within the division.
- d) Assuring that the individual chapters of the division have ready access to advice and counsel from district specialists and are receiving resources that are needed/requested and that their "voices" are being heard at district level.
- e) Annually, in advance, locates suitable venues for divisional Leadership Academy and coordinates the activity

with the Chairman of CSLT and the District Leadership Academy Coordinator. (DLAC)

- f) Providing timely reports to the District President and the BOD concerning the on- going health of the division identifying needs and or examples of superior performance against the established work plan.

- g) Attends all FWD HOD and BOD meetings.

#### 4.1.5 DISTRICT VICE-PRESIDENT FOR NORTHWEST DIVISION (DIV. 3)

Reporting directly to the District President, the District Vice-President for the Northwest Division, Division 3 (see Sec. 2.2.3) as the on-site division manager is responsible for:

- a) Providing active, managerial liaison between the chapters in The Northwest Division West/Hawaii and the District President and the point-contact in the division for district matters.
- b) Establishing a work plan in coordination with the District over-all work plan and maintaining cognizance of the ongoing status of the objectives.
- c) Actively encouraging chapters in Northwest Division to support and participate in divisional contests, district events and educational opportunities (Leadership Academy Harmony College West, etc.)as provided by the district.



- d) Providing coordination, and communications with the chairmen of the Standing Functional Committees in the matters of Chapter Support and Leadership training, Chorus Director Development, Contest and Judging, Events, Marketing and PR, Member Services and Youth in Harmony. He actively assists these chairmen in the recruiting of men to help the chairmen facilitate their programs within the division. The DVP specifically helps to recruit, assign and supervise the s within the division.
- e) Assuring that the individual chapters of the division have ready access to advice and counsel from district specialists and are receiving resources that are needed/requested and that their “voices” are being heard at district level.
- f) Annually, in advance, locates suitable venues for divisional Leadership Academy and coordinates the activity with the Chairman of CSLT and the District Leadership Academy Coordinator. (DLAC)
- g) Providing timely reports to the District President and the BOD concerning the on- going health of the division identifying needs and or

examples of superior performance against the established work plan.

- h) Attends all FWD HOD and BOD meetings.

#### 4.1.6 DISTRICT VICE-PRESIDENT FOR NORTHEAST DIVISION. DIV. 4)

Reporting directly to the District President, the District Vice-President for the the Northeast Division, Division 4 (see Sec. 2.2.4), as the on-site division manager, is responsible for:

- a) Providing active, managerial liaison between the chapters in The Northeast Division and the District President and the point-contact in the division for district matters.
- b) Establishing a work plan in coordination with the District over-all work plan and maintaining cognizance of the ongoing status of the objectives.
- c) Actively encouraging chapters in The Northeast Division to support and participate in divisional, district events and educational opportunities (Leadership Academy Harmony College West, etc.) as provided by the district.
- d) Providing coordination, and communications with the chairmen of the Standing Functional Committees in the matters of Chapter

Support and Leadership training, Chorus Director Development, Contest and Judging, Events, Marketing and PR, Member Services and Youth in Harmony. He actively assists these chairmen in the recruiting of men to help the chairmen facilitate their programs within the division. The DVP specifically helps to recruit, assign and supervise the s within the division.

- e) Assuring that the individual chapters of the division have ready access to advice and counsel from district specialists and are receiving resources that are needed/requested and that their “voices” are being heard at district level.
- f) Annually, in advance, locates suitable venues for divisional Leadership Academy and coordinates the activity with the Chairman of CSLT and the District Leadership Academy Coordinator. (DLAC)
- g) Providing timely reports to the District President and the BOD concerning the on- going health of the division identifying needs and or examples of superior performance against the established work plan.
- h) Attends all FWD HOD and BOD meetings.

#### 4.1.7 DISTRICT VICE-PRESIDENT

##### ARIZONA DIVISION (DIV. 5)

Reporting directly to the District President, the District Vice-President, Arizona, Division 5 (see Sec. 2.2.5), as the on-site division manager, is responsible for:

- a) Providing active, managerial liaison between the chapters in Arizona Division and the District President and the point-contact in the division for district matters.
- b) Establishing a work plan in coordination with the District over-all work plan and maintaining cognizance of the ongoing status of the objectives.
- c) Actively encouraging chapters in Arizona

Division to support and participate in divisional contests district events and educational opportunities Leadership Academy Harmony College West, etc as provided by the district.

- d) Providing coordination, and communications with the chairmen of the Standing Functional Committees in the matters of Chapter Support and Leadership training, Chorus Director Development, Contest and Judging, Events, Marketing and PR, Member Services and Youth in Harmony. He actively assists these chairmen in the recruiting of men to

help the chairmen facilitate their programs within the division. The DVP specifically helps to recruit, assign and supervise the s within the division.

- e) Assuring that the individual chapters of the division have ready access to advice and counsel from district specialists and are receiving resources that are needed/requested and that their “voices” are being heard at district level.
- f) Annually, in advance, locates suitable venues for divisional Leadership Academy and coordinates the activity with the Chairman of CSLT and the District Leadership Academy Coordinator. (DLAC)
- g) Providing timely reports to the District President and the BOD concerning the on- going health of the division identifying needs and or examples of superior performance against the established work plan.
- h) Attends all FWD HOD and BOD meetings.

#### 4.1.8 DISTRICT SECRETARY

The duties of the District Secretary:

- a) He is the recording and corresponding secretary for the district.
- b) He is the custodian of the district calendar and district documents including Bylaws, Statement of Policy, Articles of Incorporation, et al.
- c) He issues chapter show clearances in accordance with Society instructions; maintains a list of and publicizes chapter shows.
- d) Records and transcribes the minutes of all district meetings.
- e) Calls all the district officials and

chapter delegates to their appropriate meetings.

- f) Prepares minutes on all FWD BOD actions and distributes them, as well as district regulations and statements of policy, to chapter delegates.
- g) Attends all FWD BOD and HOD meetings. He directly communicates with: District President, FWD BOD, committee chairmen, chapter show chairmen, Society Headquarters, district publications.

#### 4.1.9 DISTRICT TREASURER.

The district treasurer is the chief financial officer of the district. The duties of the District Treasurer:

- a) He is the manager of the district budget and expense disbursements.

- b) Maintains financial records, analyzes expenditures and is cognizant of state/federal policies regarding non-profit organizations.
- c) He is a member of the district finance committee (if established by the president) which reviews policy, financial accounting.
- d) Submits appropriate financial reports to the FWD BOD and Society Board of Directors.

He will attend and be a voting member of all district business (HOD and BOD) meetings. He shall report by regulations or as appropriate on the financial status of the district, presenting a balance sheet for approval and instructs all district officials on expense reporting. He calls annually for budget input, subject to FWD BOD discussion and approval and presents the budget to the HOD for approval.

He directly communicates with: District President FWD BOD, committee chairmen, Society Director of Finance and Administration, and Society Headquarters.

#### 4.1.10 DISTRICT IMMEDIATE PAST PRESIDENT

The District Immediate Past President serves as an advisor to the District President and Board of Directors. His duties include:

- May be assigned as the chairman of one of the Standing Function Committees,
- And other duties as may be assigned by the District President.
- Attends all FWD HOD and BOD meetings.

He directly communicates with the District President and the FWD BOD.

#### 4.1.11 VP CONTEST AND JUDGING

The VP Contest and Judging reports directly to the District President. The VP Contest and Judging must be a Certified Judge per the Society International C&J Committee rules. The duties of the VP Contest and Judging (DRCJ) are:

- a. Acting as liaison between the Society Contest and Judging Committee and the district.
- b. Recommending/requesting personnel for judging panels
- c. Attending appropriate Society C&J meetings.
- d. Communicating with and coordinating Society Contest and Judging policy within the district.
- e. Organizing and administering all **contest** judging activities within the district.
- f. Communicating with all potential contestants in district contests.
- g. Promoting and handling all applications of judging candidates from the district and schedules practice panels at district contests.
- h. Working with the Chairman of the Events Committee to ensure that all contest venues have suitable sound and lighting systems for contests.
- i. Attending FWD BOD and HOD meetings.

The VP Contest & Judging directly communicates with: District through, the President, the Executive Vice President District Board of Directors, District Geographical Vice Presidents, district convention chairmen, and the Society C&J Committee.

#### 4.1.12 VP MUSIC AND PERFORMANCE

Reporting directly to the District President, the duties of the VP Music and Performance are:

- a. Is responsible for all music activities within the district that will improve and expand the musical knowledge and performance abilities of the membership including but not limited to:
- b. Quartet and chorus coaching programs, including music coach guilds and music coach training,
- c. Developing and administering performance evaluation programs for quartets and chapters,
- d. District music education schools,

e. Coordinating of all Society music representative visitations to the district,

f. Communicating with local music educators and developing student participation in college and high school quartet contests,

g. Coordinating with the Chairman of the annual district Harmony College West school, making arrangements for faculty, classes offered and faculty to be used.

h. Managing the Chapter Chorus Coaching Reimbursement program (See Form in FWD Website, MEMBERS ONLY, Forms and Files)

i. Providing guidance to chapter Vice-Presidents of music and performance.

j. Attending FWD BOD and HOD meetings.

k) Events Committee, The Chairman directly communicates with: District through, the Executive Vice President, the President, District Board of Directors, District Geographical Vice Presidents, committee chairmen, Society Music and Performance Committee.

## 4.2 OFFICER TENURE

The following tenure is established for the District elective positions:

### District President

Elected annually for one year. May succeed himself once for a total of two years continuous service.

May be re-elected to one additional cycle (one year, renewable to two years) after an interval of two years.

### Executive Vice President

Elected annually for a one year term. May be re- elected to succeed himself three times for a total continuous service of four years.

### District Vice-Presidents

Elected annually for a one-year term. May be re- elected to succeed themselves five times for a total continuous service of six years.

### District Treasurer

Elected annually for a one-year term. May be re- elected annually with no maximum tenure established.

### District Secretary

Elected annually for a one-year term. May be re- elected annually with no maximum tenure established.

## 4.3 COMMITTEE CHAIRMEN APPOINTMENTS

The District President, in accordance with the Standard District Bylaws, will appoint committee chairmen for the standing, special and/or ad hoc committees for a one year term commencing January 1 and ending December 31 of the administrative year.

### 4.3.1 DISTRICT COMMITTEES

District Committees consist of: the Nominating Committee, the Audit Committee, Required Functional standing committees, Ad Hoc committees (as may be needed); and any others deemed necessary by the District President to conduct the business and functions of the Far Western District. The details of each are identified in the following sections.

#### 4.3.1.1 Nominating Committee.

The Nominating Committee shall consist of three or more past District presidents, or members of the House of Delegates, Annually, on or before January 1 the president or president-elect shall appoint/reappoint the nominating committee. The majority of the members of the nominating committee shall be past district officers and all members shall be required to have demonstrated knowledge of district affairs and experience in the governance of the District. The term for each member will be three years. Where applicable, the district immediate past president will be appointed to the nominating committee, joining the members with two years or less service. If the immediate past president is not available or does not wish to serve, the president-elect will appoint a past district president or a HOD member for a three year term. The chairman of the nominating committee is the member with the highest committee-seniority (i.e., in his third year of service to the committee) who will be automatically retired at the completion of his third year.

The nominating committee shall prepare a slate of eligible candidates (at least one for each

position) for each district office and district Board members at large, at such time and in the manner prescribed in Section 11.2.6 of this SOP.

The slate shall be presented to the FWD Board at their summer meeting and subsequently published in the

district bulletin *WESTUNES* to be in the hands of the district HOD delegates 30 days prior to the Fall HOD meeting. The slate will also be published in the Official Delegate's Brochure distributed 30 days prior to the Fall HOD meeting. The election of officers is described in Section 11.2.6 of this document.

~~Regarding the Society Board Member at large, if to be elected, the district nominating committee shall submit candidate recommendations to the Chairman of the Society Nominating Committee by at least March 1 annually in accordance with Society Nominating Committee requirements~~

**"In accordance with the provisions of Sections 7.01(c)(iii) and (iv) of the Society bylaws the District president shall annually obtain and report to the Society nominating committee the recommendation of the District as to the pool of candidates under consideration by the Society nominating committee for nomination for the position(s) of Society Board directors at-large. The District president shall obtain the recommendation of the District through the District Nominating Committee, Board of Directors, House of Delegates, or any other body/individual as specified by the District in these bylaws or in other District governing documents. The recommendation of the District shall be made by approval voting whereby a single vote may be cast for each candidate in the pool who would be acceptable to the District if nominated by the Society nominating committee and elected by the Society Board."**

#### 4.3.1.2 AUDIT COMMITTEE

The District President (or president-elect) annually shall appoint members to an audit committee whose purpose is to provide an annual audit of the district treasurer's accounts. Non-society member(s) may be appointed to serve on the committee.

#### 4.3.2 REQUIRED FUNCTIONAL STANDING COMMITTEES (DISTRICT MANAGEMENT TEAM)

The District President (or president-elect) will annually establish committees and appoint chairmen to coordinate specific tasks for FWD in accordance with guidelines provided in the District Bylaws. Section 5.05 (c) and Section 11.6 of this document. These Functional Committees report to the Executive Vice President who presides at all meeting of the DMT. These committees are:

##### 4.3.2.1. Chapter Support and Leadership Training

1. Chorus Director Development
2. Events
3. Marketing and Public Relations
4. Member Services
5. Youth in Harmony.
6. Financial Development

The tasks and responsibilities of these committees are shown in the following sections.

##### 4.3.2.2. CHAPTER SUPPORT AND LEADERSHIP TRAINING COMMITTEE

The duties of the Chairman of the Chapter Support and Leadership Training Committee are:

- j. Developing administering and maintaining an effective chapter counseling program in the district, including the recruitment, appointment, management and training of trainers and s.( see Section 10.5)
- k. Recruiting and developing a Leadership Academy (formerly COTS) faculty for training and maintains and disseminates and Counselor training materials within the district.
- l. Recommending the certification of s and trainers from the district, when appropriate.
- m. Coordinating and administering Chapter Operations Training Seminars in the district.
- n. Acts as liaison with the Society Chapter Support Committee and communicates

and coordinates its policies within the district.

- o. Recruit and train a long-term District Leadership Academy coordinator (DLAC) whose tenure will be indefinite to assure most effective continuity of this critical task.
- p. Participate in Society training as provided for CSLT personnel.
- q. Attending FWD BOD and HOD meetings when specifically invited by the District President.

The Chairman directly communicates with: District through, the Executive Vice President, the President District Board of Directors, District Geographical Vice Presidents, Society Chapter Support and Leadership Training Committee.

#### 4.3.2.3. CHORUS DIRECTOR DEVELOPMENT COMMITTEE

The duties of the Chairman of the Chorus Director Development Committee are:

- a) Promoting, administering and recruiting participants for the Chorus Directors' Workshop Intensive (CDWI), chorus director certification programs and chorus director training programs in the district, and reporting on and publicizing accomplishments of participants.
- b) Recruiting and developing a district faculty for chorus director training and maintains and disseminating chorus director training materials within the district.
- c. Communicating with, promoting and coordinating all functions of chorus director recruitment and development in the district, including promotion of the program and its materials to non-Society musicians in the district.
- d. Maintaining records on the CDWI, chorus director certification and chorus director development programs in the district and recommends the certification of chorus directors from the district, when

appropriate.

- e. Acting as liaison with the Society Chorus Director Development Committee and communicates and coordinates its policies within the district.
- f. Developing an effective chorus directors guild in the district and chairs its meetings.
- g. Attending FWD BOD and HOD meetings when specifically invited by the District President.

The Chairman directly communicates with: District through, the Executive Vice President, the President, District Board of Directors, District Geographical Vice Presidents, chapter chorus directors and Society Chorus Director Development Committee.

#### 4.3.2.4. EVENTS COMMITTEE

The duties of the Chairman for Events Committee are:

- a) 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. etc.
- b) Interpreting all Society regulations as they apply to district conventions.
- c) Assuring that district convention manuals are up-to-date and used.
- d) Maintaining a comprehensive convention history file on past and potential convention sites.
- e) Acts as liaison with the Society Events Committee
- f) Serves as chair of the District Events Committee and is responsible for filling all key positions on the Committee
- g) Actively monitors the activity of his representatives in each division, who will regularly review and update possible venue sites.
- h) Attending FWD BOD and HOD meetings when specifically invited



by the District President.

- i) Shall annually appoint a Division Event Planner (DEP) for each Division to approve venues and supervise/support conventions and contests that are held in the Division.

The Chairman directly communicates with: District through, the Executive Vice President, the President, District Board of Directors, District Geographical Vice Presidents, Society Events Committee, and Convention Planning Chairmen (DEP), the District Vice-President for Music and Performance and district convention chairmen.

#### 4.3.2.5. MARKETING AND PUBLIC RELATIONS COMMITTEE

The duties of the Chairman of the Marketing and Public Relations Committee are:

- a) Ensuring that the district, its chapters and quartets have the marketing, image- and awareness-building tools to take advantage of their unique assets, and are using them to increase market penetration by matching their unique assets to community needs.
- b) Providing programs and materials to enhance public awareness of barbershop harmony and the value of music education for personal enrichment.
- c) Providing chapters with guidelines for improving public awareness and appreciation of the Society through support of unified service projects and local charities.
- d) Provides supervision and guidance for district electronic and print publications.
- e) Promoting the sale and distribution of Society merchandise to advertise the Society and promote pride in the hobby.
- f) Acting as liaison between the District and the Society Marketing and Public Relations Committee.

- g) Attending FWD BOD and HOD meetings when specifically invited by the District President.

The Chairman directly communicates with: District through, the Executive Vice President, the President, District Board of Directors, District Geographical Vice Presidents, Society Marketing and Public Relations Committee and all forms of media and community information distribution channels.

#### 4.3.2.6. MEMBER SERVICES COMMITTEE

The duties of the Chairman of the Member Services Committee are:

- a) Providing inspiration and ideas to promote membership recruitment and retention of members and the formation of new chapters.
- b) Using, developing, refining and implementing programs that will stimulate target-marketed members to join the Society in district chapters.
- c) Seeking out attractive extension sites for new chapters within the district and uses Society extension programs.
- d) Using effective communications and promotion of district activities through regularly distributed district bulletins and encouraging development of informative chapter bulletins.
- e) Acting as liaison between the District and the Society Member Services Committee.
- f) Attending FWD BOD and HOD meetings when specifically invited by the District President.

The Committee shall support all Society membership and extension programs. He encourages chapters to promote guest nights and recruitment. He encourages chapters to make contact with their local schools to introduce barbershop harmony in their musical programs.

The Chairman directly communicates with: District through, the Executive Vice President, the President, District Board of Directors, District Geographical Vice Presidents, and Society Member Services Committee, committee chairmen, regional chapter Vice-Presidents of Chapter Development.



#### 4.3.2.7. YOUTH IN HARMONY COMMITTEE

The Chairman for the Youth in Harmony Committee is responsible for:

- a) All district and chapter supported youth activities within the district that will improve and expand the musical knowledge and performance abilities of the high school and college youth including but not limited to:
- b) Fostering the establishment of groups of harmony singers at local schools as an integral part of the school music curriculum,
- c) Providing outlets for performance which could include competition,
- d) Developing a sense of singing as a lifelong activity,
- e) Providing for high school and college quartet coaching programs, including contests and evaluations,
- f) Providing for communications with local music educators and developing student participation in college and high school quartets contests,
- g) Developing, refining, implementing and coordinating the FWD "Youth Camp" concept as appropriate and assuming the role of camp leader and student counselor.
- h) Acting as the district liaison and responsible for providing ongoing educational support and training for the chapter YIH Chairmen
- i) Responsible for the production and maintenance of the *District Youth Outreach Manual*
- j) Coordinating contacts by the Chairmen of the Member Services and Music and Performance Committees with district music educators to enhance local school barbershop harmony musical programs.
- k) Attending all FWD BOD and HOD meetings when specifically invited by the District President.

The Chairman directly communicates with: District through, the Executive Vice President, the President, District Board of Directors, District Geographical Vice Presidents, committee chairmen, Society Music and Performance Committee and the organization.

#### 4.3.2.8. FINANCIAL DEVELOPMENT COMMITTEE

The duties of the Chairman of the Financial Development Committee are:

- a) Maintain a program for identifying notable charitable activities by individual chapters toward schools, charities or other non- profit organizations and publicly acknowledging those chapters in a suitable fashion.
- b) Prepare a comprehensive financial development plan for the district with annual updates for board approval and endorsement.
- c) The plan shall include recognition of sources including chapters, events and identify suggested recipients including Harmony Foundation, local not-for-profit community services and/or charities.
- d) Lead the annual district goal-setting process to determine challenging yet appropriate goals
- e) Ensure that the best available volunteers accept the functional chapter and/or divisional chairmen positions
- f) Include potential volunteers in ways that help identify skills and fit for future needs
- g) Participate in the district annual fund- raising program planning process
- h) Implement the district goals of the District Financial Development plan through chapter and/or divisional representatives, and provide the necessary information to the district recognition program identifying chapter donations to Harmony Foundation, local community service, and any other eligible not for profit organization.
- i) Provide district key-item information monthly directly to the District President and others as he suggests.
- j) Participate monthly with the President of the Harmony Foundation to formally review the

key-item report generated from data supplied by both parties at the end of each month. Make that report available as directed by the District President.

- k) Report to the district president, and serve on the work planning and budgeting team.
- l) Attend all district board and house of delegate meetings when specifically invited by the District President.

The Chairman directly communicates with: District through, the Executive Vice President, the President, District Board of Directors, District Geographical Vice Presidents, committee chairmen, Harmony Foundation President and chapter and/or divisional financial development representatives.

#### 4.3.3. COMMITTEES

Committees identified below are only typical and not mandatory; others including temporary or short-term AD HOC committees or "Task Forces" may be created by the District President as deemed necessary. The District President is an ex officio member of all committees other than the Nominating Committee and the Hall Of Fame Committee.

Achievement

Awards

Bulletin

Editors

Contest and Judging

Ethics

Extension

Hall of Fame

Harmony For Lunch

Historian

Harmony Foundation

Music Education Liaison

High School Quartet Contest  
Collegiate Barbershop Quartet  
Contest Laws and Regulations

Long Range Planning  
Music Archivist  
Quartet Promotion  
Senior Quartet  
Contest Show  
Advisory

Song Writers Guild  
Sunshine

#### 4.4 OFFICER MEETINGS.

In accordance with district bylaws (ART 6.03), the officers and directors of the district will meet three times a year in normal session. These meetings are scheduled: (1) concurrent with the Spring International Quartet Preliminary Contests in March,

(2) the summer Board meeting (at a local selected by the district president) and (3) the Fall Meeting in conjunction with the Fall District contests in October. Special meetings may be held at the call of the district president or as otherwise provided by applicable corporate law.

##### 4.4.1 SPECIAL MEETINGS

Where the necessity has been declared by the president, the Board may take action, without a meeting, by telephone (confirmed in writing), facsimile or electronic transmission, or by other written action, providing that all members consent to the taking of the action without a meeting.

##### 4.4.2 VOTE REQUIRED FOR APPROVAL

Unless a greater vote is otherwise required by district bylaws, a majority favorable vote of all directors shall be necessary for the adoption of a proposed action.

##### 4.4.3. QUORUM

A quorum for the transaction of business by the District Board of Directors shall be a majority of the membership thereof.

##### 4.4.4 AGENDA, REPORTS, ETC.

30 days prior to each of these meeting the District Secretary will prepare and deliver to the officers and HOD delegates a brochure containing the reports of the officers and committee chairmen, and agenda containing the issues to be brought before the BOD and HOD and general information relative to the BOD and the HOD meeting. (See Art V).

## ARTICLE V: REPORTS OF DISTRICT OFFICIALS

### 5.1 ANNUAL REPORTS

Members of the FWD BOD, all committee chairmen and other officials designated by the District shall submit separate written reports to the HOD and BOD prior to their regular meetings. Each report shall be submitted to the District Secretary not later than 45 days prior to the HOD meeting and no later than 15 days for the BOD meeting. The report shall state briefly the accomplishments, plans for immediate action, and recommendations for future programs of that official or committee.

In addition, the chairman of the convention shall submit the schedule of convention events for publication with said reports. The reports to the HOD will be provided in brochure form, either by mail or electronically, to each delegate no later than 30 days prior to the HOD meeting.

Reports to the BOD by officers, directors and chairmen may be disseminated by e-mail or other means to assure that all members of the Board of Directors have received them no later than 15 days prior to each BOD meeting. The reports should contain full details and status of the required topics in such a manner as to reduce the discussion time at the actual BOD meeting. Recommendations and issues that require approval of the BOD should be clearly identified in the report with supporting rationale. In an effort to administer efficiently the business of the district, only the briefest supporting oral reports should be provided at the BOD meetings and these to contain only changes to the material submitted. FWD Officers and directors are charged to review the materials, recommendations and rationale ahead of time and be prepared to act at the BOD meetings.

In addition, Committee Chairmen identified in Section 4.3.2 shall provide the annual and other required reports to their counter-part Society Committee Chairmen in accordance with instructions and timetable provided in the Society Operations Manual.

## 5.2 HOD REPORTS/AGENDA.

The District Secretary shall provide by electronic or other means, a Delegates' Brochure containing a copy of the agenda, the reports of the district officers and committee chairmen (including the Nominating Committee report), a schedule of convention events and meetings (provided by the District President), and any other material pertinent to the HOD meeting, to the chapter presidents and members of the HOD no later than 30 days prior to the HOD meeting. (see Art. III, Sect. 3.1 above).

The Secretary shall deliver a copy of the slate of candidates, as provided by the Nominating Committee, to the District President and include it in the Delegates' Brochure that will be received by the HOD Delegates prior to elections in October.

## ARTICLE VI: DISTRICT MEDIA

Media used by the Far Western District for dissemination of information include the district magazine **WESTUNES**, (printed and on-line editions), **WESTAGS**, a timely e-mail review of BOD activities an ongoing "listserv" (e-mail) channel and websites that are open for discussion and use of all members of the district.

### 6.1.1 WESTUNES

WESTUNES is the official publication of the Far Western District. The bulletin shall, on a regular basis, inform, entertain, educate and encourage a spirit of 'togetherness' of district members. It will be provided throughout the year by mail and/or electronic means to all Far Western District members of record and to subscription patrons, other Society recipients identified by Society Headquarters, and complimentary subscriptions, if desired, to the surviving spouse of deceased FWD members. The latter is to be authorized on a case-by-case basis by the District President

## WESTAGS

**WESTAGS** is a supplementary publication provided by electronic means following each BOD meeting, carrying the highlights of the events of the convention/meeting. The Chairman of the Marketing and Public Relations Committee is the originator of this document.

### 6.1.1 FWD-LIST (LISTSERV E-MAIL)

An open-channel, un-moderated list-serve-mail communications channel is provided at no charge to FWD members capable of accessing the internet. This channel carries announcements and discussion of a general nature to and for district personnel.

## WEBSITES

The FWD website (farwesterndistrict.org) contains information of current and historical nature regarding the district, it's events and people. The website is administered by an appointed Webmaster who has a staff maintaining subsidiaries and supplemental websites in the several FWD divisions. Links are provided in each to assure rapid and efficient navigation of the media. The current and back issues of **WESTUNES** are available for review or downloading at this website.

## 6.2 FREQUENCY OF PUBLICATION.

**WESTUNES** will be published on a schedule approved by the FWD Board at the annual Summer meeting or at any BOD meeting where the need for approval is appropriate.

## 6.3 CONTENTS

In accordance with the WESTUNES Operations Manual, which is incorporated by reference in this document shall contain, but not be limited to:

A message from the District President who shall make observations and comment upon happenings of interest in the District and at the Society level.

A digest of happenings within each division in the FWD.

A calendar of events including all District and divisional conventions, Harmony College, , Leadership Academy (formerly COTS), C&J Schools, Directors Schools, and all chapter shows which have been officially cleared through the District Secretary.

- a) The names and address of all members of the FWD BOD.
- b) Advertising. Advance advertising of district and divisional contests and events will be carried at no cost to the host chapter. Shows, business cards and other barbershop-related advertising will be carried at FWD BOD approved, established rates.
- c) Profiles of district members who distinguish
- d) themselves in service.
- e) In addition, subsequent to each meeting of
- f) The FWD BOD and HOD an abstract of the motions presented shall be published.

#### 6.4.1 WESTUNES

The District President shall annually appoint a Managing Editor whose duties shall include the production, publication and distribution of *WESTUNES* on a regular and timely basis. The editor will report administratively to the Chairman of the Committee for Marketing and PR. The Managing Editor will function in accordance with the specifications identified in the document “*WESTUNES Operations Manual*” prepared for and approved in 2000 by the DVP Marketing and PR and the District President. (Document available from the FWD Secretary via e-mail only).

Specific duties of the *WESTUNES* Managing Editor include, but are not limited to:

- a) Being responsible to the FWD BOD for preparing an annual line-item budget including costs for travel to the International Convention and overseeing and reporting on the proper utilization of funds so allocated.

- b) Making timely use of news items exercising prudent editorial license.
- c) Making use of items from other district bulletins and *Update* from the Society Office as appropriate.
- d) Reserving the right to edit all contributed material. All copy submitted to him for publication should be carefully scrutinized for grammar and spelling as well as content. The *AP Stylebook*, Strunk and White's *The Elements of Style*, and the *PROBE Style Guide* are highly recommended as references for this purpose.
- e) Providing appropriate credit to contributors.

#### 6.4.2 STAFF.

The Managing Editor shall appoint a staff including regional digester(s) (editor) for each of the five divisions in the FWD who shall be responsible for compiling and submitting for publication in *WESTUNES* feature columns dedicated to chapter bulletins.

Additional staff members may be appointed as outlined in the *WESTUNES Operations Manual*.

#### 6.5 GENERAL EDITORIAL POLICIES

In addition to the policies, duties and responsibilities identified in the *WESTUNES Operations Manual*, the following policies have been established with regard to publication:

- a) Prudent use of advertising will be permitted.
- b) Current FWD Quartet Champions' business card will be run free of charge during their period of championship.
- c) Advertising rates and patron subscription costs, domestic and foreign,

may be modified with the consent of the FWD BOD. Rates shall be displayed on the title page, inside the front cover.

- d) Material considered 'blue' or off color will never be used.

## **6.6 MEMBER CONTACT INFORMATION**

Member contact information that may be included in the electronic media for the district shall contain the caveat regarding prohibition of use. Membership rolls, lists of quartets and of chapters, districts and officers thereof, shall not be furnished to any outside organization except under authorization by the Society Board.

Mailing lists and directories of the Society, its districts and chapters may be distributed and used only for purposes germane to the business of the district and the Society.

## **ARTICLE VII: DISTRICT DIRECTORY**

### **7.1 RESPONSIBILITY AND CONTENTS**

Each year, the District Secretary shall be responsible for the preparation and distribution of a FWD Directory. The directory shall contain the roster of district officers and chapter officers,. Details of committee chairmen, s, and such other information as deemed necessary by the FWD BOD will be carried on the district website ([farwesterndistrict.org](http://farwesterndistrict.org))

#### **7.1-1 INFORMATION SUBMITTAL**

Information submitted by chapter secretaries, for inclusion in the directory, must be provided to the Society data base following the election of chapter officers. Chapters failing to meet this deadline may not be included in the annual directory.

### **7.2 PUBLICATION DATE**

The directory shall be published as soon as possible after election of District officers and should be ready for distribution no later than January 1 annually.

It shall be available by electronic means at the FWD website (Members Only).

## ARTICLE VIII: CONVENTIONS AND CONTESTS

### 8.1 FWD CONVENTION POLICY

Policy pertaining to the conduct of contests and conventions is contained in the FWD Convention Regulations approved for use by the FWD BOD, which by reference, are a part of this Statement of Policy

FWD convention/contest weekends contain quartet and chorus contests, meetings and other functions. The FWD policy on these events will be contained in this section.

### 8.2 CONVENTION/CONTEST MANAGEMENT

The District Events Chairman shall annually appoint a Division Event Planner (DEP) for each Division to approve venues and supervise/support conventions and contests that are held in the Division.

The DEP will be part of the Division VP's management team and may act for the District Events Chairman (when requested) to find or approve venues for meetings and functions held in the division.

#### 8.2-1 CONVENTION/CONTESTS CATEGORIES

Annually, the Far Western District conducts **district**

Convention/contests and **divisional** contests.

- a) The **district** convention/contests include: the Spring District Convention/Contest (also known as the International Preliminary Quartet Contest) and the Fall District Convention/Contest. The International Preliminary Quartet Contest may be held in conjunction with the divisional contest in the host area.
- b) The **divisional** contests are held in the five divisions of FWD on separate dates in March, April and May. At the direction of the BOD, two divisional contests may be combined at a single venue and date. Such scheduling will require prior notice to the members of the district no later than the Fall Convention of the previous

year.

- c) The current Official SPEBSQSA Contest Rules regarding conduct and eligibility for both chorus and quartets shall apply to these official contests. The policy, schedule and conduct of these events are identified in the FWD Convention Regulations and are overseen by the District Chairman of the Events Committee. Details of each will be found in the following sections.



### 8.3.1 DIVISIONAL CONTESTS

Far Western District Divisional chorus and quartet contests shall be held in each division at a time and place designated by the District Chairman of the Events Committee in accordance with the FWD approved "15 Year Calendar," which shall be updated annually. (See FWD Convention Regulations, Part 5.0, Exhibit A.).

- a) The purpose of the divisional contests, shall be to select the competitors for the Fall District contest. Competitors will include district quartets, choruses, Senior Quartets, and such other competitors as included at the discretion of the FWD BOD.
- b) In accordance with Society operations, Collegiate Barbershop Quartets may be included in any FWD divisional contest. Registration for the divisional convention for members of such quartets is waived. Scores thus obtained are forwarded to the Society coordinator for inclusion in the Collegiate Barbershop Quartet Contest held annually in conjunction with the Society Summer Convention.
- c) Annually, at the Fall District Board of Directors meeting, the Vice President

Contest and Judging (DRCJ) will propose to the BOD and HOD, a target score for choruses and one for quartets that will be used to qualify contestants for the Fall Contest. The target score will be in the form of a percentage of possible scores allocated by either a single, double or triple panel. The target score will be provided in advance via *WESTUNES* and/or other written means to all contestants by the DRCJ prior to the first contest of the annual contest cycle.

- d) The drawing for order of appearance for divisional contests will be conducted approximately 14 days prior to each contest by the host chapter or the Events Committee, whichever is hosting the event. The chorus of host chapter or "hired chapter" as the case may be for the contest shall have the option of appearing either first, last or be included in the draw. Once the draw has been made and published via the internet and to the Contest Administrator of the event, the only changes that can be made are by the Contest Administrator or the District Representative for Contest and Judging (DRCJ) on the day of the contest due to circumstances beyond the control of the contestant



- e) Quartets and choruses are requested to register with the District Representative for Contest and Judging (DRCJ) no later than 28 days prior to the divisional, district or district prelim contest in which they intend to perform. Late entries may be accepted at the discretion of the DRCJ. Entries accepted after the 28 day deadline may not appear in the official program and shall appear first or last, at the discretion of the Contest Administrator under advisement of the DRCJ."

#### 8.3.1.1 DIVISIONAL QUARTET CONTEST POLICY

Division quartet contests shall be held in each division (or combined divisions venue) at least 60 days prior to the District Quartet Contest.

Previous District Quartet

Champions are not allowed to compete. Other Society registered quartets from chapters within that division may compete in their respective division quartet contest. In no case may a quartet that has been eliminated in one division be allowed to compete in another division for the purposes of representation that division in the next District Quartet Contest

- a) Eligibility to participate in divisional and/or district quartet competition shall be in accordance with the Society C&J rules Section I. A. 4 and 5. A quartet man is a member of a Division based on the Chapter to which the member belongs or for Frank Thorne members, the mailing address on file with the BHS. Quartets with membership in more than one division may elect that division in which they will complete. The selection of division so elected will be considered permanent for the balance of that contest year. Quartets will not be eligible for Division Quartet Championship unless at least two men are members of their selected Division.
- b) Contestants qualifying to compete in the Fall District contest must achieve divisional scores equal to or greater than score percentages established by the BOD and the HOD prior to the contest year.

Other policy matters covering the divisional quartet contests are:

- 1. The several types of quartets are defined as follows:
  - a) **Regular Quartet;**
  - b) **Novice Quartet** (no more than two members have competed at a Fall district competition);

- c) **Senior Quartet** (minimum age is 55, and the combined ages of the men in the quartet must total at least 240 years at the time of the International Seniors Contest for which the quartet is competing. . (See Section 8.3.2.4 of this document), and:
  - d) **Super Senior Quartet** (a minimum age for each member is 65 years as of the date of the Fall Senior contest; the total ages of the quartet members must equal or exceed 280 at the time of the contest.)
2. All members of performing quartets must be currently registered with the Society office and hold a valid registration for the convention/contest that they are entered. (Quartets will be rendered ineligible if any member is not listed with the Society as member of the quartet. Quartets may register with the Society (for a fee) as many members as desired).
  3. If a quartet cannot compete in its own divisional contest, the quartet must have approval of the District Representative for Contest and Judging (DRCJ), to perform in another division. Quartets competing outside their own division are not eligible for the divisional championship or divisional awards. The quartet will only be allowed to qualify for the Fall District Quartet Contest providing it meets the requirements as outlined in Article Art. VIII, Section 8.3.1.1 above.
  4. Quartets may perform for evaluation at any division contest. They will be scored by the judging panel and may participate in the judge's evaluation process, but their score will not appear in the scoring summary nor will it count for district qualification. Quartets performing for evaluation in their own division are guaranteed a contest slot. Quartets may perform for evaluation in divisions other than their own on a space available basis. If at the time of the draw there are too many quartets for the quartet session (i.e. more than 25), out of division quartets performing for evaluation will be dropped from the contest starting with the last entry until the session competitor limit is reached. A quartet may perform for evaluation in other division contests and also sing for district qualifying score in their home division.

#### 8.3.1.2 SENIORS PRELIMINARY QUARTET CONTEST POLICY

The preliminaries for the Senior Quartet Contest are held at the five divisional contests at the same time as the divisional quartet and chorus contests. The five top scoring Senior Quartets from the divisional contests will compete in the district Fall Contest. (See Sec. 8.3.2.2.2.)

#### 8.3.1.3. SUPER-SENIOR CONTEST

The highest scoring Super-Senior Quartet from the five divisional contests who has not previously held the title of District Super Senior Quartet Champion, will receive the title of *FWD Super Senior Champion Quartet*. The winning quartet will be invited to perform during the "Show of Champions" at the Fall Convention and Contest.

#### 8.3.1.4 COLLEGE QUARTETS

College quartets that have been accepted and approved by the International Office may compete with prior notice to the DRCJ without the need to pay for registration in any FWD Divisional Contest. Upon completion of the divisional contest cycle, all college quartet scores are reported to the International Office. The highest scoring college quartet will be named the FWD College Quartet Champion and representative. All other college quartet scores will be placed in a pool from which "wild cards" may be selected for the International College Quartet Contest in accordance with International rules.

#### 8.3.1.5 OTHER QUARTET CONTEST POLICY

Other quartet contests including but not limited to, comedy, performance, etc, may be sanctioned by the FWD BOD action

#### 8.3.1.6 DIVISIONAL CHORUS CONTESTS

Division Chorus Contests shall be held in each division (or combined divisions venue) at least sixty days prior to the District Chorus Contest. The chorus of any chapter located in a particular division may compete in the contest for that

division. All members of competing choruses must be Society members and fulfill the eligibility requirements of the Society's C&J requirements and hold a valid registration for the convention/contest that they are entered. (See Section 8.3.2.2.3)

1. Choruses must compete in their own divisional contests; Competing in other divisional contests is not permitted.
2. This contest will be conducted in a single round of competition. Choruses shall compete to qualify for entry into the next District Chorus Contest in accordance with

the requirements identified in Art.  
8.3.2.2.3 below

3. Choruses may perform for evaluation at any division contest. They will be scored by the judging panel and may participate in the judge's evaluation process, but their score will not appear in the scoring summary nor will it count for district qualification. Choruses performing for evaluation in their own division are guaranteed a contest slot. Choruses may perform for evaluation in divisions other than their own on a space available basis. If at the time of the draw there are too many choruses for the session, out of division choruses performing for evaluation will be dropped from the contest starting with the last entry until the session competitor limit is reached. A chorus may perform for evaluation in other division contests and also sing for district qualifying score in their home division.
4. No more than two riser configurations will be used at any contest according to the following guidelines:
  - a) Every contest will have a five-riser, four-step configuration with back rails.
  - b) If necessary, a second riser configuration will be available designed to accommodate the largest chorus and will be used for all choruses indicating they want more than five risers with back rails.
  - c) Lighting and sound will be set for both riser configurations so as to not give an advantage to either, subject to the technical specifications of the venue.
  - d) If two riser configurations are used, the choruses shall be grouped so as to require only one configuration change. The order in which the small and large configurations appear will be established by the position the host chorus selects, if applicable [see 8.3(d)]. If the host chorus does not indicate a preference, then the five-riser configuration will appear first.

### 8.3.2 DISTRICT CONTESTS (SPRING AND FALL)

The District shall hold an International Preliminary Quartet Contest in conjunction with a divisional contest, and a High School Quartet contest at the Spring Convention, and a District Quartet, Senior

Quartet and a District Chorus Contest at the Fall District Convention/contest.

The District Spring International Preliminary Convention and Contest and the Fall District Convention and Contest shall be held on dates as directed by the Society. The International Preliminary Quartet Contest is normally held the third weekend in March. The Fall Contest is normally held the second weekend in October.

any combination of high schools located within the boundaries of the Far Western District.

Each competing high school quartet member plus one coach or chaperone for each quartet shall receive an all events registration for the Spring Prelims at no charge, to encourage their exposure to a high level of barbershop quartet singing. Furthermore, admission to the high school quartet contest session shall be free and open to the general public, with open (non- assigned) seating.

#### 8.3.2.1 SPRING CONTESTS

##### 8.3.2.1.1 INTERNATIONAL PRELIMINARY

##### QUARTET CONTEST

The number of quartets competing in the International Preliminary Contest shall not be limited. Two rounds of competition are conducted: a semi-final and a final round. The semi-final round of competition will be for the purpose of selecting the ten or more finalists whose semi-final scores indicate the potential of achieving the target score in the final round. In the final session, the ten or more quartets shall compete to qualify to represent the District in the International Contest in accordance with *Society Contest and Judging Rules*.

A qualifying score is established annually by the Society Committee for Contest and Judging to qualify quartets for the International Quartet Contest in July. Quartets achieving that score or higher will be qualified to represent the FWD. In the case that no quartet achieves the qualifying score, the highest scoring quartet will represent FWD in the International Quartet Contest for that year.

A quartet that competes in another district to qualify for the international contest normally shall not be granted permission to compete out of district for a period of three years.

##### 8.3.2.1.2. HIGH SCHOOL CONTESTS

The FWD High School Quartet Contest shall be held during the Spring International Preliminary Quartet Contest weekend. The members of the High School quartet shall each be a currently enrolled junior high or high school student from

The High School Quartet Contest shall be administered under the auspices of the District Representative for Contest and Judging working with the District Chairman for Youth in Harmony. For this contest the procedures governing the operation, scoring, CA duties, evaluation and publication and announcement of results shall be identified in the District Spring Convention Regulations.

#### 8.3.2.2 FALL DISTRICT CONTESTS

A number of contests are conducted during the Fall Convention/Contest activity. They include the FWD Quartet Contest, the FWD Seniors Quartet Contest finalists and the FWD Chorus Contest. The policy and procedures for each will be found in the following sections.

##### 8.3.2.2.1 FALL FWD QUARTET CONTEST

Eligibility to participate in the FWD Quartet Contests is governed by Society Contest Rules and as supplemented by this document as follows:

- a) Quartets achieving the established target score as identified in Paragraph 8.3.1, in their respective divisional contests, with the following exception: A total of two quartets (regular and/or Senior) from the Aloha Chapter in Hawaii may compete in the FWD Fall Contest without previously qualifying in their divisional (The Southwest Division) contest. Competing quartets must fulfill all other Society Contest Rules requirements regarding eligibility and must advise the FWD District Representative for Contest and Judging (DRCJ) of their intent to compete no later

than June 1 of each calendar year in which they intend to compete. If the total number of qualifying quartets including Seniors, as identified above is less than 25, the Fall slate will be filled to 25 by inviting the next highest scoring quartet(s) from the divisional contests.

- b) The preliminary round of competition shall be for the purpose of selecting the ten finalists. The ten finalists will, in the final round, compete for the title of District Champion Quartet.
- c) The winners of the FWD Quartet Contest reign for the year as *FWD Quartet Champions*
- d) The drawing for the order of appearance will be done by the District FWD BOD at its Summer Board Meeting. The drawing

is final and the only changes that can be made are by the Contest Administrator or the District Representative for Contest and Judging (DRCJ) on the day of the contest due to circumstances beyond the control of the contestant

- e) Quartet personnel for the Fall Quartet Contest shall remain the same as those who competed and qualified in the earlier divisional contests. The only exception is in the event of the death or the relocation of a member out of the district. Requests for this exception shall be made to the District Representative for Contest and Judging (DRCJ) no later than 30 days prior to the Fall Quartet Contest. Notification of approval (or disapproval), with concurrence of the FWD BOD, will be provided in a timely manner.
- f) If a qualified quartet withdraws more than 30 days prior to the Fall competition, the next highest scoring quartet from the divisional will be invited to take its place.

#### 8.3.2.2.2. FALL SENIORS QUARTET CONTEST

The five top scoring senior quartets, plus any senior quartets from the Aloha Chapter, who have not previously held the title of "*FWD Senior Quartet Champion*" from the Far Western District divisional Contests will be entered in the Fall Senior Quartet Contest. The winner of the Fall Senior contest will be designated as the *Far Western District Senior Quartet Champion* for the coming year and may not compete again for that title in subsequent years. Quartets from the Aloha Chapter must notify their intent to compete to the District Director of Contest and Judging (DRCJ) prior to June 1 of the year they intend to compete.

Past FWD Senior Quartet Champions may opt to compete for score only in the FWD Fall Senior Contest without pre-qualification in the divisional contests by notifying the DRCJ prior to June 1<sup>st</sup> of the year they intend to compete. The FWD Senior Quartet receiving the highest percentage score in

the Fall Contest shall represent the Far Western District at the Society Senior Quartet Contest.

If the winning quartet is unable to represent the FWD and as a result the FWD would not be represented in the Senior International Quartet contest, the District Representative for Contest and Judging (DRCJ) shall invite the second place finalist and, if they are unable to participate, the third place finalist will be invited.

The FWD shall provide previously budgeted Senior Quartet Travel funds to assist the FWD Representative

Senior Quartet to participate in the subsequent Midwinter Senior Quartet Contest.

#### 8.3.2.2.3. FALL CHORUS CONTEST POLICY

Eligibility to participate as a dual or transfer member in the district Fall contests shall be in accordance with the Society Contest Rules, Section I. B. 4 and 5 and Section 8.3.2.2.1 and 8.3.2.2.2 of this document.

The number of choruses competing in the district Fall contest is determined in the following manner:

- a) Choruses achieving the established "target score as identified I Paragraph 8.3.1c in the divisional contests. If the total number of qualifying choruses, as identified above is less than 25, the Fall slate will be filled to 25 by inviting the next highest scoring chorus(s) from the divisional contests which have divisional scores of 55% or greater.
- b) Additional "wild cards" as shown below
- c) The Aloha Chapter may enter without pre-qualification.
- d) The official chorus (not "wild card") representing the FWD in the previous International Contest that

did not win the top honor will be seeded to the Fall District contest without the need to qualify in their divisional contest.

- e) If a qualified chorus withdraws 30 or more days prior to the Fall competition, the next highest scoring chorus from the divisional contests will be invited to take its place.

The winner of the District Chorus Contest shall be termed the ***FWD District Chorus Champions*** that title until the following year's district contest. *The District Chorus Champion* shall have the right to represent the District at the following International Chorus contest. If said chorus indicates its inability to compete, the district representative shall be the chorus that has scored the highest number of points from those able to compete.

The FWD policies for the District Chorus Contest are:

- a) The winner of this contest shall hold the title of *FWD District Chorus Champion* until a successor has been selected.
- b) The FWD Chorus which wins the Society Championship may not compete again in the Fall District Chorus Contest until the third year following the year in which it won the FWD Chorus Championship.



~~e)~~ The annual contest cycle begins with the first contest in any given calendar year that is part of the process of selecting the district's representative to the international chorus contest.

d) Drawing for the order of singing appearance will be done by the FWD BOD at its summer meeting. The drawing is final and the only changes that can be made are by the Contest Administrator or the District Representative for Contest and Judging (DRCJ) on the day of the contest due to circumstances beyond the control of the contestant. . The chorus of the host chapter or chapter for hire may opt for singing first, last or be included in the draw. Their desires must be provided to the DRCJ prior to the FWD Summer Board Meeting.

e) No more than two riser configurations will be used at any contest according to the following guidelines:

f) Every contest will have a step configuration.

g) If necessary, a second riser configuration will be available designed to accommodate the largest chorus and will be used for all choruses indicating they want more than five risers.

h) Lighting and sound will be set for both riser configurations so as to not give an advantage to either, subject to the technical specifications of the venue.

i) If two riser configurations are used, the choruses shall be grouped so as to require only one configuration change. The order in which the small and large configurations appear will be established by the position the host chorus selects, if applicable [see preceding bullet]. If the host chorus does not indicate a preference, then the five-riser

configuration will appear first in odd years and the large chorus configuration will appear first in even years.

j) The "mic testing" chorus for the Fall District Chorus contest will be the All Star Barbershopper Chorus and will consist of Barbershoppers who are members in good standing of the Society in attendance at the Convention. All members of the Society who wish to sing in the chorus are invited to do so,

including members who are scheduled to compete in the chorus contest. Associates of the Society are not members and therefore cannot sing in the "mic-testing" chorus. The policy extends to all Division "mic-testing" choruses as well. The director of the chorus will be named by the FWD Board. Should the FWD board fail to name a director, the Convention Chairman is empowered to do so.

There shall be one "all events" registration fee for all contest sessions, and other forms of registration for specific events as cited in the current FWD Conventions Regulations. Special arrangements are provided for selling of individual registrations to the general public, if seating is available prior to the start of any event. (See the FWD Convention Regulations, Part 2.0 of the appropriate section). Registration fees for the judging panel, master of ceremonies, and candidate judges invited by District Representative for Contest and Judging (DRCJ) are waived. Registration fees for one guest of a member of the judging panel may be waived at the discretion of the Convention Chairman. Registration fees for others may be waived at the discretion of the Convention Chairman.

## 8.4 CONVENTIONS

Procedures for conducting FWD conventions and contests are contained in considerable detail in the FWD Convention Manual. The following excerpts are provided for general information. The manual should be consulted for details.

### 8.4.1 REGISTRATION.

All attendees to FWD conventions/contests, including the five divisional contests, shall register by mail, in advance, or in person giving name, address and chapter or other affiliation.

### 8.4.2 REGISTRATION FEES.

## ~~8.5 AWARDING OF~~

## ~~CONVENTIONS/CONTESTS~~

~~The awarding of International Preliminary and District Conventions and Contests follow the procedures and specifications contained in the FWD Convention Regulations. Some details regarding the awarding of conventions are provided here for information. Full details are contained in the referenced document.~~

### ~~8.5.1 DISTRICT CONVENTIONS BID POLICY~~

~~Bids for both International Preliminary and District Conventions and Contests shall be requested from member chapters in accordance with District practice.~~

~~The award of these conventions will be made by the District HOD with the following exceptions:~~

- ~~a) Starting in 2001 all district conventions will be run by the District Events Management Team, unless the HOD approves the bid of a qualifying chapter host. Chapters are encouraged to bid on the Fall Conventions on the open year (2005 and every fourth year thereafter) at least three years in advance of the Convention, and on the Spring Conventions on the open year (2004 and every fourth year thereafter) at least 3 years in advance of the convention.~~
- ~~b) Starting in 2001, the FWD Events Management Team will run those divisional convention for which no qualified bids for divisional Convention/Contests have been received and approved by the HOD at least one year in advance of the convention(s),~~

~~Chapters wishing to submit bids shall secure a copy of the appropriate section of the FWD Convention Regulations and the official bid form from the District Chairman of the Events Committee or Regional Chairman of Meeting and Planning Committee (DEP) of their respective area.~~

~~FWD policy regarding the bid process is described below:~~

- ~~• Award of conventions will be made only to an incorporated chapter in good standing with the Society.~~
- ~~• A preliminary budget must accompany bids for these contests and the bid must be in conformance with all contest and convention rules and regulations.~~

#### ~~8.5.2 FWD DIVISIONAL CHORUS AND QUARTET CONTEST BID POLICY.~~

~~Bids for Division Chorus and Quartet Contests may be accepted from chapters within the division in conjunction with the District Chairman of the Events Committee or his assistant in accordance with FWD Convention Regulations. The awarding of these contests will be made by the District Chairman of the Events Committee.~~

- ~~a) Chapters desiring to submit bids for these contests may secure a copy of the appropriate section of the FWD Convention Regulations and the official bid form from the District Chairman of Events, or DEP of their area.~~

- b) ~~The award of this contest shall be made only to incorporated chapters in good standing.~~

the same date as a chapter's own division quartet or chorus contest

## ARTICLE IX: SHOW CLEARANCES

### 9.1 PURPOSE

The purpose of obtaining show clearances is to prevent conflict in dates of activities between chapters, divisions, districts, or Leadership Academy (formerly COTS), and to ensure that the proper ASCAP license is obtained. Conflicts make it difficult to obtain quartets, prevent nearby Barbershoppers from attending both events, reduce public attendance, and often results in unpleasantness between chapters.

### 9.1 SHOW CLEARANCE PROCEDURE

Granting of show clearance will be done only by the District Secretary, and the following rules will apply:

- a) No show clearances are to be granted on District convention weekends, or Divisional Leadership Academy (see Art. XII para 12.3) Harmony Jubilee, Harmony College West or Chorus Director Seminar weekends.
- b) Show clearance will not be granted on

### 9.3 CLEARANCE REQUESTS

Dates for the Spring and Fall conventions are established by the District/Society. Clearances for chapter shows shall be obtained by the chapter secretary and for charter or license night shows by the sponsoring chapter.

### 9.2 WHEN CLEARANCES NOT REQUIRED

No clearance is required for inter-chapter visits, package shows or community service (charity) appearances unless such event is being presented in the vicinity of another chapter which is presenting a show. It is strongly recommended that notification of all such appearances be sent to the neighboring chapters. Although formal clearance is not required for package shows sponsored by others, conflicts with cleared events may occur, and it is required that said shows be informally cleared through the District Chairman of the Events Committee **before** concluding arrangements. A BMI/SESAC and ASCAP license may be required even though a clearance date is not required for chapter sponsored package shows. It is the responsibility of the chapter to ensure that an ASCAP license is obtained.

## 9.2 CLEARANCE REQUEST

### FORM/PROCEDURES

Requests for show clearance dates are to be made through the District Secretary on Form 3016, available from the District Secretary or from the Society Website ([www.spebsqsa.org](http://www.spebsqsa.org)). Upon receipt of the completed form and check for the appropriate BMI/SEAC fees, the District Secretary will notify the requesting group that the show clearance has been granted and forward an information copy of the clearance to the Society Office.

In accordance with the new ASCAP policy, the chapter will contact ASCAP through the Society website **after the show** and obtain the ASCAP form. The form should be completed, downloaded and forwarded with the appropriate check as directed. The District policy regarding the sale of merchandise (Exhibit G of the FWD Convention Regulations) also will be furnished to the group requesting clearance. The check for BMI/SEAC and ASCAP fees are to be made out to the Society.

Shows should not be produced without proper clearance from the District Secretary. Only shows properly cleared will be listed on the District Calendar and in Westunes. No advertising for un-cleared shows will be permitted in Westunes (or any other District publications) or on the website and no promotion of the un-cleared show will be permitted at District Conventions.

## ARTICLE X: FINANCES

### 10.1 DISTRICT FINANCIAL POLICY.

The financial policy for the Far Western District is contained in part in this section

#### **10.10 Asset Disposition**

**In the event of the dissolution or winding up of the District, voluntarily or otherwise, all of its assets remaining after payment, or provision for the payment, of all debts and liabilities of the District shall be distributed to the Society if it is then existing and organized and operated**

**exclusively for charitable and/or educational purposes and exempt from taxation under Section 501(c)(3) of the Internal Revenue Code. If the Society is not then existing and so organized, operating and exempt, then such remaining assets shall be distributed to another existing organization that is so organized and operating exclusively for one or more of the purposes for which the Society and District were formed, and which is exempt from taxation under Section 501(c)(3) of the Internal Revenue Code."**

#### 10.1.1 DISTRICT PER CAPITA DUES

Each member of the District shall pay District dues of an amount approved by the FWD HOD for each member per year. The dues shall be due and payable upon receipt of a statement from the Society Office indicating that Society, District and Chapter dues are due. The member remits the total amount directly to the Society office which, in turn, remits to the district and the chapter the portion of the member's dues tendered.

The exceptions are:

1. The Aloha Chapter, which shall have a per capita dues of only 1/2 of District dues.
2. New Society members of new chapters, inducted during the one year period following licensing, shall pay no district dues for the first year of their membership.

3. Dues for Student and Senior members (qualifications as defined in the Society Bylaws) are established by FWD BOD action and are currently one half of the amount assessed regular members.
4. In addition, members achieving their 50th anniversary with the Society will not be charged District dues for the balance of the time they are members.
5. Youth members who are under 26 years of age upon joining the Society pay no district dues for the first year only.

#### 10.1.2 FINANCIAL OBLIGATIONS

When an individual is responsible for two or more district committees or functions, the cost of each function shall be maintained separately and reimbursed according to FWD policy.

#### 10.1.3 FWD BOD PROPOSALS TO CONTAIN FINANCIAL IMPACT INFORMATION

All proposals submitted by the FWD BOD to institute, eliminate or modify a function, service or responsibility, shall include an estimate of the effect of such proposal on the FWD BOD budget.

#### 10.1.4 DISTRICT INCOME

The income to the District shall be available for all approved purposes. District income includes district dues, income from conventions, income from special events and sales.

District events that charge tuition or admission will require prior FWD BOD approval of the tuition/cost schedule. Discounts or special admission costs will not be offered without prior FWD BOD approval.

#### 10.1.4.1 DISTRIBUTION OF CONVENTION INCOME

The distribution of convention income is as follows:

- a. The District share of money from the Fall District Contest, shall not be less than 70 percent of the net profit and shall be directed to go to the general fund.
- b. The District share of money from the International Preliminary Quartet Contest shall not be less than 60 percent of the net profit and shall be directed to go to the general fund.
- c. The District share of money from all divisional contests, other than that which is included with the International Preliminary Quartet Contest, shall not be less than 50 percent of the net profit and shall be directed to the general fund.

d. The Host Chapter shall be guaranteed the following minimum payment.

FWD Spring/Div.	\$1500
FWD Fall	\$4500
Divisional	\$800
"Chapter for Hire"	\$500

The District Treasurer shall consult with the FWD BOD and various committees as necessary and shall prepare a preliminary budget proposal for the ensuing fiscal year and shall furnish copies to the FWD BOD and the affected committee chairmen. The Treasurer shall also have available a balance sheet and a report of actual expenses as of May 31. This preliminary budget proposal shall be discussed and amended as necessary at the Summer FWD BOD meeting. A summary of the proposed budget will be sent to each chapter president via electronic means with

e. A fully detailed report of finances from all contests shall be submitted to the District President, District Treasurer, and District Chairman of the Events Committee within 45 days. If requested in writing from the host chapter, the District Chairman of the Events Committee may extend the deadline. For each week that the host chapter fails to submit the financial report after the 45th day or agreed upon date, the percentage of the split shall change, increasing the District share by one percent and reducing the chapter share by one percent. This reduction formula would also apply to the minimum payment of Sec 10.1.4.1d

#### 10.1.5 DISTRICT BUDGET LIMITS

Amounts budgeted for a function shall be considered goals and not necessarily a limitation. But it is expected that the responsible FWD BOD member will not permit expenses to exceed the amount budgeted by more than five percent without approval by the District President with subsequent budget adjustment at the next regular FWD BOD meeting.

#### 10.1.6 DISTRICT NON-BUDGETED EXPENSES

Expenditures for monies not provided in the budget shall not be made without prior approval of the FWD BOD or, in unusual circumstances, approval by the District President.

### 10.2 BUDGET

The Far Western District operates on an annual budget that is created for the maximum use of resources. The details are shown in this section.

#### 10.2.1 BUDGET PREPARATION

notification that final adoption of the budget will be made by the HOD at the Fall Convention meeting.

#### 10.2.2 ANNUAL BUDGET REVIEW

At each FWD BOD meeting, the budget for that year will be reviewed and/or adjusted for the past and upcoming portions of the year in light of District financial status and current non-budgeted proposals.

#### 10.2.3 NON-BUDGETED PROPOSAL COSTS.

Proposals to add non-budgeted items to the current or proposed budget to be presented at any FWD BOD meeting shall be sent to the District President and

Treasurer thirty days prior to the FWD BOD meeting, with a complete explanation and justification.

lowest round-trip airfare when available.

- b) Basic cost of hotel room plus tax, when necessary to be away from home overnight.
- c) Meals, when required, at a per diem amount approved by the FWD BOD.
- d) Postage, mailing, telephone, photocopy, and facsimile charges.
- e) Stationery and supplies: District and officer report forms, expense vouchers and all stationery and supplies that are procured from the Society office shall be obtained through the District Secretary. District officers will be provided with personalized business cards District Officers and Committee Chairmen will be provided, as desired, with standard Society stationery that can be personalized at their own expense.

### 10.3 AUTHORIZED SIGNATURES ON

#### DISTRICT CHECKS.

The signature of the President, Secretary and Treasurer shall appear on the bank's authorized signature card, so that any one of the three may be considered valid on a district check.

#### 10.3.1 EXPENSES OF DISTRICT OFFICIALS

Members of the FWD BOD, Committee Chairmen and other officials who may be elected or appointed, are entitled to reimbursement for actual expenses incurred in the conduct of their responsibilities (including requested attendance at meetings of the FWD BOD) within the limits of their budget as follows:

- a) Standard public transportation fares, including tax, or a per-mile rate approved by the FWD BOD for use of automobile. (Note: The per-mile reimbursement does **not** include tolls, parking charges, etc., therefore should be included separately on the expense vouchers). Reimbursement for auto travel shall not exceed the



Exceptions to the above can be approved on a case-by-case basis by the Chairman of the District Management Team or the District President.

- f) In the event that a member of the FWD BOD participates in any convention, meeting, contest, or other event for which all or any portion of his expenses are subject to reimbursement from more than one source (including, but not limited to the FWD, the Society, the member's chapter or any other outside source), the board member may accept reimbursement of all or portions of such expenses from any or all of such sources provided that there shall be no duplication of reimbursement for any individual item or portion of any item, and provided further that the board member shall fully disclose to each of such sources the availability of reimbursement from all such sources (including any conditions to reimbursement imposed by any such sources) and shall fully account to all such sources for the total of the reimbursements received.

#### 10.4 CONTROL OF DISTRICT EXPENDITURES

FWD financial policy as applies to District expenditures is contained in the following sections.

##### 10.6.1 FWD BOARD MEMBERS AND COMMITTEE CHAIRMEN EXPENDITURES.

FWD BOD members and committee chairmen shall submit expense vouchers to the District President. s and committee members shall submit expense vouchers to their respective District Vice-President or committee chairmen, who shall then forward the vouchers to the District President for approval. If an expense voucher will exceed the amount budgeted, or if any item on the voucher appears unreasonable, the Treasurer shall consult with the District President prior to payment.

##### 10.6.2 EXPENSES SUBMITTED AFTER 90 DAYS.

Reimbursement for expenses incurred more than 90 days prior to voucher submittal shall not be honored without special endorsement

by the District President.

##### 10.6.3 CONTRACT SIGNATURES

All contracts for facilities used for District level functions must be reviewed and signed by either the Chairman of the Events Committee, the District President or the District Executive VP. Said events to include but not be limited to Spring and Fall Conventions, Leadership Academy (formerly COTS) and Harmony College West.

## 10.6 SPECIAL EXPENSES TO SOCIETY EVENTS

The District President, Society Board Member, *WESTUNES* editor and District Vice-Presidents attend approved Society meetings with reimbursement in accordance with Article X, Sec. 10.4, as follows:

- a) Travel, over 250 miles: round-trip-air coach.
- b) Travel under 250 miles, auto mileage reimbursement at an amount approved by the FWD BOD, or (where available) round-trip, air coach fare, whichever is lower.
- c) Per Diem at a rate established by the FWD BOD.
- d) Lodging, double or single room rate.

## 10.7 FINANCIAL AID TO SOCIETY COMPETITORS

Each year a chorus or choruses and quartets are selected, through preliminary contests, to represent the FWD in the Society Chorus and Quartet contests. While representing the District is a distinct honor, it often carries with it a significant financial obligation. In order to lighten the financial burden on these District representatives, the following shall apply:

### 10.7.1 TRAVEL FUNDS

- a) The FWD shall establish a Society Chorus Contest Travel Fund (hereinafter known as the Chorus Fund), an International Quartet Contest Travel Fund (hereinafter known as the Quartet Fund). Together these funds will be known as the Travel Funds.
- b) Monies deposited in the Travel Funds from any source shall be retained by the District under a separate accounting number. Sources shall be as follows:
- c) From each FWD member who pays full per capita dues, the District shall direct \$3.00 to the Chorus Fund and \$1.30 to the Quartet Fund.
- d) From each FWD member who pays one half per capita dues, the District shall direct \$1.50 to the Chorus Fund and \$.65 to the Quartet Fund.
- e) Additional funds as authorized by the FWD BOD at their Summer regular meeting, or special meeting.
- f) All monies in the Travel Funds shall be used for transportation and other costs of the FWD

representatives to the city of the International Contest.

#### 10.7.2 TRAVEL FUND DISBURSEMENT

Travel funds are available for FWD International competitors in the following categories: chorus(s), quartet(s) and senior quartet(s) (Society Midwinter Convention). The disbursement of each will be described in the following sections.

##### 10.7.2.1 CHORUS FUND DISBURSEMENT

Procedures for disbursement of the International Chorus Contest Fund monies shall be as follows:

- a) Within 90 days following the District Chorus Contest, the FWD chorus representative(s)(i.e. any district chorus that is invited to compete in any chorus contest at the International Convention held in the summer) must advise the District President in writing, of their intent to compete or not compete in the next International Chorus Contest.
- b) In the event that the FWD Chorus Champions cannot compete in the International Chorus Contest, the second place, or alternate chorus shall become eligible to represent the District.
- c) The District Treasurer will issue a check to the Champion FWD Chorus in the amount of 20% of the travel fund plus a pro rata share in direct relationship to the number of men on stage at the qualifying contest. Other invited choruses to receive pro rata shares of the balance of the chorus travel fund, in direct relationship to the number of men on stage at the qualifying contest. Checks to all qualifying choruses will specify the payee as the chapter(s) representing the District to the International Chorus Contest. In no case shall the authorized amount exceed the balance in the Chorus Fund at the time of disbursement. The check(s) will be forwarded to the District President for presentation.

10.7.2.2 QUARTET FUND DISBURSEMENT Procedures for disbursement of the Quartet Fund monies shall be as follows:

- Within thirty days after qualifying for International Competition, the qualified FWD quartets will notify the District President in writing, of their intent to compete (or not to compete) in the next International Quartet Contest.

- The District President will instruct the District Treasurer to disburse moneys from the Quartet Fund equally to all the FWD quartets.
- In the case where not all of the members of a quartet are members of FWD, the amount provided will be 25% of the amount provided in b. (above) per FWD member.
- In no case shall the total funds disbursed from the Quartet Fund exceed the fund balance.

#### 10.7.2.3 COLLEGIATE BARBERSHOP QUARTET

##### TRAVEL FUND

The FWD BOD may budget monies annually to the Collegiate Barbershop Quartet Travel Fund, depending upon the financial status of the District. These funds will be provided to the FWD Collegiate Barbershop Quartet representative(s) using similar procedures as identified in section 10.8.2.2, above. If more than one representative is to represent the district, equal shares of the Collegiate Barbershop Quartet Travel fund will be provided to each representative quartet.

#### 10.7.2.4 ADDITIONAL FUNDING.

In addition to disbursements from the Funds, the District may, at its own discretion, make monies available from the District treasury to the FWD representatives to defray other costs realized in Society competition. This paragraph shall not be construed as a mandate to the FWD BOD.

### 10.8 CONTRIBUTIONS

The District may make annual contributions from its net convention income to Harmony Foundation, FWD Youth Activities, and others as seen fit by the FWD BOD.

### 10.9 CONTRACTS

All contracts for facilities used for district level functions must be reviewed and signed by either the Chairman of the Events Committee, the District President or the District Executive Vice-President. Said events to include but not be limited to Spring and Fall Conventions, Leadership Academy (formerly COTS) and Harmony College West.

## ARTICLE XI: DEADLINE DATES

### 11.1 FWD REQUIRED ADVANCE NOTICE, LEAD TIMES AND/OR DEADLINES

For the purpose of providing a ready reference of deadline dates affecting the administration of district and chapter affairs, the following list has been compiled showing dates and source.

#### ~~11.2 DATES (DEADLINES)~~

~~The dates, lead times and deadlines shown in the following sections have been established by the FWD BOD and are identified in the referenced documentation.~~

#### 11.2.1 AGENDA ITEMS

Agenda items and subsequent reporting thereof will be provided as shown:

- Submit agenda items 45 days prior to meeting.
- Publish HOD, BOD agenda items 30 days prior to meeting.
- Publish proposed Bylaws and/or SOP amendments in the Delegates Brochure 30 days prior to meeting.

#### 11.2.2 CONVENTION AND CONTEST BIDS

Deadline dates of convention and contest bids are to be provided as shown:

- Divisional Contest: On or before the date of proceeding contest.
- Fall Convention/Contest: Three years prior to the current Fall Convention/Contest.
- Spring Convention and Contest: On or before January 1st, three years

prior.

### 11.2.3 CHAPTER DATES.

- a) Establish slate of potential officers: On or before September 1.
- b) Elections: On or before September 15.
- c) District and Society of election results: On or before 15 October.

### 11.2.4 CONTEST ENTRY

In order that the necessary documentation (including the contest program) may be prepared and printed in a timely manner, contest entries should be made in advance as shown:

- a) Division Chorus and Quartet Contest, including Performance Class: Received by the District Vice-President of Contest and Judging no later than 28 days before contest date. Late entries will be accepted, however, will not be shown on the program or entered in the "draw" for order of appearance. The order of appearance of late entries will be at the discretion of the Contest Administrator and the DRCJ.
- b) District Chorus Contest: Submitted to District Representative of Contest and Judging (DRCJ) 28 days before contest.
- c) District Quartet Contest: Submit to District Representative for Contest and Judging (DRCJ) 28 days before contest.
- d) High School/Collegiate Barbershop Quartet Contest: Submitted to District -Chairman of YIH up to and including the date of the contest.
- e) Senior and Super Senior Quartet Contest: Submitted to the District Representative for Contest and Judging 28 days before the date of the contest.
- f) International Preliminary Quartet Contest: submitted to the District Representative for Contest and Judging (DRCJ) 28 days before the date of the contest.

### 11.2.5 DRAWING FOR POSITION AND

#### NOTIFICATION

Deadlines for the drawing of the order-of-appearance of FWD contests are described below:

- a) Division Chorus and Quartet Contests: The drawing is made by the host or the DRCJ 14-21 days prior to the event; contestants to be

notified approximately 14 days prior to the event.

- b) Fall District Chorus and Quartet Contests: The drawing is made by the FWD BOD at the Summer BOD meeting. Contestants will be notified of their order of appearance and the riser set to be used as soon as possible following the Society Summer International Convention/Contest.

- c) International Preliminary Quartet Contest: Drawing is made by the host or the DRCJ 14

-21 days prior to the event; contestants to be notified 14days prior to the event.

### 11.2.6 DISTRICT NOMINATIONS

The time-line and sequence of the necessary actions prior to the conduct of the district elections by the HOD are as follows:

- a) Appointment of Nominating Committee: Prior to January 1st.
- b) ~~March 1. Regarding the Society Board Member at large, if to be elected, the district nominating committee shall submit candidate recommendations to the Chairman of the Society Nominating Committee by at least March 1 annually in accordance with Society Nominating Committee requirements.~~
- c) May 15: Slate identified by Nominating Committee: (president, executive vice

president, secretary, treasurer, VP Contest and Judging, VP Music & Performance, five district vice-presidents and immediate past president

- d) June/July: Nominating Committee report to FWD BOD Summer Board Meeting. The report: to be provided to the District Secretary, for inclusion in the Delegates Brochure, and to for publication in the issue prior to election.
- e) Floor Nomination: in accordance with Standard District Bylaws, Art. V (Section 5.05 c) which states:

*“...Nominations may be made from the floor by any delegate provided that he has obtained the consent of his proposed nominee and has notified all delegates in writing at least 10 days in advance of the meeting of his intention to make such nomination.*

#### 11.2.7 SUBMISSION OF PRINTED MATERIAL FOR PUBLICATION

Deadline dates are established for submitting written material for publications as shown:

- District Directory material: Chapter officer election results shall be submitted by the chapter secretaries to the District Secretary by October 15
- Officer and committee reports for the HOD: 45 days before the meeting
- **WESTUNES** ads/materials: Before the 15th of the month prior to publication.

11.2.8 BULLETIN EDITOR OF THE YEAR CONTEST The submission of chapter bulletin entries for the annual FWD Bulletin Editor of the Year contest shall be December 31, or as announced by the District Bulletin Editor Coordinator. Late entries may not be judged.

### ARTICLE XII: CHAPTER OFFICER TRAINING SESSIONS

#### 12.1 LEADERSHIP ACADEMY

Each year training seminars will be held after the election of Chapter Officers. All Chapter Officers- elect, and District Officers may attend the seminar for the purpose of receiving training in their respective duties. These seminars will be known as Leadership Academy classes. District Officer Tuition will be paid by the District.

Separate classes will be scheduled and conducted in the several divisions in accordance with the approved recommendation of the Chairman of the CSLT Committee and the District Leadership Academy Coordinator (DLAC). A chapter show may not be cleared on a Leadership Academy date scheduled in the same division.. (See Art XIX, Para 9.2) Further, a Leadership Academy (formerly COTS) will not be scheduled on previously cleared dates for chapter shows within the same division.

On a one-time basis, registration fees for elected officers attending Leadership Academy (formerly COTS) will be waived for newly chartered chapters.

#### 12.2 SELECTION OF LEADERSHIP ACADEMY TRAINING VENUES

The several District Vice Presidents will investigate available sites and dates and then present their findings to the District Leadership Academy Coordinator (DLAC) and the District Chairman of the Chapter Support and Leadership Training Committee, who will review the recommendations and present them to the FWD BOD. The final decision as to the location of Leadership Academy (formerly COTS) sites will be ratified by the FWD BOD.

## **ARTICLE XIII: EDUCATIONAL PROGRAMS**

### **13.1 DISTRICT EDUCATION PROGRAM POLICY**

Because the educational needs of a District are constantly changing, there will be no firm policy regarding educational programs with the exception of Leadership)as outlined in Article XII, above. It shall be the responsibility of each administration to promote and provide programs such as chorus development, quartet promotion, chorus directing promotion and similar education programs as deemed necessary and feasible.

### **13.2 DISTRICT OUTREACH ENDOWMENT FUND**

The Far Western District Outreach Endowment Fund is established for the purpose of supporting outreach and educational activities in the Far Western District.

The Fund is derived from voluntary contributions by members, chapters and friends of the district, as well as by initial seed money from the Far Western District treasury. The Fund is maintained by Harmony Foundation on behalf of the Far Western District, with proceeds from the Fund's income used to fund outreach and educational activities.

Monies from the Fund are to be spent on projects as recommended by the District Board. These projects may include, but are not limited to: youth camps, scholarships, seminars for music educators, audio-visual materials, manuals and educational materials,

Augmentation of district outreach budget items such as high school quartet scholarship awards and Collegiate Barbershop Quartet travel, new chapter startup activities, adult outreach programs to potential members by existing chapters, and other projects as may be appropriate.

Where these projects are offered to minors, such as youths attending FWD youth camps, The Society's Youth Protection Policy and Youth Activity Forms will be provided to and executed by the parent or guardian providing for appropriate release for medical and/or accident circumstances and will also contain a "hold harmless" clause against the sponsors, FWD and SPEBSQSA, Inc.

Applications for project funding for outreach activities should be made through the appropriate committee chairmen: YIH Chair for youth activities, Membership Chair for new chapter startups, CDD Chair for Chorus Director Development, etc. For any requests which don't appear to fit under an existing committee chair, contact the Executive Vice President.

The annual budget of the Far Western District may include projected grant distributions from the fund, provided that such distributions do not exceed the expected income (donations/interest/capital gains), or 5% of the Fund, whichever is the lesser amount. To the extent that those numbers change during the budget year, expanded mid or late year grants may be accommodated if the financial state of the Fund allows for it.

The intention behind this funding/spending model is to allow for the Outreach Endowment Fund to always be in a state of growth, and eventually be large enough to fund substantial outreach programs entirely from the interest/capital gains of the Fund's investments."

For the purposes of establishing the initial balance of the fund, the phrase "initial seed money from the Far Western District treasury" above is defined as the amount necessary to bring the balance of the fund to \$30k as of Jan. 1, 2015, after rolling over the current Youth Outreach Fund balance (~\$4k) and adding in the 2014 donation total (estimated ~\$6k), which would require an estimated ~\$20k from our bank account to accomplish. The first year (2015) we would therefore begin with a total grant limit of 5% (\$1500, approximately what our District grant activity was in 2014), but could adjust upwards during the course of the year if the financial state of the fund grows enough. Given that we usually show about \$6k worth of donation income per year (which we hope to increase), the fund should grow relatively quickly over the next several years and allow us to budget for increasing amounts of grants for various outreach activities.

## ARTICLE XIV: AWARDS

### 14.1 QUARTET AND CHORUS AWARDS

The Division Contest Awards Committee Chairman, in concert with the District Awards Chairman, will establish and make available to the Division Contest chairman, appropriate perpetual trophies to be presented to the choruses and quartets scoring the highest number of points in their respective divisional contests. (See FWD Convention Regulations J/TL D- 5). Awards presented at divisional and district contests are shown below:

### 14.2 AWARDS FOR DIVISIONAL CONTESTS

Each divisional contest will provide awards for contestants as follows:



#### 14.2.1 DIVISIONAL CHORUS AWARDS

Annual Divisional awards are made as follows:

- a) **Division Champion Chorus:** The highest scoring division chorus in the division contest.
- b) **Most Improved Chorus (MIC)** mark of distinction shall be awarded to the chorus making the greatest improvement in scoring in each division compared with their previous year's score. Only choruses participating the previous year will be considered for the award.
- c) **Plateau Champions.** The following score- based plateau titles will be awarded to choruses competing in the divisional contests. The average score of the two most recent appearances in any of the three past Fall District Chorus Contests will determine the plateau placement as follows:
- d) Plateau AAA: Average triple panel score of 1278 (71%) or higher, or any chorus returning to competition after winning the International Chorus Championship. Choruses with an average score less than 1278 may voluntarily place themselves into this plateau.
- e) Plateau AA; Average triple panel score from 1098 (61%) through 1277 (70.94%). Choruses scoring less than 1098 may voluntarily place themselves into this plateau.
- f) Plateau A: Choruses that have not competed in any of the three most recent Fall District Chorus Contests or have an average triple panel score of less than 1098 (61%), with the exception of any chorus returning to competition after winning the International Chorus Championship.
- g) A chapter may petition the district C&J Committee for plateau reassignment due to significant changes in the chapter. Permission to move to a lower plateau is at the sole discretion of the district C&J Committee.
- h) Administration of the plateau assignments will be handled by a coordinator appointed by the DRCJ..
- i) Other local awards as may be in being and/or appropriate.

#### 14.2.2 DIVISIONAL QUARTET AWARDS

The quartets qualifying for advancement to the District Fall contest (see Art. VIII, Sect. 8.3.1.1) will be announced at the completion of the divisional contest. Appropriate awards will be provided to the Division Champion Quartet and other division-unique winners. In addition, the award *Novice Quartet Champion* will be annually bestowed on the highest scoring novice quartet competing. A "Novice Quartet" is a quartet that no more than two members have competed at a Fall district competition;

### 14.3 AWARDS FOR DISTRICT CONTESTS

Awards are normally made at the Spring and Fall Convention for both choruses and quartets. (See FWD Convention Manual for details)

#### 14.2.3 SPRING DISTRICT CONTESTS

FWD quartets competing at the Spring FWD contest (International Preliminary Quartet Contest) who achieve the Society-established target score, qualify to represent FWD at the following International Quartet Contest (see Art. .VIII, Sect. 8.3.2.1). No specific awards are presented to the qualifying quartets.

#### 14.2.4 FALL DISTRICT CONTEST AWARDS.

The awards that are presented at the Fall Contest will be described below.

##### 14.3.2.1 FALL CHORUS AWARDS

The following chorus awards are presented at the Fall Convention/Contest:

- The District will present the FWD traveling trophy for Chorus Champions to the new champion chorus. The Championship Chorus members each shall receive a specially embossed lapel pin.
- An award will be made to the Most Improved Chorus, comparing their divisional score with the achieved district score.
- Plateau Champions. Plateau titles as defined in 14.2.1 c will be awarded to choruses competing at the district Fall Contest.

#### 14.3.2.2 FALL QUARTET AWARDS

The following quartet awards are made at the Fall District Convention:

- a) The highest scoring FWD quartet in the Fall Quartet Contest will be named *FWD Champion Quartet* in accordance with Art. VIII, Sect. 8.3.2.4.
- b) The Association of Far Western District Champions (AFWDC) representative will present the traveling quartet trophy to the new quartet champions. The retiring quartet champions will present individual trophies to the new champions.
- c) The District President will present lapel pins to the new FWD Champion Quartet and the AFWDC Quartets will present lapel pins to the second and third place quartets at the District Quartet Contest.
- d) High School Quartet Contest award shall be presented by the District Chairman of the YIH Committee to the winners of the High School Quartet Contest at the Spring Convention.
- e) Senior Quartet Champion award shall be presented by the District President to the winners of the Senior Quartet Contest held at the Fall Convention.
- f) Expense of the above awards will be borne by the District.

#### 14.4 BULLETIN EDITOR OF THE YEAR

Each year, the District President will appoint a Bulletin Editor's Chairman who will determine the top chapter bulletins within the District and make appropriate awards at the HOD meeting held in conjunction with the Spring Convention. FWD provides for recognition as *FWD Bulletin Editor Of The Year* in two categories: (1) Large Bulletins (6 pages or more) and (2) Small Bulletins (fewer than 6 pages). The contest covers the preceding calendar year.

The two top scoring (Large or Small) bulletins will be entered in the Society Bulletin Contest.

#### 14.5 DISTRICT PRESIDENT AWARD

At an appropriate time during the annual Spring Convention, the previous year's District President may, at his discretion, recognize an individual Barbershopper or group by presenting an appropriate plaque or certificate of accomplishment for outstanding work above and beyond the call of normal duties or expectations.

#### 14.5.1 FWD HALL OF FAME AWARD GUIDELINES

The objective of the FWD Hall of Fame Award is to honor the all-time FWD "greats;" the individuals who have unselfishly, with dedication and devotion, performed through the years in the highest degree of service to the Far Western District. Exemplary Service to the Barbershop Harmony Society at the International level, or to other Districts of the BHS, which brings notable recognition to the FWD may be considered in the selection process.

- a) The selection committee is comprised of the past winners of the Hall of Fame Award who are active members of the Society and the Far Western District. The Chairman is the most recent recipient.
- b) At the call of the Chairman, members of the Far Western District Hall of Fame will attend the annual meeting held in conjunction with the Fall District Contest and Convention.
- c) Each member attending the annual meeting may nominate one or more candidates for election into the Hall of Fame. Nominees must receive a minimum of two seconds to the nomination to become a viable candidate.  
Once nominations have been accepted, the list will be submitted to the members present to vote for their choice by secret ballot. The two nominees receiving the most votes will be the FWD Hall Of Fame candidates.
- d) Prior to December 1, the Chairman will provide a written ballot by mail to all current members of the FWD Hall of Fame. Each member may vote for one person only. The ballot must be returned on or before January 1 of the following year. To be elected into the FWD Hall Of Fame, the candidate must receive 60% of the total number of votes received from eligible voters. It is **not** mandatory that a new member be elected each year. If neither candidate receives 60% of the votes of the committee, a second written ballot may be requested at which time additional written supporting information may be provided by the member nominating the candidate. After the second ballot has been tabulated and neither candidate has received the 60% mandated approval, no member will be inducted in to the HOF that year.
- f) A posthumous award, in addition to the regular award, may be made at the discretion of the committee. It shall be made in the same manner as described above.
- g) Candidates elected to the FWD Hall Of Fame, as indicated above, are voted upon by the committee prior to January 1. Thus, their identifying year of induction is the year of the actual vote.
- h) The new member(s) will be announced and presented on the evening show of the Spring Contest and Convention of the following year.

## 14.6 SERVICE AWARD

At the annual Spring HOD meeting, the Service Chairman will present an award to the chapter making the largest per capita service contribution during the preceding calendar year. December 31 membership figures will be used to determine the per capita contribution.

### 14.6.1 JUDGE'S AWARD

Past judges identified and awarded Emeritus status by the Society C&J Committee will be honored at the following HOD meeting.

### 14.6.2 CONVENTION DEDICATION

It is the practice of the Far Western District to dedicate conventions to outstanding persons of the district. These dedications are determined by the Awards Committee and approved by the district board in advance of the convention/contest. Posthumous dedications are sometimes scheduled.

Where possible the person honored by FWD is provided registration and room accommodations at the headquarters hotel as a convention expense. A suitable plaque is presented at the Friday night quartet contest or at a mutually acceptable time during the convention weekend.

## **14.7 CHAPTER OF THE YEAR**

The "Chapter of the Year" award is annually determined and presented by the District President at the Spring House of Delegates Meeting. This award is presented to the chapter that has displayed positive activity and results in membership growth and retention, community involvement, division and district involvement in schools and contests and a working program for Youth in Harmony. The perpetual award presented has been provided by the Owen Edwards Family in memory of Owen Edwards.

## **ARTICLE XV: AFFILIATE ORGANIZATIONS**

### **15.1 AFFILIATE ORGANIZATION POLICY**

The Far Western District may establish affiliate status for organizations within the district that have demonstrated mutual objectives and similar purposes. A formal application process must be exercised and the FWD BOD must approve the resultant actions upon initiation and sanctioned annually at the first meeting of the BOD.

### **15.2 AFFILIATE MEMBERS**

The following organizations are currently sanctioned as affiliate members:

- AFWDC: The Association Far Western District Quartet Champions.
- Chorus Directors Guild an official association of Far Western District Chorus Directors.

## **ARTICLE XVI: DISTRICT OWNED EQUIPMENT**

### **16.1 ACQUISITION OF DISTRICT OWNED EQUIPMENT**

From time to time the FWD BOD may authorize the purchase of District Owned Equipment (DOE) that is needed for the proper conduct of the district activities. Prior approval of the BOD is required for such purchase(s) predicated upon the availability of adequate funds. Items whose acquisition cost is in excess of \$500 will be assigned a custodian and be carried on a District Equipment List maintained by the District Secretary.

### **16.2 CUSTODY OF DISTRICT OWNED EQUIPMENT**

At the time of acquisition of district owned equipment whose value is in excess of \$500, a custodian shall be appointed to maintain the equipment and provide for its proper storage and availability at district functions as deemed necessary by the BOD.

#### 16.3 DISTRICT OWNED EQUIPMENT LIST.

At the time of acquisition of DOE, it shall be entered on the District Owned Equipment list by the Secretary with pertinent facts regarding the item provided such as; the FWD number, custodian, acquisition price, serial number, date of acquisition, etc. The list shall be maintained by the District Secretary.

#### 16.4 REMOVAL OF DOE FROM THE LIST.

At a time when the equipment on the DOE list shall have reached its amortized value or the item(s) are no longer deemed necessary or useful for the district use, they may be removed by approval of the BOD and discarded, sold or otherwise disposed of as so directed by the BOD. The DOE list will show the removal status of the item in the permanent record.

## ARTICLE XVII: AMENDMENTS

### 17.1 BY DISTRICT BOARD

The District Board may recommend changes or amendments to the FWD Standard Operating Procedure (SOP) at any of the regular or special meetings. These recommendations or amendments will be provided to the House of Delegates (HOD) in writing in the Delegates Brochure (See Section 3.4) which is distributed 30 days in advance of the regular BOD and HOD Spring and Fall meetings.

### 17.2 BY CHAPTER

Chapters may recommend modifications or changes to the SOP by submitting the recommended changes 45 days in advance and requesting that they be placed on the agenda for the next Board of Directors meeting (or special meeting, if called).

### 17.3 NOTICE AND VOTING.

Proposed amendments shall be in writing and shall be mailed and/or electronically transmitted, together with notice of the meeting in the Delegate's Brochure to each Chapter Delegate 30 days prior to the meeting at which they are to be voted on. Amendments with proper notice may be considered at any regular or special meeting of the House of Delegates at which a quorum is present, and shall be adopted upon two-thirds vote of the members present.

Amendment or changes not fulfilling the above notice requirement may be placed on the HOD agenda and voted on only with the unanimous vote of all HOD members present and voting.

Any such amendments shall not become effective until approved by the House of Delegates and subsequently by the Society Governance and Bylaws Committee.

**END OF DOCUMENT**



### Rich Owen, Treasurer

Treasurer report of financial activity have been submitted. Issues for Board to discuss:

1. Per diem/authorized travel: There currently is not a written document of Board approved per diem rates. The Board should annually adopt per diem rates for the coming year at its fall Board meeting; this can be handled by resolution and include in the minutes. There has been a general discussion of per diem rates on the Treasurer's forum with BHS; I will bring copies of that discussion to the June meeting.
2. We have travel funds to be paid to choruses and quartets going to international. Do we include the high school quartets going to compete in the Youth Barbershop Harmony contest in Las Vegas? FWD has 3 youth quartets going plus three regular quartets. Do they all share pro rata as the regular quartets have in the past? Checks need to be issued and delivered.
3. I will be working with Bryan Forbes on creating a better chart of accounts for the FWD main accounting system that will make reporting and processing the District run conventions easier. We will report back to the Board at the fall meeting.

Respectively submitted, Rich Owen

FWD Treasurer

	Dec 31, 16
<b>ASSETS</b>	
Current Assets	
Checking/Savings	
FWD-CHECKING	72,207.01
Total Checking/Savings	72,207.01
Total Current Assets	72,207.01
Other Assets	
111.10 - Prepaid	8,951.44
Total Other Assets	8,951.44
<b>TOTAL ASSETS</b>	<b>81,158.45</b>
<b>LIABILITIES &amp; EQUITY</b>	
Liabilities	
Current Liabilities	
Other Current Liabilities	
449.00 - Quartet travel	1,524.90
450.00 - Chorus travel	3,519.00
453.00 - HCW/LA Advanced Reg	
453.01 AZ / LA Future Year	240.00
453.00 - HCW/LA Advanced Reg - Other	1,118.47
Total 453.00 - HCW/LA Advanced Reg	1,358.47
453.10 - DS15 Advanced Reg	1,500.00
Total Other Current Liabilities	7,902.37
Total Current Liabilities	7,902.37
Total Liabilities	7,902.37
Equity	
446.00 - Youth Ed	2,471.25
447.00 - NOR CAL YOUTH CAMP	13,999.92
451.00 - Surplus 12/31/2010	66,518.88
Retained Earnings	24,375.27
Net Income	-34,109.24
Total Equity	73,256.08
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b>81,158.45</b>

# Balance Sheet YTD

Accrual Basis

As of June 7, 2017

	Jun 7, 17
<b>ASSETS</b>	
Current Assets	
Checking/Savings	
FWD-CHECKING	81,524.34
Total Checking/Savings	81,524.34
Total Current Assets	81,524.34
Other Assets	
111.10 - Prepaid	6,879.50
Total Other Assets	6,879.50
<b>TOTAL ASSETS</b>	<b>88,403.84</b>
<b>LIABILITIES &amp; EQUITY</b>	
Liabilities	
Current Liabilities	
Other Current Liabilities	
449.00 - Quartet travel	2,223.00
450.00 - Chorus travel	5,130.00
453.10 - DS15 Advanced Reg	100.00
Total Other Current Liabilities	7,453.00
Total Current Liabilities	7,453.00
Total Liabilities	7,453.00
Equity	
446.00 - Youth Ed	2,471.25
447.00 - NOR CAL YOUTH CAMP	12,924.23
451.00 - Surplus 12/31/2010	66,518.88
Retained Earnings	-8,658.28
Net Income	7,694.76
Total Equity	80,950.84
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b>88,403.84</b>



# Income Sheets for 2015 & 2016

10:47 PM

06/06/17

Accrual Basis

## FWD Profit & Loss Prev Year Comparison January through December 2016

	Jan - Dec 16	Jan - Dec 15	\$ Change	% Change
Ordinary Income/Expense				
Income				
500.00 - DUES	45,339.74	43,912.81	1,426.93	3.3%
501.00 - SRING PRELIMS REV	25,867.50	0.00	25,867.50	100.0%
502.00 - FALL CONVENTION REV	52,365.00	62,024.64	-9,659.64	-15.6%
503.00 - DIVISIONAL CONV				
503.10 - AZ	11,132.50	9,561.84	1,570.66	16.4%
503.30 - SO CAL WEST	0.00	22,830.00	-22,830.00	-100.0%
503.40 - NOR CAL WEST	21,289.25	0.00	21,289.25	100.0%
503.50 - NOR CAL EAST	0.00	32,468.71	-32,468.71	-100.0%
Total 503.00 - DIVISIONAL CONV	32,421.75	64,860.65	-32,438.90	-50.0%
504.00 - WESTUNES				
504.01 - ADS	150.00	0.00	150.00	100.0%
Total 504.00 - WESTUNES	150.00	0.00	150.00	100.0%
506.02 - INTEREST	6.49	26.00	-19.51	-75.0%
506.03 - WEBCAST	1,900.00	842.40	1,057.60	125.6%
510 - Donations				
510.01 - Donations Awards	40.00	0.00	40.00	100.0%
510.03 - Donations NorCal Camp				
510.31 - Donation Endow NorCal	0.00	200.00	-200.00	-100.0%
510.03 - Donations NorCal Camp - Other	12,057.00	12,915.00	-858.00	-6.6%
Total 510.03 - Donations NorCal Camp	12,057.00	13,115.00	-1,058.00	-8.1%
510.04 - Donors Choice HF	6,858.10	11,023.11	-4,165.01	-37.8%
510.05 - Donation-HF Youth Fes	0.00	150.00	-150.00	-100.0%
510 - Donations - Other	2,000.00	2,000.00	0.00	0.0%
Total 510 - Donations	20,955.10	26,288.11	-5,333.01	-20.3%
520.00 - Fees				
520.01 - NorCal Youth Camp	6,065.00	3,395.00	2,670.00	78.7%
520.04 - Leadership Academy				
520.041 - Fees Ldr Acad - AZ	80.00	0.00	80.00	100.0%
520.042 - Fees Ldr Acad - SoCal	-320.00	0.00	-320.00	-100.0%
520.043 - Fees Ldr Acad - NorCa	1,041.53	0.00	1,041.53	100.0%
520.04 - Leadership Academy - Other	320.00	870.00	-550.00	-63.2%
Total 520.04 - Leadership Academy	1,121.53	870.00	251.53	28.9%
Total 520.00 - Fees	7,186.53	4,265.00	2,921.53	68.5%
520.02 - HCW / LA				
520.022 - HCW SoCal	-80.00	0.00	-80.00	-100.0%

Page 1

**FWD**  
**Profit & Loss Prev Year Comparison**  
 January through December 2016

	Jan - Dec 16	Jan - Dec 15	\$ Change	% Change
520.02 - HCW / LA - Other	6,965.00	5,190.00	1,775.00	34.2%
Total 520.02 - HCW / LA	6,965.00	5,190.00	1,695.00	32.7%
Total Income	193,077.11	207,409.61	-14,332.50	-6.9%
Expense				
601.00 - HCW/LA Expense				
607.117 - HARMONY COLLEGE WEST	3,915.74	5,167.21	-1,251.47	-24.2%
709.10 - Leadership Academy				
709.13 - LA - NorCal	841.53	0.00	841.53	100.0%
709.10 - Leadership Academy - Other	2,835.67	2,501.68	333.99	13.4%
Total 709.10 - Leadership Academy	3,677.20	2,501.68	1,175.52	47.0%
601.00 - HCW/LA Expense - Other	8,935.10	8,122.70	-1,187.60	-14.6%
Total 601.00 - HCW/LA Expense	14,528.04	15,791.59	-1,263.55	-8.0%
601.10 - DS15 - District Spring	53,302.86	30,275.00	23,027.86	76.1%
601.20 - AZ15 - AZ Div Exp	10,301.88	7,965.00	2,336.88	29.3%
601.30 - SC15 - SoCal Div Exp	0.00	19,625.74	-19,625.74	-100.0%
601.50 - NC15 - NoCal Div Exp	17,989.96	0.00	17,989.96	100.0%
602.00 - Fall Convention Exp				
601.40 - DF15 - District Fall	0.00	3,356.50	-3,356.50	-100.0%
602.00 - Fall Convention Exp - Other	44,435.00	42,668.50	1,766.50	4.1%
Total 602.00 - Fall Convention Exp	44,435.00	46,025.00	-1,590.00	-3.5%
602.10 - Conv Exp-Webmaster	0.00	237.16	-237.16	-100.0%
603.00 - Webcast	906.00	590.20	315.80	53.5%
604.00 - BD MEETING				
604.01 - TRAVEL	6,807.25	9,425.54	-2,618.29	-27.8%
604.02 - MEALS	2,361.20	2,112.23	248.97	11.8%
604.03 - LODGING	10,149.49	8,928.61	1,220.88	13.7%
604.04 - BD Meeting - Supplies	0.00	25.16	-25.16	-100.0%
604.00 - BD MEETING - Other	1,370.85	0.00	1,370.85	100.0%
Total 604.00 - BD MEETING	20,688.79	20,491.54	197.25	1.0%
607.01 - DIR DEVELOP				
607.21 - Director College Schol	0.00	689.28	-689.28	-100.0%
607.01 - DIR DEVELOP - Other	1,145.20	0.00	1,145.20	100.0%
Total 607.01 - DIR DEVELOP	1,145.20	689.28	455.92	66.1%
607.08 - C&J				

**FWD**  
**Profit & Loss Prev Year Comparison**  
 January through December 2016

	Jan - Dec 16	Jan - Dec 15	\$ Change	% Change
607.081 - SUPPLIES	0.00	383.42	-383.42	-100.0%
607.084 - TRAVEL	2,154.36	2,221.24	-66.88	-3.0%
607.085 - C&J CAT SCH	6,930.00	0.00	6,930.00	100.0%
<b>Total 607.08 - C&amp;J</b>	<b>9,084.36</b>	<b>2,604.66</b>	<b>6,479.70</b>	<b>248.8%</b>
607.09 - YMIH				
607.095 - AWARDS	1,329.96	1,100.00	229.96	20.9%
607.096 - NoCal Youth Camp	19,197.69	17,046.04	2,151.65	12.6%
607.097 Youth Festival Grants	500.00	500.00	0.00	0.0%
607.09 - YMIH - Other	405.00	500.00	-95.00	-19.0%
<b>Total 607.09 - YMIH</b>	<b>21,432.65</b>	<b>19,146.04</b>	<b>2,286.61</b>	<b>11.9%</b>
607.098 - LSEF - FWD YIH Camps	0.00	10,200.00	-10,200.00	-100.0%
607.10 - EVENTS				
607.101 - SUPPLIES	537.26	127.90	409.36	320.1%
607.10 - EVENTS - Other	1,809.01	29.50	1,779.51	6,032.2%
<b>Total 607.10 - EVENTS</b>	<b>2,346.27</b>	<b>157.40</b>	<b>2,188.87</b>	<b>1,390.6%</b>
607.11 - MUSIC & PERF				
607.110 - CHAPT COACHING	525.10	0.00	525.10	100.0%
607.113 - TRAVEL	0.00	162.92	-162.92	-100.0%
<b>Total 607.11 - MUSIC &amp; PERF</b>	<b>525.10</b>	<b>162.92</b>	<b>362.18</b>	<b>222.3%</b>
607.12 - MKTG & PR				
607.124 - WEB EXPENSES	3,423.85	2,286.32	1,137.53	49.8%
607.127 - Travel	484.96	0.00	484.96	100.0%
708.00 - WESTUNES				
708.01 - DSL - Inet Access	656.76	704.20	-47.44	-6.7%
708.03 - TRAVEL	924.00	67.00	857.00	1,279.1%
708.05 - SUPPLIES	373.00	0.00	373.00	100.0%
708.00 - WESTUNES - Other	96.20	0.00	96.20	100.0%
<b>Total 708.00 - WESTUNES</b>	<b>2,049.96</b>	<b>771.20</b>	<b>1,278.76</b>	<b>165.8%</b>
<b>Total 607.12 - MKTG &amp; PR</b>	<b>5,958.77</b>	<b>3,057.52</b>	<b>2,901.25</b>	<b>94.9%</b>
607.20 - LEADERSHIP FORUM	1,978.42	2,834.20	-855.78	-30.2%
608.00 - Donations				
608.01 Harmony Foundation	0.00	20,000.00	-20,000.00	-100.0%
608.10 - FWD Outreach Endow	0.00	31,500.00	-31,500.00	-100.0%
<b>Total 608.00 - Donations</b>	<b>0.00</b>	<b>51,500.00</b>	<b>-51,500.00</b>	<b>-100.0%</b>
609.01 - Dues Collection Fees	1,811.59	1,750.92	60.67	3.5%
609.02 - Merchant Acct Fees	3,890.55	3,363.43	527.12	15.7%
610.00 - INTERN. QT TRAVEL	2,462.85	2,462.79	0.06	0.0%

**FWD**  
**Profit & Loss Prev Year Comparison**  
 January through December 2016

	Jan - Dec 16	Jan - Dec 15	\$ Change	% Change
611.00 - INTERN CH TRAVEL	5,683.50	5,508.07	175.43	3.2%
622.00 - GOVT FEES	60.00	70.50	-10.50	-14.9%
700.00 - PRESIDENT				
600.00 - AWARDS				
607.02 - COMMITTEE	507.23	0.00	507.23	100.0%
600.00 - AWARDS - Other	492.57	793.44	-300.87	-37.9%
Total 600.00 - AWARDS	999.80	793.44	206.36	26.0%
607.16 - HALL OF FAME	411.09	181.82	229.27	126.1%
607.17 - President Exp Other	729.97	0.00	729.97	100.0%
700.04 - INTERNATIONAL EXP	2,145.59	3,664.36	-1,518.77	-41.5%
700.05 - Pres Mid-Winter Exp	0.00	1,461.46	-1,461.46	-100.0%
Total 700.00 - PRESIDENT	4,286.45	6,101.08	-1,814.63	-29.7%
701.00 - IMMEDIATE PAST PRES.				
702.01 - IPP	0.00	50.00	-50.00	-100.0%
Total 701.00 - IMMEDIATE PAST PRES.	0.00	50.00	-50.00	-100.0%
703.00 - EVP				
703.03 - TRVL & MEALS	339.96	0.00	339.96	100.0%
703.05 - EVP International Exp	2,010.06	2,308.83	-298.77	-12.9%
703.06 - EVP Mid Winter Exp	1,162.05	1,954.15	-792.10	-40.5%
Total 703.00 - EVP	3,512.07	4,262.98	-750.91	-17.6%
704.00 - DVP				
704.10 - DVP AZ				
704.13-TRAVEL	0.00	244.41	-244.41	-100.0%
Total 704.10 - DVP AZ	0.00	244.41	-244.41	-100.0%
704.20-DVP So Cal East				
704.23-TRAVEL	0.00	245.20	-245.20	-100.0%
Total 704.20-DVP So Cal East	0.00	245.20	-245.20	-100.0%
704.50-DVP NOR CAL EAST				
704.53-TRAVEL	343.02	0.00	343.02	100.0%
Total 704.50-DVP NOR CAL EAST	343.02	0.00	343.02	100.0%
Total 704.00 - DVP	343.02	489.61	-146.59	-29.9%
705.00 - SECRETARY				
603.00 - INSURANCE	0.00	170.92	-170.92	-100.0%
705.02 - POSTAGE	46.75	48.75	-2.00	-4.1%
705.03 - SUPPLIES	74.40	165.41	-91.01	-55.0%

**FWD**  
**Profit & Loss Prev Year Comparison**  
 January through December 2016

	Jan - Dec 16	Jan - Dec 15	\$ Change	% Change
Total 705.00 - SECRETARY	121.15	385.08	-263.93	-68.5%
706.00 - TREASURER				
706.02 - POSTAGE	64.34	87.45	-23.11	-26.4%
706.03 - SUPPLIES	252.53	79.72	172.81	216.8%
706.00 - TREASURER - Other	0.00	25.00	-25.00	-100.0%
Total 706.00 - TREASURER	316.87	192.17	124.70	64.9%
709.00 - CHAPTER SUPPORT				
806.00 - Leadership Academy	0.00	1,825.04	-1,825.04	-100.0%
707.00 - COACH EXP	75.00	0.00	75.00	100.0%
709.02 - SUPPLIES	0.00	30.00	-30.00	-100.0%
709.00 - CHAPTER SUPPORT - Other	0.00	251.80	-251.80	-100.0%
Total 709.00 - CHAPTER SUPPORT	75.00	2,106.84	-2,031.84	-96.4%
Void	0.00	0.00	0.00	0.0%
Total Expense	227,186.35	258,096.72	-30,910.37	-12.0%
Net Ordinary Income	-34,109.24	-50,687.11	16,577.87	32.7%
Net Income	-34,109.24	-50,687.11	16,577.87	32.7%

# P & L for 2017 by Class to date 6/7/17

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Accrual Basis

## FWD Profit & Loss by Class January 1 through June 6, 2017

	AZ - Arizona Div	AZ Leadership Academy	BHS	DF - Fall
Ordinary Income/Expense				
Income				
500.00 - DUES	0.00	0.00	12,683.82	0.00
501.00 - SRING PRELIMS REV				
501.05 Program Ads	0.00	0.00	0.00	0.00
501.10 Coaching Deposit	0.00	0.00	0.00	0.00
501.00 - SRING PRELIMS REV - Other	0.00	0.00	0.00	0.00
Total 501.00 - SRING PRELIMS REV	0.00	0.00	0.00	0.00
502.00 - FALL CONVENTION REV				
502.30 Last Year	0.00	0.00	0.00	3,435.45
Total 502.00 - FALL CONVENTION REV	0.00	0.00	0.00	3,435.45
503.00 - DIVISIONAL CONV				
503.10 - AZ	8,877.50	0.00	0.00	0.00
503.30 - SO CAL WEST	0.00	0.00	0.00	0.00
Total 503.00 - DIVISIONAL CONV	8,877.50	0.00	0.00	0.00
510 - Donations				
510.04 - Donors Choice HF	0.00	0.00	2,673.05	0.00
510.06 - Donations-Spring Conv.	0.00	0.00	0.00	0.00
Total 510 - Donations	0.00	0.00	2,673.05	0.00
520.00 - Fees				
520.04 - Leadership Academy				
520.041 - Fees Ldr Acad - AZ	0.00	-80.00	0.00	0.00
520.043 - Fees Ldr Acad - NorCa	0.00	0.00	0.00	0.00
Total 520.04 - Leadership Academy	0.00	-80.00	0.00	0.00
Total 520.00 - Fees	0.00	-80.00	0.00	0.00
520.02 - HCW / LA	0.00	0.00	0.00	0.00
Total Income	8,877.50	-80.00	15,356.87	3,435.45
Expense				
106 - PayPal Cash reserve	0.00	0.00	0.00	0.00
601.00 - HCW/LA Expense				
709.10 - Leadership Academy	0.00	0.00	0.00	0.00
709.13 - LA - NorCal	0.00	0.00	0.00	0.00
Total 709.10 - Leadership Academy	0.00	0.00	0.00	0.00
Total 601.00 - HCW/LA Expense	0.00	0.00	0.00	0.00
601.10 - DS15 - District Spring				

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Accrual Basis

**FWD**  
**Profit & Loss by Class**  
 January 1 through June 6, 2017

	<u>AZ - Arizona Div</u>	<u>AZ Leadership Academy</u>	<u>BHS</u>	<u>DF - Fall</u>
Judges-Meals	0.00	0.00	0.00	0.00
Judges-Misc	0.00	0.00	0.00	0.00
Judges Travel	0.00	0.00	0.00	0.00
601.10 - DS15 - District Spring - Other	0.00	0.00	0.00	0.00
Total 601.10 - DS15 - District Spring	0.00	0.00	0.00	0.00
601.20 - AZ15 - AZ Div Exp				
Judges-Meals	541.00	0.00	0.00	0.00
Judges-Misc	511.08	0.00	0.00	0.00
Judges Travel	2,111.36	0.00	0.00	0.00
601.20 - AZ15 - AZ Div Exp - Other	6,096.08	0.00	0.00	0.00
Total 601.20 - AZ15 - AZ Div Exp	9,259.52	0.00	0.00	0.00
601.30 - SC15 - SoCal Div Exp				
601.30.01 Judges-Travel	0.00	0.00	0.00	0.00
601.30.02 Judges-Meals	0.00	0.00	0.00	0.00
601.30.03 Judges-Misc.	0.00	0.00	0.00	0.00
601.30 - SC15 - SoCal Div Exp - Other	0.00	0.00	0.00	0.00
Total 601.30 - SC15 - SoCal Div Exp	0.00	0.00	0.00	0.00
604.00 - BD MEETING				
604.01 - TRAVEL	0.00	0.00	0.00	0.00
604.02 - MEALS	0.00	0.00	0.00	0.00
604.03 - LODGING	0.00	0.00	0.00	0.00
604.04 - BD Meeting - Supplies	0.00	0.00	0.00	0.00
Total 604.00 - BD MEETING	0.00	0.00	0.00	0.00
607.08 - C&J				
607.081 - SUPPLIES	0.00	0.00	0.00	0.00
607.084 - TRAVEL	0.00	0.00	0.00	0.00
Total 607.08 - C&J	0.00	0.00	0.00	0.00
607.09 - YMIH				
607.095 - AWARDS	0.00	0.00	0.00	0.00
607.097 Youth Festival Grants	0.00	0.00	0.00	0.00
Total 607.09 - YMIH	0.00	0.00	0.00	0.00
607.10 - EVENTS				
607.102 - TRAVEL	0.00	0.00	0.00	0.00
Total 607.10 - EVENTS	0.00	0.00	0.00	0.00
607.12 - MKTG & PR				
607.124 - WEB EXPENSES	0.00	0.00	0.00	0.00

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Accrual Basis

**FWD**  
**Profit & Loss by Class**  
 January 1 through June 6, 2017

	AZ - Arizona Div	AZ Leadership Academy	BHS	DF - Fall
Total 607.12 - MKTG & PR	0.00	0.00	0.00	0.00
607.20 - LEADERSHIP FORUM	0.00	0.00	0.00	0.00
609.01 - Dues Collection Fees	0.00	0.00	507.36	0.00
609.02 - Merchant Acct Fees	260.96	-15.08	0.00	0.00
610.00 - INTERN. QT TRAVEL	0.00	0.00	0.00	0.00
611.00 - INTERN CH TRAVEL	0.00	0.00	0.00	0.00
622.00 - GOV'T FEES	0.00	0.00	0.00	0.00
700.00 - PRESIDENT				
600.00 - AWARDS	0.00	0.00	0.00	0.00
Total 700.00 - PRESIDENT	0.00	0.00	0.00	0.00
703.00 - EVP				
703.03 - TRVL & MEALS	0.00	0.00	0.00	0.00
703.06 - EVP Mid Winter Exp	0.00	0.00	0.00	0.00
Total 703.00 - EVP	0.00	0.00	0.00	0.00
704.00 - DVP				
704.20-DVP So Cal East				
704.23-TRAVEL	0.00	0.00	0.00	0.00
Total 704.20-DVP So Cal East	0.00	0.00	0.00	0.00
Total 704.00 - DVP	0.00	0.00	0.00	0.00
706.00 - TREASURER				
706.02 - POSTAGE	0.00	0.00	0.00	0.00
Total 706.00 - TREASURER	0.00	0.00	0.00	0.00
Total Expense	9,520.48	-15.08	507.36	0.00
Net Ordinary Income	-642.98	-64.92	14,849.61	3,435.45
Net Income	-642.98	-64.92	14,849.61	3,435.45



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Accrual Basis

**FWD**  
**Profit & Loss by Class**  
 January 1 through June 6, 2017

	DS-Spring	FWD BOD Meetings	Ldrship Acad	NorCal Leadership Acad
<b>Ordinary Income/Expense</b>				
<b>Income</b>				
500.00 - DUES	0.00	0.00	0.00	0.00
501.00 - SRING PRELIMS REV				
501.05 Program Ads	650.00	0.00	0.00	0.00
501.10 Coaching Deposit	20.00	0.00	0.00	0.00
501.00 - SRING PRELIMS REV - Other	27,245.00	0.00	0.00	0.00
<b>Total 501.00 - SRING PRELIMS REV</b>	<b>27,915.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
502.00 - FALL CONVENTION REV				
502.30 Last Year	0.00	0.00	0.00	0.00
<b>Total 502.00 - FALL CONVENTION REV</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
503.00 - DIVISIONAL CONV				
503.10 - AZ	0.00	0.00	0.00	0.00
503.30 - SO CAL WEST	0.00	0.00	0.00	0.00
<b>Total 503.00 - DIVISIONAL CONV</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
510 - Donations				
510.04 - Donors Choice HF	0.00	0.00	0.00	0.00
510.06 - Donations-Spring Conv.	0.00	0.00	0.00	0.00
<b>Total 510 - Donations</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
520.00 - Fees				
520.04 - Leadership Academy				
520.041 - Fees Ldr Acad - AZ	0.00	0.00	0.00	0.00
520.043 - Fees Ldr Acad - NorCa	0.00	0.00	0.00	600.00
<b>Total 520.04 - Leadership Academy</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>600.00</b>
<b>Total 520.00 - Fees</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>600.00</b>
520.02 - HCW / LA	0.00	0.00	0.00	318.81
<b>Total Income</b>	<b>27,915.00</b>	<b>0.00</b>	<b>0.00</b>	<b>918.81</b>
<b>Expense</b>				
106 - PayPal Cash reserve	0.00	0.00	0.00	0.00
601.00 - HCW/LA Expense				
709.10 - Leadership Academy				
709.13 - LA - NorCal	0.00	0.00	0.00	364.75
<b>Total 709.10 - Leadership Academy</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>364.75</b>
<b>Total 601.00 - HCW/LA Expense</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>364.75</b>
601.10 - DS15 - District Spring				

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Accrual Basis

**FWD**  
**Profit & Loss by Class**  
 January 1 through June 6, 2017

	DS-Spring	FWD BOD Meetings	Ldrship Acad	NorCal Leadership Acad
Judges-Meals	598.76	0.00	0.00	0.00
Judges-Misc	485.35	0.00	0.00	0.00
Judges Travel	3,139.94	0.00	0.00	0.00
601.10 - DS15 - District Spring - Other	25,736.41	0.00	0.00	0.00
<b>Total 601.10 - DS15 - District Spring</b>	<b>29,960.46</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
<b>601.20 - AZ15 - AZ Div Exp</b>				
Judges-Meals	0.00	0.00	0.00	0.00
Judges-Misc	0.00	0.00	0.00	0.00
Judges Travel	0.00	0.00	0.00	0.00
601.20 - AZ15 - AZ Div Exp - Other	0.00	0.00	0.00	0.00
<b>Total 601.20 - AZ15 - AZ Div Exp</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
<b>601.30 - SC15 - SoCal Div Exp</b>				
601.30.01 Judges-Travel	0.00	0.00	0.00	0.00
601.30.02 Judges-Meals	0.00	0.00	0.00	0.00
601.30.03 Judges-Misc.	0.00	0.00	0.00	0.00
601.30 - SC15 - SoCal Div Exp - Other	0.00	0.00	0.00	0.00
<b>Total 601.30 - SC15 - SoCal Div Exp</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
<b>604.00 - BD MEETING</b>				
604.01 - TRAVEL	0.00	2,494.17	0.00	0.00
604.02 - MEALS	0.00	705.00	0.00	0.00
604.03 - LODGING	0.00	5,234.36	0.00	0.00
604.04 - BD Meeting - Supplies	0.00	291.81	0.00	0.00
<b>Total 604.00 - BD MEETING</b>	<b>0.00</b>	<b>8,725.34</b>	<b>0.00</b>	<b>0.00</b>
<b>607.08 - C&amp;J</b>				
607.081 - SUPPLIES	0.00	0.00	0.00	0.00
607.084 - TRAVEL	0.00	0.00	0.00	0.00
<b>Total 607.08 - C&amp;J</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
<b>607.09 - YMIH</b>				
607.095 - AWARDS	0.00	0.00	0.00	0.00
607.097 Youth Festival Grants	0.00	0.00	0.00	0.00
<b>Total 607.09 - YMIH</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
<b>607.10 - EVENTS</b>				
607.102 - TRAVEL	545.17	0.00	0.00	0.00
<b>Total 607.10 - EVENTS</b>	<b>545.17</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
<b>607.12 - MKTG &amp; PR</b>				
607.124 - WEB EXPENSES	0.00	0.00	0.00	0.00

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Accrual Basis

**FWD**  
**Profit & Loss by Class**  
 January 1 through June 6, 2017

	DS-Spring	FWD BOD Meetings	Ldrship Acad	NorCal Leadership Acad
Total 607.12 - MKTG & PR	0.00	0.00	0.00	0.00
607.20 - LEADERSHIP FORUM	0.00	0.00	880.00	0.00
609.01 - Dues Collection Fees	0.00	0.00	0.00	0.00
609.02 - Merchant Acct Fees	791.31	0.00	0.00	13.40
610.00 - INTERN. QT TRAVEL	0.00	0.00	0.00	0.00
611.00 - INTERN CH TRAVEL	0.00	0.00	0.00	0.00
622.00 - GOVT FEES	0.00	0.00	0.00	0.00
700.00 - PRESIDENT				
600.00 - AWARDS	0.00	219.67	0.00	0.00
Total 700.00 - PRESIDENT	0.00	219.67	0.00	0.00
703.00 - EVP				
703.03 - TRVL & MEALS	0.00	0.00	569.00	0.00
703.06 - EVP Mid Winter Exp	0.00	0.00	0.00	0.00
Total 703.00 - EVP	0.00	0.00	569.00	0.00
704.00 - DVP				
704.20-DVP So Cal East				
704.23-TRAVEL	0.00	0.00	0.00	0.00
Total 704.20-DVP So Cal East	0.00	0.00	0.00	0.00
Total 704.00 - DVP	0.00	0.00	0.00	0.00
706.00 - TREASURER				
706.02 - POSTAGE	0.00	0.00	0.00	0.00
Total 706.00 - TREASURER	0.00	0.00	0.00	0.00
Total Expense	31,296.94	8,945.01	1,449.00	378.15
Net Ordinary Income	-3,381.94	-8,945.01	-1,449.00	540.66
Net Income	-3,381.94	-8,945.01	-1,449.00	540.66

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Accrual Basis

**FWD**  
**Profit & Loss by Class**  
January 1 through June 6, 2017

	SC - So Cal Div	YIH	Unclassified	TOTAL
Ordinary Income/Expense				
Income				
500.00 - DUES	0.00	0.00	0.00	12,683.82
501.00 - SRING PRELIMS REV				
501.05 Program Ads	0.00	0.00	0.00	650.00
501.10 Coaching Deposit	0.00	0.00	0.00	20.00
501.00 - SRING PRELIMS REV - Other	0.00	0.00	0.00	27,245.00
Total 501.00 - SRING PRELIMS REV	0.00	0.00	0.00	27,915.00
502.00 - FALL CONVENTION REV				
502.30 Last Year	0.00	0.00	0.00	3,435.45
Total 502.00 - FALL CONVENTION REV	0.00	0.00	0.00	3,435.45
503.00 - DIVISIONAL CONV				
503.10 - AZ	0.00	0.00	0.00	8,877.50
503.30 - SO CAL WEST	25,535.00	0.00	0.00	25,535.00
Total 503.00 - DIVISIONAL CONV	25,535.00	0.00	0.00	34,412.50
510 - Donations				
510.04 - Donors Choice HF	0.00	0.00	0.00	2,673.05
510.06 - Donations-Spring Conv.	0.00	0.00	3,500.00	3,500.00
Total 510 - Donations	0.00	0.00	3,500.00	6,173.05
520.00 - Fees				
520.04 - Leadership Academy				
520.041 - Fees Ldr Acad - AZ	0.00	0.00	0.00	-80.00
520.043 - Fees Ldr Acad - NorCa	0.00	0.00	0.00	600.00
Total 520.04 - Leadership Academy	0.00	0.00	0.00	520.00
Total 520.00 - Fees	0.00	0.00	0.00	520.00
520.02 - HCW / LA	0.00	0.00	0.00	318.81
Total Income	25,535.00	0.00	3,500.00	85,458.73
Expense				
106 - PayPal Cash reserve	0.00	0.00	100.00	100.00
601.00 - HCW/LA Expense				
709.10 - Leadership Academy				
709.13 - LA - NorCal	0.00	0.00	0.00	364.75
Total 709.10 - Leadership Academy	0.00	0.00	0.00	364.75
Total 601.00 - HCW/LA Expense	0.00	0.00	0.00	364.75
601.10 - DS15 - District Spring				

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**FWD**  
**Profit & Loss by Class**  
January 1 through June 6, 2017

	SC - So Cal Div	YIH	Unclassified	TOTAL
Judges-Meals	0.00	0.00	0.00	598.78
Judges-Misc	0.00	0.00	0.00	485.35
Judges Travel	0.00	0.00	0.00	3,139.94
601.10 - DS15 - District Spring - Other	0.00	0.00	0.00	25,736.41
Total 601.10 - DS15 - District Spring	0.00	0.00	0.00	29,960.46
601.20 - AZ15 - AZ Div Exp				
Judges-Meals	0.00	0.00	13.00	554.00
Judges-Misc	0.00	0.00	0.00	511.08
Judges Travel	0.00	0.00	310.49	2,421.85
601.20 - AZ15 - AZ Div Exp - Other	0.00	0.00	0.00	6,096.08
Total 601.20 - AZ15 - AZ Div Exp	0.00	0.00	323.49	9,583.01
601.30 - SC15 - SoCal Div Exp				
601.30.01 Judges-Travel	5,212.64	0.00	0.00	5,212.64
601.30.02 Judges-Meals	767.92	0.00	0.00	767.92
601.30.03 Judges-Misc.	610.49	0.00	0.00	610.49
601.30 - SC15 - SoCal Div Exp - Other	10,508.95	0.00	0.00	10,508.95
Total 601.30 - SC15 - SoCal Div Exp	17,100.00	0.00	0.00	17,100.00
604.00 - BD MEETING				
604.01 - TRAVEL	0.00	0.00	0.00	2,494.17
604.02 - MEALS	0.00	0.00	0.00	705.00
604.03 - LODGING	0.00	0.00	0.00	5,234.38
604.04 - BD Meeting - Supplies	0.00	0.00	69.82	361.63
Total 604.00 - BD MEETING	0.00	0.00	69.82	8,795.16
607.08 - C&J				
607.081 - SUPPLIES	0.00	0.00	195.68	195.68
607.084 - TRAVEL	0.00	0.00	200.00	200.00
Total 607.08 - C&J	0.00	0.00	395.68	395.68
607.09 - YMIH				
607.095 - AWARDS	0.00	1,395.40	0.00	1,395.40
607.097 Youth Festival Grants	0.00	500.00	0.00	500.00
Total 607.09 - YMIH	0.00	1,895.40	0.00	1,895.40
607.10 - EVENTS				
607.102 - TRAVEL	0.00	0.00	0.00	545.17
Total 607.10 - EVENTS	0.00	0.00	0.00	545.17
607.12 - MKTG & PR				
607.124 - WEB EXPENSES	0.00	0.00	896.67	896.67

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Accrual Basis

**FWD**  
**Profit & Loss by Class**  
 January 1 through June 6, 2017

	SC - So Cal Div	YIH	Unclassified	TOTAL
Total 607.12 - MKTG & PR	0.00	0.00	896.67	896.67
607.20 - LEADERSHIP FORUM	0.00	0.00	0.00	880.00
609.01 - Dues Collection Fees	0.00	0.00	0.00	507.36
609.02 - Merchant Acct Fees	782.51	0.00	2.71	1,835.81
610.00 - INTERN. QT TRAVEL	0.00	0.00	698.10	698.10
611.00 - INTERN CH TRAVEL	0.00	0.00	1,611.00	1,611.00
622.00 - GOVT FEES	0.00	0.00	40.50	40.50
700.00 - PRESIDENT				
600.00 - AWARDS	0.00	0.00	0.00	219.67
Total 700.00 - PRESIDENT	0.00	0.00	0.00	219.67
703.00 - EVP				
703.03 - TRVL & MEALS	0.00	0.00	0.00	569.00
703.06 - EVP Mid Winter Exp	0.00	0.00	1,483.58	1,483.58
Total 703.00 - EVP	0.00	0.00	1,483.58	2,052.58
704.00 - DVP				
704.20-DVP So Cal East				
704.23-TRAVEL	0.00	0.00	171.60	171.60
Total 704.20-DVP So Cal East	0.00	0.00	171.60	171.60
Total 704.00 - DVP	0.00	0.00	171.60	171.60
706.00 - TREASURER				
706.02 - POSTAGE	0.00	0.00	111.05	111.05
Total 706.00 - TREASURER	0.00	0.00	111.05	111.05
Total Expense	17,882.51	1,895.40	5,904.20	77,763.97
Net Ordinary Income	7,652.49	-1,895.40	-2,404.20	7,694.76
Net Income	7,652.49	-1,895.40	-2,404.20	7,694.76

# P & L Comparison to last year to Date

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Accrual Basis

## FWD Profit & Loss Prev Year Comparison January 1 through June 7, 2017

	Jan 1 - Jun 7, 17	Jan 1 - Jun 7, 16	\$ Change	% Change
Ordinary Income/Expense				
Income				
500.00 - DUES	12,683.92	17,154.13	-4,470.21	-26.1%
501.00 - SRING PRELIMS REV				
501.05 Program Ads	650.00	0.00	650.00	100.0%
501.10 Coaching Deposit	20.00	0.00	20.00	100.0%
501.00 - SRING PRELIMS REV - Other	27,245.00	25,867.50	1,377.50	5.3%
Total 501.00 - SRING PRELIMS REV	27,915.00	25,867.50	2,047.50	7.9%
502.00 - FALL CONVENTION REV				
502.30 Last Year	3,435.45	0.00	3,435.45	100.0%
Total 502.00 - FALL CONVENTION REV	3,435.45	0.00	3,435.45	100.0%
503.00 - DIVISIONAL CONV				
503.10 - AZ	8,877.50	11,132.50	-2,255.00	-20.3%
503.30 - SO CAL WEST	25,535.00	0.00	25,535.00	100.0%
503.40 - NOR CAL WEST	0.00	21,289.25	-21,289.25	-100.0%
Total 503.00 - DIVISIONAL CONV	34,412.50	32,421.75	1,990.75	6.1%
506.02 - INTEREST	0.00	4.34	-4.34	-100.0%
510 - Donations				
510.01 - Donations Awards	0.00	40.00	-40.00	-100.0%
510.03 - Donations NorCal Camp	0.00	50.00	-50.00	-100.0%
510.04 - Donors Choice HF	2,673.05	2,766.69	-93.64	-3.4%
510.06 - Donations-Spring Conv.	3,500.00	0.00	3,500.00	100.0%
Total 510 - Donations	6,173.05	2,856.69	3,316.36	116.1%
520.00 - Fees				
520.01 - NorCal Youth Camp	0.00	190.00	-190.00	-100.0%
520.04 - Leadership Academy				
520.041 - Fees Ldr Acad - AZ	-80.00	0.00	-80.00	-100.0%
520.043 - Fees Ldr Acad - NorCa	600.00	0.00	600.00	100.0%
Total 520.04 - Leadership Academy	520.00	0.00	520.00	100.0%
Total 520.00 - Fees	520.00	190.00	330.00	173.7%
520.02 - HCW / LA	318.81	6,885.00	-6,566.19	-95.4%
Total Income	85,458.73	85,379.41	79.32	0.1%
Expense				
106 - PayPal Cash reserve	100.00	0.00	100.00	100.0%
601.00 - HCW/LA Expense				
607.117 - HARMONY COLLEGE WEST	0.00	3,990.14	-3,990.14	-100.0%
709.10 - Leadership Academy				

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**FWD**  
**Profit & Loss Prev Year Comparison**  
 January 1 through June 7, 2017

	Jan 1 - Jun 7, 17	Jan 1 - Jun 7, 16	\$ Change	% Change
709.13 - LA - NorCal	364.75	0.00	364.75	100.0%
Total 709.10 - Leadership Academy	364.75	0.00	364.75	100.0%
601.00 - HCW/LA Expense - Other	0.00	6,445.52	-6,445.52	-100.0%
Total 601.00 - HCW/LA Expense	364.75	10,435.66	-10,070.91	-96.5%
601.10 - DS15 - District Spring				
Judges-Meals	598.76	0.00	598.76	100.0%
Judges-Misc	485.35	0.00	485.35	100.0%
Judges Travel	3,139.94	0.00	3,139.94	100.0%
601.10 - DS15 - District Spring - Other	25,736.41	53,302.86	-27,566.45	-51.7%
Total 601.10 - DS15 - District Spring	29,980.46	53,302.86	-23,342.40	-43.8%
601.20 - AZ15 - AZ Div Exp				
Judges-Meals	554.00	0.00	554.00	100.0%
Judges-Misc	511.08	0.00	511.08	100.0%
Judges Travel	2,421.85	0.00	2,421.85	100.0%
601.20 - AZ15 - AZ Div Exp - Other	6,096.08	10,301.88	-4,205.80	-40.8%
Total 601.20 - AZ15 - AZ Div Exp	9,583.01	10,301.88	-718.87	-7.0%
601.30 - SC15 - SoCal Div Exp				
601.30.01 Judges-Travel	5,212.64	0.00	5,212.64	100.0%
601.30.02 Judges-Meals	767.92	0.00	767.92	100.0%
601.30.03 Judges-Misc.	610.49	0.00	610.49	100.0%
601.30 - SC15 - SoCal Div Exp - Other	10,508.95	0.00	10,508.95	100.0%
Total 601.30 - SC15 - SoCal Div Exp	17,100.00	0.00	17,100.00	100.0%
601.50 - NC15 - NoCal Div Exp	0.00	17,989.96	-17,989.96	-100.0%
602.00 - Fall Convention Exp				
601.40 - DF15 - District Fall	0.00	3,015.00	-3,015.00	-100.0%
Total 602.00 - Fall Convention Exp	0.00	3,015.00	-3,015.00	-100.0%
604.00 - BD MEETING				
604.01 - TRAVEL	2,494.17	3,269.53	-775.36	-23.7%
604.02 - MEALS	705.00	1,541.20	-836.20	-54.3%
604.03 - LODGING	5,234.36	2,905.84	2,328.52	80.1%
604.04 - BD Meeting - Supplies	361.63	0.00	361.63	100.0%
604.00 - BD MEETING - Other	0.00	1,370.85	-1,370.85	-100.0%
Total 604.00 - BD MEETING	8,795.16	9,087.42	-292.26	-3.2%
607.01 - DIR DEVELOP	0.00	600.00	-600.00	-100.0%
607.08 - C&J				
607.081 - SUPPLIES	195.68	0.00	195.68	100.0%



**FWD**  
**Profit & Loss Prev Year Comparison**  
 January 1 through June 7, 2017

	Jan 1 - Jun 7, 17	Jan 1 - Jun 7, 16	\$ Change	% Change
607.084 - TRAVEL	200.00	1,446.36	-1,246.36	-86.2%
Total 607.08 - C&J	395.68	1,446.36	-1,050.68	-72.6%
607.09 - YMIH				
607.095 - AWARDS	1,395.40	1,329.96	65.44	4.9%
607.096 - NoCal Youth Camp	0.00	3,500.00	-3,500.00	-100.0%
607.097 Youth Festival Grants	500.00	500.00	0.00	0.0%
607.09 - YMIH - Other	0.00	405.00	-405.00	-100.0%
Total 607.09 - YMIH	1,895.40	5,734.96	-3,839.56	-67.0%
607.10 - EVENTS				
607.102 - TRAVEL	545.17	0.00	545.17	100.0%
Total 607.10 - EVENTS	545.17	0.00	545.17	100.0%
607.12 - MKTG & PR				
607.124 - WEB EXPENSES	896.67	0.00	896.67	100.0%
607.127 - Travel	0.00	484.96	-484.96	-100.0%
708.00 - WESTUNES				
708.03 - TRAVEL	0.00	924.00	-924.00	-100.0%
708.00 - WESTUNES - Other	0.00	96.20	-96.20	-100.0%
Total 708.00 - WESTUNES	0.00	1,020.20	-1,020.20	-100.0%
Total 607.12 - MKTG & PR	896.67	1,505.16	-608.49	-40.4%
607.20 - LEADERSHIP FORUM	880.00	0.00	880.00	100.0%
609.01 - Dues Collection Fees	507.36	684.16	-176.80	-25.8%
609.02 - Merchant Acct Fees	1,835.81	1,940.53	-104.72	-5.4%
610.00 - INTERN. QT TRAVEL	698.10	937.95	-239.85	-25.6%
611.00 - INTERN CH TRAVEL	1,611.00	2,164.50	-553.50	-25.6%
622.00 - GOV'T FEES	40.50	0.00	40.50	100.0%
700.00 - PRESIDENT				
600.00 - AWARDS	219.67	163.40	56.27	34.4%
Total 700.00 - PRESIDENT	219.67	163.40	56.27	34.4%
703.00 - EVP				
703.03 - TRVL & MEALS	569.00	339.96	229.04	67.4%
703.06 - EVP Mid Winter Exp	1,483.58	1,162.05	321.53	27.7%
Total 703.00 - EVP	2,052.58	1,502.01	550.57	36.7%
704.00 - DVP				
704.20-DVP So Cal East				
704.23-TRAVEL	171.60	0.00	171.60	100.0%
Total 704.20-DVP So Cal East	171.60	0.00	171.60	100.0%

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Accrual Basis

**FWD**  
**Profit & Loss Prev Year Comparison**  
 January 1 through June 7, 2017

	Jan 1 - Jun 7, 17	Jan 1 - Jun 7, 16	\$ Change	% Change
Total 704.00 - DVP	171.60	0.00	171.60	100.0%
706.00 - TREASURER				
706.02 - POSTAGE	111.05	0.00	111.05	100.0%
706.03 - SUPPLIES	0.00	69.99	-69.99	-100.0%
Total 706.00 - TREASURER	111.05	69.99	41.06	58.7%
709.00 - CHAPTER SUPPORT				
606.00 - Leadership Academy	0.00	2,835.67	-2,835.67	-100.0%
707.00 - COACH EXP	0.00	75.00	-75.00	-100.0%
Total 709.00 - CHAPTER SUPPORT	0.00	2,910.67	-2,910.67	-100.0%
Void	0.00	0.00	0.00	0.0%
Total Expense	77,763.97	123,792.47	-46,028.50	-37.2%
Net Ordinary Income	7,694.76	-38,413.06	46,107.82	120.0%
Net Income	7,694.76	-38,413.06	46,107.82	120.0%



### Brent Anderson, Division 1 Vice President (Southwest)

I'm getting excited about Las Vegas and the International Convention July 2-9. It's always nice to have an International Convention in our home district. We are a fun and very talented district and home of many, many international quartet and chorus champions and so it's nice that the convention will be filled with lots of FWD folk to help cheer on **The Masters of Harmony** in their quest for their 9th Gold Medal. Of course, we are such a strong chorus district, the **MOH** will be joined by **La Jolla's Pacific Coast Harmony**, **Sacramento Delta Chapter's Voices of California**, and the newcomers from San Francisco's **Barbary Coast chapter, the Fog City Singers**.

On the quartet scene, although this year we don't have as many FWD quartets as usual in the competition, both **Artistic License** and the **Newfangled Four** are projected to be in the final ten. **Flightline** will be competing in the Youth Contest and are hoping to improve on last year's second place finish. **American Pastime**, our 2014 FWD Quartet Champs, recently hung up their pitchpipe and so we will miss them in Vegas.

The combined Southwestern and Southeastern Division convention and competition held in El Monte, CA, was one of the best-attended divisional competitions in several years, and that translates to finishing in the black. There were some issues, mostly related to the new venue, but the Masters of Harmony were wonderful hosts, and the Convention team did another outstanding job, all in all. Most reports were that the sound quality from the performer's standpoint was excellent, thanks in part to the shell behind the risers. There was a platoon event the Friday prior and then a full day of choruses, quartets and evals, and we even had time for a Show of Champions. The SW Division winning chorus was **Rincon Beach Chapter's Pacific Sound Chorus**, and the SW Division quartet winners were the **Velvet Frogs (Craig Ewing, Dave Livingston, C J Sams and Bill Wilson)**.

**Apex**, a relatively new quartet (**Michael Van Shoonhoven, Dave Livingston, Charles Carothers and Doug Ward**) finished close behind the Frogs and were declared the SW Division Senior Quartet Champs. The Frogs and Apex both qualified for the Fall Contest in Bakersfield. **66 West (Lance Ashkenasy, Ray Johnson, Kevin Soto and Harrison Ashkenasy)** was named the Novice Quartet Champions.

Since we will not be having a *Go For the Gold Show* this year, the **Newfangled Four** were asked to sing and they showed us with a very entertaining performance, how they are ready to break into the top 10 this year in Vegas....

My thanks again to the **Masters of Harmony** who hosted the convention. They are a well-led, and well-tuned organization with the talent, desire and experience to pull off a first-class convention and over 500 attendees were the beneficiaries of that talent and experience.

**Rincon Beach's Pacific Sound Chorus** was directed by **Kelly Shepard** for the last time. Kelly announced he and wife, Naomi, will be relocating their family to Australia and leaving in late July. Naomi is Australian and

the opportunity for Kelly and his girls to have this life-adventure is just not to be missed. He has directed **Pacific Sound** for now, five years, and we, and the FWD, will certainly miss Kelly and wish them well.

And, as luck would have it, **Mike McGee**, who was the founding director of **Pacific Sound Chorus** back in 1999, and then moved to Florida, has returned to Santa Barbara and will direct **Pacific Sound** starting in July, soon as Mike and his quartet, **Main Street**, have completed the International Quartet competition. We also wish Mike and **Main Street** well and hope that perhaps Mike will have a shiny new medal around his neck as he takes over the Ventura-based chorus. (*Main Street will also be the headliner quartet on the **Pacific Sound** show in Santa Barbara on Sept. 16th. Mark your calendars now...*)

Speaking of **Main Street**, they were recently featured on the **Masters of Harmony** show in May. I was unable to attend but it was reported to have been a great success. **Pasadena, Santa Monica, Santa Maria** and **Bakersfield** all had shows in the past few months. I have been encouraging our SW Division membership to support other chapter shows and got a few emails from members who did just that, and enjoyed themselves. I think we FWD leaders should adopt a similar message to all our membership. Participation is the key to fun and ultimate success.

Both the **San Fernando Valley Harmony Singers** and the **Santa Maria Central Coast Chordsmen** returned to competition after several years of absence. **Santa Maria's** ranks were bolstered by several members of the **San Luis Obispo Gold Coast Chorus** who competed as dual members with Santa Maria. Under the direction of **Bob McGee**, they sang well and received well-deserved applause and qualified to again compete in the FWD contest in Bakersfield. Their winning attitude was simply the joy of participation and having fun.

**Rincon Beach, Santa Monica, South Bay, Pasadena and Santa Maria chapters** all qualified for the FWD Chorus finals this October. **San Fernando Valley** just missed by less than one point and we hope they get invited as a wild card.

As previously reported, **Long Beach chapter** is in suspension as is the **Los Angeles Chapter, Crescenta Valley** and **Lompoc** and all are pending revocation of their charter. **San Fernando Valley** recently received a suspension notice but the deficiencies were quickly corrected and the suspension was lifted. **Bob Wilke**, founder of the **Santa Barbara** chapter wrote to Antonio Lombardi and said the chapter had disbanded, effective the first of the year, so they are pending voluntary dissolution. An attempt to revive the chapter earlier this year was unsuccessful.

**Bakersfield Chapter** is again looking for a chorus director. Much of the enthusiasm of rebirth has abated, reports their president, **Rich Owen**. He and I remain optimistic a new director can be found soon, as they have some stalwarts who are holding the chapter together. **Tank Waldrum** is interim musical director.

**Santa Clarita** is struggling with membership but not in danger of suspension. They visited **San Fernando Valley** chapter with an idea of merger, but upon further study, each is encouraged to engage in the Healthy Chapter Initiative to get a better grasp on "who" they are in the hopes of further revival. **Rincon Beach** is also engaged in the Healthy Chapter initiative.

Speaking of healthy chapters, the recently merged **Conejo Valley and Ventura Chapters** are enjoying singing together, under the direction of **Jim Browne**. They were encouraged by me to compete in May but declined.

It is a pleasure to serve as VP for this Division.

Respectfully submitted,

Brent Anderson



### Nick Papageorge, Division 2 Vice President (Southeast)

Congratulations to all members of the Southeast division who competed in the Southeast/Southwest Division Contests! There certainly was a lot of outstanding singing going on. I was so proud to see that ten of our 15 division choruses (Chapters) were in attendance, competing, and having a great time! I personally want to thank all of you and your members for participating. The triple panel of judges was outstanding, so I know you all got great comments and coaching during your evaluations.

With an average score of 93.7, congratulations to the new Southeast Division Champion Chorus, **The Westminster Chorus**! Also congratulations to the following Choruses that also qualified for the District Contest in Bakersfield this fall: **La Jolla** - *Pacific Coast Harmony Chorus*, **Brea** - *Gaslight Chorus*, **Las Vegas** - *Silver Statesmen Chorus*, **San Diego** - *Sun Harbor Chorus*, **Fullerton** - *Orange Empire Chorus*, **South Orange County** - *South County Sound Chorus*, **Temecula** - *Temecula Wine County Valley Harmonizers*, and **Inland Empire** - *Inland Sound Chorus*.

(Yes you read it correctly – 9 of our choruses qualified for the District Contest!)

I was equally proud that 11 of the 18 competing quartets were from the Southeast Division. And again, I was very proud of the great singing and performing of our quartets.

With an average score of 73.4, congratulations to the new Southeast Division Quartet Champion, **184**! Also, congratulations to the following quartets that qualified for the District Contest in Bakersfield: **Fortunate Sons**, and **Four Fifteen**. (I firmly believe that **Behind the Barn** will also be in Bakersfield – they missed the qualification score by only 1 point with a triple panel!!)

Now I must get to a little business. All Chapter Presidents, Secretaries and Treasurers must make sure that their chapters have filed all forms for the IRS and State Tax Agencies. NOW! Did I say, “the forms are due now!?” Please take care of all Chapter business-related paper work **now**, so that our Chapters remain in good status, and are not in jeopardy of losing their Charters! Call me if you need help, or go to ebiz and watch the videos that show you the forms, how to find them, and how to fill them out!

Lastly, a big **THANK YOU** and **CONGRATULATIONS** go to **Bill Rosica**, Convention Chairman and **Bryan Forbes**, FWD Events Coordinator, and **Russ Young**, my partner on the Contest Management Team, for coordinating the Division Contest! It was a huge event! We had over 570 registered! And thanks to the **Masters of Harmony** for taking care of all of us as hosting Chapter!

Please don't forget to mark your calendar for the District Convention/Contests in Bakersfield during the weekend of October 19-22, 2017. It is always a great event full of fun, listening, and singing!

Nick Papageorge

District VP, Southeast Division



Bill Rosica, Division 3 Vice President (Northwest)

**Well, a third of the year is already gone. My first duty as Northwest Division was to attend the Spring Prelims and Northern Division Contest in Sacramento. This would be my second visit to McClellan and the Convention team did a wonderful job of organizing and conducting a fun weekend.**

**Looking at the scores, the Northwest Division qualified four quartets:**

<b>Brannigan</b>	<b>876</b>	<b>73.0%</b>
<b>Some Friends of Mine</b>	<b>860</b>	<b>71.7%</b>
<b>Miles Ahead</b>	<b>832</b>	<b>69.3%</b>
<b>Just4kix</b>	<b>820</b>	<b>68.3%</b>

**Likewise, we qualified four Choruses:**

<b>Fog City Singers</b>	<b>1011</b>	<b>84.3%</b>
<b>Voices in Harmony</b>	<b>917</b>	<b>76.4%</b>
<b>Peninsulaires</b>	<b>788</b>	<b>65.7%</b>
<b>Devil Mountain Chorus</b>	<b>781</b>	<b>65.1%</b>

**So, what does that mean? Well, all these qualifiers are now invited to participate in Bakersfield in the Fall. I would hope that all are making plans to do just that. Remember, our conventions are a main source of income for the District and allow your Board to keep dues at a reasonable rate.**

**And speaking of money, I'd like to put a plug in for Harmony Foundation. We will be visited by the new CEO Dr. Perry White at the Fall Convention along with our Representative Robert Rund. The FWD has always been a leader in anything we do. If you are not a donor, please consider for as little as \$10.00 /month, keeping our hobby (Lifestyle) alive for the future generations to come. It would be great to see lots of red ribbons hanging from your badges to show our new CEO our support.**

**I know I am a ways away from most of my Chapters, but I'm only a phone call or email close.**

**Bill Rosica**

**Northwest Division Vice President**





Richard Lund, Division 4 Vice President (Northeast)

#### Northeast Division of the Far Western District – Summer Board Meeting Report

The Northeast Division is moving forward. As with most, the NE Division is made up of a lot of small chapters and one large one. The small chapters are struggling. There are several that are in need of front line directors – and cannot seem to find any. And they are struggling with membership and with seniority (age). All seem to continue to survive with extensive efforts by a few of the members. They put on good shows, they do community sing-outs; and they do have fun within their chapters. So all is not lost.

Sacramento put on a good spring show with lots of great feedback from a local scribe who gave them a very nice write-up.

Nevada-Placer's "Bean Feed, and Somewhat Serious Quartet Contest" takes place in early June and is always a huge success. Guys put quartets together on the spot and compete in front of a group of "judges" who always seem to "get it right" on who the best quartet is. It's always great fun, the beer and hot dogs make things even better. This is an event that has been going on for over twenty five years and continues to gain popularity here in the NE Division. We even get some guys coming up from the Bay Area!

VoCal put on their annual show featuring Disney Songs to rave reviews with choreo by Amberlee Prosser plus her young dancers to top it off. And now VoCal is seriously ramping up for Las Vegas!

Harmony Camp is also coming up, September 8-10, with Instant Classic and The Newfangled Four as our quartets. Theo Hicks, lead for IC cannot make the trip as he has been accepted in a Masters program and has a mandatory performance that weekend; but he will be ably replaced by Jackson Niebrugge of Newfangled Four for singing, and Doug Carnes as our fourth clinician. Doug is the very young director of the Great Northern Union chorus out of Minneapolis.

Finally, we are proud to announce that Northern California is introducing a new event, NorCal District Bound, for all of the NE / NW Division quartets that have qualified for District. This is an event modeled after the Southern California "Go For The Gold" event to raise money for the quartets who qualified for International. Only our NE / NW Divisions, NorCal District Bound event is a fund raiser for the Northern California Youth in Harmony events such as Harmony Camp and the Youth Chorus for Midwinter. The whole idea is to provide an evening of song and mingling for quartets and adoring barbershoppers to mix and mingle and see the quartets perform one of their sets in an ultra friendly environment.

With the assistance of a "double challenge" for donations up to \$400.00, we are making a push this year to continue on the path to fully fund the Lloyd Steinkamp Endowment fund for Harmony Camps.

Our current balance is \$40,000, held at the Sacramento Region Community Foundation. In meeting with all NE/NW Division chapters this spring and into the summer I will be discussing Harmony Camp funding and the Steinkamp Endowment. Experience is indicating that a more personal appeal directly to the members will go a long way to helping get the word out about the real need for support of Harmony Camp.

St Marks Methodist Church in Sacramento has been reserved for Leadership Academy on November 19, 2017. This facility worked well in November 2016.

As noted above, in addition to membership challenges, identifying directors for the smaller chapters is a very big challenge. I am concerned that not being able to bring new directors to these small chapters will lead to the chapter demise more quickly than their membership challenges. With a new, inspirational director membership may pick up. As an example, Visalia brought on a new director (former barbershopper and a current school music educator) and their membership numbers are moving up. In addition to their current duties, I wonder if DVPs could get some assistance in this activity or is there another avenue we could take in this regard.

**Richard Lund, DVP for NE Division**





### John Bloomquist, Division 5 Vice President (Arizona)

The Arizona Division continues to be successful!

The AZ Div contest and convention went off without a hitch providing a quality barbershopping event. Congratulations to the Mesa Chapter for hosting a flawless event and to John Johnson for his Chairmanship in concert with AZ Div Events Chair, Randy Bingle. The convention appears to have made a nice profit based on early results with a few bills yet to be paid by the Dist.

Congrats to the Salt River Chapter as Division Champs as well as to Suit Up as Quartet Champs. Also earning honors were Sr Champs **Renaissance** and Scoop Em Up as Novice Champs. I must add that the Mesa Chapter competed for the first time in many years and finished a solid 2<sup>nd</sup>. All in all, the Div qualified 4 choruses and 7 quartets! Great Work by all.

Once again the BQPA held it's semi annual convention here in AZ and the event was attended by many local quartets. We appreciate their continued visits to AZ.

The fall brings the annual Fred Koch Memorial Bash in support of the Dist Youth In Harmony efforts.

As always, Chapter compliance is an issue and in AZ, we had one Chapter suspended (Canada Del Oro) and I am pleased to report that after receiving their notice from Nashville, that they addressed the issue and are now reinstated in good standing. I appreciate Antonio Lombardi's efforts to maintain our proper status.

Membership continues to be an issue and there are a few Chapters suffering at this time. Phoenix is one of concern. We will be working to strengthen this.

I have been approached to find a proper way to honor Barbershopping in AZ next year at the Division event. This marks 75yrs of spreading this wonderful art in AZ. This can be discussed at the FWD level to see what works best. I look forward to that conversation.

It's great to be the DVP for this awesome Division and we look forward to strengthening the District.

FYI, the Scottsdale Chorus Sweet Adelines will be again having a performance in advance of the BHS Convention on July 1<sup>st</sup>. This is the second time that the chorus has put on this show with their special guests The Kentucky Vocal Union who will be showing off their contest set prior to the convention. This is a great opportunity for local Barbershoppers not attending the convention to see a top 5 chorus in action.

Respectfully submitted,

John Bloomquist



## Ron Black, VP Contest & Judging

Financial support for the 2 Applicants going to Candidate School.

Jamie Bedford & Ryan Wisniewski

Results for Spring 2017 added to history

	Total Choruses	Total Ch Men	Avg Pts	Total Qt Men	Total Quartets	Avg Pts	Intl. Qualifiers (Fall Sr.)	Senior	Super Senior	College
SPRING TOTALS										
2017	32	784	67.1	208	52	66.8	2	13	1	3
2016	28	670	67.5	184	46	68.3	3	7	2	1
2015	32	866	67.3	212	53	67.2	7	12	3	3
2014	33	896	65.1	228	57	66.7	7	10	2	2
2013	31	931	65.1	224	56	67.3	4	12	1	5
2012	35	985	63.9	256	64	64.1	6	19	4	4
2011	30	705	64.7	248	62	63.9	4	22	6	1
2010	29	897	66.6	240	60	66.0	4	14	4	2

## FALL TOTALS

2016	18	553	72.9	108	27	68.3	1	5	n/ap	n/ap
2015	16	548	72.2	92	23	68.7	3	6	n/ap	n/ap
2014	20	597	69.9	96	24	67.9	2	7	n/ap	n/ap
2013	24	804	67.8	84	21	64.8	1	7	n/ap	n/ap
2012	20	659	69.1	72	18	70.6	2	1	n/ap	n/ap
2011	19	632	68.3	80	20	67.1	2	6	n/ap	n/ap
2010	20	739	68.0	80	20	68.2	3	6	n/ap	n/ap

n/ap=not applicable

Training of new DRCJ Brett Littlefield going well Bravo! He will run the Fall contest with me as his shadow.

BHS is TOTALLY replacing all Contest Manager and Contest CA software, testing with parallel run at International.

Addition of chorus shells in all contests is being received very positively. This MUST continue! If a convention budget will be overblown by this expense, FWD Board should supplement the cost. Back rails on risers at contests.

Draw for order of appearance of Fall Contestants should be done as usual.



Craig Ewing, VP Music & Performance

### **Report for FWD summer board report**

#### **INTERNATIONAL SENIOR CHORUS FESTIVAL**

- Request for district membership input published in summer issue of WESTUNES (issue has been sent electronically and posted on Facebook)
- WESTAGS for June to include a brief synopsis of the WESTUNES article, requesting all read the complete WESTUNES article, and requesting input.
- Internet blast going to chapter leaders requesting their input.
- Internet blast going to chorus director group requesting their input. When would they prefer the senior chorus scoring to be ?
- AFWDC consensus is that they want to keep the traditional slot at the chorus contest, after the last contestant and during the tabulation of chorus scores.
- Remaining time slots for the senior chorus to be scored are:
  - Mic test, first chorus Saturday morning
  - Sing for score at the beginning of the Saturday night quartet finals
  - Sing for score at the beginning of the Saturday night "Show Of Champions"
- (added 6/1/17) Web "meeting" for the District Chorus Coordinators held on 6/11/17 at 6pm PST

#### **SHOW OF CHAMPIONS**

- AWARDS
  - Email response to suggestion that trophies be standardized showed a strong preference for each division to 'do their own thing'
  - To avoid confusion experienced at prelims and multi-division contests, trophies and plaques will be awarded as the results are announced. This would include: Most Improved Chorus, Plateau Winners, Novice Quartet, Youth Quartet
    - ε The district C&J representative will ask a representative of the chorus or quartet to come to the front of the stage(or find another area, if not feasible).

- ε The division VP (or his assignee) will present awards in the area below the podium
- ε If a “show of champions” is planned, trophies for the groups scheduled to perform will be awarded on stage by the division VP (or his assignee) after the group sings their first song.

### **CHAMPS ASSISTANCE PROGRAM (CAP)**

- The membership of the AFWDC has agreed to provide one-time quartet coaching with no fee. The quartet would coordinate with the desired coach regarding expenses.
  - Coaches agree based on their availability. Certified judges must abide by timelines documented in the Contest & Judging Manual.
  - The VP of Music & Performance will suggest coaches to groups upon request, and will track the use of the CAP for the district board and for the AFWDC.
  - Thanks to the following FWD quartet champs who have reported coaching for no fee to quartets: Russ Young (lots of groups), Ryan Wisniewski, Rich Brunner, Joe D’Amore, Craig Ewing, Martin Fredstrom, Billy Hill, Curt Kimball, Mike Lawton, Brett Littlefield, Sam Papageorge, and Will Winn. Undoubtedly there are other champs that “gave back” but did not report their coaching activity.
  - While not a part of the CAP program, special recognition to The Newfangled Four and Flightline for being performer / clinicians at youth festivals around the country.

### **EDUCATIONAL PROGRAM (HARMONY COLLEGE WEST)**

- Richard Lund was successful in conducting a harmony academy in conjunction with Leadership Academy for northern California. SoCal and AZ were unable to get enough attendees to provide a one-day seminar for their areas.
- Two tentative dates are available for a SoCal school in August with no cost for the classrooms... If sufficient interest does not appear, the space and coaching talent could be used for quartets preparing for the FWD Fall Convention.
- Harmony College Northwest is being conducted the same weekend as our FWD summer planning meetings. Several FWD educators have participated in this school for both male and female barbershoppers. Ron Black has been a clinician, and our own Chris Hebert is on the faculty this year. **BOARD DISCUSSION:** Is the FWD leadership interested in exploring the possibility of working with our local Sweet Adeline regions to create a coed educational weekend?



Bryan Forbes, Events Chairman

**(No Report Received)**



David Melville, Marketing & Public Relations

## Communications

### District Officers – Forum

The current Forum – [forum.farwesterndistrict.org](http://forum.farwesterndistrict.org) – is on an old version that is no longer supported. The plan has been to move the Forum to the new Members site – [members.farwesterndistrict.org](http://members.farwesterndistrict.org) – as soon as possible; however, with it being a “moving target” it has been difficult to get this accomplished without losing any data. Another benefit of moving the Forum to the Members site is that it will allow us to create additional categories to facilitate discussions with chapter leaders.

**ACTION: The Board and DMT to identify a two-week downtime window to get this accomplished.**

### Members -Mailing

The current Mailing tool – [mailing.farwesterndistrict.org](http://mailing.farwesterndistrict.org) – is also on an old version that is no longer supported. The plan is to move the Mailing tool to the new Members site – [members.farwesterndistrict.org](http://members.farwesterndistrict.org) – which will not only make it “one stop shopping” for all member-related needs, but also allow members to manage their subscriptions. This move will coincide with the movement of the Forum.

### External - Non-Members

Not long ago I had a nice visit with Judy Steinkamp, during which she pointed out that, when a member dies, their widow essentially “falls off the radar” with Society and District communications. The problem is that when a member dies they are removed from the active roster on the Society database, and that is our source of data; currently the mailing list gets refreshed periodically, adding new members and removing lapsed and deceased members.

**ACTION: consideration given to allow widows of deceased members to maintain an account on the Members site so that they can continue to receive District communications if they so desire.**

**ACTION: extend this consideration to include lapsed members.**

## **Sunshine**

Technically Sunshine falls under membership, but when it isn't working it becomes a PR issue. Our Sunshine Chairman is a lovable, well-meaning guy, but let's be honest, he isn't doing the job. Mongo and I have talked about this, and we both agree it needs to be fixed. The FWD is a large area, and is a pretty tough job to expect one person to keep on top of it. My suggestion is that we split this out to one man for each division.

At the division level, the two men who have the most contact with chapters are the Division VPs and the Divisional Editors for *Westunes*. While it would be nice to have a formal Sunshine guy for each division, we have a broken process that needs immediate attention, and so I'd like to suggest that we ask the Divisional Editors to serve as interim Sunshine contacts, and have them work with the Division VPs and/or the Membership Chairman to take appropriate action.

**ACTION: Arrive at a solution to fix Sunshine.**

## **Publications**

### **Westunes**

#### **Non-Submissions**

When an officer does not submit an article for *Westunes*, it has become the editorial practice to include their heading followed by "No Submittal." This has bothered me for a long time, as I feel it casts a negative tone that is not necessary. I've asked Ray to cease the practice, and rather we will simply include the contact information ("vanity" email address) for those who do not submit an article, immediately following the officer articles.

**ACTION: Please make every effort to contribute to *Westunes*.**

#### **Look and Feel**

Prior to this year, Ray Rhymer had been struggling with a standard word processing program to produce *Westunes*. Late last year I found a very good deal and received approval to purchase a license for Adobe Creative Suite for Ray Rhymer, the same version that I use. Included in that suite is a program called InDesign, which is the industry standard desktop publishing tool that the "big boys" use.

I figured it would take us most of this year to make the transition, but Ray – who never ceases to amaze me – took that program, learned it in a matter of a few weeks, and actually used it to publish the Spring issue. Granted, it still looks like something produced in Word for now, but considering the huge learning curve in transitioning to a professional-grade tool I would be remiss to not pay him a huge compliment.

In hopes of capturing more readers, particularly from the younger guys, I plan to work with Ray over the course of the next few issues to take advantage of these new tools and begin to move away from the sterile, two-column format to make the *Westunes* have the look and feel of a modern, professional publication, similar to what we've become used to with *The Harmonizer*.

Although the masthead has changed over the years, cover page of *Westunes* has featured the candy-stripe border for as far back as anyone can remember – quite possibly since its inception. As we begin to “modernize” the look and feel of *Westunes*, I hesitate to tamper with that because, despite looking a little dated it has become something of a hallmark, so I'd really like to get feedback from everyone on this.

**ACTION: I'd appreciate feedback from everyone regarding the candy-stripe border.**

### **Content**

Again, in an ongoing effort to increase readership, I think we would get a lot more people reading *Westunes* if – besides the officer columns and division digests – we featured two or three compelling articles from members around the district in each issue. Look at any issue of *The Harmonizer* to see what I mean; surely we have the talent and leadership to produce those kinds of stories right here in The FWD.

I'd love to solicit some ideas for whom we can approach from around the District who would be willing to contribute some enticing articles to feature in upcoming issues.

**ACTION: Please give me ideas and names of members to approach for content.**

### **Advertising**

Since going to the “e” format, our advertising has dropped off to practically nothing. Then again, so have our publishing costs. Nonetheless there are some expenses – \$400 annually for Issues– that we should try to offset by generating a little advertising revenue.

Let's develop a rate sheet, keeping in mind, because we have eliminated the expense of printing and mailing, we will be able to offer rates that are so ridiculously reasonable that a chapter or quartet would be crazy not to use.



**ACTIONS: Discuss advertising rates for *Westunes*. Encourage your chapters and quartets to a Website**

**Assistant Webmasters**

I am actively looking for members to help me with the web sites. Paul Graham is already on board, but limited to content related to YIH activities and Harmony Camp. Bob Shaffer has expressed an interest in learning Joomla, and Martin Fredstrom has offered to help find and correct errors as well as keep information current.

**ACTION: Please contact me if you know of others willing to help!**

**Members Only**

As mentioned earlier, I'll be moving both the Forum and the Mailing tools into the new Members site in the near future. It will also include a member directory, with more functionality to follow.

Joomla has several components that can best be described as "Facebook Lite" in that they allow members to create and maintain profiles and blogs and post photos, etc. This may be attractive to those who enjoy social media, and has the potential to encourage more regular use of the site; for those who don't care, then need not have a profile.

**ACTION: Should we include Social Media features on our Members Only site?**

**Events**

An updated version of our registration package (Vik Events) is scheduled. I'm hopeful that it will arrive very soon so I can install the upgrade before we launch the Fall Convention; otherwise it will have to wait.

They have also released a payment interface for Square, which is what we use for on-site registrations and tickets. I have already mentioned this to both Rich and Bryan, and we all agree that it could make things much easier to have all of the reposting come from one source. I also think it would also sit well with our members to make the change to Square. I am the first one to admit that the PayPal payment interface is terrible, and very confusing. However, the jury is still out on this until I have time to do some rigorous testing on the interface.

**Convention Registration**

Bryan and I had some quality time right after the SE/SW Division to talk about convention stuff, and registration in particular. Rabobank, as you know, is quite large (3003 seats), and we have identified the sections will be using so that those attending will all have great seats. I'm currently programming them into the system and plan to have the Fall Convention open later this month.

## Hotel Reservations

For the last several years we have problems with the Headquarters Hotel selling out very early, and long before we have convention registration counts that would justify that many rooms being taken. Part of the problem is that the hotels are never willing to let us block the entire hotel, and that will not likely change. Since room reservations are made directly with the hotel, it is pretty difficult to control.

HOWEVER, it occurred to me that we have been publishing the promotional code that members can use to get the convention rate at the hotel. WHAT IF, instead of publishing the promo code publicly, that we say they will receive the code when they register for the convention? I could print it directly on the voucher they receive when they register. That way, if someone wants to book a block of rooms well before they register, they'll have to book them at the regular rate, thus not going against our block. It's not fool-proof, but I think it may help.

**ACTION: Suggestions on how best to handle this.**

## Late Show

Last year we set up an event on the registration system to sell tickets to the Late Show. The payments went directly to the AFWDC, so it was no extra work for our Treasurer. It made it very convenient for people to get Late Show tickets at the same time they registered for the convention, and worked quite well. Advanced ticket sales exceeded their total attendance in previous years, and if you managed to get to the Late Show last year, it was SRO (the house, not the quartet). We are planning to do it again this year.

## Harmony Platoon

On a similar note, I've talked to Bill Kane about the possibility setting up Harmony Platoon registration on the district site, again with the funds going directly to them.

## SSL (https) encryption

All of websites will soon covered under SSL, including our main site, farwesterndistrict.org. It is already in place for our events site and the new members site. This will result in our URL starting with https instead of http; however, it will not break any existing links as the web server will automatically detect that and make the switch.

Besides the security advantages, it is a known fact that search engines favor sites having SSL encryption.

## Surveys

In 2015, Craig Hughes asked me to procure and set up a package that would allow us to conduct surveys. It had not been used, and I deleted the old survey site some time ago, but

the program is still valid, and can be installed again if there is any interest in having the capability of conducting surveys.

**ACTION: Please advise if you would like me to re-implement surveys.**

## **Convention Programs**

Bryan and I have been talking a lot about conventions, and ways to manage them entirely at the District level. We recently talked about convention programs. Currently they are being produced and printed by the host chapter, but that goes against the grain of what we are trying to accomplish. Some chapter sell advertising to offset the cost, while other do not, making it an expense. Moreover, the reality is that the majority of the content comes from the District, the DRCJ in particular.

Bryan then suggested that we identify one or two men in each area – SoCal, NorCal, and Arizona – to produce the program for their divisional or Prelims each year, and again in rotation for the Fall if it is being held in their area.

I think it's a great idea with a lot of potential advantages: 1) It makes this a District task; 2) It centralizes both the expense and the income; 3) It gives us more negotiating power to keep the production costs low; 4) It ensures a consistently good and accurate product; and 5) It opens the door to offering multi-event ad sales.

## **Marketing**

### **Fall Convention**

Attendance has been down at conventions, not just here, but all across the Society. Bakersfield, with its proximity to the LA Basin, is an opportunity to turn that around.

The Far Western District is known throughout the Society for holding some of the best conventions anywhere. I've often heard our Fall Convention referred to as the "Mini International". However, in recent years a number of these activities have fallen off the radar, mainly due to lack of manpower, and this is unfortunate.

The contests are, naturally, the main events, but if we want to attract more people to attend we need to have more activities that allow those who are not competing to sing and enjoy their hobby. That's what International is doing in a big way in Las Vegas this summer.

- Harmony Platoon
- AHSOW
- Sing with the Champs
- HCW Classes
- Harmony for Lunch
- Tag Zones
- Chorditorium
- Community Sing
- Barbershop Shop (FWD merchandise)
- Ladies Hospitality
- Golf Tournament

- Historic Bakersfield Tour

This requires a lot of work, but if we get organized right now, and get more people engaged to take ownership of these activities, they can happen.

## **Logo & Theme**

Last year we revived having a convention logo and theme to celebrate our 70<sup>th</sup> Anniversary, and I'd like to keep doing that for the years to come. Bakersfield has a number of options, but one that strikes me as both unique and marketable is the strong Basque heritage in the community.

I'm working on a logo that I hope to have ready to show at the June meeting that celebrates not only our event, but the community in which it is being held, with the theme being "Basque in Barbershop".

## **Webcast**

I've made initial contact with Adrian Leontovich with Lions Mane Productions regarding the webcast from Bakersfield. He has it in his calendar, and has sent me the contract for our review.

Our total cost is \$600.00 (50% paid up front with the signed contract) + \$5.00 per registered user connection (TBD). No travel or housing arrangements are needed. The subscription price was \$25.00. Last year we had 76 subscribers which, after subtracting the per user fee and CC fees, generated \$1,219.00 net income; less \$600 = \$619 net profit to the District.

## **I think we can do better than that!**

- Increase the visibility of the webcast option on the website and in communications, but continue to emphasize the additional fun of being there in person.
- According to Adrian, the majority of subscribers are viewing the events live, and only a small percent watch it afterwards. Offering a "fire sale" at the convention (only) might help to stimulate additional sales.
- Adrian also mentioned that one of the SAI regions raised their registration fee by \$5 and included the "watch it again later" option as part of the convention package. The way that worked is that Lions Mane got the \$5 for those who used the service, and the SAI region kept the rest. Their net was over \$3000. Interesting.
- Attract out-of-district subscribers by placing a 1/6 or 1/3 page ad in The Harmonizer. This cost for a 1-time placement is \$200 or \$400 depending on the size.

If you are concerned about the webcast being a deterrent to attending the convention, there are no numbers to support that theory; contrarily, market studies have shown that people who opt for watching the events via webcast would not have gone to the event were the webcast not available.

**ACTIONS: Approve moving forward with the webcast. Discuss the option of promoting the convent and webcast in *The Harmonizer*.**

### **FWD Merchandise**

I'd like to re-open discussion about offering a small assortment of FWD branded merchandise to sell on-line and at conventions. Last fall the Brea Chapter took the ball and began selling 70<sup>th</sup> Anniversary Logo polo and t-shirts. It was not a huge money-maker, but it was well received. In fact, we continued to sell the shirts on the FWD website until the end of last month!

It's not necessary to maintain a large inventory; items like shirts and caps can be made on demand, and items like lapel pins and lanyards can be ordered in small quantities.

This is also not intended to be a big profit center, but rather to get our brand out in the market, which helps to build public awareness and potentially attract new members.

**ACTION: Discuss option of moving forward with FWD branded merchandise.**

### **Mid-Winter Convention – FWD Senior Chorus**

Craig Ewing contacted me about helping him getting the word out about the FWD Senior Chorus, with an article on the website as well as sending out emails to the membership. I will work with him to make that happen.

### **Education**

I'm in stand-by mode on this, and ready to move forward if there will be a HCW this year. I'm sure Steve will have plenty to say about Leadership Training, but rest assured I will provide whatever support is needed.

### **YIH**

Richard has provided me with the updated forms and details, and they have been posted on the website for this year's Harmony Camp. The only thing outstanding is the scores and tracks for the camp songs, but the infrastructure is in place and ready to receive them. Registered campers will be given a username and password they can use to login to the website and download the song files. Permissions on the files prevent anyone else from retrieving them. I'll work with Richard to get this properly communicated.



### Bill Rosica Membership

**As we begin to get into our summer months, some Chapters take time off or slow down just a bit. I would encourage you to re-energize and plan some family get togethers with other Chapters. In order to enrich the lives of our members, we need to keep the ball rolling.**

**Membership during the summer months can be broken down into two phases, Recruitment and Retention. Recruitment may be the easiest, get the community to come through the door. That can be by annual shows, chorus performances, or quartet performances. If you don't mention anything about your chapter sometime during these performances, you're missing a great opportunity. I would not have joined the Society if it had not been for a chance meeting of my Dad and a quartet at a Shell Oil Company Picnic, where the quartet mentioned where they met and a time and place. The rest is history.**

**Retention is a little tougher. We, as Chapter members, need to make sure we don't leave our guests standing around during break. Make sure you make the effort to get to know the guest and ask how he came to show up. I know at Santa Fe Springs, I look for the guy who is a little shy and find out all I can in the 15-20 minutes I have. Each week I find a new guy and make sure I touch bases with last week's guest. If we can get them through the first few weeks, our chances of retaining them is much better.**

**Lastly, I have Membership buttons I had made that have "Each One Bring One, We Won" printed on them. Any Chapter who wants to hear my short, OK maybe not real short, presentation, let me know. I can even give you the lowdown on the phone.**



Steve Salmon CSLT

### **CSLT 2017 SUMMER REPORT – STEVE SALMON**

PROGRAM: FWD Leadership Academy

***SE/SW November 4, 2017 Connelly HS Anaheim, CA***

***NE/NW November 18, 2017 St Marks United Methodist Church Sacramento, CA***

***AZ January 13, 2018 St. Mark's Episcopal Church Mesa, AZ***

#### PROGRAM OBJECTIVE

Provide Leadership skills and program specifics for our individual Chapter Board Members

Bring together Leaders from each Division and council together to create a shared vision.

Model successful best practices.

Generate enthusiasm, light and kindle fires, be passionate.

Generate comradery and unity in each Division and District.

#### KEY PROGRAM OUTCOME

Strengthen Healthy Chapters, improve the wellness of weaker chapters.

#### TARGET AUDIENCES

Chapter Board Members, Future Board members, members interested in successful leadership

#### KEY STRATEGIES

Use a Creative Learning environment that encourages Learning and Exploring

Projects, Peers, Passion, Play (A Council not an Academy)

#### KEY EXTERNAL OUTCOME (ALIGNMENT WITH MISSION STATEMENT)

Leadership Academy will have 3 main focuses. 1-Key Chapter Office Training 2-Nonspecific group programs about leadership principles 3-Councils where each man has a voice about past present and future.

#### KEY PERFORMANCE INDICATORS (INTERNAL)

Classes offered, and number of attendees per class.

## EVALUATION AND ASSESSMENT

Number of attendees, and response to a survey after the school.

### STAFFING/PERSONNEL/VOLUNTEER:

SE/SW LA Dean: Nick Papageorge

Directors Workshop (Craig Ewing / Royce Ferguson)

Healthy Chapter Facilitator ( )

NE/NW LA Dean Richard Lund

Directors Workshop (Craig Ewing / Royce Ferguson)

Healthy Chapter Facilitator ( )

Arizona LA Dean John Bloomquist

Directors Workshop (Craig Ewing / Royce Ferguson)

Healthy Chapter Facilitator ( )

### BUDGET:

Location Fee	500.00
Facilitator Room & Board	Hotel 120.00
	Food 60.00
District Travel	160.00 x 3 = 480.00
Presenters Lunch	10.00 x 10 = 100.00
Academy Materials	240.00
Budget Total	1,500.00 per Academy

Possible Attendees @ 3 per Chapter and 5 Per Chapter

SE/SW Chapters 35

NE/NW Chapters 30

Arizona Chapters 12

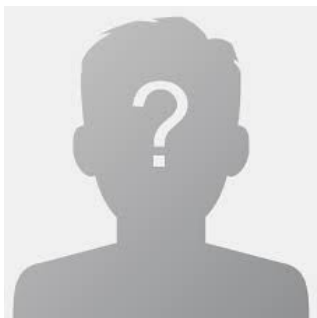
77 chapters x 3 = 231 4500.00 / 231=19.48 each + Lunch

77 chapters x 5 = 385 4500.00 / 385 =11.68 each + Lunch

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Healthy Chapter Initiative Report – 2 Chapters have signed up to participate.





## Youth in Harmony- Position Open

### **FWD YOUTH REPORT**

**To the members of the Far Western District:**

**Several months ago, we received the following letter from the Barbershop Society Outreach Grants Executive Review Team. I have purposely edited the letter to elucidate the reasons for it being sent. It included comments suggesting changes and edits to the Grant Request submitted by Richard Lund. The granting of this \$4,000 was due to the second efforts of Richard Lund and his wife Patsy, who have worked tirelessly, on behalf of the FWD, on securing funding for the Far Western District Harmony Camp which they operate annually at Pollock Pines, California.**

**We all appreciate the extra effort exerted by Richard and Patsy and will work hard to improve our system to coincide with the Barbershop Harmony Society's procedure for funding in the future. This award and its explanation should go a long way in explaining to our members what goes into the grant requests and where the money is applied. The same applies to our Youth Festival donations annually. The more we understand the processes pertaining to the BHS and The BHS Foundation's relationship, the easier it is to understand why the donations are requested. While we all are an important element of the Barbershop Harmony Society, it is incumbent on the younger men to keep the whole world singing.**

**Gordon "Mongo" Bergthold  
President FWD**

Gentlemen of the FWD Board,

The Outreach Grants team would like to inform you we have awarded the Far Western District Harmony Camp funding request at \$4,000 in support of its improved application from the prior grant window. We continue to support and value the spirited partnership between Far Western District Harmony Camp, Barbershop Harmony Society and our philanthropic partner Harmony Foundation International, and are pleased by the requested improvements to the application.

The award letter was sent as an attachment to this email outlining the \$4,000 award and the necessary responses necessary from Richard and the district.

For further guidance, when the Outreach Grants program was restructured in 2015, our goals were to:

- Build a sustainable grant program by encouraging a culture of financial self-sustainability among our applicants.
- Educate our applicants through an industry standard grant process to help prepare them for securing local community or state funding.
- Open-up opportunities for newly developed projects to be funded.
  - This was not only for youth based projects, but also for other community projects including, but not limited to: veterans, seniors, healthy singing, or developing chapter leadership.

As applications continue to evolve with the grants process to ensure the goals listed above, it thrills us to fund improved applications for programs and events like Far Western District Harmony Camp. We know that the process through which all apply for grants can seem daunting. However, we formulated this program with the hope that we would be able to empower our chapters and districts with the tools they need to secure funding not only from the Barbershop Harmony Society, but from abundant outside funding sources as well. We value the ability to make grant awards based upon quality of applications as part of an industry standard in the hope that we can accomplish this goal. Seeing applications like the one for Far Western District Harmony Camp begin to improve after feedback and suggestions from this process is encouraging. We hope that we can continue a positive relationship surrounding the district's grant applications and work together toward positive outcomes that foster mutual respect.

We thank you again for your time and leadership not only in your respective communities, but as part of the Barbershop Harmony Society. Please reach out to us with any questions you may have regarding the attached award letter and suggestions. We're happy to help in whatever capacity we are able.

**Joe Cerutti, Ashley Torroll, Ashley Brown**  
**Outreach Grants Executive Review Team**  
**Congratulations!**

**The Barbershop Harmony Society is awarding a grant to your project**

**Good work! More than 50 projects were submitted to the Barbershop Harmony Society**

**Outreach Grants program in the February 2017 second application window. The competition was strong, and the total funds requested far exceeded the funds available. Only the very best, carefully planned proposals made the cut this time. Even projects receiving awards did not always receive the full requested amounts.**

**That means you can be proud to receive this award. It also means you are capable of meeting high expectations of execution and reporting. Both quantitative results (numbers of people influenced) and qualitative results (how your work changes the world) will be important. Take a look at the [post-project report](#) , and plan now how you can gather good data to make a compelling case for funding future efforts through external funding sources in your community.**

**Barbershop Harmony Society Outreach Grants play a role in building a better world, singing. Share your success with your communities, and encourage many more people to take an active role in supporting projects like this, both as donors through [Harmony Foundation International](#) , and as direct underwriters of your program. Let your success become the model for success for others, while changing lives in your community.**

**GO!**

**Joe Cerutti & Ashley Torroll  
outreach@barbershop.org**

### **Next Steps**

**Now, it's time to get to work! This email includes the Grant Data Sheet, with Procedure for Acceptance. A Review Summary is included below the Grant Data Sheet.**

### **Grant Data Sheet**

**Title of Project**

**FWD Harmony Camp**

**Amount Requested**

**\$4,503**

**Amount Awarded**

**\$4,000**